City of
Fort Collins
SOCIAL
Sustainability

American Rescue Plan Act (ARPA):
Childcare System Support Grants
2022 Application Guide

Dates and Deadlines

Date (*subject to change*)	Activity / Deliverable	Details
Monday, June 6, 2022	Application available on Social Sustainability website	Online system used is ZoomGrants
Tuesday, June 14, 2022 (11:30am – 1:00pm)	Technical Assistance for Application	Optional RSVP required to receive link
Monday, June 27, 2022 (12pm)	**APPLICATION DEADLINE**	**Must be submitted by 12pm MST**
Monday, June 27, 2022 (12pm)	Risk Evaluation Questionnaire Due	Supplemental material required to complete funding consideration
Tuesday, July 12, 2022	Review Panel Deliberations	Funding recommendations
Monday, July 25, 2022	Funding Decisions Announced	Will be sent by email
Monday, July 25, 2022	Contracting Process Begins	Signatures via DocuSign
Quarterly	Quarterly Monitoring	Report data and finance details
Friday, December 23, 2022	All ARPA 2022 Funding Expended	Submit invoices & documentation in ZoomGrants (ongoing)
Monday, January 30, 2023 (12pm)	Final Report Due	Submit in ZoomGrants

About the Funding

The City of Fort Collins has received federal funding through the American Rescue Plan Act (ARPA) to address recovery efforts related to the COVID-19 public health emergency.

The City will award a portion of these funds to eligible organizations that offer early childhood education and school-age childcare programming in Fort Collins that address the impact of the COVID-19 pandemic.

Funding Focus Areas

All projects supported with funding must prioritize services towards students with high risk factors and/or marginalized identities.

These funds are specifically for activities that build critical capacity within the local childcare system in response to impacts of the COVID-19 pandemic in the Fort Collins community and as recognized in the Fort Collins Recovery Plan.

This grant opportunity will exclusively fund projects that are currently leading or will develop direct service programs that advance:

- Childcare workforce development
- Mental health resources
- Accessibility resources for vulnerable populations
- Subsidized spots for school age care

Funding Details

- There is currently no minimum or maximum funding amount that can be requested. The total available funding is approximately $100,000 and will likely be distributed among multiple Subrecipients.
- Funded programs will be referred to as Subrecipients. Funded programs will enter into a Subrecipient Service Agreement with the City and will be reimbursed for eligible expenses through a reimbursement request.
- Reimbursement requests will be submitted as an 'invoice' in the ZoomGrants system.
- Reimbursement requests must include documentation sufficient to demonstrate that the amount of the reimbursement payment has been used in accordance with the funding agreement. Examples include receipts, timesheets, paystubs, etc.
- Funds are delivered via reimbursement of eligible expenses within 30-days of financial invoices being submitted.

Funding Period
The funding period is June 1, 2022 – December 23, 2022.
- Funding may support prior, eligible expenses already incurred during the funding period, as well as upcoming expenses that are anticipated in the remaining months of 2022.
- To receive funding, an organization must be selected for an award and execute a Subrecipient Service Agreement.

Eligible Organizations

Eligible organizations include those that have been directly impacted (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 coronavirus pandemic through eligible activities.

Funds are available for:

- 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

- Childcare providers that are licensed with the State of Colorado and offer sliding scale fees for income qualified families in their regular business operations

- Poudre School District (PSD)

- Other primary and secondary schools contracted with PSD and operating within Fort Collins

- For-profit vendors contracted with PSD that offer sliding scale fees for income qualified families in their regular business operations

- Libraries, museums, higher education institutions or other government entities that offer services for ECE or K-12 students

The City **is unable to** award funding assistance directly to:

- Individuals

- For-profit businesses that do not offer sliding scale fees for income qualified families

- 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.

- Private schools

Eligible Expenses & Activities

Funding awards may only be used to cover costs that:

- Are necessary expenditures incurred to advance student-focused programming developed in response to the COVID-19 public health emergency.
- Were incurred during the period that begins on June 1, 2022 and ends on December 23, 2022.
- Were not already offset or recovered by any other designated funding sources.
- All procurements of goods and services by Subrecipients using the federal grant funds must be executed in accordance with 2 CFR 200.317 through 200.327.

Examples of Eligible Programming Activities (not limited to):

- Early Childhood Education (ECE) Substitute Teacher Pools
- Employee Assistance Programs for ECE Workforce
- Collective Benefits for ECE Workforce
- Mental health resources for children and youth
- Accessibility resources such as language access, transportation support, licensing courses in Spanish, etc.
- Expansion of subsidized school age spots (summer and/or fall)

Projects that support community-wide or system level approaches to their service delivery will be prioritized.

Examples of Eligible Expenses (not limited to):

- Personnel (direct service staff & program management staff whose time is substantially dedicated to support eligible activities related to the funded program)
- Program materials
- Transportation for students
- Background checks
- Direct client assistance, such as fee subsidies for families
- Equipment and/or site rentals
- Other program-specific expenses

Exclusions

The City **is unable to** contribute funding towards:

- Revenue replacement, including the replacement of uncollected fee-for-service revenues or cancelled fundraising events or activities
- 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
- 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
- Any other excluded expenses outlined in the SLFRF Final Rule from the U.S. Department of the Treasury. You can view this document here: https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf

Eligible Populations

- Funded programs must serve Fort Collins residents and program activity must occur in Fort Collins.
- Program participants must be enrolled in or employed by an early childhood education program or school age care program.
- Early Childhood Education is defined as ages 0 to 5. School aged is defined as grades K-12.
- Client income is not a limitation for receiving funding, however; the vulnerability of populations served will be a criteria considered during the funding proposal's evaluation and additional documentation may be required for specific focus areas (See documentation of eligible populations).

Demographic Information Collection:

The federal government has requested that jurisdictions provide, to the extent possible, data disaggregated by race, ethnicity, gender, income, and other relevant factors. Therefore, in order to be compliant with this federal request, the City will also request that Subrecipients provide this data to the extent possible.

To view full guidance, visit the SLFRF Compliance and Reporting Guidance here: https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf

Documentation of Eligible Populations

The federal government has released specific requirements for documenting eligible populations based off the chosen focus area of your activities. The City will require Subrecipients to meet federal documentation standards.

Please note: If your organization would like to pursue a focus area related to subsidized spots for school age care additional documentation will be required to meet federal standards. Please take this into account when selecting your focus area during the application process.

Documentation Requirements *(Updated 6/8/2022)*

Focus Areas	Eligible Population	Documentation
• Childcare workforce development • Mental health resources • Accessibility resources for vulnerable populations	*Must meet **one** of the following criteria:* • Enrolled in early childhood education programming or school age care. • Employed in early childhood education or school age care.	*Must document or track at least **one** of the following criteria for participants:* • Letter verifying that your program is early childhood education programming or school age care.
• Subsidized spots for school age care	*Must be enrolled in or employed in early childhood education or school age care **AND** Must meet **one** of the following criteria:* • Low or moderate income households and communities • Households that experienced unemployment • Households that experienced increased food or housing insecurity • Households residing in Qualified Census tracks • Households that qualify for Certain federal benefits including TANF, SNAP, NSLP, SBP, WIC, Section 8 vouchers, LIHEAP, Pell Grants, Children's Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) or Medicaid • Title I schools • Households receiving services provided by Tribal governments	*Must document or track at least **one** of the following criteria for participants:* • Letter verifying that program enrollment requires one of the criteria • Proof of household income • Address within qualifying census track • Proof of receiving certain federal benefits • Subrecipient is a Title I school or Tribal government • Other acceptable forms of documentation and tracking in consultation with City staff **And** provide proof of enrollment or employment in early childhood education or school age care (see above for examples)

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

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

Additional Details

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

Application Basics

The 2022 ARPA – Childcare application is available at:
https://www.zoomgrants.com/gprop.asp?donorid=2061&limited=4097

How To Apply:

1. Click the application link above.
2. If your organization already has a ZoomGrants account, login with the user ID and password. If your organization does not already have a ZoomGrants account, you will need to create one for your organization.
3. Complete all questions in the application. (Please note: you will need a UEI number to apply. Please see page 8 for more information.)
4. Upload any additional documents that are requested within the application.
5. Submit the application by June 27, 2022 before 12:00pm MST.
6. During the application process, you will also need to complete a Financial Risk Evaluation Questionnaire. You can download this form directly from ZoomGrants in the documents section.

Application Deadline is Wednesday, June 27, 2022, 12:00pm (noon) MST.

The Application can be repeatedly accessed and saved in ZoomGrants before submission. ZoomGrants will automatically save the information you enter, however; it is recommended that applicants back up their responses in a word processing document.

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: **Tuesday, June 14, 2022 | 11:30am – 1:00pm**

Click here to RSVP for the technical assistance session and the Zoom meeting link will be provided in advance.

To schedule a one-on-one session, please contact Amanda McGimpsey at amcgimpsey@fcgov.com

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 review panel 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 Amanda McGimpsey (amcgimpsey@fcgov.com, 970.416.4399) if you have questions.

Additional Materials

All 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

Unique Entity ID (UEI) Number

To apply, all applicants must 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.

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

Additional Application Details:

- ZoomGrants is the online system used to administer the application.
- Applicants may submit one application to support one program (or a bundling of similar programming activities).
- There is currently no minimum or maximum funding amount that can be requested. The total available funding is approximately $100,000 and will likely be distributed among multiple Subrecipients.
- Applicants are asked not to cushion their requested amounts. These are unique, one-time federal dollars that need to be expended at targeted activities and deployed precisely.

Application Review & Evaluation

Review Process

A review panel will read, evaluate and deliver a funding recommendation in mid-July. The review committee will be comprised of City staff. Project coordinators, Adam Molzer and Amanda McGimpsey, will act as facilitators for the review panel but will not 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 by the review panel 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
- Demonstrates the organization's ability to deliver the proposed programming and steward ARPA funding responsibly
- Demonstrates a clear and appropriate project budget and use of funds
- 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 review panel 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 late July.

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. After applications have been submitted, applicants should refrain from speaking with the review committee members or any City staff member regarding their proposal, other than those identified below.

Monitoring

The federal government has advised all jurisdictions that a federal audit of ARPA funding will occur periodically. To prepare, the City of Fort Collins is requiring that all ARPA funding recipients provide quarterly reporting on related finances and pre-determined measurable outcomes. In addition, ARPA recipients will need to retain documentation that can 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:

Amanda McGimpsey: **970.416.4399**   **amcgimpsey@fcgov.com**
Adam Molzer: **970.221.6757**   **amolzer@fcgov.com**

(Appendix)
2022 ARPA - Childcare System Support
Scorecard Criteria & Weight
0 to 5 points per criteria assigned by each reviewer

EVALUATION CRITERIA	WEIGHT	POTENTIAL POINTS
Programming results in impactful benefit to the clients and/or the community • Evaluate program information to determine if program provides significant impacts to the Fort Collins community • Evaluate if the measurable outcomes are relevant and related to the proposed program	5	25
Demonstrates the organization's ability to deliver the proposed programming and steward ARPA funding responsibly • Evaluate organization summary to determine if proposed project is mission aligned • Evaluate program description to determine feasibility and preparedness	4	20
Demonstrates a clear and appropriate project budget and use of funds • Evaluate the proposed project budget and organizational budget to determine appropriateness of the requested funding, the clarity of the program budget, and the relative need for funding from the City.	4	20
Clear nexus with COVID-19 pandemic recovery • Evaluate whether proposed program clearly mitigates the impact of COVID-19 or related public health mandates.	5	25
Advances the City's Strategic Objective Related to Diversity, Equity and Inclusion • 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)	5	25
Innate Score • Evaluate your internal validation and importance of the program's request for funding	1	5

120 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