



City of Worcester

City Fiscal Year 2023

Technical Assistance Workshop for ARPA/SLFRF Grant Applications & Request for Proposals (RFP's)

Presented by:

Executive Office of Economic Development

Neighborhood Development Division

August 18, 2022

Community Projects & Programs

- Non-Profit Social & Human Services
- Community-Serving Non-Profit Facilities Improvements

**RFP Application Due Date:
Friday, September 30, 2022 by 5:00 pm**

Community Projects & Programs

General RFP Applicant Threshold Requirements

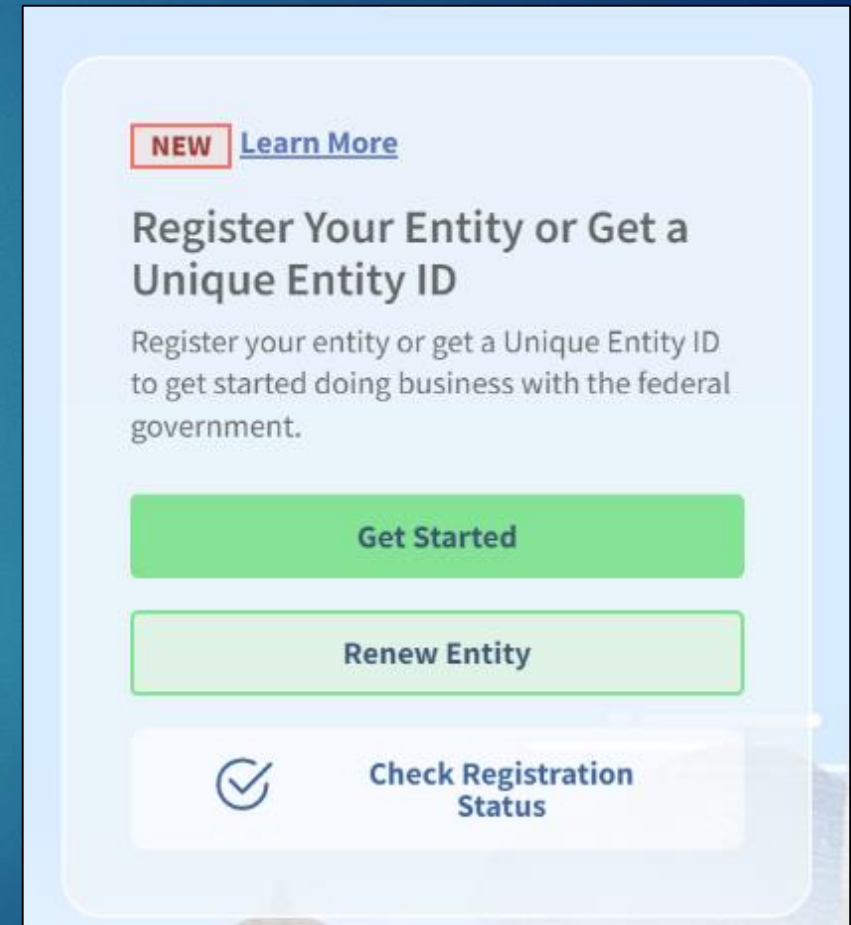
- Activity addresses a local need and meets eligible category of “**Addressing Public Health and Economic Impacts**” and responds to a City of Worcester need documented in **ARPA Community Input** (Part One RFP)
- Applicant must be eligible to participate in Federal, state and locally-funded programs
- Registration on Sam.gov and obtain and Unique Entity Identifier (UEI)
- Functioning accounting system and protocols that operate in accordance with generally accepted accounting principles, or have a designated entity that will maintain such an accounting system
- Be a non-profit, either a 501(c)(3) with a Board of Directors or be able to provide accountant produced financials
- Provide a current budget for the proposed project or program
- Be current in all financial obligations with the City of Worcester

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SAM.gov Registration

All entities that receive a federally funded contract must be registered in the System for Award Management (SAM.gov)

- Visit [SAM.gov](https://sam.gov).
- On the right-hand side, you will see a window for registering your entity or to get a Unique Entity Identifier (UEI Number)
- Click on the 'Get Started' tab, and the website will walk you through the steps for completing the process



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Key Disclosures & Notices

- 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
 - Non-profit organizations that receive ARPA funding for ARPA-eligible activities are subject to 2 CFR Part 200 also referred to as the “Super Circular”. The Super Circular supersedes federal guidance and regulations formally found in OMB Circular A-122, Cost Principles, OMB Circular A-133, Audits, OMB Circular A-87, and OMB Circular A-110, Uniform Administrative Requirements
- Pursuant to 2 CFR 200.205, all RFP applicants may be subject to **pre-award risk assessment** as part of the City of Worcester’s overall decision making process related to making sub-awards stemming from this RFP process. The risk assessment may involve, at a minimum, evaluating risks posed by RFP applicants related to the following parameters: financial stability, quality of management systems, ability to meet the management standards, and history of past grant performance, to include the applicant's record in managing prior Federal awards

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ARPA Specific Compliance & Further Guidance

- [U.S. Treasury Website - Coronavirus State and Local Fiscal Recovery Funds](#)
- [ARPA Fact Sheet 2021](#)
- [Overview of the Final Rule](#)
- [Compliance and Reporting Guidance](#)
- [FAQ Guidance](#)

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Non-Profit Social & Human Services

Services & Activities Solicited (non-exhaustive list / samples):

- Food assistance
- Job training and support
- Assistance in accessing and applying for public benefits or services
- Childcare and early learning services
- Case management services
- Prevention/testing/vaccination programs
- Medical supplies and equipment
- Monitoring, contact tracing, public health surveillance and public communication efforts
- Substance use treatment
- Services to those in supportive housing or recovery housing

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Non-Profit Social & Human Services

Services & Activities Solicited (additional details)

- **Period of Performance:** Projects/Programs should reflect a 1-year or 2-year (max) implementation timeframe from time of contract or commencement of activity
- **Award Amounts:** Awards must be a minimum of **\$5,000**, or a maximum of **\$250,000**, for any single application/program
- **Funding:** **Reimbursement is the standard method for fund disbursement.** However, grant awards **under \$50,000**, can apply for advanced or “forward funding,” if certain conditions and stipulations are met prior to any forward funding approval
- **Note:** Each program/project will need to have a separate RFP submitted

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Non-Profit Social & Human Services

Application Themes/Questions

- Summary of the Proposed Program/Service
- Demonstration of Community Need
- Measurable Program Outputs & Outcomes
- Best Practices
- Sustainability
- Organizational Capacity & Capability
- Prior Grants Management Experience
- Demonstration of SLFRF Funding Need & Leveraging

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Community-Serving Non-Profit Facilities Improvements

Services & Activities Solicited (non-exhaustive list / samples):

- Improvements, expansion and rehab work to community-based and community serving non-profit facilities;
 - Access and safety improvements
 - ADA upgrades
 - Energy efficiency upgrades
 - Core systems improvements (HVAC, electrical, etc.)
 - Lighting and public safety improvements
 - COVID mitigation improvements
 - Air filtration or ionizing systems
 - Re-configuration or improvements to staff and/or client serving spaces to mitigate COVID spread,
- Other site or building improvements that help organizations to maintain and expand the entity's services and help their staff to better or more safely serve impacted populations

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Community-Serving Non-Profit Facilities Improvements

Services & Activities Solicited (additional details)

- **Period of Performance:** Projects/Programs may be variable and customizable based on project parameters, but with reasonable timeliness
- **Award Amounts:** Awards must be a minimum of **\$10,000**, or a maximum of **\$1,000,000**, for any single application/program
- **Funding:** **Reimbursement is the standard method for fund disbursement**, however, “forward funding” or advanced payment scenarios may be allowable whereby there is a timely or urgent expense that is documented to the City of Worcester for either **contractor deposits** or **project related materials**.
- **Note:** Each program/project will need to have a separate RFP submitted

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Community-Serving Non-Profit Facilities Improvements

Application Themes/Questions

- Type of Improvements & Preliminary Due Diligence Summary
- Introduction (Organization's mission, services/programs provided, etc.)
- Demonstration of Community Need
- Demonstration of Funding Need & Leverage
- Project Implementation Readiness
- Budget Explanation

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Community-Serving Non-Profit Facilities Improvements

Application Themes/Questions

- All applicants **MUST** include supporting documents with application to detail the following, as applicable to proposal:
 - Scope of work write-up
 - Photographs of areas to be improved (up to three photos max)
 - Architectural drawings (as applicable)
 - Minimum lease requirement – Any projects that involve leased property must demonstrate a minimum of ten (10) years on the lease agreement or permission of legal owner of facilities.

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Application Checklist for Required Documents

- Application Fully Completed (including budgets)
- Signed Statement of Applicant
- Certificate of Good Standing
- State & Federal Tax Exemption Determination Letters
- UEI (Unique Entity Identifier) from Sam.gov
- Most Recent Organizational Chart
- Job Description & Resume of Each ARPA Program Salaried Position
- Financial Statement & Most Recent Audit Report
- Matching Funds Commitments Documentation, if Applicable
- List of Collaborative Partners & Their Roles

APPLICATION CHECKLIST FOR REQUIRED DOCUMENTS

The following documents in compliance with City, State and Federal regulations must be submitted as part of your application package. Please use this checklist as a guide to complete your proposal. Place a checkmark by the items included in the proposal. If you feel the item does not apply to your proposal, please indicate with "N/A" in the comments column and provide explanation within the comments column.

DESCRIPTION	YES	NO	COMMENTS
1. Application Fully Completed (including mandatory budget attachment)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Signed Statement of Applicant	<input type="checkbox"/>	<input type="checkbox"/>	
3. Certificate of Good Standing (see below for link) DOR Certificate of Good Standing and/or Corporate Tax Lien Waiver FAQs Mass.gov	<input type="checkbox"/>	<input type="checkbox"/>	
4. State & Federal Tax Exemption Determination Letters	<input type="checkbox"/>	<input type="checkbox"/>	
5. UEI (Unique Entity Identifier) 12 Character Alphanumeric ID Assigned By SAM.Gov	<input type="checkbox"/>	<input type="checkbox"/>	
6. Most Recent Organization Chart	<input type="checkbox"/>	<input type="checkbox"/>	
7. Job Description & Resume of Each ARPA Program Salaried Position	<input type="checkbox"/>	<input type="checkbox"/>	
8. Financial Statement & Most Recent Audit Report	<input type="checkbox"/>	<input type="checkbox"/>	
9. Matching Funds Commitments Documentation, if Applicable	<input type="checkbox"/>	<input type="checkbox"/>	
10. List of Collaborative Partners & Their Role	<input type="checkbox"/>	<input type="checkbox"/>	

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RFP Evaluation and Selection Process

- All RFP applications and program eligibility will be evaluated by City administration using set scoring rubrics that take into account many factors, including but not limited to:
 - Community need addressed
 - Nature, level and quality of service to disproportionately impacted populations
 - Prior experience delivering similar or comparable services/programs
 - Cost reasonableness
 - How well the application addresses issues of equity in the community
 - Project readiness
 - Use of best practices

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RFP Evaluation and Selection Process

An ad-hoc citizen advisory committee, consisting of seven (7) community members, was appointed to provide community advisement and input while reviewing these applications.

Committee members were selected through an extensive application and interview process that included a review panel comprised of administrative staff from departments affiliated with the specific funding categories and two (2) members of the community based logistics committee of the Worcester Together Initiative.

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Post Award Grant Administration and Reporting Requirements

- No funding will be disbursed to an ARPA grant sub-recipient unless there is a grant contract in place between the City of Worcester and the respective sub-recipient.
- The grant agreement contains requirements and expectations around grant draws, reporting, and all federal and state regulations, citations, and provisions for grant compliance.
- All applicants awarded ARPA funding are required to submit necessary reports on activities, programs, and services by including accomplishment data to assist in the City's obligations for reporting grant expenditures and outcomes to the federal government.
- Reporting requirements are dependent on the nature and type of program proposed and defined in the contract for use of SLFRF funding.

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Post Award Grant Administration and Reporting Requirements

- Reporting will be on a quarterly or bi-annual basis, based on documented/reported outcome schedule.
- Grant sub-recipients will be monitored by the City of Worcester during the activity's project term and may vary based on pre-contract risk assessment analyses prior to contracting.

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Guidelines for Preparing Good Applications

- Proposal **narrative is complete** and addresses all necessary parts
- Proposal **addresses public health and economic impacts** resulting from the pandemic
- Proposal has **relevant, clear outcomes and measurements**
- **Project readiness** or delivery plans are reasonable and sound
- **Projects & Programs should be SMART:**
 - Specific, Measurable, Attainable, Relevant, Time Bound
- Application has a **clear and accurate budget**; for Social and Human Services, budget utilizes CPU for services provided to beneficiaries (formulas embedded have not be changed/corrupted)

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Submittal Process

- Applications are due to the City of Worcester's Executive Office of Economic Development by no later than **5:00 PM on Friday, September 30, 2022.**
- Applications may be submitted online or in-person.
 - For **in-person submissions**, please deliver applications to **City Hall, Room 404.**
 - For **online submissions**, please visit worcesterma.gov/arpa. An online portal, on this page, will be **available August 29, 2022.**

Q & A