 

2020 CARES Act

City of Columbus and Franklin County

The Resilience Initiative

Request for Proposals

**CONTENTS**

Introduction page 2

General Guidelines page 3

Application Timeline page 4

Threshold Checkboxes page 5

Investment Categories page 6

Reporting “Telling your Story” page 9

Review and Selection Process page 10

E-CImpact Instructions and Contact Information page 11

Appendix A page 13

Appendix B page 14

Appendix C page 16

## INTRODUCTION

The City of Columbus and Franklin County Board of Commissioners are pleased to announce the release of a Request for Proposals (RFP) for **The Columbus and Franklin County Resilience Initiative** with **$20 million** of fundingthrough the **2020 CARES Act**.

The application period for **The Resilience Initiative** is open from **Wednesday July 8, 2020 to Monday July 27, 2020**. **Deadline for submission of proposals is 5pm on Monday July 27, 2020.** This Request for Proposals will cover a Grant Program period of **March 1, 2020 through November 30, 2020**.

We have partnered with the United Way of Central Ohio (UWCO) to provide an online proposal submission process. All documents will be submitted through UWCO’s portal, e-CImpact. The application link to submit the proposal is provided [CLICK HERE](https://urldefense.proofpoint.com/v2/url?u=https-3A__agency.e-2Dcimpact.com_login.aspx-3Forg-3D37145F&d=DwMFAg&c=-w6k6JNa8GMRbEaiNwI08C5s5vDvjuBeGIGXIuELksM&r=twt7slk-L-wRhRxP5lXJ4q4_ea2pwxuRh0xw3eF_Vhg&m=BmHCUQa8x5ssV63ivNsD-VYx4aI7Nl5VM5cd5dJZPYU&s=zVK2OMulQkwmkWwg7gNvywfQC0B8Gz20vt_OvNsIAg0&e=). See page 11 of RFP for additional Instructions, and where to access FAQ’s and Technical Assistance.

**Please consider the following:**

* Carefully and thoughtfully review **The Resilience Initiative** statements of Vision, Current Reality, The Work and Investment Categories.
* Read and follow all the instructions and guidelines
* Take note of the timeline with submission deadlines

## STATEMENTS OF VISION, CURRENT REALITY, AND THE WORK

## A Vision of Resilience

Columbus and Franklin County residents and human service providers are resilient in the face of today’s economic and healthcare challenges resulting from COVID-19.

**Current Reality:**The COVID-19 pandemic is causing unforeseen needs among Columbus and Franklin County residents. In addition, human service agencies working to meet those needs have been impacted by unforeseen and unbudgeted costs. As a result, many residents and nonprofit human service providers are experiencing economic instability. It is essential for us to invest in ways that increase their resilience and stability.

**The Work: *Increasing the capacity of human service providers to recover quickly and meet the increased demands of residents for goods and services.***

**The Resilience Initiative** will benefit 501(c)3 nonprofit organizations currently providing health and human services to Columbus and Franklin County residents. These are nonprofit agencies who are:

* Ensuring the provision of basic needs of food and water, personal hygiene, shelter and safety for Columbus and Franklin County residents.
* Providing stabilization and resource supports for Columbus and Franklin County residents to move from economic instability to economic security.

## GENERAL GUIDELINES

**APPLICANT ELIGIBILITY**

* Applicant Agency must be a 501(c)3 nonprofit organization
  + Providing health and/or human services,
  + Serving residents of Columbus and Franklin County,
  + In good standing with the Internal Revenue Service (IRS), and
  + In compliance with the State of Ohio Attorney General’s Office.

**FUNDING GUIDELINES**

* Only one (1) application per 501(c)3 Agency will be accepted.
* There is no minimum or maximum Grant Award
* The City of Columbus and Franklin County reserve the right to not award, or to partially award, eligible agencies and eligible fund requests.
* Grant funding can be used for Revenue Losses (Category One) and/or Increased Expenses (Category Two) incurred by the Applicant Agency from **March 1, 2020 to November 30, 2020** **as caused by, or in response to, the COVID-19 public health emergency.**
* Grant funding may not supplant other federal funds received by the agency.
* Agencies that are awarded grants will be required to submit final expenditure and activity reports per their agreements **by December 4th, 2020**.

* All Agencies will be required to return unused/unexpended CARES Act funds to the City or County **by December 11th, 2020**.
* CARES Act funds are federal U.S. Treasury funds. As such they are subject to federal regulations including, but not limited to:
* Single Audit Act, 2 CFR 200.303 (internal controls), and
* 2 CFR 200.303-.332 (subrecipient monitoring).

**APPLICATION TIMELINE**

|  |  |
| --- | --- |
| **Wednesday July 8, 2020** | **Launch Date:** City of Columbus and Franklin County Request for Proposals Announced and Marketed  **E-CImpact** link and sign on information provided to applicants by the City of Columbus and the United Way of Central Ohio |
| **Friday July 10, 2020** | **RFP/Grant Information Webinar at 10am. Must Register Ahead of Time.** |
| **Monday July 27, 2020** | **DEADLINE:** Agencies Submit Online Request for Proposals (RFP) through United Way’s e-CImpact by **5:00pm Monday July 27th, 2020**  **REMINDER: Only ONE (1) Application per Agency will be accepted** |
| **Friday August 14, 2020** | **Recommendations presented to City of Columbus/Franklin County External Grant Review Committee** |
| **Monday August 31, 2020** | **Conditional Awards notification provided to agencies pending approval by City Council and Franklin County Board of Commissioners** |
| **Monday September 14th, 2020** | **Grant awards scheduled for Columbus City Council** |
| **Tuesday September 15th, 2020** | **Grant awards scheduled for Franklin County Board of Commissioners** |

## THRESHOLD CHECK BOXES

Agencies must meet and check all of the following Thresholds in order to be eligible for funding consideration.

\_\_\_\_ This Agency is in good standing with the federal Internal Revenue Service.

\_\_\_\_ This Agency is in compliance with the State of Ohio Attorney General’s Office.

\_\_\_\_ All proposed funding requests are for expenses and losses **caused by, or in response to, the COVID-19 public health emergency.**

**\_\_\_\_** All proposed funding requests are for expenses and losses **occurring between March 1, 2020 and November 30, 2020.**

**\_\_\_\_** This Funding Request is not supplanting other federal funds.

\_\_\_      This Agency agrees to ensure nonduplication of efforts for budgeted items and that

funds are used appropriately.

\_\_\_\_ This Agency is aware that these U.S. Treasury CARES Act funds are federal funds

subject to all applicable federal regulations.

\_\_\_\_ This Agency is providing health and/or human services to Columbus and Franklin County residents.

\_\_\_\_ This Agency agrees to the following statement for the provision of services:

*“To provide services without regard to race, religion, national origin, ethnicity, age, gender, gender identity & expression, disability, sexual orientation, veteran status, familial status or socio-economic status; and agrees to maintain a commitment to cultural competence and ongoing development of cultural competence capabilities of staff and organization.”*

**INVESTMENT CATEGORIES**

1. **CATEGORY ONE: REVENUE LOSS**

**Unforeseen losses of revenue**

* **As caused by, or in response to, the COVID-19 public health emergency**
* **From March 1, 2020 through November 30, 2020**
* Revenue means: income coming into the Agency for operations and programming

**See Appendix A. for Examples of Revenue Losses**

1. **CATEGORY TWO: INCREASED OR NEW EXPENSES**

**Bucket A. Unforeseen and Unbudgeted Agency Business Expenses**

**Bucket B. Unforeseen Expenses for Residents\*\* to Access Basic Needs, Stabilization and Resource Supports**

**\*\* Residents are all individuals and households living within the corporate**

**limits of the city of Columbus and/or Franklin County**

**Increased or New Expenses: In Bucket A. and/or Bucket B.**

* **As caused by, or in response to, the COVID-19 public health emergency**
* **From March 1, 2020 through November 30, 2020**
* Expense means: the cost required to buy or obtain goods or services

**See Appendix B. for Examples Agency Business Expenses**

**See Appendix C. for Examples of Basic Needs, Stabilization and Resource Support Expenses**

**APPLICATION FORMS and QUESTIONS (Found on e-CImpact Online Portal)**

**CATEGORY ONE: AGENCY REVENUE LOSSES**

**Amount of Agency Revenue Loss**: $$

* Concise Description of the Agency’s Revenue Loss: 500 words or less
* List all other sources already receiving for Revenue Loss
  + Federal funding sources and amounts
  + City of Columbus and Franklin County amounts
  + All other COVID-19 Emergency Response Funds amounts
* Explain how the Revenue Loss was **caused by, or in response to, the COVID-19 public health emergency**: 250 words or less

**Amount of City/County Funding Request**: $$

* This request should not be greater than the Total Revenue Loss minus all other funds already received for that loss.

**How does this Funding Request benefit the residents of Columbus and Franklin County? 250 words or less**

**CATEGORY TWO: INCREASED EXPENSES**

**Bucket A. Unforeseen and Unbudgeted Agency Business Expenses**

**Bucket B. Unforeseen and Unbudgeted Expenses for Residents to Access Basic Needs, Stabilization and Resource Supports**

**Amount of Increased Expenses for Each Bucket: $$**

* Concise Description of Increased Expenses: 500 words or less for each Bucket
* How were increased expenses for each Bucket **caused by, or in response to, the COVID-19 public health emergency**? 250 words or less for each Bucket
* List all other sources already receiving for Increased Expenses for each Bucket
  + Federal funding sources and amounts
  + City of Columbus and Franklin County amounts
  + All other COVID-19 Emergency Response Funds amounts

**Amount of Funding Request for each Bucket: $$**

* This request should not be greater than the Increased Expenses minus all other funds already received to pay for those expenses.

**How does this Funding Request benefit the residents of Columbus and Franklin County? 250 words or less for each Bucket**

**Total Category Two Request = Buckets A + B added together**

**One Grand Total Request = Category One + Category Two**

## REPORTING: TELLING YOUR STORY

## The City of Columbus and Franklin County leadership recognize the importance of collecting and utilizing both quantitative and qualitative data that will aid in our ability to share the story of our efforts and to articulate how the work that Grantees do translates into positive impact in our communities.

## Grantees will be required to document the actual expenditure of the grant funds and also describe the work and achievements resulting from the investment of CARES Act funds in the Grantees’ Agency. The following questions are examples of what will be required in a Final Investment Report.

* What did you do?
* Why did you do it?
* What did you learn?
* How did/How will the Agency benefit?
* How did/How will the residents of Columbus and Franklin County benefit?
* What else do you want us to know?
* What’s next?

## REVIEW AND SELECTION PROCESS

The City of Columbus and Franklin County are releasing this request for proposals for the purpose of soliciting grant applications from local 501(c)3 organizations that provide health and human services to residents in Columbus and Franklin County, OH.

Applications submitted will be reviewed on the basis the **Thresholds** listed above, the **Eligibility of the Organization,** and the **Eligibility of the Funding Request**.

Prior to submission to Mayor Ginther, Columbus City Council and the Franklin County Board of Commissioners the funding recommendations will be reviewed by an **External Grant Review Committee**. This Committee is established by the City of Columbus and Franklin County to ensure an equitable distribution of CARES Act funding to eligible grantees.

Reviews will hold to the following investment values:

* *Build upon strategic* ***investments in the human service sector***
* *Provide service* ***equity*** *to all patients, clients, customers, consumers and service users*
* ***Produce results*** *that aid in* ***long-term recovery*** *efforts.*

## INSTRUCTIONS, CONTACT, FAQS AND TECHNICAL ASSISTANCE

## The Resilience Initiative application link is provided online through the United Way of Central Ohio’s e-CImpact

## [CLICK HERE](https://urldefense.proofpoint.com/v2/url?u=https-3A__agency.e-2Dcimpact.com_login.aspx-3Forg-3D37145F&d=DwMFAg&c=-w6k6JNa8GMRbEaiNwI08C5s5vDvjuBeGIGXIuELksM&r=twt7slk-L-wRhRxP5lXJ4q4_ea2pwxuRh0xw3eF_Vhg&m=BmHCUQa8x5ssV63ivNsD-VYx4aI7Nl5VM5cd5dJZPYU&s=zVK2OMulQkwmkWwg7gNvywfQC0B8Gz20vt_OvNsIAg0&e=)

**e-CImpact Instructions**:

* To access the application-
  + Agencies with existing accounts can login to e-CImpact
  + Agencies that do not already have an account can self-register using their EIN/Federal Tax ID.
* On the left side of the page, in the Apply/Report section, click on **Grant Applications.**

* Look under **City of Columbus/ Franklin County B.O.C.**
  + Select **Columbus and Franklin County Resilience Initiative** (Do not click on any other options), then click the **GREEN** continue button.
* Next, click the **Complete Registration** button.
  + An automated Approval/Notification message will pop up on the screen.
  + Click the **GREEN** continue/next button at the bottom of the page.

* Finally, a page with the application forms will appear.  Click on each section, answer the questions.
* You can save your progress and return to finish later if you wish.

* If you have any questions or need assistance, email [reporting.help@uwcentralohio.org](mailto:reporting.help@uwcentralohio.org) and a member of the United Way Data Science team will be happy to assist you.

## Technical assistance related to the Request for Proposals (RFP) can be requested via email at [humanserviceprograms@columbus.gov](mailto:humanserviceprograms@columbus.gov)

## Technical assistance for the United Way’s e-CImpact online grant application system can be requested via email at [Reporting.Help@uwcentralohio.org](mailto:Reporting.Help@uwcentralohio.org)

## Frequently Asked Questions (FAQs) will be available on the City of Columbus website <https://www.columbus.gov/Development/>

## The Resilience Initiative Coordinator

## Mr. Kim Stands

## City of Columbus, Department of Development

## Email: [humanserviceprograms@columbus.gov](mailto:humanserviceprograms@columbus.gov)

**APPENDIX A**

**Examples of Revenue Losses**

**Examples of losses of revenue including, but not limited to:**

1. Fundraising losses
2. Fee for services losses
3. Individual donation losses
4. Reimbursements
5. Social Enterprise/Retail

**APPENDIX B**

**Increased Business Expenses**

Grant funding can be used for items such as operational, administrative, technological, staffing and supply expenses required to support the Applicant Agency and its programs if documented **as caused by, or in response to, the COVID-19 public health emergency.**

Grants may be used for capital expenditures such as renovation, remodeling, building repairs, and architectural or engineering plans if documented **as caused by, or in response to, the COVID-19 public health emergency** and **expended within the time frame of the grant award period (March 1, 2020 to November 30, 2020).**

**Example Categories including, but not limited to:**

* COVID-19 Cleaning Services
* COVID-19 Personal Protective Equipment (PPE)
* Renovation/Remodeling/Purchase of Equipment
* Data management infrastructure
* Finance:
  + Budgeting
  + Cashflow stress testing
  + Alternative income options
  + Accounting
  + Bookkeeping,
  + Streamlining expenses
* Human Resources
  + Navigating legislation
  + Changes to policy and procedural manuals
  + Employee bents and hours
  + Unemployment
* Legal Services
* Staff Expenses
  + Hazard Pay
  + Hiring to fill for Volunteer loss
  + Volunteers
  + Wellness Initiatives
* Strategic Planning:
  + Blending service delivery
  + Part of plan to keep/change
  + Sustainability against funding cuts
  + Crisis management
  + Contingency planning
* Technology -Hardware
  + Tablets
  + Laptops
  + Cell phones
  + Barcode scanners
  + Video cameras
  + Web cams
  + Upgraded internet
  + Wifi
  + Memory upgrades
* Technology-Software
  + Teleconference subscriptions
  + Telemedicine
  + Pantrytrak software
  + Video editing
  + E-commerce platform
  + Remote learning
  + Virtual hiring
  + Volunteer tracking

**APPENDIX C**

**Increased Basic Needs Expenses**

**Examples including, but not limited to:**

1. Clothing/Uniforms
2. Diapers/Baby supplies
3. Food/Nutrition
4. Furniture/Appliances
5. ID support/Bus passes/Gas cards

**Increased Stabilization and Resource Expenses**

**Examples including, but not limited to:**

1. Child Care
2. Education and Training
3. Medical, Physical and Mental Health
4. Stable Housing e.g. rent assistance, utility assistance
5. Technology/Internet access
6. Transportation
7. Workforce development
8. Youth and Senior Services