



## **AHANA Community Rising and Impact Reimbursement Grant Application in partnership with Spokane County**

**Application due date:** April 30, 2024. Emailed by 11:59 PM Pacific Time

**Funding Source and Method:** This grant is provided by Federal Funding. Payments will be made on a reimbursement basis for deliverables accepted, deliverables planned, and or allowable time expenses.

### **Contents of this Request for Applications:**

1. Introduction/Purpose
2. Selection Process
3. Nonprofit Eligibility Requirements
4. Funding Priorities
5. Timeline
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### **Grant Program Description/Purpose**

On October 4, 2022, the Spokane County Board of Commissioners selected MEBA-AHANA as the successful bidder for RFP Number P2341, a project funded by section 9901 of the American Rescue Plan Act. \$1,000,000 was allocated to AHANA as an eligible use under Category 2: Negative Economic Impacts: Assistance to Impacted Nonprofit Organizations.

The purpose of this Request for Proposal (RFP) is to solicit contract proposals from non-profit organizations in Spokane County for funding of an ARP Eligible Use Category allocation per the title and number of the RFP stated above.

AHANA's mission is to educate, advocate, and support multi-ethnic businesses in Eastern Washington. We recognize many nonprofit entities are critical to the success and impact of our business community and the overall economic development of Spokane County. Many nonprofit agencies provide workforce development, training, and services allowing individuals to participate fully in the labor force. The greatest asset of any for-profit business is its people, and by assisting in the rebuilding efforts of our local nonprofits, we aim to further magnify the progress of our multi-ethnic owned and economically disadvantaged for-profit businesses.

### **AHANA Community Rising and Impact Reimbursement Grant (CRIRG)**

To directly support Spokane County nonprofits, Ahana is allocating \$300,000 of the award to local nonprofits in the form of single purchase or project reimbursement grants. This competitive grant will support recovery and rebuilding for local nonprofits whose mission aligns with ours – to support the interdependence and partnership between our business community and local workforce. We recognize some organizations may have temporarily halted services, and this grant also aims to assist those organizations in rebuilding efforts, as well as support new nonprofits. The attached application is for your nonprofit to notify us and apply for a portion of the \$300,000 funds.

The purpose of the overall award is meant to help AHANA build capacity, develop partnerships, and increase community visibility, and growth for under-resourced and under-represented nonprofits and small businesses in Spokane County. The remaining \$700,000 in grant funding AHANA will utilize to support capacity-building efforts, enabling AHANA to provide assistance to multi-ethnic business owners and nonprofit entities to start up, grow, and become successful through varying community-facing programs.

### **Selection Process**

AHANA will be the sole judge in the determination of the most advantageous non-profit organizations and the work to be reimbursed. AHANA staff and board members will rank all proper submittals based on the evaluation criteria outlined below. From these rankings, the most qualified non-profits will be selected to receive a grant.

No work will be undertaken without a mutually agreed upon statement of work, fee, and contract signed by the parties.

The requested amount is only one of the selection criteria considered. Factors other than funding request may include, but are not limited to; qualifications, experience, and longevity of operations of the Proposer; competence and technical capabilities of the personnel; technical approach and aspects of the proposal; feasibility of the proposal; efficiency and the non-profit organization's ability to deliver in a timely manner and other considerations which may be in the best interest of the community.

Only complete submittals will be evaluated.

### **Nonprofit Eligibility Requirements**

1. Federally recognized 501(c)(3)
2. Registered with the Washington Secretary of State office as a Non-profit
3. Average operating budget in last three fiscal years of less than \$100,000
4. Place of operation and audience served must exist or operate in Spokane County
5. The applying organization must acknowledge all expenditures requested for reimbursement through this grant program must have occurred or be under contract by December 31, 2024.
6. In order to qualify for reimbursements, organizations, and selected board members must complete AHANA-sponsored board training seminars/educational workshops as recommended by AHANA.
7. Grant reimbursement shall be awarded based on qualified applicants' completion of 2 training milestones: Compliance & Sustainability Modules.

### **Funding Priorities:**

1. All applications will be assessed based on the needs of the organization.
2. Organizations whose mission is to serve under-resourced, under-represented, and economically disadvantaged communities.
3. Organizations whose mission is to enhance the overall economic development and sustainability of individuals, organizations, and entities in under-resourced and under-represented communities in Spokane County.
4. Organizations that primarily aim to improve conditions, education, and training for our local workforce.
5. Organizations that seek to improve the overall well-being and health of the under-resourced and underrepresented communities in Spokane County.
6. Organizations focused on grass roots, cultural, and social advancements of under-represented communities.

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7. Organizations that substantially had to decrease services or stop operations completely due to the negative impacts of the COVID-19 pandemic.
8. Organizations looking for collaboration and networking with other nonprofits in Spokane County.

**Timeline**

Application Open	April 1, 2024
Application Period Closed	April 30, 2024
Awards Determined	May 11, 2024
Grant Award Notifications	May 15, 2024
All Grant Contracts Signed	June 14, 2024
Grant funding awarded after 2 training milestones completed	Schedule TBD

## Application

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Your non-profit organization must meet the eligibility requirements listed below before completing this application. Proof of eligibility shall be provided as part of this application process.

Email the completed application to [grants@ahana-meba.org](mailto:grants@ahana-meba.org).

Email Subject Line: **(Org name) Response to AHANA CRIRG**

<b>Full Legal Name of Organization</b>			<b>Is your non-profit a registered organization located in Spokane County?</b>		
			Yes    No		
<b>Year Incorporated</b>	<b>Are you a registered 501(c)(3) organization.</b>		<b>Number of Employees</b>	<b>Number of Board Members</b>	
	Yes    No				
<b>Mailing Address</b>			<b>Physical Address (if different than mailing address)</b>		
Street:			Street:		
City:	State:	Zip:	City:	State:	Zip:
<b>Uniform Business Identifier (UBI):</b>	<b>Federal Employer ID (FEIN):</b>		<b>Unique Entity Identifier (UEI) Apply at SAM.gov</b>		

<b>Primary contact person for this Application</b>			<b>Executive (Person with authority to bind organization)</b>		
Name and Title:			Name and Title:		
Phone:			Phone:		
Email:			Email:		
<b>Grant Manager (Primary contact for grant activities)</b>			<b>Finance (Primary contact for invoices and payment)</b>		
Name and Title:			Name and Title:		
Phone:			Phone:		
Email:			Email:		

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Approximate Percent of Budget Allocation:	List your primary sources of Revenue
Administration %	
Fundraising %	
Programming %	
<p>Provide a list of your board of directors/trustees and indicate if they are a resident of Spokane County                      Example: Director Name , Spokane County</p>	
<p>List the communities your organization currently serves</p>	
<p>Has your organization done a needs assessment of the community you serve? Yes      No</p>	
<p>If yes, describe the community needs identified by your organization. (350 characters + spaces or less, approx. 50 words)</p>	
<p>How is your organization's mission aligned with your community needs? (350 characters + spaces or less, approx. 50 words)</p>	
<p>How did the pandemic affect your ability to fulfill your mission? (350 characters + spaces or less, approx. 50 words)</p>	

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What are the major barriers to your organization fulfilling its mission moving forward? (350 characters + spaces or less, approx. 50 words)
List the current challenges related to your organization’s sustainability. (350 characters + spaces or less, approx. 50 words)

**Planned Reimbursable Expenses**

Please list any upcoming or planned expenses you would use this grant for. Eligible expenses include software & training, marketing, Board & staff education/training, website development, one-time legal fee, and equipment less than \$5000 for each item. Include a brief description of each expense. Expenses cannot be reimbursed through any other grant or award program. Expenses must be contracted or ordered by December 31, 2024. all expenses must be paid for and received by June 30, 2025

Expected Expense Description	Purpose or Intent	Amount

**Federal Funds Compliance Requirements:** it is the responsibility of any receiving organization to understand Federal Funding guidelines as stated in 2 CFR 200 and Sections 602(b) and 603(b) of the Social Security Act in Attachment A.

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Certifications	Certify with your Initials
I certify that I am authorized to submit this application on behalf of the organization	
I certify this organization does not unlawfully discriminate with regard to employees, volunteers, delivery of programs or services, or clients served based on age, sex, religion/creed, race, color, national or ethnic origin, sexual orientation, gender identity or expression, disability, marital status, military or veteran status, pregnancy or genetic information.	
I certify the information provided is accurate and duly reflects the applicant nonprofit activities. I acknowledge my organization may be asked and may be required to provide receipts of additional documentation for up to six years following the receipt of any grant funding. If any of the expenses paid with grant money are found ineligible according to Federal Treasury or application guidelines, I agree to reimburse AHANA and Spokane County the full amount of the grant award.	
<p>I certify that this organization, nor any of its employees, board members, or subcontractors:</p> <ol style="list-style-type: none"> <li>1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;</li> <li>2. Have not within a three (3) year period preceding this Agreement, been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private Agreement or transaction, violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;</li> <li>3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses enumerated in paragraph (A)(2) of this section; and</li> <li>4. Have not within a (3) year period preceding the signing of this Agreement had one or more public transactions (Federal, state, or local) terminated for cause of default.</li> </ol>	

\_\_\_\_\_  
Name of person filling out Application

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ATTACHMENT A

American Rescue Plan (ARP)  
Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)  
Funding Authority: Spokane County, as passed down from the U.S. Department of Treasury  
CFDA# 21.027 – Coronavirus State and Local Fiscal Recovery Funds

The Contractor specifically agrees to comply with all applicable state and federal laws, rules, regulations, requirements, program guidance, including but not limited to the following:

All applicable federal, state, and local laws, regulations, executive orders, OMB Circulars, and/or policies including, but not limited to: nondiscrimination laws and/or policies, Energy Policy and Conservation Act (PL 94-163, as amended), the Americans with Disabilities Act (ADA), Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Civil Rights Act of 1968, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended), Ethics in Public Services (RCW 42.52), Covenant Against Contingent Fees (48 CFR Section 52.203-5), Public Records Act (RCW 42.56), Prevailing Wages on Public Works (RCW 39.12), State Environmental Policy Act (RCW 43.21C), Shoreline Management Act of 1971 (RCW 90.58), State Building Code (RCW 19.27), Energy Related Building Standards (RCW 19.27A), Provisions in Buildings for Aged and Handicapped Persons (RCW 70.92), and safety and health regulations.

Comply with all procurement requirements of 2 CFR Part 200.317 - 200.327. All sole source contracts expected to exceed \$150,000 must be submitted to Spokane County for review and approval prior to the award and execution of a contract.

Any contract awarded to the successful Contractor must contain and/or comply with the provisions of 2 CFR Part 200.317 - 200.327 including but not limited to:

- Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate;
- Termination for cause and for convenience by Spokane County or the Contractor including the manner by which it will be affected and the basis for settlement;
- Compliance with Executive Order 11246, "Equal Employment Opportunity," (30 FR 12319, 12935, 3 CFR Part 1964-1965 Comp., p. 339), as amended by Executive Order 11375, as supplemented in Department of Labor regulations (41 CFR Chapter 60);
- For Capital Expenditure that involve the employment of mechanics of laborers: Compliance with the Contract Work Hours and Safety Standards Act (40 USC 3702 and 3704) as supplemented by Department of Labor Regulations (29 CFR Part 5);
- For all contracts in excess of \$100,000 with respect to water, sewer, or broadband that involve the employment of mechanics of laborers: Compliance with the Contract Work Hours and Safety Standards Act (40 USC 3702 and 3704) as supplemented by Department of Labor Regulations (29 CFR Part 5);
- For construction or repair contracts: Compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented by Department of Labor regulations (29 CFR part 3);
- For construction contracts in excess of \$2,000 when required by Federal grant program legislation: Compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5);
- For construction contracts in excess of \$100,000 that involve the employment of mechanics and laborers: Compliance with the Contract Work Hours and Safety Standard Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5);

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- Compliance with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency;
- For contracts in excess of \$150,000: Compliance with all applicable standards, orders or requirements issued under the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387) as amended;
- Compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act;
- Notice of awarding agency requirements and regulations pertaining to reporting;
- Federal awarding agency requirements and regulations pertaining to copyrights and rights in data;
- Access by Spokane County, the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts and transcriptions;
- Retention of all required records for six years after Spokane County makes final payment and all other pending matters are closed;
- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871);
- Notice of awarding agency requirements and regulations governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards (37 C.F.R. Part 401) and the standard patent rights clause (37 C.F.R. section 401.14);
- Compliance with Executive Order 13858 “Strengthening Buy-American Preferences for Infrastructure Projects” as appropriate and to the extent consistent with law; and
- Compliance with 2 C.F.R. § 200.216, prohibitions regarding certain telecommunications and video surveillance services or equipment are mandated by section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018).

Contractor must comply with Executive Orders 12549 and 12689 and 2 C.F.R. Part 180, which restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Contractor must certify that it is not presently debarred, suspended or proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency.

Contractor must comply with the requirements of 31 U.S.C. § 3729-3733 which prohibits the submission of false or fraudulent claims for payment to the Federal Government. See also 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

Contractor must maintain a Conflict of Interest Policy consistent with 2 CFR 200.318(c) that is applicable to all activities funded with the award. All potential conflicts of interest related to this award must be reported to Spokane County and/or U.S. Treasury

Contractor is required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Contractor’s costs must be compliant with 2 CFR Part 200 Subpart E Cost Principles.

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Contractor must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, Member of Congress, an officer, or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning an award, making of any federal grant, federal loan, continuation, renewal, amendment or modification of any federal contract, grant loan, or cooperative agreement, and that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award, the Contractor will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

In the event of the Contractor's noncompliance or refusal to comply with any applicable law, regulation, executive order, OMB Circular or policy, Spokane County may rescind, cancel, or terminate the contract in whole or in part in its sole discretion. The Contractor is responsible for all costs or liability arising from its failure to comply with applicable laws, regulations, executive orders, OMB Circulars, or policies.

**ATTACHMENT B**

**SCORING EVALUATION CRITERIA AND WEIGHTS**

It is strongly recommended that this be used as the outline for your response.

**Criteria Description Evaluation and Weight:**

<b>1) SERVICE DELIVERY ELIGIBILITY</b>	<b>20</b>
<ul style="list-style-type: none"> <li>a. Experience and qualification of Firm working including licensures for services and/or goods provided</li> <li>b. Confirmation of services and/or goods provided to non-profits or directly to Impacted Nonprofit Organizations for Disproportionately Impacted populations in Spokane County</li> <li>c. Project funding request service area is within the geographical limits of Spokane County</li> </ul>	
<b>2) COMPETENCE OF KEY PERSONNEL OF ORGANIZATION</b>	<b>20</b>
<ul style="list-style-type: none"> <li>a. General and dedicated staff special expertise, experience, and duration of firm in the local region</li> <li>b. General experience of firm in audit compliance</li> <li>c. Experience in Federal guidelines compliance</li> </ul>	
<b>3) ASSURANCE OF REQUIRED DELIVERABLES</b>	<b>45</b>
<ul style="list-style-type: none"> <li>a. Ability to staff and resources that will be utilized to provide goods and/or services delivery</li> <li>b. Management and collaboration approach with internal and external stakeholders/community partners including, but not limited to the capability to explore, develop and use innovative and advanced techniques to provide goods and/or services to Impacted Nonprofit Organizations for Disproportionately Impacted populations in Spokane County</li> <li>c. Ability to provide outcome metrics and required State and Local Fiscal Recovery Funds (SLFRF) required demographic information, if applicable, SLFRF for reimbursement payment(s) to identify the amount of the total funds that are allocated to evidence-based interventions in compliance with State and Local Fiscal Recovery Funds Program (SLFRF) best practices. Formal report submission template will be provided by Spokane County upon RFP award. Reporting information will include:                             <ul style="list-style-type: none"> <li>i. Ethnicity of participants.</li> <li>ii. Race of participants.</li> <li>iii. Sex of participants.</li> <li>iv. Household income percentages of Federal Poverty Level (FPL),</li> <li>v. Number of households provided assistance, and</li> <li>vi. Other items as required including participation involvement and performance metrics</li> <li>vii. Ability to document areas serving disproportionately impacted communities in compliance with State and Local Fiscal Recovery Funds Program (SLFRF) best practices.</li> </ul> </li> <li>d. Ability to show access to, or availability of matching funds</li> <li>e. Ability to complete project on or before December 31, 2026</li> </ul>	
<b>4) RESPONSIVENESS OF SUBMITTAL</b>	<b>15</b>
<ul style="list-style-type: none"> <li>a. Complete</li> <li>b. Concise</li> <li>c. Clearly presented information</li> <li>d. Amount of ARP Funding Requested and Intended Use</li> </ul>	
<b>5) TOTAL POSSIBLE POINTS</b>	<b>100</b>