

CHATTANOOGA

EQUITABLE RECOVERY

NOFO

*Notice of Funding Opportunity and Application
for American Rescue Plan Funding*

April 2022

CITY OF CHATTANOOGA
MAYOR TIM KELLY

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A. PROGRAM DESCRIPTION

A.1 PROGRAM SUMMARY

The City of Chattanooga continues to recover from the COVID-19 pandemic and Mayor Kelly remains committed to an equitable recovery through careful and impactful investments. To support recovery efforts, the American Rescue Plan Act (ARPA) was passed, providing Chattanooga with \$38.6M in State and Local Fiscal Recovery Funds (SLFRF).

To ensure the fund allocation process is administered with integrity and equity, Mayor Kelly established the Chattanooga Equitable Recovery Commission (CERC) to develop an investment framework that will focus the City's ARPA investments on transformative opportunities to remove persistent barriers that create and sustain inequities in Chattanooga.

The CERC was charged with making the most of this once-in-a-generation opportunity by developing an investment framework that will create lasting solutions and spark generational change. These investments should address Chattanooga's longstanding and most difficult challenges. As these funds are attached to spending deadlines, the CERC was focused on one-time investments that catalyze lasting change, focus on disproportionately affected communities, and have a clear plan to demonstrate impact.

The CERC made a concerted effort towards addressing the underlying conditions that have led to inequities in Chattanooga, and has chosen to direct the framework towards providing supports for disproportionately impacted communities as defined in the U.S. Department of Treasury Final Rule:

“Disproportionately impacted” entities are those that experienced disproportionate public health or economic outcomes from the pandemic; Treasury recognizes that preexisting disparities, in many cases, amplified the impacts of the pandemic, causing more severe impacts in underserved communities. For example, a household living in a neighborhood with limited access to medical care and healthy foods may have faced health disparities before the pandemic, like a higher rate of chronic health conditions, that contributed to more severe health outcomes during the COVID-19 pandemic. (Final Rule p. 32)

“For disproportionately impacted communities, recipients may design interventions that address broader pre-existing disparities that contributed to more severe health and economic outcomes during the pandemic, such as disproportionate gaps in access to health care or pre-existing disparities in educational outcomes that have been exacerbated by the pandemic.” (Final Rule p. 34)

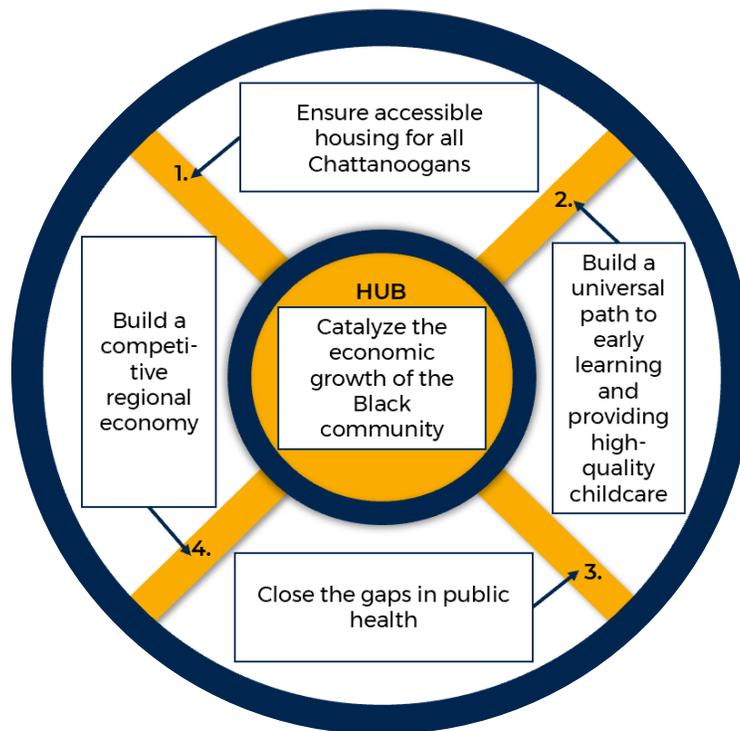
A.2 INVESTMENT FRAMEWORK

The Final Rule provides recipients, in this case the City of Chattanooga, with “broad flexibility to identify a “class” – or a group of households, small businesses, or nonprofits

- that experienced an impact. In these cases, the recipients should first identify the class and the impact that it faced. Then, recipients only need to document that the individuals served fall within that class; recipients do not need to document a specific impact to each individual served.” For the purposes of this investment framework, the City defines the “class” that has been most economically impacted as vulnerable and marginalized populations, particularly Black and Latinx communities.

Toward that end, the City defines the main objective of uses for ARP fund as catalyzing the economic growth of the Black and Latinx communities. As the main objective, or HUB of this investment framework, every application for funding must center the proposed work and its impact towards this aim. The CERC encourages the Kelly Administration to make use of this moment to directly confront the underlying conditions in communities which led to a disparity in outcomes. For all the harm it has caused, COVID-19 did not unilaterally generate racial or class disparity; instead, it exposed and deepened longstanding inequities created by historic policies and decisions. This investment framework is designed to begin leveling the playing field and creating enduring change.

To visualize this, the Committee used a “hub and spoke” model to set their central objective with the spokes representing key areas where investment is needed to achieve this, and the outer circle represents the interconnectedness of these areas.



To achieve change in this area, the CERC has targeted the following four interrelated strategies to catalyze economic growth of the Black community:

- Ensure accessible housing for all Chattanoogaans;
- Build a universal path to early learning and providing high-quality childcare;
- Close the gaps in public health & public safety; and
- Build a competitive regional economy.

A.3 INTENT OF THE NOTICE OF FUNDING OPPORTUNITY

The City of Chattanooga intends to fund projects within each of the framework categories as follows:

Strategy	Percentage	Amount
Ensure accessible housing for all Chattanoogaans	43.3%	\$13,000,000
Build a universal path to early learning and providing high-quality childcare	16.6%	\$5,000,000
Close the gaps in public health & public safety	20.0%	\$6,000,000
Build a competitive regional economy	20.0%	\$6,000,000

Through the competitive merit-based review and selection process, the City anticipates funding applicants who:

1. Can demonstrate that they currently use an equity lens when creating and implementing programming. An equity lens is a process that analyzes the impact of policies and practices on marginalized communities to inform and ensure equitable outcomes. Priority applicants will have a demonstrated understanding of the history and impact of systemic racism and inequity on communities with high rates of poverty and health determinants and the impact of COVID-19. This will include but not be limited to understanding the history of the community, utilizing and understanding disaggregated data around youth unemployment, and other issues in communities. (Refer to “Equity and Racial Justice” section in the Program Narrative);
2. Demonstrate strong community ties and capacity for community engagement. (Refer to “Capacity” section in program narrative);
3. Can demonstrate the capacity to comply with Federal performance, financial and reporting requirements. (Refer to “Reporting Requirements” in [Section D](#)); and
4. Who are located or plan to offer services within the City of Chattanooga proper, even for those applicants who are responsive to the “Build a competitive regional economy” category. Priority will be given to projects that demonstrate impact in communities with high rates of poverty and COVID impact. (Refer to “Needs” section in the Program Narrative).

B. Federal Award Information

B.1 AUTHORIZING STATUTES

This program will be funded in accordance with the American Rescue Plan Act of 2021(42 U.S.C. 802.) The City of Chattanooga, as a grantee of the ARPA, is required to comply with, and is subject to, all requirements of the SLFRF and all related rules and guidance issued by Grantor and the U.S. Department of the Treasury (Treasury). Refer to: [Recipient Compliance and Reporting Responsibilities | U.S. Department of the Treasury](#)

B.2 AWARD AND FUNDING INFORMATION

This is a competitive funding opportunity.

The release of this NOFO does not obligate the City of Chattanooga to make an award.

The City anticipates that approximately \$30,000,000 will be available for grants under this Notice of Funding Opportunity. These funds will span two fiscal years; all quarters of FY23 and quarters 1 through 3 of FY24 (7/1/2022 - 9/30/2024).

This award will be funded with American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) funds. Grantee is required to comply with, and is subject to, all requirements of the SLFRF and all related rules and guidance issued by Grantor and the U.S. Department of the Treasury ("Treasury"). Refer to: [Recipient Compliance and Reporting Responsibilities | U.S. Department of the Treasury](#)

The City reserves the right to determine number of grant awards and amounts based on availability of ARPA State and Local Fiscal Recovery Funds (SLFRF) funds and other anticipated ARPA funded programs.

This grant does not require an in-kind or financial match requirement; however preference will be given to those applicants that are able to demonstrate a financial match or plans for sustaining activities following the award period.

To charge indirect costs to this grant, the applicant organization must have a [Federal or State annually negotiated indirect cost rate agreement \(NICRA\) or must elect to use the De Minimis Rate.](#)

The grant start date is estimated to be 8/1/2022.

Proposed budgets must be sufficiently detailed and justified to be approved by the City.

C. Eligibility Information

C.1 UNIQUE ENTITY IDENTIFIER SYSTEM FOR AWARD MANAGEMENT (SAM)

Each applicant is required to:

- Be registered in SAM before submitting its application. To establish a SAM registration, go to [SAM.gov | Home](https://sam.gov)
- Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by the City.

The City may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time the City is ready to make an award, the City may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

C.2 ELIGIBLE PROJECTS

Applicants should propose projects that comply with the requirements indicated below. See Section A or the CERC Framework Report for additional information on project types of particular interest for the City of Chattanooga.

Responding to Public Health and Economic Impacts of COVID-19

The Coronavirus State and Local Fiscal Recovery Funds provide resources for governments to meet the public health and economic needs of those impacted by the pandemic in their communities, as well as address longstanding health and economic disparities, which amplified the impact of the pandemic in disproportionately impacted communities, resulting in more severe pandemic impacts.

The eligible use category to respond to public health and negative economic impacts is organized around the types of assistance a recipient may provide and includes several sub-categories:

- Assistance to households
- Assistance to small businesses
- Assistance to nonprofits
- Aid to impacted industries.

In general, to identify eligible uses of funds in this category, recipients should: (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group); and (2) design a program that responds to that impact. Responses should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted.

To provide simple, clear eligible uses of funds that meet this standard, the US Treasury provides a non-exhaustive list of enumerated uses that respond to pandemic impacts.

Page 29 for this NOFO for the list. The US Treasury also presumes that some populations experienced pandemic impacts and are eligible for responsive services. In other words, recipients providing enumerated uses of funds to populations presumed eligible are clearly operating consistently with the final rule.

C.3 ELIGIBLE APPLICANTS

- Organizations and businesses that can provide services, loans, grants, assistance, etc. to individuals, households, and other businesses.
- Organization must be a public not-for-profit, in good standing* (charitable organizations, trade associations, social clubs, etc.), that serves citizens within the community and have 500 or less employees.
- For-profit organization: Tennessee Secretary of State Business Filing and Certificate of Good Standing* (current within the last 12 months).
- Faith-based organizations that provide community services to the public which could include: goods, services, and accommodations offered generally to the public (e.g., a restaurant or thrift store).
- Physical location and operating within the city limits of Chattanooga, Tennessee. Preference will be given to those projects that are shown to benefit the City of Chattanooga residents and community partners.
- No outstanding tax liens or judgements, excluding 2020 property taxes.*

**The City understands that the COVID-19 pandemic has had an impact on many small businesses and non-profit organizations which may have impacted their “in good standing” status or ability to pay taxes. We recognize this and want to work with those who have been impacted. If your organization has been negatively impacted by the pandemic and your “in good standing” status has been altered, your organization is still eligible to apply for this grant opportunity under the funding category “Assistance to small businesses” or “Assistance to nonprofits”. In your application materials, please explain what impact the pandemic has had on your business standing and how the grant will assist your organization in recovering from the pandemic.*

C.4 INELIGIBLE ORGANIZATIONS

- Businesses located outside of the eligible geographic area.
- Businesses engaged in illegal activities under federal, state, or local laws.
- Businesses otherwise prohibited by federal or Tennessee laws.
- Businesses ineligible or precluded to receive federal or State of Tennessee funding due to federal laws (including but not limited to the ARPA Act) or Tennessee laws.
- Owners or partners currently undergoing bankruptcy proceedings.
- Governmental entities.
- Businesses with the following concerns:
 - Gambling businesses, including casinos, racing operations or other activities where the purpose involves gambling; or

- Lobbying organizations and political organizations subject to Internal Revenue Code 527.
- Individual persons, households, or businesses – the City of Chattanooga is seeking applications from organizations that can provide services, loans, grants, assistance, etc. to individuals rather than individuals themselves.

D. Reporting Requirements

D.1 QUARTERLY REPORTING

The Subrecipient will be required to submit Financial Reports in discussed in [Section 1.6.1](#) and Programmatic Reports discussed in [Section 1.6.2](#), quarterly by the 10th day of the following calendar quarter month end as detailed in the schedule below:

Performance Period	Report Due Date
January 1 – March 31	April 10
April 1 – June 30	July 10
July 1 – September 30	October 10
October 1 – December 31	January 10
Final Report	60 days after all funds are exhausted but no later than March 31, 2025

If the Grant has been fully expended, the Subrecipient will be required to submit a final report as described in [Section D.4](#) below.

If there is no activity that quarter, the Subrecipient will be required to submit the report with \$0 for the current quarter and the prior quarterly reports cumulative totals.

The first report is due the first quarter following execution of a subrecipient agreement unless otherwise indicated by the City.

D.2 FINANCIAL REPORTS

Subrecipients will be required to submit the ARPA Grant Quarterly Financial Report substantially similar to the example given in Section I in which contains the following items.

1. Subrecipient's name and address as it appears on the Grant Application.
2. Subrecipients SAM.gov identification number as it appears on the Grant Application.
3. Start and end dates of the report period.
4. Hourly rate. Identify each employee or consultant whose time/activity is being billed to the Grant, the individual's title, and the hourly billing rate used to calculate reimbursement from the City for that individual's time/activity. Explain the method used for calculating hourly rates, e.g. whether benefits are included in the rate.
5. Staff hours. Indicate for each employee the total number of hours being billed to the Grant cumulatively and for the quarter. For each individual whose work time will be reimbursed from the Grant, multiply the relevant

hours by the relevant hourly rate (see item #3) and indicate the cumulative total and total for the quarter.

6. Budget vs. Actual Costs. Submit a detailed budget vs. actual report by budgetary line item for each quarter and cumulatively for the Grant period to date. At a minimum, the accounting must include the following as applicable: salaries, fringe and other benefits, training, travel, rent, phone, postage, supplies, technology/equipment, marketing, and indirect costs. The accounting must itemize the expenditure of each dollar being billed to the Grant. Any deviation between the budgeted and actual costs must be explained in detail and approved by the City.
7. Supporting Documentation. Supporting documentation must be submitted quarterly with the financial report and reconcile to the expended amount for the quarter being reported.
8. Required Certification. In accordance with the Code of Federal Regulations 2 C.F.R. § 200.415(a), include a certification, signed by an individual who is authorized to execute the certification on behalf of the Subrecipient, which reads as follows: *“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812).”*

D.3 PROGRAMMATIC REPORT

The Subrecipient will submit a programmatic report that complies with requirements from the US Treasury Final Rule for the eligible activity. The City and Subrecipient will seek to agree on the content and format for the report, but if unable to agree, Subrecipient will agree to the content and format for the report as determined by the City.

D.4 FINAL REPORT

A final report for the entire period of performance will be due 60 days after the Subrecipient has completed all Grant activities that will be funded under the Grant, but not later than March 31, 2025.

- a. **Programmatic Report.** The final report must cover all activity conducted under the Grant. The report must not be more than five (5) single-spaced letter-sized pages using a font size of no smaller than 12 or larger than 14. In the narrative report, Subrecipient must briefly summarize the outcomes of the activities that Subrecipient proposed in the Project Description. Additionally, Subrecipient should also include in this narrative report items, such as problems encountered by the Subrecipient, items for which the

Subrecipient needs additional guidance, and developments having a significant impact on the award supported activities, such as delays or adverse conditions which materially impair the ability to meet the objectives of the awards. The final report shall also describe any action taken or contemplated, and any assistance needed to resolve the situation.

- b. **Financial Report.** The Subrecipient will submit final Budget vs. Actual report by budgetary line item consistent with the approved project budget. If there are any funds not expended, they must be returned to the City along with the final report.

The Subrecipient will also submit with the final report a certification, signed by an individual who is authorized to execute the certification on behalf of the Subrecipient, which states that all applicable closeout activities required in the Code of Federal Regulations 2 CFR § 200.343 have been completed.

E. Federal Award Administration Information

APRA Grants awards from the City are funded with SLFRF federal funds. SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”). In all instances, the applicant should review the Uniform Guidance requirements applicable to your organization’s use of SLFRF funds, and SLFRF-funded projects. Applicants should consider how and whether certain aspects of the Uniform Guidance apply. Below are sections from the Uniform Guidance applicable to financial requirements.

E.1 UNIFORM ADMINISTRATIVE REQUIREMENTS

E.1.1 Code of Federal Regulations 2 CFR § 200.302: Financial management

- 1) The Subrecipient in accordance with this agreement must expend and account for the ARPA Grant in accordance with federal and state laws. In addition, the City and the Subrecipient’s financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the ARPA Grant, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the ARPA Grant. See also Code of Federal Regulations 2 CFR § 200.450.
- 2) The financial management system of Subrecipient must provide for the following: (see also Code of Federal Regulations 2 CFR §§ 200.334, 200.335, 200.336, and 200.337):
 - a) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass- through entity, if any.
 - b) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§ 200.328 and 200.329. If a Federal awarding agency requires reporting on an accrual basis from a Subrecipient that maintains its records on other than an accrual basis, the Subrecipient must not be required to establish an accrual accounting system. This Subrecipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.
 - c) Records that identify adequately the source and application of funds for federally- funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

- d) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See Code of Federal Regulations 2 CRF § 200.303.
- e) Comparison of expenditures with budget amounts for each Federal award.
- f) Written procedures to implement the requirements of Code of Federal Regulations 2 CRF § 200.305.

E.1.2 Code of Federal Regulations 2 CRF § 200.307: Program income

Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Subrecipients of City Grant funds should calculate, document, and record the organization's program income. Additional controls that the Subrecipient should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records.

E.1.3 Code of Federal Regulations 2 CRF § 200.303: Internal controls

The Subrecipient entity must:

- a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
- c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

Across each of the compliance requirements above, the Treasury has described some best practices for development of internal controls in **Table 1** below, with an

example of each best practice.

Table 1. Internal controls best practices.

Best Practice	Description	Example
Written policies and procedures	Formal documentation of Subrecipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records	Storage of all subrecipient payment information

E.1.4 Code of Federal Regulations 2 CFR Part 200, Subpart E Cost Principles

§ 200.401 Application. (a) *General*. These principles must be used in determining the allowable costs of work performed by the non-Federal entity under Federal awards. These principles also must be used by the non-Federal entity as a guide in the pricing of fixed-price contracts and subcontracts where costs are used in determining the appropriate price. The principles do not apply to:

- a) Arrangements under which Federal financing is in the form of loans, scholarships, fellowships, traineeships, or other fixed amounts based on such items as education allowance or published tuition rates and fees.
- b) For IHEs, capitation awards, which are awards based on case counts or number of beneficiaries according to the terms and conditions of the Federal award.
- c) Fixed amount awards. See also § 200.1 Definitions and 200.201.
- d) Federal awards to hospitals (see appendix IX to this part).
- e) Other awards under which the non-Federal entity is not required to account to the Federal Government for actual costs incurred.

E.1.5 Code of Federal Regulation 2 CFR 200.320, Methods of Procurement to Be Followed

§ 200.320 The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and [§§ 200.317, 200.318, and 200.319](#) for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) **Informal procurement methods.** When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in [§ 200.1](#), or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) **Micro-purchases** -

(i) **Distribution.** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in [§ 200.1](#)). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) **Micro-purchase awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) **Micro-purchase thresholds.** The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with [paragraphs \(a\)\(1\)\(iv\) and \(v\)](#) of this section.

(iv) **Non-Federal entity increase to the micro-purchase threshold up to \$50,000.** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with [§ 200.334](#). The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in [§ 200.520](#) for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) **Non-Federal entity increase to the micro-purchase threshold over \$50,000.** Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in [paragraph \(a\)\(1\)\(iv\)](#) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) **Small purchases** -

(i) **Small purchase procedures.** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) **Simplified acquisition thresholds.** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) **Formal procurement methods.** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with [§ 200.319](#) or [paragraph \(c\)](#) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) **Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) **Proposals.** A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) **Noncompetitive procurement.** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see [paragraph \(a\)\(1\)](#) of this section);

- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- (5) After solicitation of a number of sources, competition is determined inadequate.

E.2 RECORDS AND RETENTION

All Records, including any and all supporting documentation for invoices submitted to City, shall be retained by Subrecipient, and made available for review by City, the Auditor of the State of Tennessee, the federal government and any of its departments and agencies, and any of their designees for a minimum of five (5) years after the Period of Performance. Notwithstanding the foregoing, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records pertaining to this Agreement, which commences prior to the expiration of the period of performance, such records shall be retained until the conclusion of such action.

Subrecipient shall comply with the requirements for record retention and access to records specified in the applicable Code of Federal Regulations 24 C.F.R. §§ 214.315, 2 C.F.R. §§200.333- 200.337, and other applicable record retention requirements. Subrecipient may also be subject to record retention requirements under other applicable laws and regulations, including but not limited to, the nondiscrimination regulations.

E.2.1 Oversight and Monitoring

Subrecipient must cooperate with all the City's oversight activities, requests for access to facilities, requests for information, including, but not limited to, complete files, financial data, financial management system, and data. Oversight may include, but is not limited to, on-site or remote audit and/or review of financial records, on-site or remote review of the financial management system, and/or on-site or remote performance reviews by City staff or designee. Subrecipient must take measures to ensure that City has access to all related files, financial management system, financial records, and information for audit and oversight purposes that demonstrates to the satisfaction of City that the Subrecipient is in compliance with the Code of Federal Regulations 24 C.F.R. Part 214 and the requirements of this Grant Agreement.

E.2.2 Audit Requirements

Non-Federal entities that expend \$750,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501-7507) and Code of Federal Regulations 2 CFR Part 200, Subpart F, which is available at [here](#).

Non-Federal entities that expend less than \$750,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Additional audit requirements applicable to this agreement are found at 2 CFR Part 200, Subpart F, as applicable. Additional information on single audits is available from the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/>.

E.2.3 Tax Representation

Subrecipient certifies that, as of the date of execution, it does not owe any delinquent taxes to the City of Chattanooga and/or does not owe delinquent taxes for which Subrecipient is liable under Chapter 2 - Chattanooga, Tennessee - Code of Ordinances Title 6 – Finance and Taxation.

If such delinquent taxes are owed, Subrecipient currently is paying such delinquent taxes pursuant to an undertaking enforceable by the State of Tennessee or an agent or instrumentality thereof, or Subrecipient filed a petition in bankruptcy under 11 U.S.C. Section 101. et seq., or such a petition has been filed against Subrecipient. For the purposes of this certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Tennessee Code governing payment of those taxes.

E.2.4 Disputes

During performance of this Agreement, disagreements may arise between the Subrecipient and the City on various issues. The Parties shall initially attempt to resolve all claims, disagreements, or controversies arising under, out of, or in connection with this Agreement by conducting good faith negotiations amongst themselves. If the Parties hereto are unable to resolve the matter following good faith negotiations, the Parties reserve the right to pursue all legal and equitable remedies afforded to them by law.

E.2.5 False Statements.

A false statement in the Subrecipient's Project Description or Grant-related documents and reports, will be grounds for termination of this Agreement and recovery of the ARPA Grant funds and punishable as provided in 18 U.S.C. §1001.

E.2.6 General Conditions of Awards

If awarded, the following terms are expected to be included in any agreement between the City and a subrecipient and must be adhered to.

- a) Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating, or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times

remain an “independent contractor” with respect to the services funded by the ARPA grant. City of Chattanooga shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and Workers’ Compensation Insurance as the Subrecipient is an independent entity.

- b) Subrecipient shall hold harmless and indemnify the City of Chattanooga from any and all claims, actions, suits, charges, and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or services provided by the ARPA grant.
- c) City of Chattanooga may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release City of Chattanooga or Subrecipient from its obligations under this Agreement.
 - City of Chattanooga may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the City of Chattanooga and Subrecipient.
- d) Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by Subrecipient under this Agreement shall, at the option of the City of Chattanooga, become the property of the City of Chattanooga.
 - City of Chattanooga may also suspend or terminate this Agreement, in whole or in part, if Subrecipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations, or provisions referred to herein; and the City of Chattanooga may declare Subrecipient ineligible for any further participation in City of Chattanooga’s award agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe Subrecipient is in noncompliance with any applicable rules or regulations, City of Chattanooga may withhold funding.

E.2.7 Compensation and Method of Payment

Subrecipients must acknowledge and agree that they shall only use the ARPA Grant for Eligible Expenses, as defined herein. Any expenses incurred by Subrecipient in an amount which exceeds the Grant Amount shall be the sole responsibility of Subrecipient and Subrecipient shall not seek reimbursement of such expenses from the City.

The City will pay to Subrecipient an amount up to that specified in the award document as full compensation for all services and work to be performed or

undertaken by Subrecipient under this Agreement. Payment of funds to Subrecipient is subject to all of the following requirements, which shall be conditions precedent to payment:

- (a) that Subrecipient has expended funds for eligible approved expenditures
- (b) that Subrecipient is not in default of any material provision of this Agreement nor applicable law or regulation
- (c) that Subrecipient has timely submitted requests for payment or reimbursement detailing the eligible payment or reimbursement items in a format approved by City
- (d) that Subrecipient has certified with each payment or reimbursement request compliance with the requirements identified in the approved project scope and that all expenditures for which reimbursement is sought were made for and in furtherance of the approved Project and are an eligible use of federal assistance under ARPA and federal regulations.

Payment hereunder will also be subject to and may only be disbursed in accordance with applicable Federal regulations, as presently promulgated and as same may be revised from time to time in the future, all other terms of this Agreement, and any special provisions in the Scope of Services. All payments received by Subrecipient hereunder are subject to repayment by Subrecipient.

(a) Advances

Subrecipient may request a funding advance using the Request for Advance. The request for advance will be submitted upon award and at the time of execution grant agreement. The City reserves the right to approve or deny the request.

(b) Drawdown Reporting

Subrecipient shall comply with the applicable regulations of Code of Federal Regulations 2 C.F.R. §200.305 for cost reimbursement agreements. See Section 1.6 Reporting Requirements, for the required financial reporting for the advanced grant proceeds.

(c) Funds Recapture

The City shall recapture any unspent funds or funds for expenses that are determined to be ineligible and/or unallowable. Subrecipients are required to cooperate with recapture requests, including any paperwork requests. See Section I for sample Reporting Requirements for Final Report for additional information concerning the funds recapture.

F. Application Instructions

F.1 COMMUNICATIONS REGARDING THIS PROJECT

Please direct all communications regarding the NOFO process to:
chattanooga@fedgrantassist.com

All communications/questions concerning this NOFO must be submitted via email referencing the specific paragraph and page number. A copy of this NOFO application and any additional documentation may be found at the City's website at: <https://recovery.chattanooga.gov/>

F.2 SCHEDULE

The following is the anticipated schedule for the NOFO Process:

Issue NOFO:	April 29, 2022
Applicant Informational Session – Recommended. Session will be taped and available on the website with 2 business days.	May 3, 2022 at 1:00 PM EST*
Applicant Informational Session – In-Person at The Edney Building - 5th Floor 1100 Market St, Chattanooga, TN 37402	May 9, 2022 at 5:00 PM EST
Deadline to Submit Questions & Request Feedback	May 20, 2022
Response to Questions and Feedback Requests	May 27, 2022
Final Application Submission Deadline	June 3, 2022 5:00 PM EST
Notice of Intent to Award	July 8, 2022
Recommended Awards Submitted to City Council	July 12, 2022
Funding Must Be Expended by	December 31, 2024

**Please register for ARPA Grant Applicant Informational Session on May 3rd, 2022, 1:00 PM at: <https://tinyurl.com/ARPATA>*

After registering, you will receive a confirmation email containing information about joining the webinar.

F.3 SUBMITTING AN APPLICATION

Each Organization seeking consideration for relief funds related to this NOFO must submit a response. All applications and supporting documents must be submitted electronically to:

chattanooga@fedgrantassist.com

Fax or hard copy applications will not be accepted.

Completed applications must be submitted in their entirety by 5:00 PM on

the HATTANOOGA EQUITABLE RECOVERY | NOTICE OF FUNDING OPPORTUNITY

date indicated in [Section 3.2](#) (Schedule). Applications received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the application.

F.4. REQUIRED APPLICATION CONTENTS

Proposers are required to submit the following information in their application:

1. Tennessee Secretary of State Business Filing (Certificate of Good Standing)
2. Previous Year Federal Business Tax Return (2021 if filed, or 2020 return if 2021 extension has been filed)
3. W-9
4. Complete the Application in Section H
5. Your organization's Policy on Equity and Diversity
6. Detailed budget for project/program, including all related proposed expenses
7. Any additional relevant documents regarding project/program.

F.5 REJECTION OF APPLICATION

The City reserves the right to reject any and all applications, to waive any irregularities in an application, or to accept the application(s) which in the judgment of proper officials, is in the best interest of the City. The City reserves the right to accept a part or parts of an application unless otherwise restricted in the NOFO or issue subsequent NOFOs. The City reserves the right to approve or reject any sub-Firms proposed for work under this application or waive any minor irregularities

F.6 COMPETITIVE AWARD

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this NOFO. The City does not guarantee that any contract will be awarded because of this NOFO. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

G. Evaluation Criteria

The selection committee will evaluate each application submitted based on the criteria identified Exhibit F. Also, see Section A, the CERC Framework Report, and Section I Exhibit I.4 for detailed information concerning the eligible activities.

Applicants shall not assume that any information shared with the City prior to this NOFO will be considered in the evaluation process of this NOFO. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed on the information submitted in response to the NOFO only; unless a presentation or clarification is requested. Should this occur, all of these factors will be used to determine the outcome.

See Evaluation Score Card Section I Exhibit I.4.

H. Application

PART 1 GENERAL INFORMATION

Primary Contact Person

First Name: _____ Last Name: _____
Title within the Applicant
Organization _____

Phone: _____ Email Address: _____

Address - Line 1: _____

Address - Line 2: _____

City: _____ State: _____ Zip: _____

Applicant Organization

Organization Name: _____

Website: _____

Phone Number: _____ Email Address: _____

TIN: _____ SAM #: _____

Address - Line 1: _____

Address - Line 2: _____

City: _____ State: _____ Zip: _____

Organization Mission Statement

Vision Statement

PART 2 PROJECT INFORMATION

1. Project Objective (Please state your project's overall objective in 100 words or less.)

2. What is the location (address and neighborhood/neighborhoods) of your proposed project? Be as specific as possible. Preference will be given to those projects that are shown to benefit the City of Chattanooga residents and community partners.

3. How many individuals of what type does your project seek to serve? Please describe the size and characteristics of the target population for your project using demographic criteria such as age, race, ethnicity, income level, gender, etc.

4. Is this a new, existing, or changed project? _____

PART 2 PROJECT INFORMATION (CONT.)

5. Please provide a comprehensive overview over your project in 500 words or less.

A large empty rectangular box intended for the applicant to provide a comprehensive overview of their project.

PART 2 PROJECT INFORMATION (CONT.)

Framework Criteria

6. Select the Impact Area that best fits your organization's application

- Ensure Accessible Housing Options for All Chattanoogaans
- Build a Universal Path to Early Learning and Provide High Quality Childcare
- Close the Gaps in Public Health & Public Safety
- Build a Competitive Regional Economy

7. In 250-300 words, describe how your project will improve the impact area selected in question 6 and contribution to economic growth in the Black and Latin American origin or descent community.

8. Does this application involve construction or remodeling/ renovation? Yes No

9. Does this application involve vehicle or equipment acquisition? Yes No

10. Does this application involve the provision of funds directly to subgrantees? (e.g. a lending program, revolving loan fund, grants to individuals or organizations, etc.) Yes No

11. Does the application involve funding a position within your organization? Yes No

12. Does this application involve funding a program that is envisioned to continue beyond 2024? Yes No

PART 2 PROJECT INFORMATION (CONT.)

13. What is the estimated completion date of your project? (Assume funding is awarded in Q3 of 2022) _____

14. In 250 words or less, how will you attract community buy-in or target group participation for your project?

ARPA Eligibility

15. Select the Federal “Funding Use” that best fits your organization’s application:
- To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
 - To respond to the public health emergency with respect to its negative economic impacts,
 - To provide assistance to households, small businesses, and nonprofits, or
 - To aid to impacted industries such as tourism, travel, and hospitality.

16. In 250-300 words, describe how your project fits into the “Funding Use” selected in question 15.

PART 2 PROJECT INFORMATION (CONT.)

Please select the Expenditure Categories (you may choose more than one) that best fit your application.

COVID-19 Mitigation & Prevention

- 1.1 COVID-19 Vaccination
- 1.2 COVID-19 Testing
- 1.3 COVID-19 Contact Tracing
- 1.4 Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)*
- 1.5 Personal Protective Equipment
- 1.6 Medical Expenses (including Alternative Care Facilities)
- 1.7 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
- 1.8 COVID-19 Assistance to Small Businesses
- 1.9 COVID-19 Assistance to Non-Profits
- 1.10 COVID-19 Aid to Impacted Industries

Community Violence Interventions

- 1.11 Community Violence Interventions

Behavioral Health

- 1.12 Mental Health Services
- 1.13 Substance Use Services

Other

- 1.14 Other Public Health Services

Assistance to Households

- 2.1 Household Assistance: Food Programs*^
- 2.2 Household Assistance: Rent, Mortgage, and Utility Aid
- 2.3 Household Assistance: Cash Transfers
- 2.4 Household Assistance: Internet Access Programs
- 2.5 Household Assistance: Paid Sick and Medical Leave
- 2.6 Household Assistance: Health Insurance
- 2.7 Household Assistance: Services for Un/Unbanked
- 2.8 Household Assistance: Survivor's Benefits
- 2.9 Unemployment Benefits or Cash Assistance to Unemployed Workers
- 2.10 Assistance to Unemployed or Underemployed Workers (e.g. job training, subsidized employment, employment supports or incentives)
- 2.11 Healthy Childhood Environments: Child Care
- 2.12 Healthy Childhood Environments: Home Visiting
- 2.13 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System

- 2.14 Healthy Childhood Environments: Early Learning
- 2.15 Long-term Housing Security: Affordable Housing
- 2.16 Long-term Housing Security: Services for Unhoused Persons
- 2.17 Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities
- 2.18 Housing Support: Other Housing Assistance
- 2.19 Social Determinants of Health: Community Health Workers or Benefits Navigators
- 2.20 Social Determinants of Health: Lead Remediation
- 2.21 Medical Facilities for Disproportionately Impacted Communities
- 2.22 Strong Healthy Communities: Neighborhood Features that Promote Health and Safety
- 2.23 Strong Healthy Communities: Demolition and Rehabilitation of Properties
- 2.24 Addressing Educational Disparities: Aid to High-Poverty Districts
- 2.25 Addressing Educational Disparities: Academic, Social, and Emotional Services
- 2.26 Addressing Educational Disparities: Mental Health Services
- 2.27 Addressing Impacts of Lost Instructional Time
- 2.28 Contributions to UI Trust Funds

Assistance to Small Businesses

- 2.29 Loans or Grants to Mitigate Financial Hardship^
- 2.30 Technical Assistance, Counseling, or Business Planning
- 2.31 Rehabilitation of Commercial Properties or Other Improvements^
- 2.32 Business Incubators and Start-Up or Expansion Assistance
- 2.33 Enhanced Support to Microbusinesses

Assistance to Non-Profits

- 2.34 Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)

Aid to Impacted Industries

- 2.35 Aid to Tourism, Travel, or Hospitality
- 2.36 Aid to Other Impacted Industries

PART 3 PROJECT EVIDENCE AND IMPACT

The purpose of this section is to understand the evidence and research that the program is based upon to provide context for the basis of the program design and how success of these funds will be measured during the project duration and upon closing of the State and Local Fiscal Recovery Fund grant after 2024.

13. Please list four (4) key outcomes and metrics of the program along with relevant data for those outcomes.

EXAMPLE:

Outcome:	Premium pay for essential childcare workers will attract more workers to provide services to a larger number of children.
Metric:	Worker to child ratio (Currently 1:7)

13.1

Outcome:	
Metric:	

13.2

Outcome:	
Metric:	

13.3

Outcome:	
Metric:	

13.4

Outcome:	
Metric:	

PART 4 PROJECT SCHEDULE

14. Please list your milestones by quarter for the planned duration of your project in the chart below. If there will be no activity completed in the quarter, please leave the cell blank.

EXAMPLE:

Quarter 3 2022

Select an architectural and engineering firm to design 6 units of affordable housing at 80% AMI on 1 acre.

Quarter 4 2022

Complete Design Development phase documents and apply for any required variances with the City.

Quarter 3 2022

Quarter 4 2022

Quarter 1 2023

Quarter 2 2023

Quarter 3 2023

Quarter 4 2023

Quarter 1 2024

Quarter 2 2024

Quarter 3 2024

Quarter 4 2024

PART 5 FUNDING INFORMATION

Funding

15. Do you have any matching funding sources from other local governments, private entities, non-profits, or philanthropic entities for your project? If so please describe the source and list amounts of any other funding in the space below.

16. What percentage of the project are you asking the city to fund? _____

17. Please use the space below to briefly describe how you arrived at the cost estimate for your project.

EXAMPLE: We considered that on average our staff is made up of single parents with 2 children. We collect average cost of living for 1 adult and 2 children within a 20minute driving radius, which aligns with the area in which our employees currently work. We assumed a full-time, 40/hr per week position to arrive at an hourly salary of \$X.

PART 5 FUNDING INFORMATION (CONT.)

APPLICATION BUDGET OVERVIEW

List the budgetary line items that will be used for this grant. Amount should be equal to or less than the grant award.

Line Item	Assumptions (See p. 35 for Instructions)	AMOUNT REQUESTED FROM THE CITY	Total Budget Amount
Salaries		\$	\$
Fringe Benefits		\$	\$
Accounting / Audit fee		\$	\$
Repairs and Maintenance		\$	\$
Insurance		\$	\$
Marketing/Advertising		\$	\$
Phone		\$	\$
Postage		\$	\$
Printing		\$	\$
Rent		\$	\$
Supplies		\$	\$

Line Item	Assumptions (See p. 35 for Instructions)	AMOUNT REQUESTED FROM THE CITY	Total Budget Amount
Technology and Computer Equipment		\$	\$
Training		\$	\$
Travel		\$	\$
Land Acquisition		\$	\$
Design Services		\$	\$
Environmental Services		\$	\$
Construction (Material & Services)		\$	\$
Contingency		\$	\$
Other (specify):		\$	\$
Other (specify):		\$	\$
Total		\$ _____	\$ _____

PART 5 FUNDING INFORMATION (CONT.)

EXAMPLE: Budget Assumptions for the ARPA Grant Application Detailed Budget

Budgetary Line Item	Cost Principle Considerations	Assumption Examples
Personnel	Rates are reasonable. §200.430 Compensation: Personal Services	# of positions, pay rate, labor category, # of hours and employee years of experience.
Fringe Benefits	Reasonable rate, allowable fringe pool, §200.431 Compensation—Fringe Benefits.	Fringe pool (accounts), rate and effective date.
Travel	Reasonable (consistent with Federal Travel Regulations “FTR”), allowable purpose, allocable for the ARPA related activities, §200.474 Travel Costs	Purpose of travel, # of participants and itemized costs.
Supplies	Allowable, allocable for the ARPA related activities, reasonable costs/quantity	Itemized list (including quantity, unit, rate), use/purpose and costs.
Training	Allowable under §200.474 Training and Education and §200.432 Conferences	Purpose of training, rates, # of hours/fixed fee and services provided.
Equipment	Allowable consistent with §200.439 Equipment and other capital expenditures.	Itemized list (including quantity, unit, rate), use/purpose and costs.
Meals	Allowable, allocable for the ARPA related activities, reasonable (consistent with per diem requirements under FTR)	Purpose, # of participants and itemized costs.
Occupancy	Allowable under §200.465 Rental costs of real property and equipment, for the ARPA related activities, reasonable (FMV)	Rationale/justification, allocation methodology (based on square footage for # of individuals working on the ARPA grant) and FMV of rental costs.
Stipends	Allowable under Uniform Guidance Subpart E, allocable for the ARPA related activities, reasonable and necessary	Purpose, rates, # of participants and services provided.
Land Acq., Design & Environmental Services Construction	Allowable under § 200.439 Equipment and other capital expenditures.	\$ per SQ FT of acquired land, Construction type, proposed occupancy type, \$ per SQ FT of Finished Space, % for design services
Contingency	Allowable under § 200.433 Contingency provisions.	
All other Costs (Postage, printing, delivery, etc.)	Allowable under Uniform Guidance Subpart E, allocable for the ARPA related activities, reasonable and necessary	Rationale/justification, costs, allocation methodology and purpose.

I. Exhibits

I.1 SAMPLE QUARTERLY REPORT FORM: COVER SHEET

Subrecipient Name:

SAM.gov No:

Address:

Period Start Date:

Period End Date:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise."

Signature of Authorized Official

Name of Official:

Title of Official:

Telephone #:

Email:

The following reports must be attached.

Budget vs. Actual

Summarizes **ALL** grant expenditures for the reporting period as well as cumulative totals (i.e. program inception thru end of reporting period) and balance remaining, if any.

Staffing Summary

Summarizes staff hours billed (quarterly and total)

I.2 SAMPLE QUARTERLY REPORT: BUDGET VS. ACTUAL

Subrecipient:
 Period Covered:

SAM.gov No.:

Summarize all grant expenditures for the appropriate reporting period (s) listed below. Amount should be equal to or less than the grant award. If expended amount is more than awarded amount (at the end of the period of performance), explain below.

Line Item	APPROVED BUDGET	Actuals Q3 2022	Actuals Q4 2022	Actuals Q1 2023	Actuals Q2 2023	Actuals Q3 2023	Actuals Q4 2023	Actuals Q1 2024	Actuals Q2 2024	Actuals Q3 2024	Actuals Q4 2024	Cumulative to Date	Balance Remaining		
Salaries												-	-		
Fringe Benefits												-	-		
Accounting / Audit fee												-	-		
Repairs and maintenance												-	-		
Insurance												-	-		
Marketing/Advertising												-	-		
Phone												-	-		
Postage												-	-		
Printing												-	-		
Rent												-	-		
Supplies												-	-		
Technology and Computer Equipment												-	-		
Training												-	-		
Travel												-	-		
Land Acquisition															
Design Services															
Environmental Services												-	-		
Construction (Material & Services)												-	-		
Contingency												-	-		
Other (specify):															
TOTALS:	\$-	\$-	\$-	\$	\$	\$	\$					\$	-	\$	-

Please explain any negative budget variances (Actual > Budget)

SAMPLE FOR ILLUSTRATIVE PURPOSES ONLY. FINAL FORM MAY DIFFER.

I.3 SAMPLE QUARTERLY REPORT: STAFFING SUMMARY

Subrecipient:

SAM.gov No.:

Period Covered:

Summarizes staff hours billed (quarterly and total). Total must match the Salaries and Fringe Benefits Line Item on the Expenditures Summary

Staff Name	Title	Hourly Rate for Salary + Fringe	Current Quarter Total Hours	Current Quarter Costs	Prior Quarter Cumulative Hours	Prior Cumulative Total Amount	Cumulative Hours To Date	Cumulative Costs To Date
Jane Doe	Executive Director	\$ -	-	\$ -	-	\$ -	-	-
		\$ -	-	\$ -	-	\$ -	-	-
		\$ -	-	\$ -	-	\$ -	-	-
		\$ -	-	\$ -	-	\$ -	-	-
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		\$ -	-	\$ -	-	\$ -	-	-
Total		\$ -	-	\$ -	-	\$ -	-	\$ -

Additional Explanations:

MANDATORY: Explain the method used for calculating hourly rates, e.g. where benefits are included in the rate

I.4 EVALUATION SCORE CARD

Criteria	Measurement	Questions	Score	Possible Points
Federal Allowable Uses	Yes/No	Does the project meet the criteria for an eligible activity? <i>Scoring Guidelines: No (0); Yes (5) *No = Grounds for summary rejection*</i>		5
Federal Allowable Uses	Scale High to Low	Was the information completed in the application sufficient to determine that the applicant will be able to comply with reporting requirements? <i>Scoring Guidelines: No (0); Somewhat (5); Clearly (10); *No = Grounds for summary rejection*</i>		10
Time to Complete	Yes/No	Can the project be completed by December 31, 2024? <i>Scoring Guidelines: No (0); Yes (5) *No = Grounds for summary rejection*</i>		Must complete 5
Community Priorities	Scale High to Low	Does the project advance a stated community priority area (section A)? Which one? <i>Scoring Guidelines: No (0); Moderately (10); Significantly (15); Multiple Priority Areas (20)</i>		20
Community Outcome	Scale High to Low	Does the project address disproportionately impacted households, small businesses, or targeted industries? <i>Scoring Guidelines: No (0); Moderately (10); Significantly (15); Multiple Priority Areas (20)</i>		20
Racial Equity and Inclusion	Directly/Indirectly/ Does not Address	Does the project address an economic or social inequity and or advance inclusion? <i>Scoring Guidelines: No (0); Moderately (10); Significantly (15); Multiple Priority Areas (20)</i>		20
Budget	Allowable Costs	Does the budget include allowable and reasonable costs consistent with the Code of Federal Regulations 2 CFR? Does the budget seem reasonable and accurately reflect the needs for the proposals? <i>Scoring Guidelines: No (0); Captures more reasonable costs (5); Clearly defines all relevant costs (10)</i>		10
Other External Resources	Present value as a % of project cost	Does the project leverage other external resources? Is the proposal proposing a partnership with another organization? Will the proposal receive any funding from an additional source? <i>Scoring Guidelines: No (0); Yes (5)</i>		5
Cost	Describe	Is the proposed funding request within the award range? <i>Scoring Guidelines: No (0); Yes (5)</i>		5
TOTAL POINTS				100