American Rescue Plan Act (ARPA):
Resource Navigation Grants
2023 Application Guide

Dates and Deadlines

Date (*subject to change*)	Activity / Deliverable	Details
Friday, December 2, 2022	Application available on Social Sustainability website	Submit to amcgimpsey@fcgov.com
Monday, December 12, 2022 (12pm – 1:30pm)	Technical Assistance for Application	Optional RSVP required to receive link
Wednesday, December 21, 2022 (12pm)	**APPLICATION DEADLINE**	**Must be submitted by 12pm MST** Submit to amcgimpsey@fcgov.com
Wednesday, December 21, 2022 (12pm)	Financial Qualification Survey Due	Supplemental material required to complete funding consideration
Early January 2023 (TBD)	Review Panel Deliberations	Funding recommendations
Mid January 2023 (TBD)	Funding Decisions Announced	Will be sent by email
Mid January 2023 (TBD)	Contracting Process Begins	Signatures via DocuSign
Quarterly	Quarterly Reporting (Due 10 days after quarter close)	Report data and finance details
Summer 2023 (TBD)	Monitoring visit (either virtual or in person based on availability)	Spot audit on reporting metrics
December 31, 2023	All ARPA 2022 Funding Expended	Submit invoices & documentation
January 10, 2024 (12pm)	Final Report Due	Submit via email

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 support resource navigation at local nonprofits for persons experiencing homelessness in Fort Collins.

Funding Focus Areas

All projects supported with funding must prioritize programs that offer resource navigation services to persons experiencing homelessness in Fort Collins.

Funding Details

- Funding may support expenses incurred from January 1, 2023 through December 31, 2023.
- The total available funding is approximately $250,000 and will likely be distributed among multiple Subrecipients.
- There is currently no maximum requested funding amount. However, the minimum requested funding amount is $15,000.
- Applicants should not cushion their requested amounts. These are unique, one-time federal dollars that need to be expended at targeted activities and deployed precisely.
- To receive funding, an organization must be selected for an award and execute a Subrecipient Service Agreement. Funded programs will be referred to as Subrecipients.
- Subrecipients will be reimbursed for eligible expenses through a reimbursement request. Reimbursement requests will be submitted as an invoice.
- 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 is contingent on council budget appropriation on January 1.

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

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

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

Funding awards may only be used to cover costs that:

- Are necessary expenditures incurred to provide 24/7 shelter services to persons experiencing homelessness in response to and in recovery from the COVID-19 public health emergency.
- Were incurred during the period that begins on January 1, 2023 and ends on December 31, 2023.
- 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):
- Activities related to offering resource navigation services that may include:
  - Connecting individuals to COVID-19 resources, which may include vaccine clinics, rapid testing, and isolation/quarantine
  - Conduct intakes and serve as primary entry point to the Coordinated Assessment and Housing Placement System (CAHPS), the Northern Colorado Continuum of Care's coordinated entry system.
  - Provide support in acquiring public benefits, securing documents (birth certificates, IDs), applying for housing vouchers, and completing referrals
- Activities related to offering case management services that may include:
  - Develop individual service plans, establish short- and long-term goals, identify and help overcome barriers to achieving those goals
  - Assist with Activities of Daily Living (ADLs), such as appointment scheduling and problem-solving
  - Ensure housing retention via landlord mediation, home visits, and budgeting
  - Help clients obtain assistance with rent, deposits, application and move-in fees

Examples of Eligible Expenses (not limited to):

- Necessary increases in staff capacity and other relevant operational needs

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, Vacation/PTO, Holiday, Sick or other leave or vacancy time
- Staff positions that are fundraising 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 a person experiencing homelessness in Fort Collins.

Subrecipient Responsibilities

During the funding period, Subrecipients will be responsible for:

1. Quarterly reporting of demographic information
2. Documentation of eligible populations
3. Tracking measurable outcomes
4. Monitoring in the Summer of 2023
5. Final report

Quarterly Reporting of Demographic Information:

On a quarterly basis, the federal government has requested that the City reports the number of unduplicated clients served broken down by race, gender, and age. In order to be compliant with this federal request, the City will also require that Subrecipients provide this data to the extent possible on a quarterly basis. Reporting will be due 10 days after each quarter close. An example of quarterly reporting can be found here:
https://www.fcgov.com/socialsustainability/files/reporting-sample.pdf

Documentation of Eligible Populations

The federal government has released specific requirements for documenting eligible populations as "impacted" or "disproportionately impacted." The City will require subrecipients to meet federal documentation standards.

The City finds that it is reasonable to assume that if an individual is utilizing a 24/7 shelter, they meet the requirements to be defined as an "impacted" population. Therefore, to meet

documentation requirements, Subrecipients will only need to submit a letter verifying that they provide 24/7 shelter services to their clients experiencing homelessness.

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

Measurable Outcomes

In coordination with City staff, each Subrecipient will be asked to identify 1-3 measurable outcomes that they plan to achieve during the funding period. These measurable outcomes will help establish success metrics and will be included in the Service Agreement. The Subrecipient is required to report on the measurable outcomes on a quarterly basis and during the Final Report at the conclusion of the funding period.

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 successfully complete a monitoring session in the Summer of 2023. The monitoring session will include a spot file audit to verify that the demographic reporting, tracking of population eligibility, and activities to meet measurable outcomes is occurring and accurately represents the material submitted by the Subrecipient.

Final Report

A final report will be required at the end of the funding period in January 2024. The report will ask qualitative questions on subjects like impact, client stories and reflections. If available, Subrecipients will also be requested to submit any available testimonials, press releases or videos produced about the funded project during the funding period.

Application Basics

Download: 2023 ARPA – 24/7 Homeless Shelter application at:
https://www.fcgov.com/socialsustainability/recovery

How To Apply:

1. Click the application link above.
2. Complete all questions in the application. (Please note: you will need a UEI number to apply. Please see page 7 for more information.)
3. Complete the Financial Qualification Survey.
4. Complete any additional documents that are requested within the application.
5. Submit the application by December 21, 2022 before 12:00pm MST to amcgimpsey@fcgov.com

Application Deadline is Wednesday, December 21, 2022, 12:00pm (noon) MST.

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: **Monday, December 12, 2022 | 12pm – 1:30pm**

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 Qualification Survey

During the application process, a Financial Qualification Survey is required to be completed in order to be considered for this award. The Survey 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 Survey 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.

The Survey can be completed here: https://survey.alchemer.com/s3/6945898/Grant-Recipient-Qualification-Survey

Please contact Amanda McGimpsey (amcgimpsey@fcgov.com, 970.416.4399) with questions.

Unique Entity ID (UEI) Number and Active SAM.gov Registration
(REQUIRED TO BE CONSIDERED FOR THIS AWARD)

To receive funding, the federal government requires that your organization has a Unique Entity ID (UEI) number and an active status on SAM.gov. SAM.gov is the federal website that issues the UEI numbers for organizations. It is free to setup an account and receive a UEI number.

To be considered for this award, all applicants must submit their UEI number and have an active status on SAM.gov by December 31, 2022.

We strongly encourage all applicants to check their UEI number and organization status on SAM.gov as soon as possible. If there are any issues, you must work directly with the federal government via SAM.gov in order to correct them. The City can not assist with this process. If there are issues with your UEI number or active status on SAM.gov, it can take several weeks to resolve with SAM.gov so we encourage you to check this information early.

For more information on how to find your UEI number and check your organization's status, visit: https://sam.gov/content/duns-uei

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)

Additional Application Details:

- Applicants may submit one application to support one program (or a bundling of similar programming activities).

Application Review & Evaluation

Review Process

A review panel will read, evaluate and deliver a funding recommendation in January 2023. The review panel will be comprised of City staff. Project coordinators, Brittany Depew 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 a clear and appropriate project budget and responsible stewardship of ARPA 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 mid-January.

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.

Questions?

The following City staff are available to answers any questions:

Amanda McGimpsey:	**970.416.4399**	**amcgimpsey@fcgov.com**
Brittany Depew:	**970.221.6595**	**bdepew@fcgov.com**

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.

(Appendix)
2023 ARPA - Resource Navigation
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 program description to determine feasibility and preparedness • Evaluate if the measurable outcomes are relevant and related to the proposed program	5	25
Demonstrates a clear and appropriate project budget and responsible stewardship of ARPA funds • Evaluate the proposed project budget and organizational budget to determine appropriateness and feasibility 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

100 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