



Washoe County Community Reinvestment Grant Program

Supported by the American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds

Community Reinvestment | Office of the County Manager

Opens June 1st, 2022 through July 15, 2022

Washoe County Community Reinvestment

1001 E. 9th Street, Bldg. A | Reno, NV 89512 | www.washoecounty.gov/ARPA



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Introduction

The American Rescue Plan Act (ARPA) was signed by President Biden on March 11, 2021. Washoe County received \$91,587,038 in [Coronavirus State and Local Fiscal Recovery Funds](#) (SLFRF) to promote recovery and provide greater community resilience. The SLFRF provides a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Program Overview

The Washoe County Community Reinvestment Grant Program **offers \$4,000,000 in funding to eligible nonprofits that provide services in Washoe County** that can aid in a strong and equitable recovery. The County requests proposals for projects or programs to help the community recover from COVID-19, align with the priorities of ARPA-SLFRF funding, and further the County's strategic goals.

The grant program is intended to address:

- Negative economic impacts spurred or exacerbated by the pandemic;
- Systemic community challenges through improved service delivery; and
- Planning and preparation for future events that cause service disruptions.

In general, projects will be prioritized that partner or collaborate with existing Washoe County services or address issues related to:

- Childcare
- Mental and emotional health and wellbeing
- Community violence and child neglect
- Promote internet access
- Outdoor recreation and trails, or
- Assist individuals to gain skills that will bolster their economic potential.

Small Grants	Standard Grants
<ul style="list-style-type: none"> • Up to \$50,000 to support smaller projects or one-time purchases. • 12 months • No match requirement • Limited to one grant per organization 	<ul style="list-style-type: none"> • \$50,001 to \$1,000,000 • 12–24-month performance period • No match requirement • Limited to one grant per organization.
<p><i>Organizations are eligible for either a small grant or a standard grant and will only be awarded one type of grant.</i></p>	



Application Deadline and Grant Timeline

Applications are due on July 15, 2022. Applications will be scored and ranked depending on how the project fulfills the needs of the community and strategically aligns with Washoe County services. If awarded, projects will begin in October 2022.

- **June 1st, 2022** – Applications open for submission
- **June 9th, 2022, at 2:00 pm** – Virtual Application Workshop with instructions and Q&A (recording available after). Register here: [Application Workshop: Community Reinvestment Grant Program](#)
- **July 15th, 2022** – Application Deadline
- **July – August 2022** – Applications are Reviewed
- **September 2022** – Recipients will be notified of funding and recommendations will be presented to the Board of Commissioners for final approval
- **October 2022** – Grant Funding Begins

The application portal will be open from June 1st, 2022, to July 15th, 2022, at midnight. Applications received after the due date will not be considered for funding.

If you have any questions regarding the grant solicitation, please contact Washoe County Community Reinvestment at communitygrants@washoecounty.gov





Eligible Uses and Restrictions

All projects must satisfy an eligible use allowed by the [U.S. Treasury Department's Final Rule](#). Washoe County will review your organization's application for compliance with the eligible use categories of the federal grant funds. The Community Reinvestment Grant Program 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 experienced since March 2020. In general, but not limited to, applicants may propose projects that:

- Achieve equitable outcomes and serve underserved populations,
- Aid households or populations facing negative economic or public health impacts caused or exacerbated by the COVID-19 public health emergency,
- Build stronger communities through housing and 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,
- Promote evidence-based interventions in the community.

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.

Applicant Eligibility

Grant opportunities are for nonprofit organizations. Applicants must:

- Have an active State of Nevada Nonprofit certificate 501(c)(3) or 501(c)(19).
- Provide direct services to the Washoe County community
- Have an active SAM.gov registration and Unique Entity Identifier (UEI)

Once final proposals are chosen, your organization must provide certificate of insurance and a list of your current board of directors.

In accordance with NRS 244.1505, the Board of 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.



Uniform Administrative Requirements

SLFRF funds are subject to the requirements of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards per [2 CFR 200](#) Uniform Guidance.

Matching

There are no matching requirements for this grant solicitation however, projects that can prove sustainability of services post-award are preferred if there are ongoing costs. Unless your project is one-time in nature, your organization should be able to continue services once funding from Washoe County has been depleted.

SAM.gov Requirements

All eligible recipients are required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>). Please register for SAM and obtain a Unique Entity Identifier prior to applying to the grant program. If there are delays in receiving a UEI, please contact communitygrants@washoecounty.gov to explain your situation. Your organization must be actively registered on SAM.gov in order to be eligible for ARPA-SLFRF funds.

Single-Audit Requirements

Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. Recipients and subrecipients may also refer to the [Office of Management and Budget \(OMB\) Compliance Supplements](#) for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions

Application Review Process

Following the submission of the organization's application, Washoe County will review each submission. Further information will be provided to applicants whose projects meet eligibility.



Grant Application

Application Instructions

All application materials must be complete and attach required documents. The documents must be uploaded into the official eCivis grant solicitation. No extension may be provided. The completed application is due on July 15th, 2022 by midnight.

Solicitation: https://gn.ecivis.com/GO/gn_redir/T/kenrfj6c00dp

Application Questions

All questions must be completed for your application to be considered for grant funding. Answers should be inputted into the grant application portal via eCivis.

Organization Questions

1. Organization Name
2. Staff Project Manager Contact Information
3. Staff Financial Manager Contact Information
4. Organization Address
5. Organization Unique Entity Identification (UEI) Number from SAM.gov Registration
6. Provide a link to your organization's website
7. Are you currently subject to an annual Single Audit? A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part. For more information on a Single Audit, visit: <https://bit.ly/2TiZmn7>.
 - a. Yes
 - b. No

Project Specific Questions

1. Title of Proposed Project
2. Total Requested Amount: _____
3. Identify the community needs addressed through the project. (300 words limit)
4. Project or Program Description and Scope (500-word limit)



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5. Select the population(s) that your project seeks to serve. Choose all that apply. For more information on Qualified Census Tracts (QCTs) Washoe County QCT Map on Resources and Files page.
 - a. Individuals/households living in a Qualified Census Tract
 - b. Infants/Toddlers (Ages 0-3)
 - c. Children (Ages 4-12)
 - d. Teens (Ages 13-18)
 - e. Young Adults (Ages 18-25)
 - f. Senior Citizens (Ages 60+)
 - g. Active Military
 - h. Veterans
 - i. Individuals with Disabilities
 - j. Individuals and/or families experiencing homelessness
 - k. Families
 - l. General Public
 - m. LGBTQ+
 - n. Other: _____
6. Please indicate the areas where your services will be primarily provided. Choose all that apply.
 - a. Unincorporated Washoe County
 - b. City of Reno
 - c. City of Sparks
 - d. Gerlach-Empire region
7. Does your project address childcare, mental and emotional health, community violence and child neglect, promote internet access, outdoor recreation and trails, or assist individuals to gain skills that will bolster their economic potential?
8. How does your project address systemic equity issues in the community? (300-word limit)
9. Does your project collaborate with a Washoe County department, other nonprofit organizations, or local government entities?



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10. Describe the objectives and intended outcomes of the project. (300-word limit)
11. Explain how the services provided by the project will assist in our community's overall recovery from the COVID-19 public health emergency and economic impacts. (300-word limit)
12. How many individuals, units, or households will be impacted by the program?
13. Include project milestones and major expenditures. (250-word limit)
14. Budget Narrative: The budget narrative provides detail of how all costs were determined and how all funds will be spent. The narrative must provide details of each line item in the budget including how the cost estimate was determined.
 - a. Washoe County will pay for the de minimis 10% indirect cost rate. If your organization requires a higher indirect cost rate, please include a copy of your Indirect Cost Rate form from the appropriate federal agency.
15. Is your budget request scalable?

Budget Categories

1. **Salary:** Positions to be supported (if any) under the proposed award and brief description of the duties assigned for this project and number of hours dedicated to this effort.
2. **Fringe:** Employee benefits such as medical, dental, retirement etc. that the employer must pay per employee. Fringe should be listed for each position listed above.
3. **Travel:** Provide the purpose of travel. All listed travel must be necessary for the performance of the award objectives. Travel does not include mileage. Mileage should be captured in "Other"
4. **Equipment:** Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.
5. **Supplies and Materials:** Supplies are generally defined as an item with an acquisition cost of \$4,999 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance period.
6. **Contractual:** Contractual covers the costs of subcontractors or subrecipients other than the Prime Applicant. This also includes the services such as janitorial services, rent, utilities, facility maintenance fees, etc.
7. **Other:** Other costs are items required for the project which do not fit clearly into the other categories. Examples are conference fees, subscription costs, printing costs, etc.



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Application Attachments

- Complete Application Questions
- Proposed Budget in Excel Workbook and inputted into application portal
- Certificate of Good Standing from the Nevada Secretary of State or valid Nevada Business License
- Signed Conflict of Interest Statement

Application Instructions

There will be application workshops scheduled for June 9th at 2:00 pm on Zoom. Register for the training here: [Application Workshop: Community Reinvestment Grant Program](#)

Tips:

- Once you create your profile information, keep your login information ready. There are various steps where you'll be required to login.
- Become familiar with the portal tabs and scroll bars
- Write your application answers on a separate word document before entering them into eCivis. This will reduce potential loss of work.



Step by Step Instructions

Use this link to access the eCivis Portal for Washoe County Community Reinvestment Grant Program: https://gn.ecivis.com/GO/gn_redir/T/kenrfj6c00dp

Read through the solicitation information and download the necessary attachments from the Files tab.

The screenshot shows the 'Apply' button circled in red. Below it is a navigation bar with tabs: Overview, Eligibility, Financial, Contact, and Files. The main content area is divided into two columns. The left column contains details about the grant:

ID:	American Rescue Plan Act State and Local Fiscal Recovery Funds
Title:	Washoe County Community Reinvestment Grant Program
Application Start Date:	05/31/2022
Application End Date:	07/15/2022
CFDA:	21.027
Reference URL:	https://www.washoecounty.gov/ARPA/community-grant.php

The right column contains a 'Summary' section:

Summary:

The Washoe County Community Reinvestment Grant Program offers \$4,000,000 in funding to eligible nonprofits that provide services in Washoe County that can aid in a strong and equitable recovery. The County requests proposals for projects or programs to help the community recover from COVID-19, align with the priorities of ARPA-SLFRF funding, and further the County's strategic goals.

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- Outdoor recreation and trails, or
- Assist individuals to gain skills that will bolster their economic potential.

Click "**Apply**". This will bring you to a sign-in page where you will be asked to create a Profile. Click **Create an account** and input your information.

The screenshot shows the eCivis user interface. On the left is a dark sidebar with navigation options: My Applications, My Awards, and My Profile. The main content area is titled 'Washoe County' and 'OCM - Community Reinvestment'. Below this is a section for 'My Applications' with a green 'Create New Application' button circled in red. Below the button is a search bar and a table with columns: Grant Application, Create Date, Status, and Actions. The table currently shows 'No applications have been saved or submitted'. At the bottom right of the table area are 'Previous', 'Next', and 'Reload' buttons.



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Click **“Create New Application”**. Once again, Sign-In [**Log in with your credentials again to access your application’s account**] using your login information. Please note that there is a scrolling section within the larger page structure. Your browser may not show the full application portal.

Also, note the Applications Budget and Goals section at the bottom of the page. This is where you will enter your project budget.

The screenshot shows the eCivis application portal for Washoe County. The page is titled "Washoe County OCM - Community Reinvestment" and "Washoe County Community Reinvestment Grant Program". It features a navigation menu on the left with "My Applications", "My Awards", and "My Profile". The main content area includes a "Create New Application" button and a "Sign In" button. The "Sign In" button is highlighted with a red oval and contains the text "Log in with your credentials again to access your applicat". Below the "Sign In" button is a table titled "Applications Budget and Goals" with one entry.

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/31/2022	Draft	\$0.00	

Please click the **“Open”** button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking **“Edit”**.

You cannot move forward until you have completed your Profile.



After, you create your profile, your screen should look like this:

The screenshot displays the eCivis user interface for the Washoe County OCM - Community Reinvestment program. On the left is a dark sidebar with the eCivis logo and navigation links: My Applications, My Awards, and My Profile. The top right shows the user profile for Carissa Bradley with a Log out option. The main content area is titled "Washoe County OCM - Community Reinvestment" and includes contact information for the program. Below this are two buttons: "Create New Application" and "Back to Solicitation".

The "Application Submissions" section contains instructions on how to check the status of a submission based on the color of the status bar: gray for under review, blue for action required, and red for error. Below the text is a card for an application titled "Untitled", created on 05/31/2022, with a blue "Application" button highlighted by a red circle.

The "Applications Budget and Goals" section features a table with one entry:

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/31/2022	Draft	\$0.00	[Menu Icon]

Below the table, it indicates "Showing 1 to 1 of 1 entries" and includes navigation buttons for "Previous", "1", "Next", and a "Reload" button.



Click through to the Application and input your Application Information.

Application Submissions

Untitled

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

Application

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 45 days remaining to submit this.

Submit

My Application

Action Required

Open

Navigate to your application by clicking on the button to the right.

Budget Application

Attach your detailed budget breakdown (Application Budget Template) to the Application submission under the Upload Budget Worksheet section. Enter your budget narrative on this section as well.

Then, scroll on the outside section to enter your detailed budget into the portal. Found here in the red circle.



Application Submissions

Proposed Budget

Budget Narrative: The budget narrative provides detail of how all costs were determined and how all funds will be spent. The narrative must provide details of each line item in the budget including how the cost estimate was determined. *

Upload Budget Worksheet *

Use the excel spreadsheet included in the Files section of the solicitation to guide your budget development. You will enter these amounts into the "Applications Budget and Goals" section. Your spreadsheet should match the input portal.


+ Select a file ?

Is your budget request scalable? *

Applications Budget and Goals

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/31/2022	Draft	\$0.00	

Showing 1 to 1 of 1 entries

Previous 1 Next

Reload



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Click each budget category to enter your specific line items by clicking the icon “Add Table”

Budget Items ^

1. Salary

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Salary Totals:	\$0.00	\$0.00	\$0.00	\$0.00

+ Add Subcategory for Salary

+ Add Table

Add all necessary budget items into the tables you create.

You do not need to enter anything into the Goals section.

Once the Application and Budget have been completed, you will Submit



Appendix 1: Frequently Asked Questions

Who is eligible to apply for these funds?

Non-profit and not-for-profit organizations, as designated by the IRS 501(c)(3) or 501(c)(19).

If my organization received funding, will we be required to sign a contract?

All organizations that receive funding will be required to sign a contract with Washoe County. The contract will include language about data reporting and performance expectations.

If my organization receives funding, how long do we have to spend funds?

Community Reinvestment Grant projects are active for one year from the award notification date.

If my organization is awarded funding through this process, what will be our requirements?

Organizations will be required to provide quarterly activity and financial reporting regarding the use of funds, project impact and populations served. The organization should follow federal procurement laws and ensure that funds charged to the grant are allowable and allocable to the grant determined by your Board of County Commissioners approved scope of work and budget.

What criteria will be used to evaluate my application?

Criteria that may be used to evaluate applications include, but are not limited to: project impact, area of the County to be served, population of the County to be served, alignment with multiple Board goals and/or guiding principles of ARPA, and matching or in-kind contributions available to support the project.