American Rescue Plan Act (ARPA) / Neighborhood Opportunity Fund Workshop

ARPA/ NOF Staff

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Mission and Vision

Our Vision

To improve the social condition of residents in the City of Detroit by increasing access to programs.

Our Goal

To build the capacity of organizations receiving ARPA support in the city of Detroit.

ARPA/ NEIGHBORHOOD OPPORTUNITY FUND (NOF)

What is it?

The American Rescue Plan Act (ARPA) was created under the Biden Administration to provide direct relief to Americans, contain COVID-19 and rescue the economy. Through ARPA funding, grants are available for programs proposed by nonprofit and neighborhood service organizations through the Neighborhood Opportunity Fund (NOF) program.

Funding is available to create programs that align with the six priorities, which are: Education, Health, Recreation, Public Safety, Seniors and Mobility & Accessibility.

CRITICAL DIFFERENCES BETWEEEN CDBG NOF and ARPA NOF

NOF ARPA
All recently established 501c3 non-profits are welcome to apply
Grant funds are disbursed once grant agreement is executed – reimbursements requests are not required
No cash reserved required
1:1 technical assistance and capacity building pre-award and post-award
Funding is divided over council districts and scored based on scoring criteria
Beneficiary – Per 2 CFR 200 - Beneficiaries (individual or entity) are not subject to subrecipient monitoring and reporting requirements.

Funding Priorities

Funding is available for programs that align with the City Council's six priorities which are listed below. Each City Council Member will establish their own priorities and will allocate funding based on organizations addressing the priority for their district.

1. Education includes Literacy, Enrichment/Readiness (ex. Math/Science), Job Training;

2. Public Safety includes Community/Neighborhood based, Domestic and Gun Violence;

3. Health includes Health Services to low/moderate income;

4. Recreation (in person or virtual) includes Arts, Sports

5. Seniors includes Transportation and Health Services

6. Mobility & Accessibility: Available transportation within the community for services addressing and relating to covid-19

ARPA/NOF Eligibility Requirements

Eligible organizations include:

- ➢ **New start-up non-profit organizations**

- ➢ **All nonprofit, tax-exempt community organizations**

INELIGIBLE Organizations include:

- ➢ **Educational Institutions**

- ➢ **For-profit business/organizations**

ARPA/ NOF THRESHOLD CRITERIA

1 **Non-Profit Status**

Must have federal tax-exempt status, i.e., 501(c)3, 501(c)(19), etc., prior to applying for proposal

2 **Issue Free Audits/Monitoring**

Must not have unresolved government audit and monitoring problems (i.e., tax, legal, etc.).

3 **Board Membership**

Must have at least three (3) member board, which meets at least bi-annually.

4 **Current Financial Statements**

Must submit most recent fiscal year cash flow statements, financial statements and, if available, recent audit.

5 **Current Michigan Annual Non-Profit Report**

Must submit current Non-Profit Corporation Information Update. Department of Licensing and Regulatory Affairs
https://www.michigan.gov/lara/0,4601,7-154-61343_35413_60200-140881--,00.html

6 **Articles of Incorporation**

Must submit Certificate of Good Standing **and** Articles of Incorporation.

7 **Certificate of Good Standing**

Must have certificate with LARA

8 **Completed Proposals**

Proposals must be complete and submitted by the deadline and on correct form.

Program Requirement

FUNDING REQUIREMENTS

- All applicants must submit an application, along with required documentation to receive funding

- All activities must provide a direct benefit to low- and moderate-income persons

- The organization must have the capacity to comply with the program guidelines

- A clearly defined Scope of Work and budget must be submitted and approved

- The program goals must be realistic and achievable within the specified time period

- Clearly defined performance standards/metrics/outputs and outcomes

- The program must maximize positive impacts in the community it serves

- The program addresses a community need

- Meets all Threshold Requirements

- Must demonstrate a clear purpose to address health pertaining to covid-19, economic, or racial inequities

Ineligible Cost

- Pre-contract costs
- Back taxes, proposal costs, debts, late charges, penalties
- Excessive travel expenses
- Facilities/equipment depreciation
- Entertainment, conferences or retreats, personal travel

- Payments for bad debts/late fees
- Rental assistance in any unit in which the beneficiary has one percent or more ownership interest in the property
- Undocumented expenses
- Lobbying at partisan political activities
- Suing the government

- Insurance Deductibles not associated with program or activity
- Publication not related to program
- Personal credit card or personal checking account charges
- Alcoholic beverage or illegal drugs, food not related to program activities

NOF ARPA
Request <u>must</u> be a minimum of $10,000 - $20,000

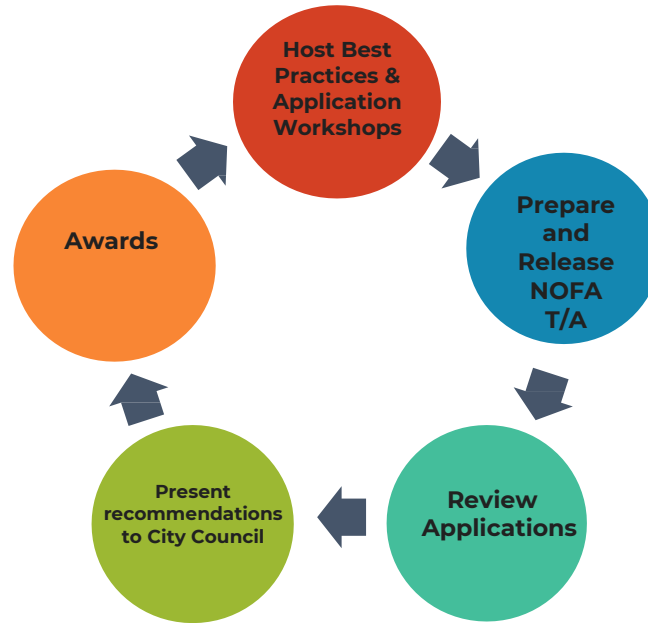**Applicants can only apply for one Priority activity. You must submit a complete application.**

Application Review

ARPA NOF Funding Process

Phase 1
Pre-Award Phase
Present funding opportunities, Technical Assistance and Application Submission

Phase 2
Award Phase
Award decisions are made and announced

Host Best Practices & Application Workshops

Prepare and Release NOFA T/A

Awards

Review Applications
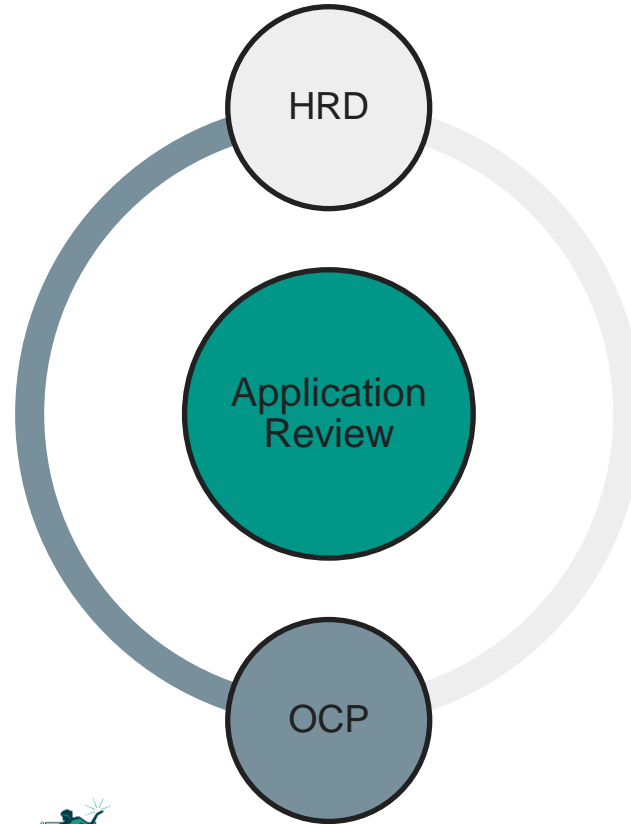
Present recommendations to City Council

Phase 3 – Implementation Phase

Implementation and Closeout

Consensus Review Team

HDR= Housing & Revitalization Department

OCP= Office of Contracting and Procurement

HRD

Application Review

OCP

Application Sections

Scoring is evaluated on a 5-point scale where a multiplier will be used (1; 1.5; 2) to compute the total points for each area

Application Section	Total Possible Points
Organizational Information	30 points
Funding Need	25 points
Project Description	45 points
Total Section Points	100 points

Organizational Information

Describe your organization and the unique experiences and qualifications that make your organization the most appropriate to provide the proposed service.

- Who are you?

- Who do you serve?

- Who are your board members?

- What are your hours of operation?

- Do you have volunteers?

- Partnerships

- Number of staff needed to operate the program?

  - Resumes for staff

- Describe how this organization addresses health, economic, or racial inequities

Funding Need

Describe why funding is needed for your organization.

- **Who is responsible for maintaining financial records?**

- **What financial management systems do you have in place?**

- **What other federal funding does your organization receive?**

Project Description

Describe the project and the purpose for which the funds are being requested.

- **What is the objective of the Program?**

- **Reason for requesting funding?**

- **What specific services are to be provided?**

- **When and how will these services be provided?**

- **Describe how the activity will be implemented, operated, and administered.**

- **What is your intake process?**

- **How will you advertise this program?**
  - **How will your community benefit from this project?**
  - **What are your expected or intended outcomes?**

Activities, Outputs, Outcomes, and Impacts

ACITIVITIES

- Type of services the programs provides

OUTPUTS, are the products of program activities or results of program processes.

- What are your deliverables? For example, the # of classes taught, # of counseling sessions, # of people served.

****OUTCOMES, are the changes in program participants. They can be identified by asking, "How will program participants change as a result of their participation in this program?"

- Organizations must clearly state the methodology used to measure outcomes, i.e., surveys, client interviews, pre- and post-tests results or clients self-reporting

IMPACTS, assess the changes that can be attributed to a particular intervention, such as a program or policy.

Scoring Grid

NOF ARPA CRITERIA	Total points	Scoring Criteria Grid	Responses will be evaluated on a 5 point scale where a multiplier will be used (1, 2, and 3) to compute the total points for each area: 5 - Points: criterion is clearly, directly, and verifiably satisfied 4 - Points: criterion appears to be satisfied 3 - Points: criterion appears to be satisfied, but is lacking in clarity or documentation 2 - Points: criterion is only partially satisfied 1 - Point: criterion is not satisfied 0 - Points: question or questions are incorrectly answered or not answered completely			
Organizational Information	30					
Mission and Work demonstrate a clear purpose to address health, economic, and social inequities	15	4-5 Points: Applicant describes history of organization and mission, included community letter of support (letters can be from participants, neighborhood associations, collaboration organizations with similar program/service, and clearly demonstrates increased access to essential program/service.	2-3 Points: Applicant clearly described history and mission, but does not include letter of support(letters can be from participants, neighborhood associations, collaboration organizations with similar program/service, and clearly demonstrates increased access to essential program/service.)	1 Point: Applicant does not clearly describe History and mission but provides community letter of support(letters can be from participants, neighborhood associations, collaboration organizations with similar program/service, and clearly demonstrates increased access to essential program/service.)	0 Points: Applicant left question blank/unanswered, applicant did not address the question being asked	
Non-profit (grass-root) organization has less than 5 employees with operating budget at or less than $150k.	15	4-5 Points: Applicant provides detailed financial statements and staff resumes and job descriptions. Applicant clearly identifies all staff necessary to operate the public service activity. Staffing is deemed by Reviewers to be sufficient, staff has necessary experience/ qualifications to operate the public service activity. Resumes provided for all staff working on public services activity. Organization has 5 and employees with $150K operating budget.	2-3 Points: Applicant provides somewhat unclear financial records and some staff resumes/job descriptions. Applicant clearly identifies all staff necessary to operate the public service activity. Staffing is deemed by Reviewers to be questionable, staff may not have the experience/qualifications to operate the public service activity. Some staff resumes are missing. Organization has 10 or less employees with $149,9999 -$250K operating budget.	1 Point: Applicant does not provide any financial information, but provides resumes/job descriptions or vise versa. Applicant does not clearly identify all staff necessary to operate the public service activity. Staffing is deemed to be insufficient, staff does not have the experience/ qualifications to operate the public service activity. Applicant does not provide staff resumes, applicant does not provide any examples of accomplishments and impact of program services. Organization has 15 or less employees with $249,999 - $350K operating budget.	0 Points: Applicant left question blank/unanswered, applicant did not address the question being asked and/ or over threshold.	
Funding Need	25					
Applicant clearly demonstrates funding need	10	4-5 Points: Applicant completed all parts as instructed and provided any and all additional details needed to provide a clear overview of the strength of the program's finances, Applicant describes operating deficit due to increased operating cost, reduced participation, reduced funding, etc. Applicant provided community assessment (surveys or observation), identify needs by Neighborhood Association or community meetings, and identified by community residents.	2-3 Points: Applicant did not complete all parts as instructed, and did not provide additional details necessary to provide clear overview of the strength of the program finances and operating deficit due to increased operating cost, reduced participation, reduced funding, etc. Applicant provide somewhat unclear community assessment (surveys or observations), identify needs by Neighborhood Association or community meetings, and/or identified needs by community residents.	1 Point: Applicant did not complete all parts as instructed and did not provide any additional details needed to provide a clear overview of the strength of program finances and operating deficit due to increased operating cost, reduced participation, reduced funding, etc. Applicant does not identify who is responsible for maintaining the financial records and does not provide requested information.	0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked	
Not received any NOF CDBG over the last two years	10	4-5 Point: Additional Funding sources fully cover remaining program expenses. Application provided proof of other funding sources . Applicant has not received any NOF CDBG over the last two years.	2-3 Points: Additional funding sources may not cover remaining program expenses. Proof of other fund is not clear nd /or Applicant has received NOF CDBG in the past two years	1 Point: Additional funding does not cover remaining program expenses. Applicant does not provide proof of these funding sources and /or Applicant has received NOF CDBG in the past two years.	0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked	
Not received additional federal funding for COVID-19 response (ex: PPP)	5	4-5 Points: Applicant submitted a signed PPP loans, CDBG CV funds, SBA, ARPA affidavit demonstrating that no other funding for COVID-19 relief has been received.	2-3 Points: Applicant received 2 COVID-19 relief funding sources	1 Point: Applicant received 5 or more COVID-19 relief funding sources	0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked	
Project Description	45					
(Program Design and History) Scope adequately describes proposed activities and quality of project design	15	4-5 Points: Applicant clearly defines scope of work that aligns with budget, as well as provides realistic and achievable outputs and goals within a specific period.	2-3 Points: Applicant clearly defines scope of work that aligns with budget. Applicant activity may or may not be aligned with public service activity. Applicant may or may not provide realistic and achievable outputs and goals.	1 Point: Applicant does not clearly define scope of work that aligns with budget. Applicant activity is not aligned with the public service activity.	0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked	

Responses will be evaluated on a 5 point scale where a multiplier will be used (1, 2, and 3) to compute the total points for each area:

- 5 - Points: criterion is clearly, directly, and verifiably satisfied
- 4 - Points: criterion appears to be satisfied
- 3 - Points: criterion appears to be satisfied, but is lacking in clarity or documentation
- 2 - Points: criterion is only partially satisfied
- 1 - Point: criterion is not satisfied
- 0 - Points: question or questions are incorrectly answered or not answered completely

Strong Applications

- Program design that capitalizes on successful implementation and program strength

- Applicant has partnerships with the community in which they are working

- The organization has the capacity to comply with the program rules and guidelines

- A clearly defined Scope of work and staff roles (Program goals are realistic and achievable)

- Scope of work and budget align

- Clearly defined standards/metrics/outputs and outcomes

Strong Applications cont.

- The program addresses health pertaining to covid-19, economic, or racial inequities

- Respond to all the questions

- Meets all the Threshold Requirements

- Every question is complete – A blank answer is an automatic 0

- Allow yourself enough time to review you application before submitting

- Review you application so you can catch errors or missing attachments

- NAME YOUR ATTACHMENTS!

- PLEASE NOTE: A strong application does not guarantee funding; it does however make your application more competitive.

Budget

- **Who is responsible for maintaining your**

  organization's records?

- **Describe your financial management system.**

Budget

What are we looking for:

1. **Budget is accurate, reasonable, necessary, and related to proposed activity.**

2. **Did you accurately describe and justify each proposed budget line item?**

ARPA/ NOF

What to Expect:

➢ **The NOF ARPA Notice of Funding Availability will be released in September 2022**

➢ **Applicants will be able to request grants from $10,000.00 to $20,000.00**

➢ **Grants will be awarded based on individual City Council member's priority**

➢ **Press Release/Program Announcement September 2022**

➢ **ARPA Application Proposal Workshop (Virtual) September 2022**

➢ **Oracle Supplier Portal Training August and September 2022**

➢ **Technical Assistance - 1:1 application support August – September 2022**

Technical Assistance

- Technical assistance will be provided to each requesting organization until the release of Application.

- Technical assistance will help organizations discover their specific strengths, weaknesses, and opportunities through 1:1 or small group sessions.

- Staff will walk the organizations through the application process highlighting the necessary information to complete each section. Staff will also show the organizations how to label their attachments.

Technical Assistance

HRD will offer organizations the Self-assessment Worksheet in the NOFA information packet. Application support will be provided to each requesting organization. The Self-assessment Worksheet consist of a questionnaire addressing the following:

Organizational Information	
Staffing	Program implementation
Location	Budget/ Funding

Sign up for Technical Assistance

Staff will walk the organizations through the application process highlighting the necessary information to complete each section.

Staff will also show the organizations how to label their attachments.

TA will also be offered in small groups or workshop sessions and targeted toward the individual beneficiary organizational needs.

Contact Form for Technical Assistance: Click Here!

How to Prepare

Start gathering your necessary attachments.

❖ **Article of Incorporation & Certificate of Good Standing**
https://cofs.lara.state.mi.us/corpweb/HelpPages/OrderSystemInfo.aspx

❖ **Michigan Nonprofit Annual Report**
https://www.michigan.gov/-/media/Project/Websites/lara/cscl/Folder6/BCS_CD_269_08-15.pdf?rev=ba6f6a6c310e4cdca3ee845826385270

Make sure you have a digital and hard copy of attachments

Review your program description (is it clear and concise)

Create an expense list (what do you NEED for your program)

Make a list of your community supporters or organizations you collaborate with

QUESTIONS?

THANK YOU

ARPA Neighborhood Opportunity Fund (NOF)

questions contact:

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