



American Rescue Plan Act - State and Local Fiscal Recovery Funds

Nonprofit Funding Application

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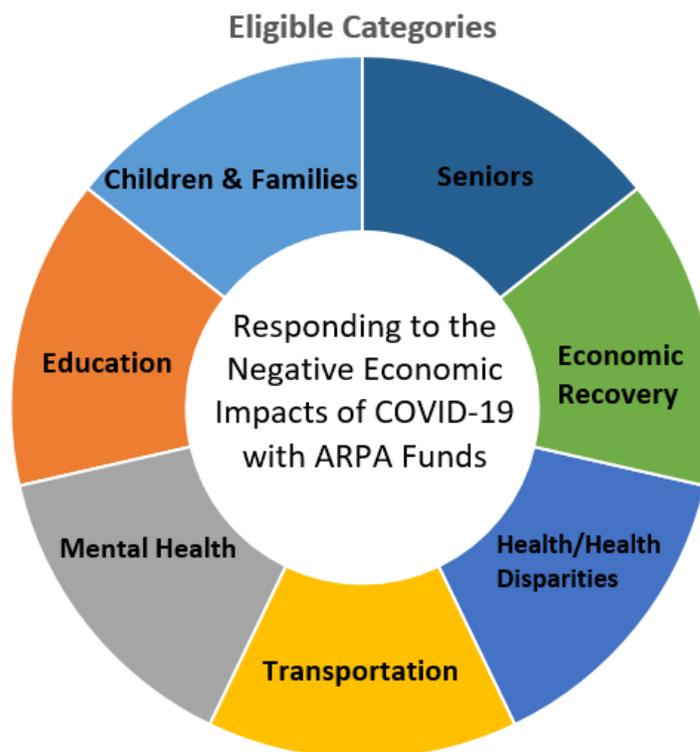


Overview

The American Rescue Plan Act of 2021 (ARPA) established the Coronavirus State and Local Recovery Funds (SLFRF) and provided a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. The City of Hagerstown was allocated a total of \$20.4 million. The Mayor & City Council desire to utilize the funds to make the most meaningful impact in our community and best serve the citizens of Hagerstown.

The ongoing negative economic impacts of the COVID-19 pandemic have continued to reveal socio-economic disparities among low and moderate income citizens. The U.S. Department of the Treasury has developed guiding principles for the expenditure of ARPA funding and requires that projects fit under one of several predetermined eligible categories.

The Mayor and City Council are pleased to allocate \$600,000 in ARPA funding and extend the opportunity for eligible nonprofit organizations to apply for project funding. Only nonprofit organizations with 501(c)(3) or 501(c)(19) status are eligible to apply. Individuals, businesses, sole proprietors, partnerships, limited liability corporations or any other for-profit organizations or groups will not be considered for this allocation phase. Nonprofit project proposals will be accepted under one or more of the following categories:



Category Descriptions

Children & Families	Promoting stable and healthy childhoods and families by providing increased resources and support
Seniors	Providing resources and support for seniors to live safe, stable and productive lives through partnerships with nonprofit human services agencies
Economic Recovery	Supporting economic recovery by providing equitable workforce development resources and career training for disparately impacted workers
Health/Health Disparities	Responding to the COVID-19 public health emergency and addressing healthcare disparities by supporting equitable community-based efforts
Transportation	Increasing availability of transportation support for disparately impacted populations in career training or entering/re-entering the workforce
Mental Health	Strengthening community crisis response by providing stabilizing resources and behavioral/mental health support and rehabilitation
Education	Providing resources and educational program support for school-age children, families, and career training and education for disparately impacted workers

Project Eligibility

Projects that will be considered eligible for funding must identify a direct or indirect negative impact of the COVID-19 pandemic. Applicant proposals should demonstrate how the funding will be used to address either the general, broad-based impacts of the pandemic or to assist disproportionately impacted communities, which faced the most severe negative impacts due to preexisting disparities.

Applicants may apply for awards up to \$50,000 per project category. For example, if the project proposal includes program components under both Education and Mental Health categories, you may apply for up to \$50,000 for Education and up to \$50,000 for Mental Health for a total of \$100,000. All project components must be clearly outlined in the application.

Project proposals may remedy the negative impacts of the COVID-19 pandemic directly or indirectly. Direct projects respond to effects that can be solely attributed to the COVID-19 public health emergency. For example, a program which provides temporary housing and resources for unhoused individuals to safely quarantine due to COVID-19 illness would be a project to remedy *direct* effects of the COVID-19 pandemic. Indirect projects may address other negative effects of the COVID-19 pandemic beyond prevention or vaccination. For example, an organization proposing a tutoring program would be an indirect project to help students who have experienced learning difficulties due to the transition to virtual learning. Another indirect project might include a violence prevention program to help communities where COVID-19 may have further exacerbated an existing problem.

Grant Application Process

1. The City of Hagerstown will accept requests for ARPA grant funding submitted by **4:00 p.m. on September 1, 2023**. Applications received after the specified date and time will not be considered for funding.
2. Questions regarding the application process will be received through **4:00 p.m. on August 25, 2023** and may be directed to grantsmail@hagerstownmd.org.
3. All applicants will be notified of the final determination, anticipated November 2023.
4. All ARPA award funds must be expended by December 31, 2024.



Note: Submission of an eligible project does not constitute a commitment by the City of Hagerstown to fund a project.

Application Review Process

Initial application evaluations will be completed by a subcommittee of the City's ARPA Grant Steering Committee which may consist of the Department of Finance and Accounting, Purchasing, and Department of Community and Economic Development staff. The review subcommittee will grade each project using an evaluation matrix and determine if a project should be recommended for final review and approval by the Mayor & City Council (see Appendix A for evaluation criteria). Determinations made by Mayor & City Council will be considered final.

Agreement

All award recipients will enter into a subrecipient agreement with the City of Hagerstown. The subrecipient agreement will describe the terms and conditions of the award, purpose, term, eligible uses, scope, funds disbursement, subrecipient monitoring, reporting requirements, termination, audit, and other requirements as necessary. Award recipients are required to have and maintain a current Unique Entity Identifier (UEI) and an active SAM.gov registration throughout the entire performance period described in the grant agreement.

Grant Funding and Disbursement

Award recipients will be reimbursed its allowable costs or services as identified in the subrecipient agreement upon the presentation of approved proof of payment. The City may request a more detailed budget breakdown, additional supplementary documentation, budget information, or other records of payment as necessary to approve disbursement of funds.

Note: Only applicants which have successful evaluations and received final approval from Mayor & City Council may receive a commitment from the City for project funding.

ARPA Funding Request Application

Project Description

Organization Name (Department Name for internal applicants)	
Unique Entity Identifier Number *	
Is the organization a 501(c)(3) or 501(c)(19) non-profit?	
Does the organization employ fewer than 500 employees?	
Primary Contact Person	
E-mail Address	
Phone Number	
Project Name	
Estimated project start date	
Expected project completion date	
Total Project Budget**	
Total Funding Requested from City of Hagerstown	
Project Address or Location	
Project Overview/Description	
Briefly describe why this project is needed now and how it relates to the COVID-19 public health emergency and/or its negative economic impacts	

* Unique Entity Identifiers (UEI), replaces the DUNS numbers, are assigned through GSA’s System for Award Management (SAM) registration. Organizations without an active SAM.gov registration are ineligible for funding. Check registration status at [SAM.gov | Home](https://sam.gov)

** Attach your complete project budget with application submission. All pending grant awards and contributions must be included. (A sample project budget can be reviewed at Appendix C).

Project Evaluation Questions

Please use the following questions as a guide for completing a project funding request. Include any key benefits expected for City of Hagerstown communities.

- Is this a new project, or just an enhancement/expansion of an existing program?
- Will the project be phased out at the conclusion of the public health emergency?
- Which eligible project category does this project align with? (Include all applicable categories)
- Will the Project serve the needs of residents in a Qualified Census Tract (QCT)? Projects that take place within a QCT are deemed to support or serve hardest-hit communities and families and more likely to be funded. See Appendix B for Hagerstown's QCTs as determined by the U.S. Department of Housing and Urban Development (HUD).
- How does this project respond to or mitigate the COVID-19 public health emergency or its negative economic impacts?
- Does the project remedy a direct or indirect effect of the public health emergency?
- If the project is funded, does the organization have the capacity to implement the project and maintain mandatory Federal reporting requirements with existing resources?
- Will the organization require additional staff, technology or other physical, social, or organizational resources for this project to succeed? Provide details in your answer.
- If required, will your organization be able to provide proof of professional and liability insurance?
- What risks or challenges could impact the success of the project?
- What does success mean for the project? How will outcomes change due to its implementation?
- What are 3-5 performance measures for the project? Each performance measure should include the source of the data used to support it and ability to access and report on that data.

- Are intended outcomes focused on closing gaps, reaching universal levels of service or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the project's objective? If so, please explain.
- What population(s) will be served? Does your organization provide a majority of services (>51%) to City of Hagerstown citizens?
- How will the project incorporate and advance equity? How will you measure equity at each stage of your program?
- How was the project/program developed, adapted and/or implemented with equity in mind?
- Explain your efforts to make residents and businesses aware of the services offered?
- Are there differences in level of access to benefits and services across groups?
- Have you ensured that administrative requirements do not result in disparities in the ability to complete applications or meet eligibility criteria? If so, how is this accomplished?
- How do you propose to draw upon diverse perspectives in the community or field that your program will serve?
- How will your organization sustain the project once these one-time grant funds are no longer available?
- Are there any other funding sources available for this project? If so, have you already applied for ARPA funding for this project with another agency? (This would be considered a duplication of benefits since funding from multiple sources would be used for the same set of costs).
- What is the return on investment (ROI) for the project? Where will these ARPA funds make the greatest impact? .
- Is there any planned collaboration or partnership with other community organizations or County government agencies for this project? If so, please describe that collaborative effort across multiple organizations.

ACKNOWLEDGEMENT AND CERTIFICATION

The submitter certifies that they are an authorized representative of the entity named in this application and can bind the entity to the terms of an agreement. The submitter further certifies and acknowledges the following:

- All information and supporting documents in this form are given for the purpose of requesting ARPA funding from the City of Hagerstown and that all information is true and complete to the best of our knowledge; additional supporting documentation may be requested by the Grant Review Committee at any time during this process;
- Knowingly and wittingly making false or fraudulent statements to any department or agency of the United States Government, the State of Maryland or Maryland local government entities is illegal and punishable under various federal and state laws and will result in disqualification to receive future funding;
- If awarded grant funding, the organization acknowledges the requirement to enter into a formal and binding agreement with the City of Hagerstown; This agreement will outline the terms of the award, reporting requirements, important grant dates, and the requirement that awardees retain all grant documentation on spending for a period of five years and agree to a County, State, and/or Federal Audit if required;
- Applicants approved for a grant will be required to provide a Unique Entity Identification number (UEI) which is provided by the Federal government and may take time to obtain from the federal SAM.gov website. Proof of active registration will be verified at the time of application;
- The applicant acknowledges that while financial information will be kept confidential, the names of entities receiving grants and the amount they receive are public information and may be included in press releases issued by the City;
- Submission of this application in no way obligates the City of Hagerstown to make an award. Selection to receive award funding does not constitute endorsement of an entity or organization by the City;
- By signing below, I/we agree to comply with the grant program requirements and eligibility as described in the guidelines and application, and understand that if the application is approved, failure to comply with said terms and conditions may result in termination of the grant award agreement and possible forfeiture of this and future awards.

Chief/Executive Officer/Authorized Representative Name: _____

Chief/Executive Officer/Authorized Representative Title: _____

Signature: _____ Date: _____

Grant Administration

All reporting, monitoring, compliance, and evaluation requirements will be defined in the grant agreement. The awardee/subrecipient is responsible for the implementation of the project and adherence to all other requirements as defined by the grant agreement. Ongoing assistance, communication and program support will be available throughout the process through the County's Finance Division.

The City of Hagerstown considers compliance with Federal guidelines of paramount importance. Failure to execute a project as planned or comply with all of the requirements of the grant agreement may result in corrective action, disqualification from submitting future applications, recovery of funds, termination of the agreement, and/or other civil or criminal proceedings as deemed necessary. Projects will be considered closed once the terms of the grant agreement have been fulfilled or the term of the agreement has concluded. All funds must be fully reconciled, all outstanding issues must be completely addressed and resolved, and any unspent funding must be returned to the City. Final reports must be filed and the subrecipient is required to retain those reports for future audits in accordance with Federal guidelines set forth in the grant agreement.

Resources

Guidelines for the use of ARPA funds have been established by the U.S. Department of the Treasury Final Rule: <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>

Overview of the Final Rule: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Compliance and Reporting Guidance: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>

Guidelines for the use of ARPA funds have been established by the Government Finance Officers Association (GFOA): [American Rescue Plan Spending: Recommended Guiding Principles \(gfoa.org\)](https://www.gfoa.org/american-rescue-plan-spending-recommended-guiding-principles)

Contact Information

For additional information or if you have any questions, please e-mail grantsmail@hagerstownmd.org. All funding request applications and general correspondence should be sent to the same e-mail address.

Appendix A: Project Evaluation Matrix

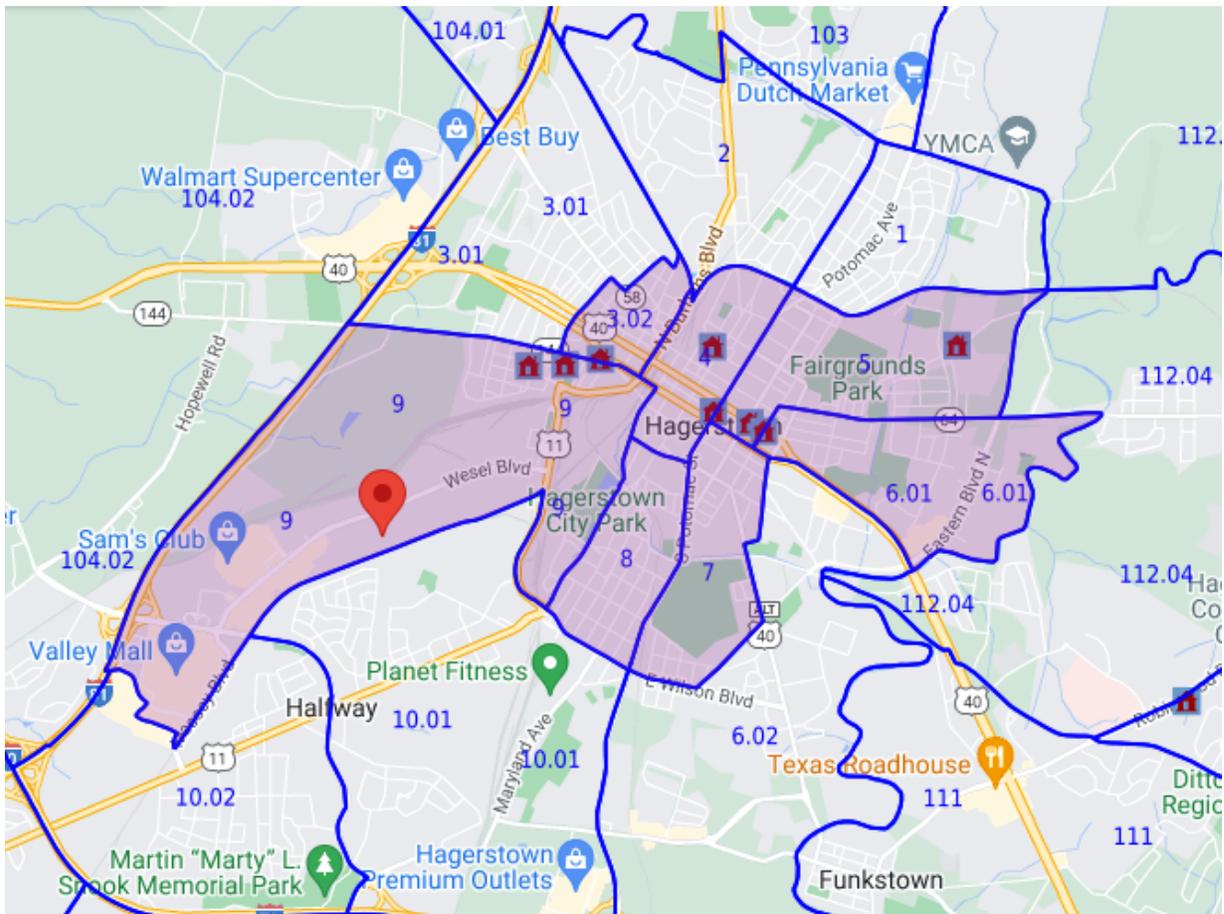
Grading Criteria	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations
Clearly describes project intentions and resulting community benefits	No clear intention was provided for usage of funds	Intent is unclear or anticipated benefits are unknown	Intent is clear and presents resulting project benefits	Intent is clear, presents resulting benefits, and aligns with the City's ARPA priorities
	0	3	5	10
Project responds to COVID-19 public health emergency or its negative economic impacts	No direct or indirect connection to COVID-19 pandemic	Indirect connection to COVID-19 pandemic, but project has limited response to the public health emergency	Direct or indirect connection to COVID-19 pandemic, and project provides response to mitigating its impact	Direct connection to COVID-19 pandemic and clearly provides mitigating response that correlates with ARPA priorities
	0	3	5	10
Identifies and analyzes project and organizational risks	No risks identified or organization does not have the capacity to handle project and funding requirements as-is	Limited risks identified or organizational capacity is insufficient and additional resources are needed	Risks are identified and organizational capacity is evident to meet anticipated grant requirements	Risks are identified with plan for mitigation and organizational capacity is not in question
	0	3	5	10
Describes success and provides valid performance measures	Success not adequately described or goal-based	Success described, performance measures not supported or do not tie to an outcome	Success is goal-based, performance measures are valid	Success is outcome-oriented, performance measures identified, sourced, accessible, and linked to outcome
	0	3	5	10
Explains how project incorporates, advances and measures equity	No evidence that equity is addressed with project	Limited evidence that equity is addressed with project	Equity is incorporated into the project and can be measured	Equity is a central tenet of the project and easily measured
	0	3	5	10
Outlines project funding needs	Project requires on-going funding with no identified funding source beyond ARPA grant funds to sustain things	Project requires on-going funding with limited information available on how to sustain initiative	Project uses either one-time funding or demonstrates a funding source for sustaining project beyond ARPA	Project clearly outlines current funding need with the ability to sustain its efforts well beyond ARPA grant funding
	0	3	5	10
Leverages community and/or County government collaboration/partnership(s)	No evidence of any project collaboration or community partnership(s)	Limited evidence of project collaboration or community partnership(s)	Project partner(s) identified with clear expectations/rolls outlined for each party.	Multiple collaborators and external funding (or enhancement of existing funding) identified
	0	3	5	10

Maximum Possible Points - 70

Note: A successful evaluation and/or recommendation to Mayor & Council by the ARPA Grant Review Committee alone does not constitute a commitment by the City of Hagerstown to fund a project.

Appendix B: Qualified Census Tracts

HUD Qualified Census Tracts



- Qualified Census Tracts (QCTs) are a method used by the U.S. Treasury to define underserved and disproportionately impacted communities.
- A QCT is defined by the Federal government as a community where at least half of households have lower income than most of the surrounding region.
- For more details and maps related to QCTs, please visit the U.S. Department of Housing and Urban Development's website at <https://www.huduser.gov/portal/datasets/qct.html>.

Appendix C: Sample Project Budget

INCOME

Grants/Contributions

Foundations		\$37,000
Corporations		\$16,000
Individuals		\$45,717
Federated giving programs		\$2,875

Total grants/Contributions **\$101,592**

Earned income

Publications	Calendars	\$425
Products	T-shirts	\$2,000

Total earned income **\$2,425**

In-kind support

Volunteers		\$6,644
Program space/rent		\$13,000

Total in-kind support **\$19,644**

Subtotal **\$123,661**

Amount to be raised **\$74,644**

TOTAL INCOME **\$198,305**

EXPENSES

Personnel costs

Executive director	10% (@ \$60,000/year)	\$6,000
Program director	100% (@ \$45,000/year)	\$45,000
Program assistant	50% (@ \$30,000/year)	\$15,000
Tutors	25% (2 @ \$20,000/year)	\$10,000

Subtotal **\$76,000**

Fringe benefit rate (11%) **\$8,360**

Personnel total **\$84,360**

Non-personnel costs

Consultants	Program evaluation	\$11,000
	Social worker	\$30,000
Volunteers (Tutors)	(2 @ \$23.07) 4 hrs x 36 wks	\$6,644
Supplies/Materials		\$1,800
Printing		\$975
Postage		\$75
Travel	Ground transportation	\$12,300
Food and beverages	Snacks	\$1,550
Program equipment	Computers (x2), software	\$3,550
Program space/rent		\$13,000

Non-personnel total **\$80,894**

Subtotal **\$165,254**

Indirect cost rate (20%) **\$33,051**

TOTAL EXPENSES **\$198,305**