



VALLEY MEDICAL CENTER
foundation

Helping Silicon Valley Care

Notice of Funding Availability
and Request for Proposals

COVID-19 Nonprofit Resilience and Sustainability
Grant Program

RELEASE DATE:
November 14, 2022
12 Noon

THIS IS AN ELECTRONIC SUBMISSION

APPLICATION DUE:
December 19, 2022
4:00 PM

For Questions Contact:
cv19rsgrant@hhs.sccgov.org



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COVID-19 Nonprofit Resilience and Sustainability Grant Program 2022

Section 1 - Introductory Information

Background:

In March 2021, the American Rescue Plan Act (ARPA) was signed into law and established the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) to provide resources to state, local, and Tribal governments to respond to the economic and public health impacts of COVID-19. The SLFRF ensures that governments have the resources necessary to help their communities, including residents, businesses, and nonprofits, to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue resulting from the crisis, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

In response, Santa Clara County (SCC) has engaged Valley Medical Center (VMC) Foundation to facilitate the disbursement of \$10 million in grants, funded by ARPA, to assist local nonprofits experiencing negative economic impacts caused by the pandemic and to help build more sustainable and responsive organizations with a focus on racial equity.

Nonprofits have faced significant challenges due to the pandemic's increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees. SCC also recognizes that its nonprofit partners have been essential in the delivery of critical services during the pandemic to individuals, families and businesses who were not only the most vulnerable but also the most disproportionately impacted.

Purpose:

The COVID-19 Nonprofit Resilience and Sustainability Grant Program (Grant Program) provides assistance to local nonprofits to respond to the negative economic impacts and racial inequities heightened by the COVID-19 pandemic over the past 2.5 years.

The goal of the grant funds is to help nonprofits undertake strong, resilient, and equitable recoveries and make investments to support long-term growth and opportunity, as nonprofits continue to support the community during recovery.

During this time, many nonprofits themselves experienced lost revenue or faced other significant challenges that led to negative impacts to and disinvestment in organizational infrastructure, as funding, resources, and energies were diverted to respond to the pandemic or to simply keep the organization operating at reduced levels. This one-time funding is designed to address the resulting deficits and needs in organizational infrastructure, such as those related to facilities, planning, data and IT infrastructure, racial equity planning and implementation, and collaboration.

SLFRF Requirements:

Organizations that are awarded contracts under this funding opportunity will be required to follow the federal SLFRF eligibility and program requirements as articulated in the [Final Rule](#) released by the United States Department of Treasury, effective April 1, 2022. Applicants are strongly encouraged to be familiar with SLFRF program requirements.

The SLFRF funding has specific requirements regarding eligible uses and beneficiaries. Impacted or disproportionately impacted nonprofit organizations are identified as beneficiaries under the Negative Economic Impact SLFRF category.

To determine if nonprofits experienced a negative impact by the pandemic, the organization must demonstrate the pandemic-caused economic loss. Nonprofits that were disproportionately impacted are identified as those operating in Qualified Census Tracts (QCTs). QCTs are defined as low-income, underserved communities, where pre-existing disparities were amplified by the pandemic and faced more severe health and economic outcomes, such as higher rates of COVID-19 mortality and unemployment.

Equity Considerations:

Priorities of these funds are aimed at addressing equity within the nonprofit sector, particularly those operating in hardest-hit communities impacted by COVID-19. Priority will be given to nonprofits that can demonstrate a FY 2020 operating budget of under \$2 Million, and/or those operating in QCTs.

Section 2 - Funding Opportunities

NOFA Calendar:

Cancelled Monday, November 7th	General In-Person NOFA Information Meeting 1pm to 3pm	Sobrato Center for Nonprofits 1400 Parkmoor Ave, San Jose
Wednesday, November 9th	Virtual NOFA Information Meeting 9am to 11am	Virtual
Monday, November 14th	NOFA and on-line Application Release 12 noon	vmcfoundation.org/cvgrants
Monday, December 19th	Application Due by 4pm	Submittable
January 2023	Review and Rank of Applications	Submittable
February 2023	Awards Announcement	vmcfoundation.org/cvgrants
March 2023	Award Disbursement	VMC Foundation

Program Budget:

On September 13, 2022, SCC approved a \$10M CBO grant program. After Administration, the budget will fund 70% or \$6.6M under the Resilience Category, and 30% or \$2.8M in the Sustainability Category.

Program Funds	\$10,000,000
Administration	-\$600,000
Total Program Funds	\$9,400,000
Resilience 70%	\$6,580,000
Sustainability 30%	\$2,820,000

General Guidelines:

1. Grants are subject to availability of funds, eligibility of applicants, eligibility of use, and other relevant factors and not all eligible applications may be awarded a grant.
2. Applicants must demonstrate and attest to the negative economic impacts or disproportionate impacts of the pandemic sustained by the nonprofits due to the COVID-19 pandemic. Nonprofits must demonstrate how this one-time funding will

stabilize infrastructure and operations and/or support nonprofits in operating and providing community services and programming in a racially equitable, diverse, and inclusive way.

3. Applications will be evaluated by a community advisory panel who will recommend projects that demonstrate qualifying impacts. Grant awards shall be issued on a competitive basis, evaluated with clearly established criteria and not on a first-come, first-served basis. ARPA guidelines require that grant awards be reasonably proportional to the impacts they are intended to address. Economic losses that have been, or will be, reimbursed through insurance or any other sources do not qualify.
4. By submitting an application, a nonprofit agrees to maintain records for a specified period and provide records to VMC Foundation and fully cooperate with any audit by VMC Foundation, SCC, U.S. Department of the Treasury, or any other relevant governmental entity or their designees. By accepting grant funds, a nonprofit agrees to return all grant funds to VMC Foundation if it is determined at any time that the use of grant funds is not an allowable ARPA expense.
5. Priority will be given to smaller nonprofits and nonprofits disproportionately impacted by the pandemic who reflect the geographic and cultural diversity of Santa Clara County and operate in and/or serve populations and communities located in Qualified Census Tracts (QCTs).
6. Applicants must demonstrate a commitment to racial equity, diversity, and inclusion.
7. Incomplete or inadequately documented applications will not be accepted.
8. **Funding shall not be used to supplant other committed revenue sources.**

Funding Categories and Eligible Uses:

Resilience:

Economic or disproportionate impacts must have been incurred after March 17, 2020. Grant amount requested must be reasonably proportional to impact experienced. Funding may be used for reasonable staffing costs associated with organizational changes/operations.

Examples of allowable uses under this funding category include, but are not limited to:

- Replenishing high needs inventory or purchasing equipment
- Fortifying IT, data, or financial systems
- Strengthening fiscal, personnel policies, data collection practices
- Creating safe and accessible spaces to mitigate or prevent COVID-19 transmission for staff and users
- Technical assistance, advice, or other services to assist with business planning needs, i.e., strategic planning and assessment of post-pandemic programmatic operations
- Board governance
- Acquiring, modifying, or closing office space or other service-related facilities

Construction Related Capital Expenditures:

Applicants are encouraged to review the Capital Expenditures section in the General Provision: Other of the Federal Register that describes eligibility standards for construction related

expenditures. Construction projects may trigger federal labor standards Davis-Bacon or environmental review requirements (NEPA), if combined with other federal funding sources.

Sustainability:

For cost incurred or to be incurred after March 3, 2021. Grant amount requested must be reasonably proportional to impact experienced. Funding may be used for reasonable staffing costs associated with organizational changes/operations.

Examples of allowable uses under this funding category include, but are not limited to:

- Technical assistance or other services to conduct racial equity, diversity, and inclusion organizational planning and implementation.
- Training for staff that will assist the organization to become more accessible, equitable, diverse, and inclusive and/or to provide more accessible, equitable, diverse, and inclusive services.
- Piloting best-practice community outreach and engagement models to increase community decision-making spaces within nonprofits (e.g., promotora models, lived experience advisory boards, etc.).

Grant Limits:

The minimum grant amount is \$25,000/funding category.

Maximum grant amount is \$150,000/funding category.

An applicant may apply for funding under both and be eligible for minimum total grant of \$50,000 and maximum total grant amount of \$300,000, but no grant may exceed \$150,000 within a single funding category, per applicant.

Contract Terms:

Resilience - All awarded funds must be expended between March 1, 2023, and February 28, 2024 (12 months). Any unused funds at the deadline must be returned to the VMC Foundation.

Sustainability - All awarded funds must be expended between March 1, 2023, and August 31, 2024 (18 months). Any unused funds at the deadline must be returned to the VMC Foundation.

Ineligible Uses:

Ineligible uses include activities that do not provide the strengthening of operational impact of nonprofit organizations.

- Issuance of debt or payment of debt service
- Replenishing financial reserves
- Satisfaction of Settlements or Judgements
- Projects that undermine the purpose of ARPA and the COVID-19 mitigation practices

Section 3 - Eligibility Requirements:

Minimum Threshold Requirements:

- The application must be complete and with applicable attachments in the appropriate section of the application.
- The application must be submitted by the deadline of Monday, December 19, 2022 by 4pm.
- Funding requests must be within the minimum and maximum range by funding category.

Eligibility Requirements:

- Entity must be a public or private nonprofit organization who meets the definition of “nonprofit” under ARPA:
 - Must have a 501(c)(3) or 501(c)(19) tax-exempt designation at the time of application submission
 - Organizations can be fiscally sponsored. Fiscal Agent must be a registered nonprofit.
 - Consortiums must have a Lead Agency that meets the eligibility requirements, and must execute Memorandums of Understanding with Member Agencies outlining responsibilities, performance measures, and budget.
- Nonprofits are required to have a registered Unique Entity Identifier (UEI) number through Sam.gov. If applicants do not have a UEI, they are encouraged to apply for it as soon as possible. If applied for and is pending, indicate the pending status on Submittable, and upload confirmation received from SAM.gov.
- Compliant with 2 CFR 200.214 Suspension and Debarment. Applicant has not been debarred or suspended or otherwise excluded from participating in Federal assistance programs.
- Nonprofits must show a negative economic impact or disproportionate impact because of the COVID-19 pandemic—including decreased revenue, financial insecurity, increased costs (uncompensated), decreased capacity to weather financial hardship, and challenges covering costs. Disproportionate impact will be presumed for nonprofits operating in QCTs.
- Nonprofits must demonstrate their commitment to advancing racial equity, diversity, and inclusion within its organization and programming.
- Projects must offer services to all residents of Santa Clara County, regardless of age, sex, race, color, national origin, marital status, disability, sexual orientation, political or religious opinions or affiliations.
- Applicant must:
 - Have a facility in Santa Clara County, or

- Primarily operate in Santa Clara County, or
- Serves populations located in Santa Clara County

Section 4 - APPLICATION SUBMISSION

How to Apply:

- Complete and submit the [online application](#), with all applicable attachments and forms.
- Submit a cover letter on organization letterhead to include the Project Name and a brief description of the use of funds and anticipated outcomes. Must be signed by the Chief Executive Officer, Executive Director or other authorized signer.
- Consortia will require one Lead Agency and Memorandums of Understanding (MOUs) from each consortia partner.
- Completed applications with proper supporting documentation must be received no later than Monday, December 19, 2022, by 4:00 PM (PST).
- Grant applications, including all applicable documents should be submitted in the on-line application portal, [Submittable](#).
- Only online applications will be accepted.
- Late or incomplete applications will not be accepted or considered.

Application Submittal Requirements:

Important documents and information required when filling out an application. Details and specifics will be located in the application.

- Cover Letter
- Employer Identification Number (EIN)
- Systems for Awards Management number ([SAM.gov](#))
- Project Narrative
- Project Budget
- Budget Narrative
- Fiscal year 2019-2022 Board Approved 2-Year Comparison Budgets
- Fiscal Year 2021-2022 Year-end financial statements
- Adopted organization policy or statement on racial equity, diversity, and inclusion
- Tax-exempt status documentation, e.g., IRS determination letter
- Nonprofit status from the Department of CA Secretary of State: [Business Entity Search](#)
- Office of the Attorney General: [Registry Verification Search](#)

Project Budget and Budget Narrative:

Project Budget:

- ❖ Provide contractor name, contract amount and term.
- ❖ Provide budget in both Excel and PDF forms

- ❖ Applicants must submit a detailed program budget. The budget should reflect all program costs anticipated for a successful project completion, to include but not limited to:
 - Direct Staffing Costs, including payroll tax. Provide listing of each staff position, % FTE and hourly rate.
 - Benefits costs including fringe benefits.
 - Direct Project Costs - Costs tied directly to the project such as equipment, acquisition of infrastructure systems, staff training, technical assistance consultants, replenishing high needs inventory, Board development, enhancement of organizational policies and procedures
 - Indirect Costs - Indicate percentage. Indirect costs are defined as the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting. For more detail, see 2 CFR 200.414.
- ❖ Estimated Costs for any subcontracted services and percentage to overall budget.

Budget Narrative:

Provide a one-page budget narrative description to accompany the submitted project budget.

How to Submit a Question:

All questions after the publication of the NOFA and request for proposals must be submitted via email to cv19sgrants@hhs.sccgov.org.

All responses to questions will be posted on the COVID-19 Nonprofit Resilience and Sustainability Grant Program section of www.vmcfoundation.org/cvgrants/. Last FAQ will be posted on Friday, December 9, 2022.

All contact after the release of the NOFA on November 14, 2022, through the evaluation phase should only be through email at cv19sgrants@hhs.sccgov.org. FAQs and responses will be posted at www.vmcfoundation.org/cvgrants/.

FAQ Schedule

Questions Due Wednesday by 5 PM	FAQs Posted Friday by 12 Noon
November 16	November 18
November 30	December 2
December 7	December 9

Section 5 - Evaluation Criteria

1. Organizational Need and Outcomes (25 Points)

How will these funds help the organization become resilient?

Describe the organization's need(s) for the grant funds and how the funds will promote improvement in organizational effectiveness and expand access to services for impacted communities. Describe how you will determine if your project is successful.

2. Project Impact (20 Points)

Will these funds provide immediate impact or set the building blocks for future growth and community impact?

In clear and measurable terms, describe the objectives and goals for the use of the grant funds. Describe methods and strategies that your organization will use to develop and strengthen your organization with these funds. Describe your plan for evaluating the success of the use of these funds.

3. Organization's Capacity (15 Points)

Does the organization have identified staff to ensure project completion and compliance within the contract term?

Describe your organization's capacity to accomplish the work, including management and fiscal oversight, staffing or volunteers that will ensure that the project moves forward and is implemented during the contract term. Identify who will track and analyze data to report measurable outcomes and fund usage on a quarterly basis throughout the life of the grant. Identify who will assist with grant closeout at contract completion. Describe your organization's familiarity working with federal funding programs.

4. Timeline and Project Readiness (10 Points)

Is this project ready to start as soon as funding is received and what is the timeline for completion? If not, what project planning has been completed and what is the anticipated start date and timeline for completion?

Provide a realistic timeline based on the proposed uses of the funds. Provide project milestones within the contract term based on the funding category to ensure timely project implementation and expenditure of grant funds. Describe organization's readiness to begin the proposed project and the responsible staff to oversee the project.

5. Project Budget Proposal (10 Points)

Will the proposed budget assist with the organization's post-pandemic recovery/stabilization?

In sufficient detail, describe the proposed uses of the grant funds. Describe how the grant funds will assist the organization in post-pandemic recovery or stabilization. If the project total is greater than the requested grant amount, list the other sources and indicate the status as committed or pending.

6. Race, Equity, Diversity, Inclusion, and Respect Statement (20 Points)

What is the organization's commitment to promoting and exercising racial equity, diversity, inclusion, and respect?

Statement must demonstrate organizational commitment to advancing racial equity-centered practices and describe racial equity goals. Describe the community served and how the organization will use the funds to improve the communities impacted or disproportionately impacted by the COVID-19 pandemic. Describe if the organization's leadership and/or staff represent the community served? Describe the organization's experience in serving and improving outcomes for historically underserved and disproportionately impacted communities, specifically in the [Qualified Census Tracts](#).

Total Maximum Points: 100

Preference Points:

10 Points: Nonprofits with FY 2020 operating budgets of less than \$2 million.

15 Points: Nonprofits located in or serving Santa Clara County residents in Qualified Census Tracts.

Total Maximum Preference Points: 25

TOTAL MAXIMUM POINTS: 125

Section 6 - Review and Funding Process:

Review Process:

In addition to meeting the eligibility criteria above, applications will be reviewed, scored, and prioritized based on a nonprofit's demonstration of the following:

- Clarity of Proposal: infrastructure improvement plans that are clear and achievable within the grant timeframe.
- Quality of Proposal: the approach is an effective solution to the challenges identified by the organization.
- Impact on Operations: the improvements will have a meaningful positive impact on the organization's operations.
- Impact on Community: the infrastructure improvements proposed will positively impact an organization's ability to serve communities impacted or disproportionately impacted by the pandemic, such as those located in QCTs.
- Smaller organizations (under \$2 million budget) will be prioritized.

Initial Review:

Applications will be reviewed by VMC Foundation staff for completeness and meeting of eligibility requirements. Incomplete applications will not be accepted. Staff may ask clarifying questions of the applicant and include this information in the review process. Applications that do not meet the minimum eligibility requirements may be rejected, may not be rated, and may not be considered for selection.

Evaluation Process:

Each complete application that has met the minimum eligibility requirements (Qualified Applications) will be rated and ranked based on the criteria contained in the Evaluation Criteria. Once rated, the Qualified Applications will be ranked in order of highest point value within the respective funding categories.

The Selection Committee will be comprised of a 5-person, non-conflicted review panel who have expertise or experience in capacity building and technical assistance programs geared towards building organizational infrastructure, or organizational change to strengthen racial equity, diversity, and inclusion within organizational operations and/or in the provision of services or programming in the community.

Following the completion of the review process, VMC Foundation staff will prepare a report for presentation to the VMC Foundation President and Executive Director, and the Board of Directors with recommendations for approval. Recommendations will be based on ranking and

availability of funds. Staff will notify applicants of the funding award recommendations prior to Board approval.

Appeal Process:

Applicants that wish to appeal points awarded on their proposal may do so by submitting a written appeal to the Grant Program Manager at cv19rsgrant@hhs.sccgov.org.

Appeals shall be submitted no later than 3 business days after receipt of the decision letter.

Responses to Appeals will be determined within 2 business days after receipt of request.

Decision by the President and Executive Director will be final.

Appeals must be based on the content's of the applicant's original submission and must be based on the points awarded under the rating criteria. Applicants may not submit new information to be considered. Applicants may not appeal points awarded to or ranking of another applicant's submission.

Funding Process:

At the conclusion of the evaluation process, VMC Foundation staff will work with the approved Awardee to complete the documentation process. Approved Awardees will be notified via email with request for additional organizational documentation, including Certificate of Insurance, and Authorized Signer by Board Resolution.

Upon receipt of complete documentation, VMC Foundation will deliver the grant agreement for signature.

Within 10 business days after receipt of the fully executed grant agreement, VMC Foundation will mail advance payment of funds to the CEO/Executive Director at the mailing address provided.

A signed, current W-9 form is required to be provided before any payment is made.

Section 7 - Compliance and Reporting

Compliance:

- Awardees must comply with eligible uses for funding under the Coronavirus SLFRF Final Rule.
- Awardees must comply with all other ARPA-related supporting guidance as well as applicable federal statutes, regulations, and executive orders.
- Awardees must assist VMC Foundation with compliance and quarterly reporting required by the U.S. Department of the Treasury on the reporting tool provided.

Reporting:

Awardees will be required to submit quarterly performance and expenditure reports. Reporting will be completed through Submittable. Final reports will be required after project completion.

Timeline:

The Notice of Funds Available will be released on Monday, November 14, 2022, at 12 Noon. Applications will be accepted until Monday, December 19, 2022, at 4:00 PM (PST).

Section 8 - References

1. Qualified Census Tract Table
2. American Rescue Plan Act March 2021 Final Rule
3. Santa Clara County Income Limits
4. 2 CFR 200.414 Uniform Guidance
5. National Environmental Policy Act (NEPA)
6. Davis-Bacon and Labor Standards