American Rescue Plan Act (ARPA): Equity Grant Fund

2023 Small Grants Application Guide

Dates and Deadlines

If you have questions about this application, please email both Rachael Johnson at rajojohnson@fcgov.com and Claudia Menendez at cmenendez@fcgov.com to ensure a timely response.

<table>
<thead>
<tr>
<th>Date (subject to change)</th>
<th>Activity / Deliverable</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 27, 2023</td>
<td>Application available on Equity &amp; Inclusion website</td>
<td>Online system used is Alchemer</td>
</tr>
<tr>
<td></td>
<td><a href="https://www.fcgov.com/equity/">https://www.fcgov.com/equity/</a></td>
<td></td>
</tr>
<tr>
<td>Thursday, March 9, 2023</td>
<td>Technical Assistance for Application virtual meeting:</td>
<td>Optional- link on Equity &amp; Inclusion website</td>
</tr>
<tr>
<td>(9:30am – 10:30am)</td>
<td>Join Zoom Meeting</td>
<td><a href="https://www.fcgov.com/equity/">https://www.fcgov.com/equity/</a></td>
</tr>
<tr>
<td>Tuesday, March 27, 2023</td>
<td>APPLICATION DEADLINE</td>
<td>Please submit by 5pm MST</td>
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<tr>
<td>(5pm)</td>
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<tr>
<td>Thursday March 30, 2023</td>
<td>Review Panel Meets</td>
<td>Funding recommendations</td>
</tr>
<tr>
<td>Monday April 14, 2023</td>
<td>Funding Decisions Announced</td>
<td>Recipients notified via email</td>
</tr>
<tr>
<td>Week of April 17, 2023</td>
<td>Grant Agreement Signed</td>
<td>Signatures via DocuSign</td>
</tr>
<tr>
<td>July 30 ad November 30</td>
<td>Quarterly Monitoring</td>
<td>Report data and finance details</td>
</tr>
<tr>
<td>Friday, December 29, 2023</td>
<td>All ARPA 2022 Funding Expended</td>
<td>Submit final invoices &amp; documentation</td>
</tr>
<tr>
<td>Monday, January 29, 2024</td>
<td>Final Report Due</td>
<td>Submit in Alchemer</td>
</tr>
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</table>
About the Funding

EQUITY GRANT FUND

The COVID-19 pandemic has changed the way people work, attend school, receive healthcare, and socialize. Nearly two years after the first public health orders, the City of Fort Collins (“the City”) and its residents continue to grapple with high transmission rates and significant uncertainty related to the virus and its variants. In the midst of this uncertainty, the City is set to receive $28.1 million in American Rescue Plan Act (ARPA) funding to address the pandemic and its negative impacts on the community.

The Equity Grant Fund has $200,000 dollars reserved for eligible social justice organizations and individuals directly addressing the impact of and recovery from the COVID-19 pandemic on Fort Collins’ community groups most in need of targeted support and resources.

This fund is focused on creating connection and supportive networks by investing in creating strong, trusting relationships and opportunities with various community groups, institutions, and agencies representing identities such as: ethnically, culturally, and or linguistically diverse groups, youth and older adults, LGBTQIA+ individuals and groups, neurodiverse people living with various mental and physical situations, as well as veterans.

This is an opportunity to propose creative, innovative, culturally sensitive, and community-centric programming and organizational support to help diverse identities and communities most affected by the COVID-19 pandemic recover and rebuild a vibrant future.

Funding Focus Areas

The grant aims to provide opportunities for groups and individuals to initiate and support community-led organizations and groups that ignite, inspire, and foster a community culture of belonging, uplift mental and physical health, and support the basic needs of children, youth, adults, and older adults in the Fort Collins community.

These funds are for social service activities occurring in response to the COVID-19 pandemic in the Fort Collins community, and as recognized in the Fort Collins Recovery Plan. Some themes yielded by the community are:

- empower individuals and businesses through strong pandemic response programs;
- bolster community organizations, networks, and spaces that provide direct assistance, and center those most impacted;
- remove barriers to resilience; and
- invest in infrastructure and amenities to support a vibrant future

All projects supported with funding must prioritize services towards underserved or underrepresented community members. This grant opportunity will exclusively fund projects that are currently leading or will develop programs that address:

Equity and Community Resilience

- Technical Training and Assistance
- Revenue Loss, funding replacement
- Workforce Training
- Employee Salaries
- Social Integration for Seniors
- Educational Youth Programs and training
• Neighborhood resilience
• Community Building
• Codesign multicultural activities
• Vibrant Spaces and Community Events
• Arts and Cultural Programs
• Cross-Cultural and/or Cross-Organizational Collaboration
• Services for neurodiverse residents living with physical and mental disabilities
• BIPOC Leadership Enhancement
• LGBTQIA+ community building and support
• Veterans support

Health & Environment
• Food Security- farm to table, cottage industry development, nutrition, and healthy eating
• Community gardening programs
• Mental and Behavioral Health Services
• Housing Stability and rent assistance
• Physical or Sexual Abuse Recovery Support Programs
• Substance Abuse Recovery Support Programs
• Access to Transportation- alternative to car programs
• Neighborhood recreation and physical wellbeing programs
• LGBTQIA+ health and recreation
• Veterans support
• Technical Training and Assistance
• Revenue Loss, funding replacement
• Workforce Training
• Employee Salaries

Funding Details
• For organizations: Grant awards will be between $10,000- $25,000
• For individuals: Grants awards will be up to $3,000

• These are unique, one-time federal dollars that need to be expended on targeted activities aimed at COVID community recovery projects as listed above.
• Funds will need to be fully expend by December 31st, 2023.
• Funded organizations or groups will sign a Grant Agreement with City of Fort Collins.
• Reporting: impact storytelling via narrative storytelling, disaggregated data reporting, and financial reporting (submit receipts with narrative of activities) will be required quarterly.
• Funds are delivered in two installments based on spending, advancement of activities and mid-cycle reporting.

The City can provide ARPA funding to three categories of entities: subrecipients, contractors, and beneficiaries. Generally, these are the characteristics of these entities:

1. **Subrecipients** carry out agreed upon program on behalf of the City. A subrecipient determines who is eligible for federal assistance, is responsible for programmatic decision making, and ensures federal rules are followed. Registration with Sam.Gov will be required.
2. **Contractors** provide goods and services that are generally ancillary to the federal program. They generally operate within a competitive market and provide goods and services to different purchasers.

3. **Beneficiaries** are the end users of the funds. They benefit directly from the funds and do not engage in ensuring federal program eligibility or compliance.
Funding Period

The funding period is January 1, 2023 – December 31, 2023.

- Funding may support eligible expenses already incurred during the funding period, as well as upcoming expenses that are anticipated in the remaining months of 2023.
- To receive funding, an organization must be selected for an award and submit a project proposal.

Eligible Organizations

Eligible organizations include those that have been directly impacted (e.g., additional costs, demand for services, etc.) by the COVID-19 pandemic and that intend to utilize the ARPA funding to assist Fort Collins residents or households mitigate impacts of the COVI-19 pandemic through eligible funding focus areas.

Funds are available for the Fort Collins Community.

- Nonprofit, IRS-designated 501(c)(3) agencies in good standing
- Cooperative groups of organizations with an IRS-designated 501(c)(3) agency serving as its fiscal host
- Museums or educational centers that offer services for K-12 students; Higher Education Institutions for programs off campus
- Low Liability Companies with a social justice mission
- Individuals with social justice advancing initiatives (a resume will be required)

As potential subrecipients of federal ARPA funds, note that all applicants must be capable of managing their program(s) efficiently and in compliance with federal ARPA regulations. In addition, any subrecipients category recipients, must be registered in SAM.gov and hold a UEI (Unique Entity Identifier) number.

Applicants may want to address these requirements immediately if they have not already done so, to avoid any possible delays in obtaining their funding if awarded.

The City is unable to award funding assistance directly to:

- Organizations that engage in any discriminatory practices on the grounds of race, color, national origin, religion, creed, disability, age, sex, actual or perceived sexual orientation, gender identity, marital status, or familial status.
- Organizations that stipulate mandatory religious engagement or influence in the provision of their services. (Faith-based organizations may be eligible for funding if they serve all members of the community regardless of religious belief or practice.)
- Organizations that are funders or pass-through entities, except those that are serving as a fiscal host for direct service programming.

Eligible Expenses & Activities
Please note: These funds are one-time grants.

**Examples of Eligible Programming Activities (not limited to):**

- Technical Training and Assistance
- Revenue Loss, funding replacement
- Workforce Training
- Employee Salaries
- Safety modifications allowing seniors to stay in their homes
- Additional counseling or educational support staff for youth exhibiting challenging behaviors
- Bulk purchases of healthy foods for programs
- Ride vouchers for adults with disabilities needing transport to healthcare services
- Resources for families or individuals at risk of housing instability
- Resources for families or individuals at risk of or recovering from abuse
- Arts and Cultural community events
- Technology and media for educational programs
- Educational Curriculum Development
- Field Trips and transportation costs
- Workforce Development, including youth

**Examples of Eligible Expenses (not limited to):**

- Personnel (staff & program management staff whose time is substantially dedicated to support eligible activities related to the funded program)
- Program materials
- Equipment and/or site rentals
- Program materials, supplies, food
- Event planning, supplies, and food
- Printing and media
- Technology, computer, and hardware
- Cultural and arts supplies
- Translation and Interpretation services
- Transportation costs for field trips
- Transportation costs for mileage reimbursement for direct cliental services or attending training
- Salaries for facilitation and teaching staff
- Training costs (conference registration and travel, or mileage reimbursement)
- Gift cards for direct client assistance
- Other program-specific expenses

**Exclusions**

The City is unable to contribute funding towards:

- Damages covered by insurance
- Payroll or benefits expense for employees whose work duties are not substantially dedicated to the eligible activities supported with this funding
- Residents without legal presence
- Hazard pay
- Staff positions that are fundraising or administrative in nature
- Other operating expenses not related to recovery from the COVID-19 pandemic
• Costs that are eligible for reimbursement from other federal or state sources

**Eligible Populations**

**Documentation of Eligible Populations**

The federal government has released specific requirements for documenting ARPA-eligible populations. The City will require Subrecipients to meet federal documentation standards. Please review the following acceptable forms of documentation.

**Note**: this section details requirements for subrecipient agreements. Not all project proposals will fit under this category.

*Please apply and the Equity Office will work with you to determine the type of service agreement that is best for your organization.*

We encourage all identities to apply:

- Black, Native American and Indigenous, Asian and Pacific Islander, Latino/Hispanic communities, additional communities of color, LGBTQIA+ community, reduced income households, Qualified Census Tracts.
- Funded programs must serve Fort Collins residents and program activity must occur in Fort Collins and Growth Management Area.
- Highly diverse neighborhood or census tracks neighborhoods
- Communities and households identifying as ethnically, culturally, or linguistically diverse.
- Low or moderate income households and communities

You can read the full guidance provided by the federal government here (page 16-20): https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf

Qualified Neighborhoods: To find qualified census tracks within Fort Collins visit: https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=08069001306

**Demographic Information Collection:**

All grant recipients will be asked to report on data disaggregated by race, ethnicity, gender, income, neighborhood, street name, and zip code, and other relevant factors.

**Additional Details**

- Recipient organization is subject to records monitoring related to the program or project receiving assistance, including verification of Fort Collins or Growth Management Area residency/address of clients benefiting from the funding.
- Additional terms and conditions set forth in a Grant Agreement signed by both the grantee and the City. (Examples available for review upon request)

**Continue Reading Below for the Application Details and Process**
Application Basics

The 2023 ARPA – Equity Grant Fund Application is available at:

How To Apply:

1. Click the application link above.
2. Complete all questions in the Alchemer application.
3. Upload any additional documents that are requested within the application.
4. Submit the application by February 21, 2023 before 12:00pm MST.
5. During the application process, you will also need to complete a Financial Risk Evaluation Questionnaire. You can download this form directly from Alchemer in the documents section.

Application Deadline is Tuesday, March 27, 2023, 5:00pm MST.

The Application can be repeatedly accessed and saved in Alchemer before submission. Alchemer will automatically save the information you enter, however; it is recommended that applicants back up their responses in a Word document so you can easily copy and paste responses.

Technical Assistance:

City staff will be available to answer technical questions in both a group format as well as one-on-one sessions upon request. Technical assistance is encouraged.

An optional technical assistance session will be available in a group format via zoom on the following date: Thursday March 9th, 2023 | 9:30am – 10:30pm

To schedule a one-on-one session, please contact email both Rachael Johnson at rajohnson@fcgov.com and Claudia Menendez at cmenendez@fcgov.com to ensure a timely response.

Financial Risk Questionnaire

During the application process, a supplemental Financial Risk Questionnaire is required to be completed in order to be considered for this award. The Questionnaire will help confirm that your organization has the accounting practices needed to track federal funding and will provide opportunities for the City to address any concerns before contracting begins.

The Board will not consider this information when making award decisions. However, applicants must provide satisfactory answers in order to accept a funding award. City staff will review the Questionnaire answers and will give an opportunity to the applicant to address any concerns. The City retains the right to revoke the award decision if the applicant cannot provide a satisfactory answer.
Please contact both Rachael Johnson at rajohnson@fcgov.com and Claudia Menendez at cmenendez@fcgov.com to ensure a timely response if you have questions.

Additional Materials

Applicants will need to attach the following materials to their online application:

- If applicable, Board of Directors Roster (2022)
- If a nonprofit entity, IRS 501(c)(3) Designation (first page)
- If a nonprofit entity, Certification of Good Standing (2021 or 2022)
- Organization Budget for current fiscal year (revenues & expenses)
- Financial Risk Evaluation Questionnaire (provided)

For Non-Profits: Unique Entity ID (UEI) Number

To apply, all applicants must be registered in SAM.gov and have a Unique Entity ID (UEI) number. As of April 4, 2022, the federal government has transitioned from using a DUNS number to a UEI number when applying for federal funding.

- If your organization already has an account at SAM.gov, your organization has already been assigned a UEI number and you can locate it in your SAM.gov account.
- If your organization does not have a SAM.gov account, please create an account on SAM.gov and once registered your organization will be issued a UEI number.
- If you need help please contact Rachael Johnson at rajohnson@fcgov.com and Claudia Menendez at cmenendez@fcgov.com to ensure a timely response if you have questions.

For more information on how to find your UEI number, visit: https://sam.gov/content/duns-uei

Application Review & Evaluation

Review Process

The Equity Office and selection committee will read, evaluate, and deliver a funding recommendation in early April. Project coordinators, Claudia Menendez and Rachael Johnson, will have voting privileges.

Follow-up questions may be generated for the applicants during this process, with questions being emailed to the primary application contacts for response.

Evaluation Method & Criteria

Each grant application will be scored using a weight-based rubric that will evaluate the proposal’s potential attainment of the following criteria:

- Programming results in impactful benefits to the clients and/or the community
- Clear Nexus with COVID-19 pandemic recovery
- Advances the City’s Strategic Objective Related to Diversity, Equity and Inclusion
- Innate score of individual review committee members

The complete Scorecard that the Board will use when making decisions is available in the appendix.
Applicants will be notified of the outcome of the committee’s deliberation session after final recommendations are completed in early April 2023.

Following approval of funding, staff will work with applicants that were awarded funds on additional due diligence items and contract execution.

**Open Process**

The City of Fort Collins maintains an open process and encourages applicants to ask for help at any time during the submission process.

**Monitoring**

The federal government has advised all jurisdictions that a federal audit of ARPA funding will occur periodically. In addition, ARPA subrecipients are subject to the same audit requirements as the ARPA recipient, i.e., the City of Fort Collins. To prepare for audit, the City of Fort Collins requires all ARPA funding recipients to provide quarterly reporting on related finances and pre-determined measurable outcomes and submit to subrecipient monitoring by the City. In addition, ARPA recipients will need to retain documentation to corroborate the reporting and the City of Fort Collins may request a spot file audit to verify that the documentation is occurring and accurately represents the reporting.

In addition, an annual report at the conclusion of the funding period will be required. This report will include similar information from the quarterly reports but may request additional information such as qualitative data like testimonials.

**Questions?**

The following City staff are available to answers any questions: email both Rachael Johnson at rajohnson@fcgov.com and Claudia Menendez at cmenendez@fcgov.com to ensure a timely response.

The City of Fort Collins will make reasonable accommodations for access to City services, programs and activities and will make special communication arrangements for persons with disabilities. All venues for participation in this process are fully accessible. Please call 970.416.4254 for assistance. Auxiliary aids and service aids are available for persons with disabilities. V/TDD: Dial 711 for Relay Colorado to call 970.221.6757. All materials or translators are available in Spanish or other languages on request. Please call 970.416.4254 or email titlesix@fcgov.com.
Scorecard Criteria & Weight
0 to 5 points per criteria assigned by each reviewer

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>WEIGHT</th>
<th>POTENTIAL POINTS</th>
</tr>
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<tbody>
<tr>
<td>Programming results in impactful benefit to the clients and/or the community</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>• Evaluate program information to determine if program provides significant impacts to the Fort Collins community</td>
<td></td>
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<tr>
<td>• Evaluate if the measurable outcomes are relevant and related to the proposed program</td>
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<tr>
<td>Clear nexus with COVID-19 pandemic recovery</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>• Evaluate whether proposed program clearly mitigates the impact of COVID-19 or related public health mandates.</td>
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<tr>
<td>Advances the City’s Strategic Objective Related to Diversity, Equity and Inclusion</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>• Advance equity for all with an emphasis on racial justice to remove systemic barriers so that persons of all identities, including race, ethnicity, religion, gender and gender identity, age, class, sexual identity, mental and physical abilities and ability can fully participate in City services and experience equitable community outcomes. (NLSH 1.4)</td>
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<td></td>
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<tr>
<td>Innate Score</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>• Evaluate your internal validation and importance of the program’s request for funding</td>
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**Total Points**

80 Total Points

Scoring Key
0 – No Evidence; does not respond to the criteria at all
1 – Low Strength; minimum acceptable attainment of the criteria
2 – Below Average Strength; acceptable attainment of the criteria
3 – Medium Strength; effective attainment of the criteria
4 – Above Average Strength; substantial attainment of the criteria
5 – High Strength; exceptional attainment of the criteria