

**City of College Station, Texas
Program Guidelines
&
Request for Application**



CITY OF COLLEGE STATION
Home of Texas A&M University®

**Public Health Reimbursement Grant
Program**
from the Texas Department of Emergency
Management through the Coronavirus Relief Fund

I. INTRODUCTION

1. Introduction

- 1.1 The City of College Station, in conjunction with the City of Bryan, is soliciting grant Applications in support of the City's infectious disease response. The Public Health Reimbursement Grant Program provides funding from the Texas Department of Emergency Management (TDEM) through the Coronavirus Relief Fund (CRF). This program is organized under section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").
- 1.2 The activities specified in this Request for Application (RFA) are intended to support local businesses, both for-profit and non-profit, by providing the reimbursement of public health related expenditures that have been incurred to allow for continued business following all recommended and mandated safety protocols in response to the public health emergency with respect to Coronavirus Disease (COVID-19).
- 1.3 It is the intent of the City to select as many recipients as the funding allows to accomplish the objectives outlined in this RFA.
- 1.4 Prospective Applicants shall download the grant packet, including the Program Guidelines and Application, at <https://forms.cstx.gov/Forms/COVID19-relief>. The City believes the data contained in this RFA is sufficient for the preparation of an Application.
- 1.5 Completed Applications, with required supporting documents, will be accepted beginning July 15, 2020 at 12:00pm until August 3, 2020 at 2:00pm. Applications and supporting documents must be submitted online at <https://forms.cstx.gov/Forms/COVID19-relief>.

Should the Applicant's supporting documents exceed the maximum document size allocation, supporting documentation may be submitted in person to the Community Services Department, 511 University Drive E, Suite 201, College Station, Texas 77840 (979-764-3771).

Regardless of how the supporting documents are submitted, the Application must be submitted online at <https://forms.cstx.gov/Forms/COVID19-relief>.

- 1.6 Information on submittals to the City of College Station can be found <https://cstx.gov/covid19business>. Both College Station and Bryan will follow the same grant submittal periods and application procedures.

II. DEFINITIONS, TERMS AND CONDITIONS

2. Definitions, Terms and Conditions

2.1. **Definitions:** In order to simplify and clarify the language throughout this Request for Application, the following definitions shall apply:

2.1.1. **Applicant** – Any company, organization, vendor, or firm offering an Application in response to this RFA, either singularly or plural.

2.1.2. **CRF** - Coronavirus Relief Fund. This program is organized under section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

2.1.3. **City** – References the City of College Station, Texas.

2.1.4. **City Council** – The elected officials of the City of College Station, Texas, who possess the authority to exercise such powers and jurisdiction of all City business as conferred by the Constitution and Laws of the State of Texas.

2.1.5. **Central Standard Time (CST)** – Time zone the CITY is in.

2.1.6. **CITY** – The City of College Station.

2.1.7. **E-verify** – Common online system utilized to validate employment eligibility for all employees.

2.1.8. **Request for Application (RFA)** – Document containing information necessary for entities to accurately submit their Application.

2.2. Terms and Conditions

2.2.1. Applications

2.2.1.1. The submitted Application(s) must be received prior to the time and date specified in Section 1.5. The mere fact that the Application was dispatched will not be considered; the Applicant must ensure the Application is actually delivered and received on time.

2.2.1.2. Applications received after the date and time specified in Section 1.5 shall not be considered during the current grant cycle. Funding may be available at a later date and may be submitted during future grant cycles.

2.2.1.3. The Applicant shall furnish any additional information as may be required. The City reserves the right to investigate the qualifications of each Applicant, as deemed appropriate.

2.2.1.4. This Request for Application does not commit the City to award any funds to the Applicant or to pay any cost incurred in the preparation of an Application.

2.3. Reservations

2.3.1. The City reserves the right to accept or reject any or all Applications as a result of this request; or to cancel, in part or in its entirety, this Request for Application if found in the best interest of the City. All Applications become the property of the City.

2.3.2. The City reserves the right to review/audit financial records of all Applicants, as they deem necessary during the evaluation process and up to one year following the application deadline, to obtain verification of payments.

2.4. Communication

The City shall not be responsible for any verbal communication between any employee of the City and any potential Applicant. Only written Applications will be considered.

III. INTENT AND SCOPE

3. Intent and Scope

3.1. The City is requesting Applications to provide funding to encourage and support adherence to recommended safety protocols and guidelines; to provide reimbursement of expenses incurred due to the public health response to COVID-19; and to preserve businesses and jobs and encourage economic growth.

3.2. The grant Application is intended to cover expenses that are necessary expenditures incurred due to the public health emergency with respect to COVID-19, were not accounted for in the budget most recently approved as of March 27, 2020, and were incurred during the period that begins March 1, 2020 and ends on December 30, 2020.

3.3. The permissible use of grant funds include medical expenses; public health expenses; payroll expense for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency; expenses of actions to facilitate compliance with COVID-19 related to public health measurers; and expenses associated with the provision of economic support in connection with the COVID-19 public health public health emergency.

- 3.4. Assistance will potentially be provided to any business located within the City limits of College Station or Bryan who is currently open for business and completes an Application that meets the criteria.
- 3.5. Prohibited costs include funds used to fill shortfalls in government revenue to cover, expenditures that would not otherwise qualify under the statute, revenue replacement, damages covered by insurance, payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency, duplication of benefits including expenses that have been or will be reimbursed under any other federal program, reimbursement to donors for donated items or services, workforce bonuses other than hazard pay or overtime, severance pay, legal settlements, political activities, and reimbursement for unemployment costs for laying off employees.

IV. REQUIREMENTS

4. Requirements

Responses to the following requirements will be used for Application review. The Application should explain how each of the requirements will be met, or explain why it cannot be met and/or alternatives. Applications that do not contain responses to each of the requirement items will be considered incomplete and may be rejected by the CITY.

4.1. General Requirements

- 4.1.1 Expenses related to the public health emergency will be considered. Examples of expenses include masks, sanitizing equipment, sneeze guards, virus testing, signage related to public health, additional staffing required, new protocols for disinfecting and cleaning facilities, payroll expenses for staff to comply with COVID 19 health measures, and other expenses of actions to facilitate compliance with COVID 19 public health measures.
- 4.1.2 Essential businesses as identified by the Governor's Executive Order GA-14 will receive priority consideration. Non-essential businesses are also being considered for this program.
- 4.1.3 Grants will be made available with no Application fees, processing fees, or other fees. Businesses may receive up to two grants through two specified grant periods. Businesses not receiving a grant during the first grant period will receive priority during the second grant period. The grant periods will be as follows:
Period 1: July 15, 2020 – August 2, 2020 for expenses incurred March 1 – July 14, 2020

Period 2: August 17, 2020 – September 15, 202 for expenses incurred July 15 – September 14, 2020, if funding is available.

A third grant period may be announced if funding is available.

4.1.4 To be eligible for consideration:

4.1.4.1 Businesses, principals, officers, and members shall not have any active exclusions under the System for Award Management;

4.1.4.2 Businesses will not have past due amounts owing to the City of College Station or City of Bryan;

4.1.4.3 Businesses must have a physical location within the limits of City of College Station or City of Bryan; and

4.1.4.4 Businesses must be currently open for business.

4.1.4.5 Applicants may not be part of the Texas A&M University System, Texas A&M University, or an employee of either.

4.1.5 The Applicants must furnish copies of legitimate receipts for expenditures within the eligible period of dates. Applicants must also furnish supporting documents that show payment for eligible expenditures.

4.1.6 Application Review: The Application review will be performed under the requirements of 2 CFR Part 200. Review will ensure that:

4.1.6.1 That project costs are reasonable;

4.1.6.2 That the project costs are justifiable; and

4.1.6.3 That the Application demonstrates need.

4.1.7 Duplication of Benefits is prohibited. Business must acknowledge they have not received and they will not seek reimbursement of these expenses from any other source.

4.4.8 Business must acknowledge this grant is funded with funds through the Coronavirus Aid, Relief and Economic Security (CARES) Act and is therefore subject to all Federal statutes and provisions of 2 CFR Part 200.

4.1.9 Business expenses not directly related to the response to COVID-19 are ineligible.

4.2 Procedure:

- 4.2.1 A Request for Application (RFA) will be released through the City of College Station and Bryan to solicit Applications.
- 4.2.2 There will be two Application periods: 1) July 15, 2020 – August 3, 2020 for expenses incurred from March 1, 2020 to July 14, 2020; and 2) August 17, 2020 – September 15, 2020 for expenses incurred July 15, 2020 – September 14, 2020. A third Application period may occur if funds are available.
- 4.2.3 The Application submission must be electronic through <https://forms.cstx.gov/Forms/COVID19-relief>. Instructions for utilizing the system will be available at <https://cstx.gov/covid19business>.
- 4.2.4 Staff will verify that the Applicant is not included as debarred or suspended in the System for Award Management (SAMs) prior to approving assistance.
- 4.2.5 Grant funding will generally take place within thirty (30) days after the grant Application has been reviewed and approved. Disbursements will occur in one (1) payment per grant period.
- 4.2.6 Applications for less than \$100,000 are subject to approval by the City Manager or Designee. Applications for \$100,000 or more are subject to approval by the City Council.
- 4.2.7 Review staff may disapprove Applications determined to be ineligible or incomplete.
- 4.2.8 Partial funding may be approved.

V. EVALUATION FACTORS

5. Evaluation Guidelines

After receipt of Applications, the Review Committee will use the following criteria in the selection process:

Applicant completes Application and leaves no information blank.	10 points
Applicant demonstrates need for this grant funding.	50 points
Applicant provides required receipts and documentation for eligible expenses in an organized manner.	30 points
Applicant submits all required Agreements and Acknowledgments.	10 points

5.1 Selection:

- 5.1.1** Selection for grant funding shall be determined by the Review Committee and consider the relative importance of the evaluation criteria listed in the Evaluation Guidelines. In making funding recommendations, the Review Committee will also consider committee discussion and submitted prioritized line item requests in the Application. Selection will be based on the criteria included in the Terms and Conditions specified in the CRF administered through the US Treasury Department and the Texas Department of Emergency Management. Applications must demonstrate need.
- 5.1.2** Review Committee recommendations will be made on or about 7 days after the grant period closes.
- 5.1.3** The City reserves the right to accept any Application in its entirety or in part, whichever, in their opinions, best serves the interest of the City of College Station.
- 5.1.4** The City will generally award the available funding to the following categories:
- 30% to health care and child care services
 - 15% hospitality services
 - 10% personal care services
 - 20% food and beverage services and entertainment
 - 20% to retail services
 - 5% to general office and all other services

These percentages are intended to be guidelines. Should there be available funding in any category after all Applications have been reviewed, the Review Committee can consider funding additional Applications above and beyond the set amount for each category.

Note: The CITY does not discriminate based on race, color, religion, sex, national origin, age, familial status, or disability in employment or the provision of service.

VI. APPLICATION FORMAT REQUIREMENTS

6. Application Format Requirements

The Applicant shall submit the following items:

1. **Completed Grant Funding Application**
2. **Completed Acknowledgment and Certification**
3. **Copies all of all receipts, payments and other documentation supporting the amount requested**

VII. GENERAL PROVISIONS

7. General Provisions

- 7.1 The City and Applicant state to the best of their knowledge, no member of the City Council and any other officer, employee or agent of the City who exercises any function or responsibility in connection with the carrying out of the program to which this agreement pertains has any personal interest, direct or indirect, in this Application.

The Applicant states to the best of their knowledge, are not part of the Texas A&M University System, Texas A&M University, or an employee of either.

- 7.2 The Applicant covenants that it will not discriminate against any employee or Applicant for employment because of race, color, religion, sex, or national origin. The Applicant will take affirmative action to ensure that Applicants who are employed are treated, during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection. The Applicant agrees to post in conspicuous places, available to employees and Applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination requirement.

The Applicant expressly agrees that in all solicitations or advertisements for employees placed by or on behalf of the Applicant, there will be a statement that all qualified Applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

- 7.3 The City shall provide technical assistance to the Applicant as requested.
- 7.4 The Applicant is empowered by the respective Applicant and directors to sign this Application.

- 7.6 No assignment of the grant funds is permitted without the express written consent of the City.
- 7.7 Each party agrees to comply with all applicable federal, state, and local laws.
- 7.8 This agreement represents the entire agreement of the parties and supersedes any other representation, either written or oral to the contrary.
- 7.9 Any notices as required or necessary shall be effective if mailed certified, return receipt requested, to the current address on file of either party for the other party. Changes of address shall be effective upon three (3) day's prior written notice to the parties.

VIII. APPLICATION SUSPENSION/TERMINATION

8. Application Suspension/Termination

- 8.1 The City has the right to terminate any agreements for grant funding, in whole or in part, at any time the City determines the Applicant has failed to comply with any term of this grant. The City shall notify the Applicant in writing thirty (30) days prior to the date of termination of such reason. During the thirty-day period, the Applicant shall have the right to attempt to cure its failure to the satisfaction of the City.

IX. INDEMNIFICATION AND RELEASE

9. Indemnification and Release

- 9.1 The Applicant agrees to indemnify and hold harmless the City, its officers, agents, volunteers, and employees from and against any and all loss, costs, or damage of any kind, nature, or description that may arise out of or in connection with this Application whether or not the claim or cause of action results from any negligence of the City or any of its officers, agents, or employees.