



REQUEST FOR PROPOSALS

Livingston County
American Rescue Plan: Community Response Program(s)

Release Date: August 4, 2021
Proposals Due: September 30, 2021

Livingston County Board Office
112 W. Madison St.
Pontiac, IL 61764
(815)844-6378

OVERVIEW

The County of Livingston, a body politic, through its Finance Committee, hereby requests the submission of proposals to develop and implement Community Response Programs that assist Livingston County in responding to the impacts of COVID-19.

ELIGIBLE APPLICANTS

Eligible applicants include governmental, non-profit agencies, utility and internet service providers, hereinafter referred to as Community Partners, serving the residents and businesses of Livingston County, Illinois.

PROPOSAL DUE DATE

Three copies of each proposal should be submitted to the Livingston County Board Office by 2:00 p.m. on September 30, 2021. All proposals are to be addressed to:

Livingston County Board Office
112 West Madison Street
Pontiac, IL 61764

The following notation must be noted in the lower left-hand corner of the envelope:

American Rescue Plan: Community Response Program(s)
2:00 p.m. on September 30, 2021

TIMELINE OF SUBGRANTING PROCESS

August 4, 2021	Request for Proposals Release Date
August 26, 2021	Pre-application Technical Assistance Session
August 31, 2021	Pre-application Technical Assistance Session
September 30, 2021	Proposal Due Date
November 15, 2021	Notification of Awards
January 30, 2022	4 th Quarter 2021 reports due, and quarterly thereafter
December 30, 2022	Funding period ends
March 30, 2023	Final report(s) due

BACKGROUND

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President establishing Fiscal Recovery Funds (including Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund). The Fiscal Recovery Funds are intended to provide support to governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 within their communities, residents, and businesses. Pursuant to Section 603(c)(1) of the Act, funds may be used as follows:

- a.) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and
- b.) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c.) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and *(please note: Livingston County does not currently qualify for this provision therefore responses pursuant to this section will not be accepted at this time)*
- d.) To make necessary investments in water, sewer, or broadband infrastructure.

Pursuant to the American Rescue Plan Act (ARPA) Livingston County has received an allocation of \$6,924,206 of which \$3,462,103 has been received to-date and is currently eligible for award to one or more subgrantee(s).

Livingston County seeks Community Partners to help identify the needs of the community and assist with the development and implementation of programs to address those needs.

PRE-APPLICATION TECHNICAL ASSISTANCE SESSION

A pre-application technical assistance session will be held via zoom on August 31, 2021 from 2 p.m. – 3 p.m.. No password is required to join the session. Participants should enter their full names when logging into the session. Participants will be able to log in 15 minutes prior to the start of the session to test their equipment's audio settings and to download/print handouts if applicable. While participation is not mandatory in order to submit an application, it is highly recommended.

INCURRING COSTS

Livingston County is not liable for any costs incurred in replying to this RFP.

ACCEPTANCE / REJECTION

Livingston County reserves the right to accept or reject any or all proposals in part, or in total, as deemed to be in the best interest of Livingston County and to waive all minor irregularities in the proposal process. Any submission that is deemed non-responsive, or does not meet the requirements is subject to rejection.

Notification of Awards will be provided by November 15, 2021.

ELIGIBLE ACTIVITIES

1. To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel and hospitality;

Eligible uses under this category must be in response to the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency.

Eligible Public Health Uses:

Responding to the public health emergency may include but is not limited to: vaccination programs (including incentives); medical care; testing; contact tracing; support for isolation or quarantine; support for vulnerable populations to access medical or public health

services; public health surveillance; enforcement of public health orders; public communication efforts; enhancement to health care capacity; including alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in living facilities (nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health care settings, or other key locations; enhancement of public health data systems, and other public health responses.

Behavioral health care including mental health treatment, substance misuse treatment, other behavioral health services, hotlines or warmlines, crisis intervention, overdose prevention, infectious disease prevention services or outreach to promote access to physical or behavioral health primary care and preventative medicine.

Capital investments in public facilities to meet pandemic operational needs.

To assess whether additional uses would be eligible under this category, recipients should identify an effect of COVID-19 on public health, including either or both of immediate effects or effects that may manifest over months or years, and assess how the use would respond to or address the identified need.

Responding to Negative Economic Impacts:

Assistance to unemployed workers including services like job training to accelerate rehiring of unemployed workers.

Assistance to households including (but not limited to): food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Assistance to small businesses and non-profits including (but is not limited to): loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefit costs, costs to retain employees, mortgage, rent, or utility costs, and other operating costs. Loans, grants or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs. Technical assistance, counseling or other services to assist with business planning needs.

Back to work incentives, including cash payments for newly employed workers, job training, childcare assistance, and transportation to accelerate rehiring and thus reduce unemployment.

Recipients must be able to assess whether, and the extent to which, there has been an economic harm, such as loss of earnings or revenue, that resulted from the COVID 19 public health emergency and whether, and the extent to which, the use would respond or address the harm.

Funds MAY NOT be used for general economic development or workforce development. General infrastructure projects, rainy day funds, or financial reserves are ineligible. Recipients must demonstrate that funding uses directly address a negative economic impact of the COVID 19 public health emergency.

2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;

Funds may be used to provide premium pay to eligible workers performing essential work during the COVID-19 public health emergency. These are workers who have been and continue to be

relied on to maintain the continuity of operations of essential critical infrastructures, including those who are critical to protecting the health and wellbeing of their communities.

Eligible workers include: staff at nursing homes, hospitals and home care settings; workers at farms, food production facilities, grocery stores, and restaurants; janitors and sanitation workers; truck drivers, transit staff and warehouse workers; public health and public safety staff; childcare workers, educators, and other school staff; and social service and human services staff.

Eligible workers are those that faced or face heightened risks due to the character of their work, including regular in-person interactions or regular physical handling of items that were also handled by others.

Premium pay shall not exceed \$13 an hour in addition to regular wages and shall not exceed an aggregate amount of \$25,000 per eligible worker.

3. To make necessary investments in water, sewer, or broadband infrastructure.

Water and Sewer Infrastructure:

Projects to construct, improve, or repair wastewater treatment plants, control non-point sources of pollution, improve resilience of infrastructure to severe weather events, create green infrastructure, and protect waterbodies from pollution. Projects that improve drinking water infrastructure, such as building or upgrading facilities and transmission, distribution, and storage systems, including replacement of lead service lines. Projects to construct publicly owned treatment infrastructure, manage and treat stormwater or subsurface drainage water, facilitate water reuse, and secure publicly owned treatment works.

Broadband Infrastructure:

Eligible investments in broadband are those that are designed to provide services meeting adequate speeds and are provided to unserved and underserved households and businesses.

Upon project completion service should reliably meet or exceed symmetrical upload and download speeds of 100 Mbps. In areas where it is impractical for a project to deliver such service speeds because of the geography, topography, or excessive costs associated with such a project, the affected project would be expected to be designed to deliver service that reliably meets or exceeds 100 Mbps download and between at least 20 Mbps and 100 Mbps upload speeds and be scalable to a minimum of 100 Mbps symmetrical for download and upload speeds.

Program Accountability

Each subgrantee is responsible for carrying out its responsibilities in accordance with this Request for Proposals, the ARP Act of 2021, Section 603 (c)(1), subsections (a), (b) and (d) and the Department of Treasury's Interim Final Rule and Final Rule. Subgrantees are required to submit quarterly reports to the Livingston County Board Office on the use of subgrant funds and the progress of subgrant activities. Reports shall be submitted in accordance with the Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities.

Fiscal Reporting Requirements

Expenditure reports will be accepted monthly, but are required at least quarterly throughout the grant award period. Subgrantees must submit a final fiscal report to the Livingston County Board Office that covers the duration of the subgrant award. Subgrantees must use subgrant funds for allowable activities and expenditures during the subgrant period.

Proposal Format

1. Letter of Interest - A formal Letter of Interest on the letterhead of the eligible applicant/community partner.

2. Needs Statement – Discuss the identified need and the impact on the Livingston County community.
3. Proposed Program – Describe the proposed program including:
 - a description of the activities that will be provided with this funding;
 - how the activities chosen will meet the needs identified from the Needs Statement;
 - the objective(s) hoped to be met through the program
 - an explanation of how the applicant has the capacity to implement the program;
 - the measurers that will be used to indicate the program’s success

See Eligible Activities when determining proposed programs.

4. Proposed Timeline – Provide a proposed timeline including the estimated implementation and completion date. Please note: Projects may not extend beyond December 30, 2022.
5. Project Budget – The Project Budget must be submitted in two parts including all planned expenditures to be funded by the subgrant. All proposed expenditures for the grant funding period must be itemized as part of a Budget Summary and detailed in a Budget Narrative.

The Budget Summary is the financial overview of the subgrant plan and must include all proposed expenditures for the program. Each line item must correspond to the line items of the Budget Narrative.

The Budget Narrative must provide clear evidence that the budget is appropriate and justified based on the identified needs and Needs Statement. Structure the Budget Narrative line-item categories to parallel the line-item categories of the Budget Summary. This narrative must demonstrate that all expenditures are allowable, reasonable and allocable; adequate to support the activities of the program; and directly connected to the objectives outlined in the Proposed Program.

Evaluation of Proposals

All proposals will be reviewed and evaluated by the Finance Committee based upon the information contained within. A review of the qualified proposals will identify potential Community Partners that will assist Livingston County in mitigating the impact of COVID-19 to the Livingston County community as outlined within.

Notification of Awards will be provided by November 15, 2021.