



Douglas County
1594 Esmeralda Avenue
P.O. Box 218
Minden, Nevada 89423

Douglas County 2nd Round ARPA Call for Projects

DATE:

TO: Patrick Cates Terri Willoughby
County Manager Chief Financial Officer

RE: American Rescue Plan Act (ARPA) 2021 Funding Request

Organization: _____

POC: _____

Title: _____

Email: _____

Phone: _____

Project Name: _____

1. EXECUTIVE SUMMARY:

<Overview of Request>

ELIGIBLE USES:

Unless otherwise noted, ARPA Funds may be used to cover costs that:

GRANT PERIOD:

1. Were **incurred** during the period that begins on March 3, 2021, and ends on December 31, 2024
 - a. Costs can be incurred by December 31, 2024 but must be expended by **December 31, 2026.**

ELIGIBLE EXPENDITURES:

2. COVID-19 or negative economic impact
 - a. Containing/mitigating COVID-19: Vaccine programs, PPE, medical expenses, capital expenditures in public health facilities to meet pandemic operational needs.

- b. Behavioral Health Needs: Mental health/substance abuse treatment, crisis intervention/hotlines, services to provide access to social services
 - c. Payroll Benefits for Public health/safety/human services: Eligible to the extent that the work was completed was for COVID-19 response or mitigation.
 - d. Impacted Industries: Implement COVID-19 mitigation/prevention measures to enable safe resumption of tourism, travel and hospitality services.
 - e. Rebuilding Public Sector to Pre-Pandemic Levels: Rehiring staff, replenishing unemployment insurance trust funds.
 - f. Small business support: Loans, grants, in-kind assistance for operational continuity, mitigation/prevention, and counseling programs to rebound.
 - g. Hardest-hit communities: Investing in socioeconomic disparities, housing/communities, addressing disparities in education primarily in neighborhoods that are considered Qualified Census Tracts (QCT).
3. Premium Pay
- a. Can be used retroactively for work performed at any time since January 27, 2020.
 - b. Employees of the jurisdiction designated by executive as essential.
 - c. Can be staff at other facilities (such as farms, food production facilities, grocery stores and restaurants).
 - d. Premium pay means an amount up to \$13 per hour in addition to wages or remuneration the worker otherwise receives and in an aggregate amount not to exceed \$25,000 per workers.
 - e. Counties should prioritize low- and moderate-income persons.
4. For Government Services to the Extent of the Loss of Revenue
- a. County may use Recovery Funds for the provision of “government services” to the extent of the reduction in revenue experienced due to the COVID-19 public health emergency. The amount determined as lost revenue may be used for most regular government purposes, except for rainy day or reserve funds and debt service.
 - b. Recovery funds used to replace “Revenue Loss” are flexible and may be used for a broad range of government services, programs and projects.
5. Investments in Water, Sewer and Broadband Infrastructure
- a. Water/Sewer Infrastructure-uses must be aligned with Environmental Protection Agency’s Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF). Eligible CWSRF projects are wide-ranging projects to improve water quality and address water pollution, while DWSRF projects focus on making water infrastructure capital improvements.
 - b. ARPA funds may be used to make necessary investments in broadband infrastructure aimed at “unserved or underserved” communities. Unserved and underserved is defined by the U.S. Treasury as being at speeds below 25 Mbps download and 3 Mbps upload. Eligible broadband projects are expected to exceed symmetrical upload and download speeds of 100 Mbps.

2. JUSTIFICATION FOR USING AMERICAN RESCUE PLAN ACT FUNDS: (Include explanation of why proposed expenditure using the list of eligible expenditures listed above, listing category of eligibility for each proposed item.

3. PROCUREMENT PROCESS:

<Describe procurement process that will be used and how it complies with federal procurement guidelines listed below>

Purchase Amount (Revised Apr 2022 NDAA & 2 CFR 200.320)	Federal Purchase Classification	Purchasing Methodology
Informal Procurement Methods		
\$0-\$10,000	Micro-Purchase	* Micro-purchases may be awarded without soliciting competitive price or rate quotations if the nonfederal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly.
		* To the extent practical, distribute purchases equitably among suppliers
\$10,001-\$250,000	Simplified Acquisition Threshold	* Get quotations from an adequate (more than one) number of suppliers and document why the number of quotes is adequate
Formal Procurement Methods		
Over \$250,000	Sealed Bid	* Bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.
		* Complete, adequate and realistic specification or purchase description is available
		* Bids must be solicited from an adequate number of qualified sources, 2 or more, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised
		* The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond
		* All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly
		* Selection of bidder is made principally on price. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of
		* Any or all bids may be rejected if there is a sound documented reason
Over \$250,000	Competitive Proposals	* Used when conditions are not appropriate for a sealed bid procurement
		* Requests for proposals must be publicized and identify all evaluation factors & importance of each factor
		* Proposals must be solicited from an adequate number of qualified sources
		* Evaluating agency must have a written method for conducting technical qualifications of proposals
		* Contracts must be awarded to the responsible firm whose proposal is most advantageous, with price and other factors considered
		* Awarding agency must use competitive proposal procedures for qualifications -based procurement. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.
Any amount	Non-Competitive Proposals	* There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply
		* The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold
		* Item is available only from one source and needs to be documented as to why this is the only source.

		* Public exigency or emergency will not permit a delay resulting from competitive solicitation
		* Federal awarding agency (or pass-through agency) must authorize noncompetitive proposals in response to a request from non-Federal agency
		* After solicitation of a number of sources, competition is determined inadequate

General:

Purchases must comply with Douglas County Purchasing Policy (300.19) and all applicable laws.

If non-competitive proposal is used, justify with documentation; use only during the emergency period; and transition to a competitive method after period ends.

Suspension & debarment:

Non-Federal entities are prohibited from contracting with or making subawards to parties that are suspended or debarred.

Non-Federal entities must verify that the entity is not suspended or debarred before entering into a transaction. This verification may be accomplished by checking the Excluded Parties List System (EPLS) at the link below. This must be submitted to Finance as documentation.

<https://sam.gov/content/exclusions>

4. PRICING DOCUMENTATION:

<Insert quote here that provides details for each item and segregates one-time and recurring costs.>