



CITY OF HAGERSTOWN, MARYLAND

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Nonprofit ARPA Funding Request Guidelines

Overview

The Mayor and City Council have allocated a portion of the City’s \$20.4 million of ARPA funding for eligible nonprofit projects. Projects must fall under the general federal expenditure categories, “Negative Economic Impacts” and “Services to Disproportionately Impacted Communities.”

The City will consider applications for nonprofit projects under one of the following priority categories:

- Children & Families
- Seniors
- Education
- Economic Recovery
- Mental health
- Health/Health Disparities
- Transportation

Eligibility

- Only nonprofit organizations with 501 (c)(3) or 501(c)(19) status and active SAM.gov registrations will be considered. Individuals, businesses, sole proprietors, partnerships, limited liability corporations or any other for profit organizations or groups will not be considered for this allocation phase.
- Churches and religious organizations, fraternal and/or civic organizations, homeowner’s associations, labor unions, private, political or public foundations, cemeteries and volunteer fire departments, or an organization which may result in a conflict of interest are ineligible to apply.
- Applicants must be in good standing with the Internal Revenue Service (IRS), the Maryland State Department of Assessment and Taxation, and City of Hagerstown government.
- Applicants must be in compliance with Federal, State, and Local human rights laws.
- Applicants must identify a direct or indirect negative impact of the COVID-19 pandemic and explain how the funding will be used to address disproportionately impacted populations and/or the community overall.
- Project awards may up to \$50,000 per eligible category. When project proposals fall under multiple categories, each component must be clearly outlined in the application.

Application Process

- Applicants may submit questions regarding the application process, award terms and conditions, and other information prior to August 25, 2023 at 4:00 p.m. Staff cannot provide assistance with completing any components of the application.
- After August 25, only general technical assistance can be provided.
- After application submissions, the initial evaluation will be completed by a subcommittee of the Grant Steering Committee comprised of Department of Finance & Accounting and Department of Community and Economic Development staff. The Review Committee, all City officials and employees shall comply with the applicable requirements set forth in the current version of the City's Code of Ethics, set forth in Section 33 of the City Code.
- Applications submitted without evidence of 501(c)(3) or 501(c)(19) status, active SAM.gov registration, a complete project budget, evidence of good standing with the IRS and Maryland State Department of Taxes and Assessments are considered incomplete. Applicants may refer to the Required Documentation Checklist to ensure all necessary documents are submitted at the time of application.
- The Committee will grade each project using an evaluation matrix and make a recommendation of approval (or denial). Applications recommended for approval will be forwarded to the Mayor & City Council for review. Determinations by Mayor & City Council will be considered final.
- The City reserves the right to reduce or increase individual grant amounts relative to requests if demand either exceeds or does not meet available funding.
- Applicants that receive final approval will receive a Letter of Commitment.
- All applicants will receive a notification of Mayor & Council's final determination.

Required Document Checklist

- Internal Revenue Service (IRS) Nonprofit Designation Letter
- Certificate of Good Standing from Maryland State Department of Taxation and Assessments (SDAT) within <30 days of application submission date OR dated screenshot of organization status from SDAT website
- Project Budget
- Unique Entity Identifier (UEI): Provide evidence of active SAM.gov registration

Grant Administration

- Awardees will be required to sign an agreement with the City of Hagerstown. The agreement will outline all award terms, reporting, and monitoring and compliance requirements.
- A fully executed agreement must be received by the City prior to requesting fund disbursement.
- ARPA funds may not be used for costs that will be reimbursed by other federal or state funds.
- Finance staff will evaluate each disbursement request for compliance with federal grant guidelines. Requests for reimbursement of ineligible expenses will not be paid.

Non-Discrimination Policy

Applicants receiving funding would be considered to be a beneficiary of grant funds and as such, would be required to comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of Federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this Agreement. Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving Federal financial assistance, 31 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this Agreement.