

**County of Monmouth, New Jersey
American Rescue Plan Act (ARPA)
COVID-19 Community Recovery Grant Program
Not-for-Profit Organizations**

Notice of Funding Opportunity

Take notice that the County of Monmouth, New Jersey (“County”) will receive grant proposals from eligible not-for-profit organizations (“organizations”) on **Friday, May 13, 2022 at 4:30 pm** under its *COVID-19 Community Recovery Grant Program* (“Program”). The Program was established by the Monmouth County Board of County Commissioners on March 8, 2022 pursuant to Resolution #2022-0201. The County will award grants under the Program on a discretionary basis not-to-exceed \$500,000.00 per organization. Organizations must meet all Program criteria and requirements, including, but not limited to, having a physical service address within the geographic boundaries of the County and demonstrating a direct or secondary impact caused by the COVID-19 public health emergency.

The primary objectives of grant funds under this Program are to support organizations who: (i) serve veterans and their families through supportive housing, education, healthcare and community reintegration; (ii) combat food insecurity; (iii) provide temporary care, housing and adoption services for animals; (iv) support special needs persons in their transition into the community from institutional care; and (v) provide for the presence and preservation of the arts, historic and cultural resources.

Funds under this Program may be used to accomplish any of the five (5) aforementioned objectives and may be applied retroactively as reimbursement of eligible expenditures incurred during the COVID-19 public health emergency from March 1, 2020 through March 28, 2022, to retroactively reimburse reductions in total revenue experienced during the COVID-19 public health emergency from March 1, 2020 through December 31, 2021, or prospectively to reimburse eligible COVID-19 expenditures or enhance existing programs and services from March 29, 2022 through December 31, 2022.

Only written responses will be accepted at the below mailing address or email address by the prevailing date and time: **Friday, May 13, 2022 at 4:30 pm**. The County is not responsible for late submissions, incomplete submissions, and submissions that do not meet all terms and conditions of the Program. Responses must adhere to the prescribed format. Written responses, questions and inquiries about this Program shall be directed in writing to the Monmouth County Office of the County Administrator:

Teri O’Connor
County Administrator
Hall of Records, 2nd Floor
One East Main Street
Freehold, NJ 07728
MCNFPGrant@co.monmouth.nj.us

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The County promotes equity and inclusion and encourages all eligible organizations to participate in this opportunity. Applicants who require language assistance services may contact the County at the above address or by calling (732) 431-7384.

This notice will be published on the County's website: www.co.monmouth.nj.us.

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Program Overview

A. FULL NAME OF PROGRAM

Monmouth County COVID-19 Community Recovery Grant Program for Not-for-Profit Organizations (hereinafter referred to as the “Program”).

B. PROGRAM TYPE AND AWARDS

Discretionary Grant Program. Discretionary grants will be awarded to selected organizations to accomplish the objectives of the Program. The County will exercise its sole and best judgement to determine which organizations shall be selected for grant awards. Grant awards, not-to-exceed \$500,000.00 per organization, will be determined based on need, priorities of the County, assessment of the organization’s response, and availability of funds. The County encourages each organization to report total eligible expenditures and program needs, even if this total reporting exceeds the maximum grant award of \$500,000.00. The County may use this additional financial data to assess each response and develop future funding opportunities. The County makes no guarantee that it will fund any organization under this Program or the amount of grant funds that will be awarded.

C. NATURE AND PURPOSE

The County received funds from the United States Department of Treasury in connection with the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program under the American Rescue Plan Act (“ARPA”). The County dedicated a portion of its SLFRF funds consistent with Federal requirements to establish this Program.

This Program will award grant funds on a discretionary basis to organizations who meet all Program criteria and requirements. Organizations must have a physical service address within the geographic boundaries of the County.

The primary objectives of grant funds under this Program are to:

- serve veterans and their families through supportive housing, education, healthcare and community reintegration;
- combat food insecurity;
- provide temporary care, housing and adoption services for animals;
- support special needs persons in their transition into the community from institutional care; and
- provide for the presence and preservation of the arts, historic and cultural resources.

Organizations are required to demonstrate how their existing programs meet one of the aforementioned objectives.

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Program Overview

D. ELIGIBLE USES OF FUNDS

Organizations may apply for grant funds on a retroactive and/or prospective basis. Grant funds may be applied to:

- Reimburse the organization for eligible expenditures incurred during the COVID-19 public health emergency from March 1, 2020 through March 28, 2022.
- Reimburse the organization for eligible expenditures incurred during the COVID-19 public health emergency for the period March 29, 2022 – December 31, 2022.
- Reimburse the organization for reductions in total revenue experienced during the COVID-19 public health emergency from March 1, 2020 through December 31, 2021.
- Enhance existing programs and services for the period March 29, 2021 – December 31, 2022.

The following expenditures and revenue reductions are **eligible** under this Program:

1. COVID-19 related expenditures:
 - a. Personal Protective Equipment (PPE)
 - b. COVID-19 related testing supplies, materials and equipment
 - c. Social distancing signage and communication
 - d. Personal sanitization supplies (i.e., hand sanitizer)
 - e. Personal sanitization equipment, dispensers and touchless fixtures,
 - f. Disinfection and specialized cleaning supplies
 - g. Disinfection and specialized cleaning services
 - h. Electronic payment processing equipment, supplies and service fees
 - i. Equipment to enhance remote capabilities
 - j. Improvements to HVAC systems and air quality
 - k. Consultant services to advise on mitigation efforts
 - l. COVID-19 related training for employees
 - m. COVID-19 related updates to website and marketing materials
 - n. Additional staffing needed during the COVID-19 public health emergency
 - o. All other COVID-19 related expenditures
2. Reductions to total revenue (total revenue includes all reimbursements, grants, service fees and fundraising) during the COVID-19 public health emergency.
3. Reasonable and necessary expenditures to enhance programs and services, i.e., additional staffing (payroll and employee fringe benefits), supplies, equipment, etc.

**County of Monmouth, New Jersey
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Program Overview

The following expenditures are **ineligible** under this Program:

1. Any expenditure incurred prior to March 1, 2020.
2. Any reduction in revenue incurred prior to March 1, 2020.
3. Any reduction in revenue incurred after December 31, 2021.
4. Any expenditure incurred to support locations operating outside of the County.
5. Any expenditure covered or reimbursed by another funding source.
6. Replenishment of contingency funds to offset unknown future expenditures.
7. Cash assistance, subsidies, debit cards and other similar benefits that may be issued to employees of the organization or its beneficiaries.
8. Expenditures related to the organization's fundraising efforts.
9. Taxes, including sales tax on goods and services.
10. Lobbyists.
11. Political contributions.
12. Indirect costs.
13. Expenditures that are used as required matching funds for other Programs.
14. Damages covered by insurance.
15. Reimbursement to donors for donated items or services.
16. Workforce bonuses.
17. Severance pay.
18. Legal settlements.

E. ADDITIONAL REQUIREMENTS

Additional Submission Requirements:

1. All organizations must provide evidence of their not-for-profit status.
2. All organizations must complete an attestation statement.
3. All organizations must submit a detailed budget form.

Additional Award Requirements:

1. All organizations must execute an Agreement with the County.
2. Organizations who request prospective funds must file periodic budget reports demonstrating use of funds. Any unspent funds must be returned to the County.

F. RESPONSE FORMAT

All responses shall adhere to the following format:

1. Cover Page
 - a. Name of Organization.
 - b. Service Address of Organization (must be within the County).
 - c. Name, Title and Telephone Number of Contact Person.
 - d. Name and Address of Parent Company, if applicable.

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2. Executive Summary

- a. Identify organization type and non-profit status.
- b. Description of organization's core activities and identify how your organization meets at least one of the following objectives of this Program:
 - i. serve veterans and their families through supportive housing, education, healthcare and community reintegration;
 - ii. combat food insecurity;
 - iii. provide temporary care, housing and adoption services for animals;
 - iv. support special needs persons in their transition into the community from institutional care; and
 - v. provide for the presence and preservation of the arts, historic and cultural resources.
- c. Identify the number of years your organization has served the Monmouth County community.
- d. Identify if your organization is focused on serving low- and moderate-income persons or if your organization is located within a Qualified Census Tract (QCT) or Federally recognized Opportunity Zone.
- e. Description of current sources of funding and identify primary/largest funding source.
- f. Identify if your organization has ever received funds from the County. If so, identify the amount, purpose and the date your organization last received funds.

3. Description of COVID-19 Impact on Your Organization

- a. Identify if your organization was subject to required closure and how COVID-19 related curfews, mask mandates, social distancing mandates, and other requirements and restrictions impacted the operation of your organization.
- b. Identify if your organization was deemed essential, if you provided an essential service, and/or if you generally conducted operations throughout the public health emergency.
- c. Identify if your organization provides health or support services that are critical to the County's public health and safety response. For example, identify if your organization helped residents apply for benefits, obtain food assistance, provided transportation to testing/vaccine sites, etc.

4. Budget Narrative

- a. Provide a brief summary and identify the total amount of grant funds requested by your organization for each of the following:

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Program Overview

- i. Reimburse the organization for eligible expenditures incurred during the COVID-19 public health emergency from March 1, 2020 through March 28, 2022;
 - ii. Reimburse the organization for eligible expenditures incurred during the COVID-19 public health emergency for the period March 29, 2022 – December 31, 2022.
 - iii. Reimburse the organization for reductions in total revenue experienced during the COVID-19 public health emergency from March 1, 2020 through December 31, 2021.
 - iv. Enhance existing programs and services for the period March 29, 2022 – December 31, 2022.
 - b. Provide a listing of all other local, State and/or Federal COVID-19 relief funds received to date.
5. Forms and Attachments:
- a. Program Attestation Form
 - b. Program Budget Form
 - c. IRS Determination Letter of not-for-profit status.