



CITY OF COACHELLA

2020 Coronavirus Relief Fund Request for Proposals

August 2020

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Introduction

At its regularly scheduled City Council meeting of July 22, 2020, the City Council of the City of Coachella discussed a Coronavirus Relief Fund (CRF) framework and established funding priorities. During the discussion, Council expressed overall interest in funding programs and projects that provide housing and economic relief (rent, mortgage, unmet funeral expenses, and utility bill assistance); small business assistance; offer opportunities for youth enrichment; and mental health/emotional well-being. The deadline for expending CRF funds is December 30, 2020. Given this short time frame, city staff developed an implementation process for immediate CRF funding. The City Council established the following funding priority categories:

- 1. Behavioral Health and Emotional Well-Being:** Community and individual healing. Many Coachella residents are facing profound uncertainty, financial hardship, and isolation. The pandemic, along with the economic impact of mitigation efforts imposed to control it, are expected to increase the rate of mental health and substance use disorders, including deaths associated with suicide, overdose, and violence (especially intimate partner violence and child abuse). In addition, the impact of structural racism and the disproportionate impact of COVID-19 on communities of color requires support for the primary and secondary trauma experienced. There are many ways that support for behavioral health and emotional wellbeing can be provided to members of the community of Coachella. Grants under this priority will support services provided under the traditional mental health model (e.g., 1:1 therapy/counseling, virtual group visits) as well as community-based approaches.
- 2. Youth Enrichment Nonprofit Assistance:** The ongoing COVID-19 pandemic is creating deep and disparate consequences for young people and their families. Young people under 18 years of age are particularly vulnerable to the disruptions the pandemic has caused, and many are now at risk of being left behind in education, economic opportunities, and health and well-being during a crucial stage of their life development. Youth face disruptions to their education of uncertain duration, with varying levels of alternative delivery methods. These disruptions can negatively impact learning, access to nutrition, and consequently, graduation rates. More than 26% of the youth (0-18) in Coachella come from households that are monolingual Spanish-speaking, have siblings with disabilities, live in an economically distressed neighborhood, might live in a physically abusive or hostile home where going to school was a safe haven. Solutions under this category are required to adhere to the Governor's and County's Orders requiring social distancing and face masks.
- 3. Small Business Assistance:** The City of Coachella's Coronavirus Relief Fund is also focusing on support for small businesses, especially restaurants, to help restaurants expand their outdoor seating capacity. Grants in this category will also support small businesses in implementing the necessary public health measures required to reopen safely (i.e. sneeze guards, plexiglass, signage, sign boards, fencing, seating for outdoor use, etc.).

4. **Housing and Economic Assistance:** Before the coronavirus pandemic, more than 17.9% of Coachella households had zero net worth as far as savings and assets, especially renters and homeowners with extremely low incomes who despite subsidies were still cost-burdened, paying at least half of their limited income on housing. As a result, these households had virtually no margin for an unexpected expense and were just one financial shock away from the risk of evictions and, in worst cases, homelessness. The coronavirus pandemic will be that financial shock for many low-income households in the city of Coachella. This fund is to assist Coachella residents who have lost a job or endured substantial income loss as a result of COVID-19 and thus need financial assistance with rent, mortgage and utility bills (electric and/or gas only). This fund will also provide financial assistance to families who lost a family member to COVID-19 and have an unmet funeral expense.

Overview and Requirements

The City of Coachella's Coronavirus Relief Fund is focusing on support for nonprofit organizations working directly to respond to the pandemic among vulnerable populations in order to help build their capacity to address the most pressing needs. These include organizations focused on supporting low-income households, immigrants, young children under 5, youth, older adults, people with disabilities, and other communities vulnerable to the physical health, mental health and economic impacts of the pandemic.

The City of Coachella's Coronavirus Relief Fund is also focusing on support for small businesses, especially restaurants, to help restaurants expand their outdoor seating capacity. Grants will also support small businesses in implementing the necessary public health measures required to reopen safely (i.e. sneeze guards, plexiglass, signage, sign boards, fencing, seating for outdoor use, etc.).

The City of Coachella received an allocation of \$582,162 of which \$430,000 is being designated to projects or programs that address the impacts of the COVID-19 pandemic. Through this competitive RFP process, \$430,000 will be awarded. Any unused balances will be returned to the City of Coachella and will be rolled into the Housing and Economic Assistance Fund. The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Were not accounted for in the recipient organization's budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- Were incurred during the period that begins on the date of September 10, 2020, and ends on December 30, 2020.

Timeline

August 10 – August 20, 2020	RFP Available
August 20, 2020	RFP Proposal Submission Due
August 24 – September 1, 2020	Proposal Review Period
September 9, 2020	Recommendations for City Council Approval
September 10, 2020	Award Notifications

Selection Criteria

Due to the anticipated number of submissions and limited funding, late application submissions will not be processed or considered. The RFP does not obligate the City of Coachella to award a grant agreement. The City of Coachella reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee that the City of Coachella will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Experience (40 points)

Applicant must demonstrate the programmatic, administrative, financial, oversight, and management expertise to administer their selected funding priority category that their proposed project or program falls under. The City will prioritize applications from agencies that have experience implementing CARES Act funded programs and services. This includes key staff's previous experience in successfully operating similar programs.

Program Design, Implementation and Outcomes (30 points)

The applicant must describe an organized proposal to provide direct services to program/project participants in either of the following categories:

- ✓ Housing and Economic Assistance
- ✓ Behavioral Health and Emotional Well-Being
- ✓ Youth Enrichment Programming by Nonprofits
- ✓ Small Business Assistance

The applicant shall describe how their program will serve participants (or patrons, if they are a small business), determine client eligibility, staff the program, approach to ensuring long-term sustainability, and proposed number of individuals to be served.

Program Budget (30 points)

Must outline a reasonable budget that identifies the type and amount of all costs to support the proposed program, including: 1) Itemized program operating budget; 2) Availability and/or potential leveraging of additional funds to support program objectives, including identification of funding sources and status of funding commitment; 3) Description of financial capacity and experience in grant management and compliance. [Please use the Budget Forms included with RFP]

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Any expenses not tied directly to COVID-19 planning and response
- COVID-19 response expenses incurred prior to March 18, 2020
- Expenses incurred supporting locations operating outside of Coachella
- Any expenses covered or reimbursable by another funding source
- Medical claims expenses for staff, clients, patients or residents
- Contingency funds created to offset unknown future costs
- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges
- Lost revenue due to COVID-19 epidemic
- Paid sick leave for staff
- Food for staff
- Wages for staff in isolation/quarantine
- Rent/Utilities
- Indirect costs
- Grant Management Responsibilities

Grant Agreement

Each grant recipient must formally enter into a legal agreement with the City of Coachella. The agreement will address the conditions of the award, including implementation of the project. Once the agreement is signed, the awardee is expected to read and comply with all conditions of the agreement. **An award through this program will only support activities performed and expenditures directly related to COVID-19.** The funded applicant will be legally responsible for assuring implementation of project activities and compliance with all applicable state and federal requirements including insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Single Audit Act Amendments of 1996 (Single Audit Act)

The Single Audit Act Amendments of 1996 (Single Audit Act) were enacted to streamline and improve the effectiveness of audits of federal awards expended by states, local governments, and not-for-profit entities, as well as to reduce audit burdens. Amendments include uniform administrative requirements, cost principles, and audit requirements for federal awards found in Chapter 2 of the Federal Acquisition Regulations, Part 200. Single Audits are required when a non-federal entity expends \$750,000 or more in federal funds in one year. Single Audits are performed by independent auditors and encompass both financial and compliance components.

The City of Coachella will be subject to future audits of these funds; the audits will be conducted by the City's external auditors and be reviewed by the Inspector General's Office or the Government Accountability Office. The key to withstanding any future audit will be the City's ability to provide sufficient and appropriate documentation regarding the use of State and Federal funds in response to COVID-19. Adhering to the City's COVID-19 internal controls described in the RFP will help the City (and its subrecipients) to demonstrate that all State and Federal funds were used appropriately and in accordance with all regulatory requirements.

Documentation and Record Retention

The City of Coachella maintains City documents in accordance with the City's Records Management Policy and record retention schedule. The City and any subrecipient of Coronavirus Relief Funds must retain records for five years (5) after final payment is made and should be available on requests for audits. It should be noted that documents associated with the City's COVID-19 response could be subject to a Public Records Act request. If a request is made, the City will respond to the request in accordance with the City's Public Records Request Policy.

Documents created as part of the City's COVID-19 response should be kept, at a minimum, in accordance with the City's Records Management Policy; however, the City could be required to maintain documents for longer periods of time to comply with federal funding regulations. The City will maintain COVID-19 documents in compliance with the City's Records Management Policy and federal funding regulations, whichever is longer.

Accountability and Reporting Requirements

It is the policy of the City of Coachella to monitor progress on grants by requiring recipients to submit written progress reports on grant activities and expenditures. Progress reports on approved grant project activities will be required on the following schedule:

- Report 1 - September 14, 2020
- Report 2 - October 12, 2020
- Report 3 - November 12, 2020
- Report 4 - December 10, 2020
- Report 5 - January 12, 2021

Reports provided by award recipients will need to provide sufficient supporting documentation to show that expenditures under this program meet all program requirements and satisfy sub-recipient monitoring guidelines as outlined in the most current federal compliance supplement for expenditures of federal awards. Additional funds will not be provided by the City until City staff has verified program compliance.

Non-Discrimination Requirements for Grantees

The grantee agrees not to discriminate against any person seeking service or assistance because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, immigration status, membership or activity in a local commission, disability, sexual orientation, age, physical or mental disability.

Ineligible Organizations and Businesses

Please note that the following organizations are not eligible to apply:

- K-12 schools including charter, public or private;
- College or universities
- Libraries
- Government entities/agencies
- Grantmaking organizations and charitable trusts
- Fraternal organizations
- Churches or religious organizations, except for specific programs with direct service offered to general public without regard to faith, affiliation, religious belief or practice, and that are provided in a non-discriminatory way that benefits the larger community
- Licensed cannabis businesses
- Businesses who are under bankruptcy protection

Application Instructions

Eligible Applicants: This RFP is open to all organizations and small businesses that provide any type of direct assistance in the funding priority categories. Applicants must follow the steps below to submit an application. Facsimile or electronic transmissions will not be accepted.

- ✓ Submit 5 bound hard copies (no staples, single-sided; bound means in a 3-ring binder or comb/coil/thermal bound)
- ✓ Please have your packet **DELIVERED** (i.e. UPS or FedEx) to:

Coronavirus Relief Fund RFP
City of Coachella
53990 Enterprise Way
Coachella, CA 92236
ATTN: Celina Jimenez, Grants Manager



Please instruct delivery company to **ring the doorbell + leave package** as city offices are closed to the public.

OR

- ✓ You may schedule an appointment to **DROP OFF IN-PERSON** by emailing Celina Jimenez at: cjimenez@coachella.org Proper COVID-19 protocols will be followed and further instructions will be provided upon scheduling

In-Person Drop-Offs will take place at:

Coronavirus Relief Fund RFP
City of Coachella
53990 Enterprise Way
Coachella, CA 92236
ATTN: Celina Jimenez, Grants Manager

- ✓ Questions? Please submit your questions in writing to Celina Jimenez via email at: cjimenez@coachella.org
- ✓ **Submittal due date is August 20, 2020 by 5:00 PM. All submissions must be received by August 20, 2020.**



City of
Coachella

Coronavirus Relief Fund Request for Proposals
Application

Name of Organization or Business:

Address:

City, State, Zip Code:

Telephone:

Email Address:

Name of Contact Person:

EIN / Tax ID Number:

DUNS Number:

Website or Social Media Site Address:

Program Name:

Amount of Funds Requesting:

\$

Type and amount of Federal, State or
Local COVID-19 related financial
assistance already received

\$

Type:

Funding Priority Category: (select one)

- Behavioral Health and Emotional Well-Being
- Youth Enrichment Nonprofit Assistance
- Small Business Assistance
- Housing and Economic Assistance

A statement of how your project or
program has a nexus to COVID-19 and will
help bring relief to the residents of
Coachella

*Please address this important
question in your RFP proposal/response*

CERTIFICATION

The undersigned certifies the information contained herein is true, correct and complete to the best of his/her knowledge and belief. The applicant further understands that the application is a request and there is no guarantee, expressed or implied, that funds will be provided to applicant. All organizations awarded federal funds will be subject to federal, state and local regulatory compliance.

Signature of Authorized Person

Date

Printed Name & Title of Authorized Person

Document Checklist (Nonprofit Organizations)

- Copy of IRS Letter of Determination
- Charter or Articles of Incorporation
- By-Laws
- Organizational Budget
- Audited Financial Statement
- Form 990
- Board of Directors Roster (including names, titles, occupations, terms of office)
- A list of persons who will execute the project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current curriculum vitae may be used to provide descriptions of education, work experience and qualifications.

**Please note: If your organization meets all criteria but is not officially a 501(c)(3), a fiscal sponsor is needed to apply for this grant. In addition, a current MOU with your fiscal sponsor must be included in order to certify their role as fiscal sponsor.

Document Checklist (Small Businesses)

- A copy of a current photo identification for each business owner
- A completed and signed IRS W-9 Form (available on the internet)
- Copy of City of Coachella Business License
- First page of business tax return (2019 or 2018 if your 2019 return was extended)
- FTE (full time employee) count for March 1, May 1 and July 1, 2020
- Site Plan of Furniture Layout (for questions about this requirement, please contact Gabriel Martin at gmartin@coachella.org)
- Outdoor Dining Program Application Packet (for questions about this requirement, please contact Gabriel Martin at gmartin@coachella.org)

City of Coachella
 Coronavirus Relief Fund (CRF) RFP

EXHIBIT A—PROJECT BUDGET FORM: INCOME

Project Title: _____

List all income sources on the “Exhibit A - Project Budget” Income form in the Cash and In-Kind Contribution sections. Indicate the dollar value in either the “Anticipated” or the “Committed” column. The applicant’s funding request should be listed in the space provided.

CASH	Anticipated	Committed	Total
Coronavirus Relief Fund (CRF) Grant			\$
Applicant Organizational Budget			\$
			\$
			\$
			\$
			\$
Other Funding Sources			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Cash Income	\$	\$	\$
IN-KIND CONTRIBUTION	Anticipated	Committed	Total
Total In-Kind Contributions	\$	\$	\$
TOTAL PROJECT INCOME	\$	\$	\$

