

TRAILL COUNTY
AMERICAN RESCUE
PLAN ACT NOTICE OF
FUNDING
OPPORTUNITY AND
APPLICATION
GUIDANCE

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APPLICATION GUIDANCE

Application Guideline Presented to Commissioners 12-21-21
Date Application Guideline Approved: 12-21-2021

TRAILL COUNTY AMERICAN RESCUE PLAN ACT
COMMITTEE (TCARPA)

Trail County

A. Program Description

1. Funding for this program is provided by the U.S. Treasury under the American Rescue Plan (ARPA) signed into law by President Joseph R. Biden on March 11, 2021. Applicants must apply for the funding through the enclosed application. Any other applications will NOT be considered.
2. The American Rescue Plan (ARP) allocated \$65.1 billion to counties across the nation. These funds provide direct, flexible aid for every county, parish, and borough in America. Counties are on the front lines in delivering this aid to residents and are a driving force connecting communities and strengthening the economy. Traill County's allocation of ARPA funds is \$1,560,899.00.
3. Traill County, under the allowances provided by ARPA, has ultimate authority on how the funds are allocated. Traill County has identified one major priority area for the use of these funds: projects that provide the most benefit to the taxpayers of Traill County.

B. Application Information

1. Applications must be submitted to Traill County ARPA Committee via email, in person, or mailed. All applications must be typed, not handwritten. The below MUST be included on the envelope if mailing:

MAILING: Traill County ARPA Committee
RE: ARPA Grant
PO Box 429
Hillsboro, ND 58045

IN PERSON: Traill County Auditor's Office
Traill County Courthouse
114 West Caledonia Ave
Hillsboro, ND 58045

EMAILING: heather.hovey@co.trail.nd.us

2. By submitting an application to TCARPA Committee, the applicant agrees to comply with all requirements as set forth in this Notice of Funding Opportunity and the terms and conditions of the award, should the applicant receive an award.
3. **All successful applicants will be required to submit quarterly progress reports to the Traill County ARPA Committee. Failure to submit these reports will result in the revocation of funding.**

C. Application Submission Deadline

1. Applications will be accepted until all funds have been expended or the Traill County Commission orders the grant ended. Applications will be accepted between **January 31st, 2022 and March 31st, 2022**. Applicants are highly encouraged to submit applications as early as possible.

D. Grant Information

This grant will be funded at 100% reimbursed. All expenses are the responsibility of the recipient. Reimbursements will be processed as they are received up to the amount of the grant award.

E. DUNS Number

1. Applicants applying for TCARPA funding through TCARPA Committee **must** have a Data Universal Numbering System (“DUNS”) number. The applicant must provide a DUNS number with their application. Applicants should verify they have a DUNS number.
2. If you are going to apply for this funding opportunity and have not obtained a DUN number, please obtain a DUNS number before applying for this opportunity. If your organization does not yet have a DUNS number, or no one knows it, visit the Dunn & Bradstreet website at: [SAM Webform : Home \(dnb.com\)](https://www.dnb.com) or call 1-866-705-5711 to register or search for a DUNS number.
3. Registering for a DUNS number is free of charge, so if you encounter any organizations or website soliciting a fee or charge to acquire a DUNS number, it is likely a scam or fraudulent.
4. You will need all the information listed below to obtain a DUNS number:
 - Name of organization
 - Organization address
 - Name of the Chief Executive Officer (CEO) or organization owner
 - Legal structure of the organization (e.g., corporation, partnership, proprietorship)
 - Year the organization started
 - Primary type of business
 - Total number of employees (full and part-time)

*NOTE: If you do not have a DUNS by application submission, your application will not be considered for funding.

F. Content and Form of Application Submission

1. Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time, applicants are advised to start the required steps well in advance of their submission. Failure of the applicant to comply

with any of the required steps before the application deadline may disqualify their application from consideration and or funding.

2. The steps to apply for an award are:
 - a. Apply for, updating, or verifying the DUNS number;
 - b. Completing the application package;
 - c. Submitting the complete application package to TCARPA Committee by the deadline.

G. Authorized Organizational Representative (AOR)

1. The AOR should be the individual who is able to make legally binding commitments for the applicant.

H. PRIORITIES

1. Applicant's projects must support, and applicants must be able to show how, the applicant will meet the following priority:

- a. Projects that benefit Traill County taxpayers

2. Applications must also adhere to one of the four (4) below programmatic priorities (not listed in order of priority). More detailed information can be found in Section M, References:

- a. Support public health response
- b. Address negative economic impacts
- c. Premium pay for essential workers
- d. Water, sewer, and broadband infrastructure

3. Examples of each programmatic priorities are:

- a. **Support public health response**: funds can be used to fund COVID-19 mitigation efforts, medical expenses, behavioral health care and certain county public health, public safety, human services and other related staff.
- b. **Address negative economic impacts**: funds can be used to respond to economic harms to workers, families, small businesses, and impacted workers.
- c. **Premium pay for essential workers**: funds can be used to offer additional compensation (up to \$13 per hour in additional wages) to those who have faced and continue to face the greatest health risks due to their service. **Funds in this category can be used retroactively back to January 27, 2020.**
- d. **Water, sewer and broadband infrastructure**: funds can be used to make necessary investments to improve access to clean drinking water, invest in wastewater and

stormwater infrastructure and provide unserved or underserved locations with new or expanded broadband access. **For water, stormwater and sewer investments, projects must align with the Environmental Protection Agency's (EPA) Clean Water State Revolving Fund and Drinking Water State Revolving Fund. For broadband investments, projects *are intended* to provide services that meet at least 100 megabits per second upload and download, wherever practicable.**

I. Ineligible Expenses

1. All requests that do not meet the **PRIORITIES** section of this guidance will be ineligible and will not be considered for funding.

J. Review and Selection Process

1. All applications will be submitted to the TCARPA Committee for further review. Once applications have been received:
 - The TCARPA Committee will determine if the application meets the priorities as set forth in this guidance
 - The TCARPA Committee may contact the applicant to provide additional documentation/information, if needed
 - The TCARPA Committee may request the applicant to present the application and other documentation in person to the Committee
2. After all review and consideration has been completed, the TCARPA Committee will make its final recommendations to the Traill County Commissioners. Recommendations will take the form of either "Recommend as Applied," "Recommend with the Following Adjustments," or "Do Not Recommend." All recommendations by the Committee are just that, recommendations only. The Traill County Board of County Commissioners reserves the right to accept and/or reject any/all recommendations provided by the Committee.
3. If an application receives approval from the Traill County Board of County Commissioners, the project is considered active as of the approval date. Any part of the application process that is not completed will result in immediate denial of the application. All applications that are denied will be contacted via email and/or USPS letter detailing the reasons for denial.
4. All applications that are approved will receive an award letter from the TCARPA Committee. This letter and all accompanying documentation must be signed and returned to the Committee no later than 10 days from approval. Once the approval documentation has been received by the Committee, the reimbursement process can begin.

*SPECIAL NOTE: Funds will NOT be distributed to the applicant until expenses have been incurred on the project.

K. Program Performance Reporting Requirements

1. Approved applicants are responsible for providing updated performance reports on a quarterly basis to the Traill County Auditor. Due dates for these reports are listed below:

| Reporting Period | Report Due Date |
|-------------------------------|------------------------|
| April 1 – June 30, 2022 | July 15, 2022 |
| July 1 – September 30, 2022 | October 15, 2022 |
| October 1 – December 31, 2022 | January 15, 2023 |
| January 1 – March 31, 2023 | April 15, 2023 |

2. Additional reporting periods and due dates will apply for awards that are approved for extension beyond March 31, 2023.

L. References

1. Traill County Website:
 - a. www.co.trail.nd.us
2. National Association of County’s (NACO) American Rescue Plan Analysis
 - a. [NACo Analysis: Overview of U.S. Treasury’s Final Rule for ARPA Fiscal Recovery Fund](#)
3. U.S. Federal Register, U.S. Treasury ARPA Final Rule
 - a. [Coronavirus State and Local Fiscal Recovery Funds | U.S. Department of the Treasury](#)
4. U.S. Treasury ARPA Final Rule Overview
[Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule \(treasury.gov\)](#)
5. U.S. Treasury ARPA Final Rule Full Text
 - a. [SLFRF-Final-Rule.pdf \(treasury.gov\)](#)

All applicants MUST follow all federal, state, and local laws and maintain open communication and dialogue with the TC ARPA Committee.

