

Yamhill County Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) Investments in Supply Chain Localization – SEDCOR Grant Program Outline

Intended Impacts of the Supply Chain Localization Grant Program

Through the COVID-19 pandemic, the term “supply chain shortage” has been commonly used to describe disruptions in receipt of consumer goods but has long been a term used within industry to describe a network of material suppliers. As global supply chains became challenged, we saw that local manufacturers and producers were struggling to procure materials needed to make their own finished goods. The intended impact of this grant program is to support the development of innovative projects that address supply chain shortages for businesses within our region.

Example of a supply chain solution:

Acme Co. makes extruded rubber and plastic parts which are mainly used by secondary manufacturers. Two local manufacturers have reached out to Acme Co. regarding a shortage of supply on specialized rubber gaskets that they have been sourcing outside the US. This supply chain shortage was greatly exacerbated by the COVID-19 pandemic. Acme Co. has been contacted by Company A and Company B who are looking for supply of this material. Company A has seen a 16% decrease of production at their facility related to supply chain shortages of this material. Company B has a 6-month backlog of orders for their products, related to this same material shortage. With an investment of \$XXX, Acme Co. can purchase a machine change-part and train three employees to produce this specialty product. With this investment, Acme Co. can meet the local need within three months of equipment installation.

Grant Program Timeline and Process:

- September 15 – October 15: Grant Open Period. Applications must be submitted through the SEDCOR application portal and are due by **6:00 p.m. PST on the posted closing date**. Only online applications will be accepted.
- October 15 – November 1: Application Review and Scoring Period
- Mid-November: Funding Proposals Reviewed by the Yamhill County Board of Commissioners and awards announced.

Eligible Applicants

Qualified applicants must be located within Yamhill County, and may include:

- **Small businesses in good standing** (Small business is defined as a for-profit or nonprofit organization with zero to 100 employees. [ORS 56.200](#))
- **Startup businesses** that demonstrate the ability to meet fiscal management, organizational compliance and reporting requirements outlined in the Program Outline
- Nonprofits having a 501(c)(3) status with the IRS
- Nonprofits having a 501(c)(6) status with the IRS
- Educational institutions

Supply Chain Localization Grant Categories

1. Capital Purchase/Acquisition, up to 50% of total expense
2. Construction

3. Technical assistance
4. Workforce training for project implementation

Eligible Uses

ARPA provides that SLFRF funds may be used *“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.”* In addition to programs and services, the final rule clarifies that recipients may use funds for capital expenditures that support an eligible COVID-19 public health or economic response.

What Is the Match Requirement?

Only applicants applying to the Capital Purchase/Acquisition or construction categories are required to provide proof of matching funds. Matching contributions may be in the form of in-kind services or cash from local, state or federal sources. However, all contributions must be targeted for expenditure on the project specifically identified in the application.

- Capital Purchase/Acquisition/Construction—Applicants to these categories shall pledge **one of** the following matches:
 - a) 50% of the total project budget; **or**
 - b) 100% of the total grant award

Eligible in-kind contributions are those project-specific contributions associated directly with project implementation. If your budget includes in-kind labor, always reference the source for your labor value estimate.

Eligible Projects

- May be a startup business that is either based in Yamhill County or has a qualifying project location in Yamhill County.
- May be an existing business with a new business activity or expansion project aimed at meeting the need of the COVID-19 medical emergency response

Proposed projects must demonstrate a meaningful impact in addressing a vital supply chain issue in the region. Project proposals must respond to impacts caused or exacerbated by the COVID-19 public health emergency. Applicants must express how their projects will support/aid impacted industries such as tourism, travel, hospitality, agriculture, manufacturing and/or healthcare.

Eligible Expenses

Grant funds can be used for a variety of planning, technical assistance, operational, project or program, capacity building, or capital expenses that are directly related to the proposed project. Below is a sample list of allowable expenses:

- General operating expenses
- Capital purchase/acquisition/Construction
- Professional services
- Consultants
- Wages and benefits for project implementation
- Equipment and supplies (including information technology)
- Other

Ineligible Expenses

The following types of expenses will not be considered:

- Debt retirement
- Rainy day funds or financial reserves
- Any lobbying or partisan political activity

Project Period

The project start date is the execution date of the contract between Yamhill County and the awardee. Grant funds must be expended toward projects within 12 months of the project start date. Costs incurred prior to the contract start date will not be eligible. Any project extensions must be submitted in writing and approved in advance by the County. Awardees will provide a final report upon completion of their grant expenditures, detailing how the funds were spend, the outcome of the project, and the impact it will have on the future of the project.

General Information and Legal Compliance

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program. This program is intended to provide support to state, territorial, local, and tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

All proposals must adhere to guidelines governing the use of ARPA funds, as outlined by the U.S. Department of Treasury. Specifically, proposals must identify which expenditure category the project falls within and must provide justification. More information from the U.S. Department of Treasury and ARPA can be found here:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

Compliance with Applicable Laws

Grant recipients must comply with all other applicable federal statutes, regulations, and Executive Orders, and a recipient shall provide for compliance with ARPA, this subpart, and any interpretive guidance by other parties in any agreements it enters into with other parties relating to these funds. 31 CFR 35, § 35.9.

Procurement

Grant recipients are responsible for ensuring that any procurement using ARPA funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate. The Uniform Guidance

requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties.

Fair Labor

The interim federal rule projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions, not only to promote effective and efficient delivery of high-quality infrastructure projects but also to support the economic recovery through strong employment opportunities for workers. 86 FR 26786 Section II.D (hereinafter "Rule"). The Oregon Prevailing Wage Law requires the prevailing wage rates established by the Oregon Department of Labor & Industry be paid on public works contracts. Projects using ARPA funds will be required to comply with the Oregon Prevailing Wage law. For projects over \$10 million, recipients may report that all laborers and mechanics employed by contractors and subcontractors are paid wages at rates not less than those in the Davis-Bacon Act. U.S.

OEPA/NEPA

The US Department of Treasury delegates to its recipients the legal authority to comply with either the National Environmental Policy Act or the Oregon Environmental Policy Act (OEPA). OEPA requires state agencies to carry out its policies through the use of a systematic, interdisciplinary analysis of state actions that have an impact on Oregon's human environment. ARPA funded projects will need to comply with the requirements of OEPA.

Audit

Grant recipients 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. 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. Rule at 26786 Section III.C.

Recoupment

Any amount used in violation of § 35.5, § 35.6, or § 35.7 may be identified at any time prior to December 31, 2026.

Reporting

Grant recipients will be required to submit quarterly project and expenditure reports. Quarterly progress reports will be due on a schedule outlined in the award recipient's contract.

Reporting is required as part of the federal ARPA requirements and state level transparency. Failure to comply with reporting requirements may result in delays of reimbursement to recoupment of costs or canceling awards.

Recordkeeping

Awardees must maintain records and financial documents for five years after all funds have been expended or returned to Treasury. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Awardees must agree to provide or make available such records to Yamhill County upon request. *Civil Rights Compliance*

Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities

receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status.

PREVIEW

Supply Chain Localization: Application and Budget Forms

<u>Question</u>	<u>Instructions</u>
EXECUTIVE SUMMARY	
1. Project Title	Maximum 20 words
2. Project Description	Maximum 100 words
3. Describe the industry(ies) impacted by your project and how the project addresses COVID-19 related impacts to those industries.	Maximum 500 words
ORGANIZATION INFORMATION	
4. Business/Organization Name	Maximum 20 words
5. Entity Type	List of eligible entities
6. Physical Business Address	No max
7. Business Mailing Address	No max
8. Authorized Person	Person authorized to enter contract with Yamhill County
9. Authorized Person Title	No max
10. Authorized Person Phone	No max
11. Authorized Person Email	No max
12. Project Contact Person	Person to contact with questions about the proposed project
13. Project Contact Person Title	No max
14. Project Contact Person Mailing Address	No max
15. Project Contact Person Phone	No max
16. Project Contact Person Email	No max

PROBLEM STATEMENT / NEEDS ASSESSMENT

17. What is the problem or need your proposal is addressing? Include the following details, as applicable:

- a) *Briefly describe the project for which you are requesting funds*
- b) *Describe the problem/need/urgency for your project*
- c) *Describe your service area*
- d) *Identify any other businesses in Yamhill County that address this issue*
- e) *Specifically, how will you use these grant funds?*

Max 1,500 words

SOLUTIONS & ACTIVITIES

18. Describe the impact this project will have on the industry(ies) you intend to support. Include the following details, as applicable:

- a) *State 1-3 over-arching project goals*
- b) *Describe known market demands influencing this project*
- c) *Describe your level of collaboration with other businesses and partners – specifically related to upstream and downstream supply chain connections*
- d) *Implementation plan*
- e) *Project/program timeline*

Max 1,500 words

f) *Select the industry(ies) that will be impacted by this supply chain solution*

- A. General Manufacturing
- B. Healthcare
- C. Agriculture
- D. Food/Beverage Manufacturing
- E. Tourism/Hospitality

****Note to Applicant – you may attach a single-sided, two-page marketing plan that details the need for your project concept in the marketplace and outlines your approach to securing market share. If you submit a document longer than two pages, only the first two pages of that plan will be reviewed by the Grant Committee. For any document(s) you deem to be intellectual property or confidential, be sure to clearly mark those documents as “CONFIDENTIAL”. Some portions of your applications may be shared publicly as part of Yamhill County’s review process. Documents clearly marked as “CONFIDENTIAL” will be redacted from a public document review process. [Submit via email – see application portal for this link]**

M E A S U R E M E N T & E V A L U A T I O N

<p>19. Explain how you plan to measure the success of your project.</p>	<p style="text-align: center;">Max 500 words</p>
<p>20. Has your organization been the recipient of grants or contracts from Yamhill County in the last five (5) years?</p>	<p style="text-align: center;">Yes/No</p>
<p>21. Please detail the source and amount of the support and briefly describe the project(s) and whether they were successful.</p>	<p style="text-align: center;">Max 250 words</p>

B U D G E T & B U D G E T N A R R A T I V E

<p>22. Describe your organization’s auditing and fiscal controls. Include the following details, as applicable:</p>	<p style="text-align: center;">Max 300 words</p>
<p><i>a. Briefly describe your organization’s plans for fiscal oversight / internal controls to minimize opportunities for fraud, waste, and mismanagement.</i></p>	
<p><i>b. How does your organization plan to segregate these grant funds from other agency funds for purposes of identification, tracking, reporting and audit?</i></p>	
<p>23. Contingency Plan--If your request is not fully funded, what adjustments are you prepared to make?</p>	<p style="text-align: center;">Max 300 words</p>

B U D G E T W O R K S H E E T

Revenue Source Projections	Estimated Funding for this Project	Match?
a) Proposal request amount	\$	
b) Other government grants (list):	\$	
Other (list)	\$	
Other (list)	\$	
c) Donation/other fundraising	\$	
d) Internal/self-funding	\$	
e) Other (list)	\$	
f) Other (list)	\$	
Total Revenues:	\$	\$

Note: Please identify any revenue sources that will be used for meeting the match requirement

Expenses	Proposed Project Budget
a) Salaries/benefits	\$
b) Professional fees/contracted services	\$
c) Program / Office Materials	\$
d) Marketing / Printing	\$
e) Professional Development	\$
f) Supplies / Materials	\$
g) Other (list)	\$
h) Other (list)	\$
i) COVID Related Expenses (ie: sanitation stations, room dividers, etc.)	\$
j) Other (list)	\$
k) Other (list)	\$
Total Expenses:	\$

Budget Narrative

24. Project budget narrative. Include the following:	Max 500 words
<i>c. Briefly explain project revenues and expenses related to this proposal. This should match the budget worksheet</i>	
<i>d. Please provide detail about any COVID related expenses listed in the Budget Worksheet</i>	
<i>e. Be specific about how grant dollars would be spent.</i>	
25. Source and amount of match requirement, if applicable.	

Voluntary and Confidential Survey

To ensure that future grant dollars are meeting the needs of our industry partners, please answer the following five voluntary and anonymous survey questions.

1. What do you foresee being the greatest obstacle facing your business for the next six to eighteen months?
2. What support mechanisms would be helpful to your business in overcoming these obstacles?
3. What is the greatest obstacle facing your industry as a whole, for the next six to eighteen months?
4. What, if anything, do you believe County or State officials should do to support your industry?
5. Will this project serve historically underserved or marginalized communities? If so, please describe.