



# American Rescue Plan Act (ARPA): Social Services Recovery Grants

## 2024 Application Guide

### Dates and Deadlines

<b>Date</b> <i>(subject to change)</i>	<b>Activity / Deliverable</b>	<b>Details</b>
<b>Tuesday, September 5, 2023</b>	Application available on Social Sustainability website	Online system used is ZoomGrants
<b>Tuesday, September 12, 2023 (12:30pm – 1:30pm)</b>	Technical Assistance for Application	Optional RSVP required to receive link
<b>Tuesday, September 26, 2023 (12 p.m.)</b>	<b>APPLICATION DEADLINE</b>	<b>Must be submitted by 12 p.m. MST</b>
<b>Tuesday, September 26, 2023 (12pm)</b>	Financial Qualification Survey Due	Supplemental material required to complete funding consideration
<b>Wednesday, October 25, 2023, (12 p.m.)</b>	UEI Number and Active Status on SAM.gov Due	Supplemental material required to complete funding consideration
<b>Late October (TBD)</b>	Review Panel Deliberations	Funding recommendations
<b>Mid November 2023 (TBD)</b>	Funding Decisions Announced	Will be sent by email
<b>Late November 2023 (TBD)</b>	Contracting Process Begins (All contracts signed by December 31, 2023)	Signatures via DocuSign
<b>Quarterly</b>	Quarterly Reporting (Due 10 days after quarter close)	Report data and finance details
<b>December 31, 2024</b>	All ARPA 2024 Funding Expended	Submit invoices & documentation in ZoomGrants (ongoing)
<b>January 10, 2025 (12 p.m.)</b>	Final Report Due	Submit via an online portal. Link to be sent in Q4 of 2024.

## 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 social service organizations directly addressing the impact of the COVID-19 pandemic on Fort Collins' most vulnerable residents.

## Funding Focus Areas

All projects supported with funding must prioritize services towards residents impacted or disproportionately impacted by the COVID-19 pandemic.

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](#).

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

- **Food Insecurity**
- **Social Isolation and Seniors**
- **Mental and Behavioral Health**
- **Housing Stability**
- **Abuse**
- **Access to Transportation**
- **Services for Disabled Residents**

## Funding Details

- To receive funding, an organization must be selected for an award and execute a Subrecipient Service Agreement. Funded organizations will be referred to as Subrecipients.
- Funded programs will receive \$20,000 through eligible reimbursements that occur during the funding period. The City has allocated funding to support 9 programs.
- If you do not believe your program can fully expend the \$20,000 by December 31, 2024, these dollars may not be appropriate for your organization.
- 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.
- Subrecipients will be reimbursed for eligible expenses through a reimbursement request. Reimbursement requests will be submitted as an 'invoice' in ZoomGrants.
- 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 January 1, 2024 – December 31, 2024.**

- Funding may support eligible expenses incurred during the funding period.

## 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
- Libraries, museums, or higher education institutions or other government entities that offer eligible activities

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 social services developed and administered in response to the COVID-19 public health emergency.
- Were incurred during the period that begins on January 1, 2024 and ends on December 31, 2024.
- Were not already offset or recovered by any other designated funding sources.
- Please note: It is a best practice to not utilize one-time funds, especially with these limited funding amounts, to hire a new temporary employee. However, reimbursements for existing personnel costs are an acceptable use.
- 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):

- Safety modifications allowing seniors to stay in their homes
- Additional counseling staff for youth exhibiting challenging behaviors
- Bulk purchases of healthy foods for programs seeing greater demands
- 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

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

- Personnel (existing direct service staff & program management staff whose time is substantially dedicated to support eligible activities related to the funded program)
- Program materials
- 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, Vacation/PTO, Holiday, Sick or other leave or vacancy time
- 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.
- 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).

# Subrecipient Responsibilities

During the funding period, Subrecipients will be responsible for:

1. Attend Grant Orientation in January 2024
2. Submit quarterly reporting of demographic information
3. Submit letter of documentation of eligible populations
4. Track measurable outcomes
5. Additional monitoring may apply
6. Final report

## Grant Orientation:

All Subrecipients are required to attend a Grant Orientation in January 2024. The brief, 30-minute Orientation will review how to submit invoices as well as review reporting requirements in more depth. More information on scheduling your Orientation will be provided in January 2024.

## 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 and submitted via ZoomGrants. An example of quarterly reporting can be found here:

<https://www.fcgov.com/socialsustainability/files/reporting-sample.pdf>

## Letter of Documentation of Eligible Populations

The federal government has released specific requirements detailing which populations are eligible to benefit from this funding. To receive funding, Subrecipients are required to submit a letter that documents how they track their clients' eligibility based on the federal government's guidance. There are many options for how to track eligibility depending on your chosen focus area. Please refer to the following chart to determine acceptable ways to track eligibility.

Eligible Population	Documentation
<p><i>Must meet <b>one</b> of the following criteria:</i></p> <ul style="list-style-type: none"> <li>• Low or moderate income households and communities</li> <li>• Households that experienced unemployment</li> <li>• Households that experienced increased food or housing insecurity</li> <li>• Households residing in Qualified Census tracts (<a href="#">please see link below for more information</a>)</li> <li>• 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</li> <li>• Title I schools</li> <li>• Households receiving services provided by Tribal governments</li> </ul>	<p><i>Must document or track at least <b>one</b> of the following criteria for participants:</i></p> <ul style="list-style-type: none"> <li>• Letter verifying that program enrollment requires one of the criteria</li> <li>• Proof of household income</li> <li>• Address within qualifying census track</li> <li>• Proof of receiving certain federal benefits</li> <li>• Subrecipient is a Title I school or Tribal government</li> <li>• Other acceptable forms of documentation and tracking in consultation with City staff</li> </ul>

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 tracts within Fort Collins visit:

[https://www.huduser.gov/portal/sadda/sadda\\_qct.html?locate=08069001306](https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=08069001306)

## Measurable Outcomes

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 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. The City will contact you if your organization is selected for additional monitoring by the federal government. The monitoring session will include a spot file audit to verify that the demographic reporting, tracking of population eligibility, expenditure 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 2025. 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.

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

# Application Basics

**The 2024 ARPA – Social Services application is available at:**  
**<https://www.zoomgrants.com/gprop.asp?donorid=2061&limited=4773>**

## 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. The primary ZoomGrants account user may need to invite 'Collaborators' to the grant application, which allows those other staff from the organization to modify the application and submit invoices/reports.
3. Complete all questions in the application.
4. Upload any additional documents that are requested within the application.
5. Submit the application by September 26, 2023, 12:00pm MST.
6. Complete a Financial Qualification Survey by September 26, 2023, 12:00pm MST.
7. If you have not already done so, register your organization on SAM.gov and apply for a UEI number. Your UEI and SAM.gov active status are due by October 25, 2023.

**Application Deadline is Tuesday, September 26, 12:00 p.m. (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, September 12, 2023 | 12:30 p.m. – 1:30 p.m.**

**[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](mailto: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](mailto: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. There is no cost 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 October 25, 2023.**

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 cannot assist with this process. If there are issues with your UEI number or active status on SAM.gov, it may take several weeks to resolve with SAM.gov, so we encourage you to check this information early in this process.

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 (2022 or 2023)
- Organization Budget for current fiscal year (revenues & expenses)

## **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).



# Application Review & Evaluation

## Review Process

A review panel will read, evaluate and deliver a funding recommendation in November 2023. 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
- 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 November 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. After applications have been submitted, applicants should refrain from speaking with the review panel members or any City staff member regarding their proposal.

## Questions?

The following City staff are available to answers any questions:

<b>Amanda McGimpsey:</b>	<b>970.416.4399</b>	<b><a href="mailto:amcgimpsey@fcgov.com">amcgimpsey@fcgov.com</a></b>
<b>Adam Molzer:</b>	<b>970.221.6757</b>	<b><a href="mailto:amolzer@fcgov.com">amolzer@fcgov.com</a></b>

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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](mailto:titlesix@fcgov.com).

**(Appendix)****2024 ARPA - Social Services Recovery  
Scorecard Criteria & Weight**

0 to 5 points per criteria assigned by each reviewer

<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>POTENTIAL POINTS</b>
<b>Programming results in impactful benefit to the clients and/or the community</b> <ul style="list-style-type: none"> <li>Evaluate program information to determine if program provides significant impacts to the Fort Collins community</li> <li>Evaluate if the measurable outcomes are relevant and related to the proposed program</li> </ul>	5	25
<b>Clear nexus with COVID-19 pandemic recovery</b> <ul style="list-style-type: none"> <li>Evaluate whether proposed program clearly mitigates the impact of COVID-19 or related public health mandates.</li> </ul>	5	25
<b>Advances the City's Strategic Objective Related to Diversity, Equity and Inclusion</b> <ul style="list-style-type: none"> <li>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)</li> </ul>	5	25
<b>Innate Score</b> <ul style="list-style-type: none"> <li>Evaluate your internal validation and importance of the program's request for funding</li> </ul>	1	5

**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