



## Somervell County Application for ARPA Funding 2024

### Methods of Communication

Please direct all communication/questions regarding the application process to:

Nikki Hayes, Somervell County Auditor

### Schedule

Please see the anticipated schedule below:

### Project Requirements

The following are the criteria required to receive funding for a project or program

- The applicant has articulated and demonstrated an appropriate use of the funding in accordance with the stated purpose on the ARPA guidance and Somervell County criteria.
- The applicant has the ability to reconcile, monitor, and report the use of federal funds in accordance with Somervell County reporting requirements
- The physical location of the program must be within Somervell County and serve Somervell County residents
- The project must be self-sustaining
- The organization must have been in active operation since 2020 (including the entire calendar year of 2020)

### Eligible Organizations:

- All nonprofits (i.e., 501© (3) or 501©(19) public charities in good standing) that serve Somervell County will be eligible to apply for grants to support programming in Somervell County.
- Government services, including volunteer fire departments may also apply, even if they do not have 501©(3) status.
- Applicants must be in good standing with the Internal Revenue Service or any other pertinent governing body
- Programs/projects must serve Somervell County
- Program/projects must meet a measurable or demonstrable need in Somervell County

- Programs/Projects must not discriminate in terms of program provision, and the applicant organization must not discriminate in staffing or hiring decisions
- Funds must be used specifically for the purposes stated in the application

### **Eligible Costs**

All projects must satisfy an eligible use allowed by the U.S Treasury Department's Final Rule. Somervell County will review the organization's application for compliance with the eligible use categories of the federal grant funds. Somervell County Commissioner's court may fund programs, projects, and services designed to address the impacts of the COVID-19 public health emergency and negative economic impacts. Proposals must be reasonable and proportional to the impacts and needs of Somervell County. In general, but not limited to, applicants may propose projects that:

- Grants to mitigate financial hardship and/or employment cause by COVID-19, including:
  - Reduced revenue due to cancelled annual fundraisers
  - Loss of staff due to revenue shortages
  - Decreased volunteer assistance
  - Increased services provided due to financial and social impacts from the pandemic
- Achieve equitable outcomes and serve underserved populations
- Aid household or populations facing negative economic or public health impacts caused or exacerbated by the COVID-19 public health emergency
- Build stronger communities through neighborhood services including recreational opportunities
- Promote healthy childhood environments such as after school programs or services
- Improve access to healthcare, behavioral healthcare, substance abuse services, or mental health services
- Technical or in kind assistance or other services that mitigate negative economic impacts of the pandemic
- Projects (both capital and programmatic) that will lead to further prevention and increases service levels caused by COVID-19

In general, proposals for economic development or construction of stadiums or tourist destinations will not be considered. Proposed projects should not be used to escalate overhead expenses.

### **Ineligible Costs**

Some ineligible costs include:

- Faith-based causes benefiting only members of a certain faith
- Research
- Fundraising
- Scholarships
- Loss that bears no relation or grossly disproportionate to the type or extent of harm experience due to the COVID-19 public health emergency
- Contributions to rainy day funds, financial reserves, or similar funds

- Payment of interest or principal on outstanding debt instruments
- Lobbying, support of candidates for public office, or other political activities
- Funding for programs or organizations that do not serve Somervell County residents
- Damages covered by insurance
- Property taxes
- Expenses that have been or will be reimbursed
- Legal settlements

#### How to Apply:

The Somervell County Application for ARPA Funding will be available on the County website beginning April 15, 2024, and will close after all funds have been allocated. Completed applications must be returned, with all necessary attachments and documentation, to Nikki Hayes, [nikki.hayes@co.somervell.tx.us](mailto:nikki.hayes@co.somervell.tx.us) via hand delivery or emailed with a read receipt confirmation. For organizations interested in applying for ARPA funds, please review the project eligibility guidance. The US Treasury has provided guidance on how ARPA funds can be spent.

The Commissioner's Court reserves the right to reject any applications that are not complete, or do not meet the eligibility requirements. The Commissioner's Court may grant all or part of the requested funding for each application. The Commissioner's Court will designate what percentage of funding requested will be approved.

The Somervell County Commissioners may grant all or part of the money to a nonprofit organization created for religious, charitable or educational purposes to be expended for the selected purpose.

#### **Application review criteria**

All application submissions will be reviewed for completeness and eligibility. Applications will be delivered to each commissioner as received. The Somervell County Commissioner's Court will evaluate each application submitted based on the following criteria. After each member of the Court has had time to review the application, the Commissioner's Court will have the opportunity to discuss each application at a special called meeting. Award allocations will be based on total number of applicants, completeness of applications, expense eligibility, organizational need and community benefit.

The following factors will be considered for evaluation:

- Organization is a qualifying non-profit organization or eligible government service
- Demonstrated financial impact due to COVID-19
- ARPA eligibility-project or program meets ARPA guidelines
- Long-Term Sustainability after awarded funds have been spent
- Project location- project or program must fall within Somervell County
- The project or program's benefits to Somervell County residents
- Project or program budget is provided, reasonable, and aligns with eligible expense categories
- Funding needs- organization provides a well-defined and clear funding need evident through the budget provided
- Fiscal and administrative capacity to administer these funds in compliance with requirements

- Administrative capacity to complete necessary reporting requirements

### **Repayment**

Funding from this program is subject to federal, state, and local audit. If a determination is made that these funds were used in a manner inconsistent with program guidelines, for an ineligible expense or for expenses reimbursed by another federal, state, or local program the organization may be required to reimburse the County or federal government the entirety of the funds ineligibly expensed.

### **Grant Award and Disbursement Process**

Following the review by the Commissioner's Court and subsequent discussion in the special called meeting, each applicant will be contacted and informed of their funding status,

Once funding is disbursed to awardees, the County will monitor the projects and will then require each awardee to submit reoccurring reports per the US treasury guidelines. The County anticipates disbursing the funds in a single allotment to each awardee.

### **Reporting Requirements**

Depending on the funding requested, organizations receiving funding will be required to provide reporting to Somervell County to comply with US Treasury requirements. Organizations that fail to report as required could lose their funding and be responsible for paying back all ARPA funds received

The reoccurring reporting required by each organization that receives funding from the Somervell County ARPA Funding Program may differ based on various factors such as: ARPA expenditure category, amount of funding received, and more. Therefore, the information needed may change for each organization that receives funding

### **Public Record**

Unless otherwise exempt under applicable law, application and application material are public records. All information received from and applicant in connection with the ARPA Grant application process are subject to disclosure pursuant to Texas State law, unless otherwise exempt.



### Somervell County Application for ARPA Funding 2024

Completed Application must be returned, with all necessary attachments and documentation to Nikki Hayes, [nikki.hayes@co.somervell.tx.us](mailto:nikki.hayes@co.somervell.tx.us) via hand delivery or emailed

Awards under this program are intended to be used for projects benefiting Somervell County that may involve the support of single or multiple organizations. Projects must have a community impact and are intended to be self-sustaining as funds are limited. This is a single allocation intended to address a one-time need within your organization. Non-profits are eligible for ARPA awards.

For the purposes of this application, the term 'project' can be used for a capital project/item or a long-term project.

#### Applicant Information:

Requesting Entity: \_\_\_\_\_

UEI/DUNS#: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Entity Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you applied for or received other CARES ACT or ARPA relief funds from any other entity?

Yes

No

If yes, how much, and for what purpose?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Eligibility Criteria:

Please review the eligibility criteria located in the Somervell County Application for ARPA Funding 2024 Guidance before continuing.

1. Describe in detail how this project specifically fits into one or more of the following criteria:

- Supporting the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing COVID-19 and its impact on public health as well as addressing economic harm to households, small businesses, nonprofits, impacted industries, and the public sector.
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and storm water infrastructure, and to extend affordable access to broadband internet
- Investment in government services, which general include any service traditionally provided by a government, unless the Treasury has stated otherwise.

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**Detailed Justification of the Project:**

Please explain how your organization will handle the fiscal and administrative capacity and capability to comply with administering and reporting the ARPA funding in accordance with Somervell County reporting requirements

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What is the annual organization budget? Please provide separate attachments as necessary.

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**Project Narrative:**

What Will the ARPA funds be used for?

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Provide a brief project summary/description (additional information can be attached and will be included in the application).

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What is the specific location (address) of the project?

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Please explain your proposed project's timeline to completion. All ARPA funds distributed by Somervell County must be expended by December 31, 2026.

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**Emphasis/Target Population**

Provide information detailing who will be served by this project, the population who will benefit from the project, and assistance if any, that will be provided.

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Specifically outline how this project is directly impacting the ability to prepare for, respond to, and recover from future emergencies and disasters.

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**Funding:**

What is the total project cost? \_\_\_\_\_

What is the total amount requested? \_\_\_\_\_

Are there any other funds committed to this project? \_\_\_\_\_

If yes, please identify the source and amount of all non-ARPA funding.

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Please provide a detailed budget reflecting all costs associated with the project.

**Long-Term Approach:**

Describe how the applicant will maintain the capabilities and equipment supported by this project without additional federal, state, or local funds.

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If sustainment is dependent on federal, state, or local grants, describe the ongoing need for future grants, as applicable.

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**Requirements for Non-Governmental Applicants:**

As indicated, non-governmental applicants must also provide a hard copy of the following items:

- Non-profit organizations must provide a current Certificate of Good Standing from the State in which they are incorporated.
- Non-profit organizations must provide their last audited financial statement. Additionally, please include the following metrics:
  - Liquidity calculated as cash on hand divided by average monthly expenses
  - Program expenses as percentage of total expenses
  - Liabilities as percentage of total assets
  - Fundraising expenses as percentage of total contributions
  - Cash flow from operations

The applicant understands and certifies to the best of its knowledge:

The information submitted on this application, including required supporting documentation, is true and correct.

This application and supporting documentation may constitute public records subject to disclosure under Texas State Law

Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be required to repay the grant award or be subject to civil and/or criminal prosecution.

Receipt of federal funds requires the recipient to agree to all rules, regulations, and reporting associated with this federal program.

The applicant had not received other federal, state, or local assistance for the same expenses as submitted in this application.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

State of Texas

County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
as \_\_\_\_\_ of \_\_\_\_\_.

(Seal)

\_\_\_\_\_

Notary Public's Signature