



Cherokee County Board of Commissioners  
Finance Department | Grants  
1130 Bluffs Parkway, Canton, GA 30114  
Phone: (678) 493-6267 | Fax: (678) 493-6035

**REQUEST FOR PROJECTS**

The American Rescue Plan Act (ARPA and/or Plan) provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery (SLFR) Funds to help eligible state, local, territorial and Tribal governments meet their present needs and build the foundation for a strong recovery. The Plan allocates funding for public health, assistance to vulnerable populations, education and housing stabilization, economic recovery assistance and public infrastructure. Cherokee County received \$50,263,623 and wants to share a portion of this funding with local non-profit organizations in order to assist with one-time capital projects which align with the County’s Strategic Objectives and meet the Plan’s objectives.

The County reserves the right to reject any or all proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County.

**SCHEDULE:**

<b>Issued</b>	February 1, 2023
<b>Questions Due</b>	<b>February 20, 2023</b>
<b>Answers Due</b>	February 23, 2023
<b>Proposals Due</b>	<b>March 3, 2023</b>
<b>Anticipated Award Date</b>	April 18, 2023

**ELIGIBILITY (WHO MAY APPLY):**

This is the second solicitation for certified non-profit organizations with verification of IRS status (501(c) status), in good standing and located in Cherokee County that have a current list of board of directors, by-laws, mission statement and primarily serve Cherokee County residents. Organizations must have a current registration and have a Unique Entity Identification number (UEI) from [www.SAM.gov](http://www.SAM.gov) and a valid DUN and Bradstreet Number (DUNS). Additionally, any organization that received an award in the first solicitation is not eligible to apply under this second solicitation.

**PRIORITY FUNDING CATEGORIES:**

Cherokee County American Rescue Plan Act funding can be used for **one-time capital projects** for any one, or more, of the following program areas (included but not limited to):

- Public Health: Grants will fund COVID-19 mitigation efforts, medical expenses and behavioral healthcare services for certain healthcare, human services and other related staff.
  - Services to contain and mitigate the spread of COVID-19 – including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements

- Behavioral healthcare services – including mental healthcare, or substance misuse treatment, crisis intervention, and related services
- Negative Economic Impacts:
  - Response to economic harms to workers, families, small businesses, affected industries, and rehiring of workers
  - Deliver assistance to workers and families, aid to households, and survivor’s benefits for families of COVID-19 victims
  - Speed the recovery of impacted industries – including tourism, travel, and hospitality sectors
- Services for Disproportionately Impacted Communities:
  - Projects should provide additional flexibility for the hardest-hit communities and families to address disproportionate economic impacts and promote recovery in these areas of our community. Funding should be broadly applicable to Qualified Census Tracts (QCT) and other disproportionately impacted areas.

The proposed Project must be directly related to the American Rescue Plan Program’s primary funding categories and accountability measures, and must describe and demonstrate the results of the work completed, as discussed under the American Rescue Plan final rule and any subsequent rules or regulations adopted by the U.S. Treasury.

The Project’s goals and objectives should be directly related to the performance measures that demonstrate the results of the work completed. An applicant needs to describe how the program will produce various types of reports, including quarterly financial reports, quarterly performance reports, and semiannual progress reports. Cherokee County strongly emphasizes the use of data and evidence in program development in the American Rescue Plan funding. For additional information and resources on evidence-based programs or practices, see the America Rescue Plan interim final rule. <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>

**MAXIMUM AND MINIMUM GRANT PROJECT AMOUNTS:**

Cherokee County requests that project amounts be a minimum amount of \$25,000. The maximum project amount is \$100,000. There will be no awards over the maximum amount to any one organization.

**ELIGIBLE GRANT PROJECTS:**

Projects must be capital improvement projects (not maintenance projects) which add or significantly alter an organization’s assets/inventory – a new vehicle, a new building, retrofitting at least 75% of an existing building to serve another purpose than it is currently serving, new computer software/hardware system (new computers/phones/I-Pads, etc. do not meet the requirement). Maintenance projects are defined as, but not limited to, painting, new roofing, replacement HVAC system, repairs, etc. Please contact Kristi Bosch for determination on whether your proposed project is a capital improvement or maintenance project.

Cherokee County will only accept one proposal per organization.

## **APPLICATION INSTRUCTIONS:**

Proposals may be mailed, hand delivered or emailed to: Cherokee County Finance Department, Attn: Kristi D. Bosch, 1130 Bluffs Pkwy, Canton GA 30114; [kdbosch@cherokeega.com](mailto:kdbosch@cherokeega.com).

Proposals must, at a minimum, contain the following:

### Section I – Applicant Information

- Name of Organization
- Physical Address
- Mailing Address (if different)
- Organization’s Mission Statement and/or Strategic Plan
- Copy of the Organization’s current 501(c)(3) tax-exempt certification
- Incorporation approval from the Georgia Secretary of State
- Most recent IRS Form 990
- SAM.gov UEI
- DUNS number
- Web address
- Contact Name
- Contact Number
- Contact Email
- Organizational Chart
- List of Board of Directors
- Authorized Official Name/Phone/Email
- Years in existence
- Brief description of Organization

### Section II – Project Information

- Describe the Project – the goal, need for, solution, etc.
- Project timeline (including milestones and how success will be measured)
- Describe the proposed Project activities to be performed with the ARPA funds: material/equipment, buildings, services to be performed, etc.
- Describe who will benefit from the Project (number, certified income level of beneficiaries, geographic area served, etc.) and how this information will be obtained and tracked
- Project deliverables, outcomes and metrics
- Are the proposed number of beneficiaries unduplicated? Unduplicated means that each beneficiary is only counted once, even if that beneficiary receives ongoing/multiple services.
- Indicate the type of beneficiaries to be served (individuals, families, businesses, households, housing units, census tracts, etc.).
- Fee structure (if any) of the Organization.
- Describe the outcome and/or impact from completion of the Project.
- Identify the inputs (staffing, equipment, supplies, etc.) that will be needed for the Project.
- ARPA Approved Funding Category (see Appendix 1)
- Has proposed Project been started? If so, when?

### Section III – Budget Information

- Total Project Cost
- Total requested from Cherokee County ARPA funds

- Total match funds (from what sources and if secured at time of request)
- Organization's total annual operating budget
- Does organization undergo an outside annual audit? If so, please provide a copy of the most recent audited financials.

Section IV – County Forms

Information and Addenda Acknowledgement Form (Appendix A), and  
Acceptance of ARPA Subrecipient Agreement (Appendix B), and  
Suspension, Debarment and Litigation Affidavit (Appendix C).

**COST SHARING OR MATCHING REQUIREMENT:**

There is not a matching requirement for the SLFR funds. However, solicitations will be scored higher for having non-SLFR funds available to offset the proposed Project costs. The Proposal should specify if the match is either cash or in-kind. If a successful application proposes a voluntary or cash match amount and Cherokee County approves the Project, then the total match amount will be incorporated into the approved budget and becomes mandatory and subject to audit.

**PURCHASING:**

Grant recipients are responsible for ensuring that any procurement using these funds is consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Guidance establishes that all procurement transactions for property or services must be conducted in a manner providing full and open competition.

Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Organizations must ensure adherence to all applicable local, State, and Federal procurement laws and regulations.

**POST AWARD REPORTING REQUIREMENTS:**

Every three months, funded programs will submit a financial and progress report of their outcomes. Cherokee County will utilize these reports to gauge the performance of an organization throughout the grant period and submit required reporting to the U.S. Treasury. Applicants will submit both quantitative and qualitative data about their effectiveness in carrying out the Project. Cherokee County reserves the right to change the reporting requirements as may be necessary to accommodate changes by the U.S. Department of Treasury.

**EVALUATION CRITERIA:**

Cherokee County is responsible to the Federal Government to ensure funded programs will use resources wisely, delivery results and produce maximum impact. To ensure accountability and due diligence in the grant process, application and review is a three-part process as follows:

1. Review – Committee members will review and evaluate applications. Follow-up questions may be asked of the non-profit during this time.
2. Recommendation – Committee will rank all responsive and responsible applications based on total scores and, tentatively, present the proposals and scores to the Cherokee County Board of Commissioners at their August 2, 2022 Workshop Meeting
3. Award – The Board of Commissioners will make official awards, tentatively, as per the schedule outlined on the first page.

Scoring:

<b>RATING TARGET</b>	<b>DESCRIPTION</b>	<b>SCORE</b>
Narrative	Community need, approach, target beneficiaries, collaboration and monitoring plan	35
General Program	Organization's history, successes and mission statement	5
Project Description and Readiness	Funding need, timeline, monitoring and sustainability	15
Target Outcome	Goals and objectives of Project, number of beneficiaries served, quality of metrics	35
Match Funding	Percent of total Project budget, In-kind or cash	10
<b>TOTAL</b>		<b>100</b>

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The Cherokee County Board of Commissioners will determine the final allocated SLFR funds for each Project based on committee member recommendations. Cherokee County reserves the right to fund Projects in whole or in part and to restrict funding to specific programs or strategies.

The County reserves the right to reject the Proposal of any applicant who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the ARPA Subrecipient Agreement.

**QUESTIONS/ADDENDA:**

Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via email to: [kdbosch@cherokeega.com](mailto:kdbosch@cherokeega.com) for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County's designated website. All interested parties are instructed to monitor the County's website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

County's website for this Solicitation is:

<https://www.cherokeega.com/Finance/NonProfit-Solicitation-for-ARPA-Project-Funding/>

**APPENDIX "A"**

***INFORMATION AND ADDENDA ACKNOWLEDGEMENT FORM***

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Name of Organization

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Address - City, State and Zip Code

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Name & Title of Primary Contact (for proposal clarifications/questions)

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Phone of Primary Contact

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Email of Primary Contact

Addenda Acknowledgement: Proposer acknowledges receipt of the following addenda (as applicable):

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

No Addenda Issued \_\_\_\_\_

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Proposer's Signature

Date

**APPENDIX "B"**

**ACCEPTANCE OF COUNTY AGREEMENT**

The Contract used for this solicitation will be the ARPA Subrecipient Agreement.

Using this form, please indicate either the willingness to sign the Contract included in the solicitation, as is, upon award and/or recommendation of award or list all exceptions. This form is to be filled out, signed and returned as part of a responsive bid/proposal. The County is under no obligation to accept exceptions or modifications suggested by the Proposer (or any Third Parties/subcontractors). Any exceptions or modifications may be considered during evaluation and may result in rejection of the bid/proposal or a lower score. Such a determination shall not be a cause of action by the bidder/proposer against Cherokee County.

If the Proposer (or any Third Parties/subcontractors) does wish to suggest exceptions or modifications, all such exceptions or modifications must be submitted with the bid/proposal; no exceptions or modifications to the contract will be considered after bid/proposal review by the County (i.e. after the opening). All exceptions to the County's contract must be listed on the provided form as only those exceptions listed on the form provided will be evaluated. Any material exceptions may result in the rejection of the proposal and the Supplier will not receive further consideration.

**CHECK AND INITIAL ONE OF THE FOLLOWING STATEMENTS:**

\_\_\_\_\_ I and my legal advisor and insurance carrier representatives have read, understand and accept all the terms and conditions of the Agreement, and if awarded this Project, I will promptly execute and furnish all required statements, exhibits and certification of insurance coverage within five (5) business days.

**OR**

\_\_\_\_\_ I and my legal advisor and insurance carrier representatives have read and understand all the terms and conditions of the Agreement, **BUT HAVE NOTED THE FOLLOWING EXCEPTIONS AND/OR QUALIFICATIONS:**

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*Proposers may provide additional sheets written on their own letterhead to supplement this page, if necessary.*

I CERTIFY that the above information is true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

**APPENDIX "C"**

***SUSPENSION, DEBARMENT AND LITIGATION AFFIDAVIT***

The Proposer certifies that he/she has registered with the System for Award Management (SAM) online at: <https://www.sam.gov>.

YES \_\_\_\_\_ NO \_\_\_\_\_

The Proposer certifies that he/she is not suspended or debarred from doing business with any Federal, State, or local government organizations and that he/she has no active exclusion(s).

YES \_\_\_\_\_ NO \_\_\_\_\_

If no, please indicate each agency that has suspended or debarred the company and the situation and/or reason for the suspension/debarment in the space below (a separate piece of paper may be attached).

Should the Proposer become debarred, suspended or excluded from any Federal government organization during the term of the procurement process, or if awarded, during the contract term, the Proposer agrees to notify Cherokee County within three business days of the Bidder's notification of said debarment, suspension or exclusion.

YES \_\_\_\_\_ NO \_\_\_\_\_

UEI Number \_\_\_\_\_ DUNS Number \_\_\_\_\_

Date of SAM Expiration \_\_\_\_\_

Is proposing/bidding organization currently involved in any legal matter with or under investigation by any Federal, State and/or local agency?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please indicate each agency and the situation and/or reason in the space below (a separate piece of paper may be attached).

Organization Name: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_



## Appendix 1 – Federal Expenditure Categories

Treasury’s final rule provides greater flexibility and simplicity for recipients to fight the pandemic and support families and businesses struggling with its impacts, maintain vital services amid revenue shortfalls, and build a strong, resilient, and equitable recovery. As such, recipients will report on a broader set of eligible uses and associated Expenditure Categories (“EC”), starting with the April 2022 Project and Expenditure Report. The table below includes the new Expenditure Categories.

The Expenditure Categories (EC) listed below must be used to categorize each project. The term “Expenditure Category” refers to the detailed level (e.g., 1.1 COVID-19 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

\*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disproportionately impacted communities (see Project Demographic Distribution section above for details)

	<b>Expenditure Category #</b>
<b>1: Public Health</b>	
<b>COVID-19 Mitigation &amp; Prevention</b>	
COVID-19 Vaccination^	1.1
COVID-19 Testing^	1.2
COVID-19 Contact Tracing^	1.3
Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)*^	1.4
Personal Protective Equipment^	1.5
Medical Expenses (including Alternative Care Facilities)^	1.6
Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)^	1.7
COVID-19 Assistance to Small Businesses^	1.8
COVID 19 Assistance to Non-Profits^	1.9
COVID-19 Aid to Impacted Industries^	1.10
<b>Community Violence Interventions</b>	
Community Violence Interventions*^	1.11
<b>Behavioral Health</b>	
Mental Health Services*^	1.12
Substance Use Services*^	1.13
<b>Other</b>	
Other Public Health Services^	1.14
<b>2: Negative Economic Impacts</b>	
<b>Assistance to Households</b>	
Household Assistance: Food Programs*^	2.1
Household Assistance: Rent, Mortgage, and Utility Aid*^	2.2
Household Assistance: Cash Transfers*^	2.3
Household Assistance: Internet Access Programs*^	2.4
Household Assistance: Paid Sick and Medical Leave^	2.5
Household Assistance: Health Insurance*^	2.6
Household Assistance: Services for Un/Unbanked*^	2.7

Household Assistance: Survivor's Benefits^	2.8
Unemployment Benefits or Cash Assistance to Unemployed Workers*^	2.9
Assistance to Unemployed or Underemployed Workers (e.g. job training, subsidized employment, employment supports or incentives)*^	2.10
Healthy Childhood Environments: Child Care*^	2.11
Healthy Childhood Environments: Home Visiting*^	2.12
Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*^	2.13
Healthy Childhood Environments: Early Learning*^	2.14
Long-term Housing Security: Affordable Housing*^	2.15
Long-term Housing Security: Services for Unhoused Persons*^	2.16
Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities*^	2.17
Housing Support: Other Housing Assistance*^	2.18
Social Determinants of Health: Community Health Workers or Benefits Navigators*^	2.19
Social Determinants of Health: Lead Remediation*^	2.20
Medical Facilities for Disproportionately Impacted Communities^	2.21
Strong Healthy Communities: Neighborhood Features that Promote Health and Safety^	2.22
Strong Healthy Communities: Demolition and Rehabilitation of Properties^	2.23
Addressing Educational Disparities: Aid to High-Poverty Districts^	2.24
Addressing Educational Disparities: Academic, Social, and Emotional Services*^	2.25
Addressing Educational Disparities: Mental Health Services*^	2.26
Addressing Impacts of Lost Instructional Time^	2.27
Contributions to UI Trust Funds^	2.28
<b>Assistance to Small Businesses</b>	
Loans or Grants to Mitigate Financial Hardship^	2.29
Technical Assistance, Counseling, or Business Planning*^	2.30
Rehabilitation of Commercial Properties or Other Improvements^	2.31
Business Incubators and Start-Up or Expansion Assistance*^	2.32
Enhanced Support to Microbusinesses*^	2.33
<b>Assistance to Non-Profits</b>	
Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)^	2.34
<b>Aid to Impacted Industries</b>	
Aid to Tourism, Travel, or Hospitality^	2.35
Aid to Other Impacted Industries^	2.36
<b>Other</b>	
Economic Impact Assistance: Other*^	2.37
<b>3: Public Health-Negative Economic Impact: Public Sector Capacity</b>	
<b>General Provisions</b>	
Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers	3.1
Public Sector Workforce: Rehiring Public Sector Staff	3.2
Public Sector Workforce: Other	3.3
Public Sector Capacity: Effective Service Delivery	3.4
Public Sector Capacity: Administrative Needs	3.5
<b>4: Premium Pay</b>	
Public Sector Employees	4.1
Private Sector: Grants to Other Employers	4.2

**5: Infrastructure****Water and Sewer**

Clean Water: Centralized Wastewater Treatment	5.1
Clean Water: Centralized Wastewater Collection and Conveyance	5.2
Clean Water: Decentralized Wastewater	5.3
Clean Water: Combined Sewer Overflows	5.4
Clean Water: Other Sewer Infrastructure	5.5
Clean Water: Stormwater	5.6
Clean Water: Energy Conservation	5.7
Clean Water: Water Conservation	5.8
Clean Water: Nonpoint Source	5.9
Drinking water: Treatment	5.10
Drinking water: Transmission & Distribution	5.11
Drinking water: Lead Remediation, including in Schools and Daycares	5.12
Drinking water: Source	5.13
Drinking water: Storage	5.14
Drinking water: Other water infrastructure	5.15
Water and Sewer: Private Wells	5.16
Water and Sewer: IJA Bureau of Reclamation Match	5.17
Water and Sewer: Other	5.18

**Broadband**

Broadband: "Last Mile" projects	5.19
Broadband: IJA Match	5.20
Broadband: Other projects	5.21

**6: Revenue Replacement**

Provision of Government Services	6.1
Non-federal Match for Other Federal Programs	6.2

**7: Administrative**

Administrative Expenses	7.1
Transfers to Other Units of Government	7.2