

City of Baltimore Nonprofit ARPA Application Training

SEPTEMBER 28, 2021



MAYOR'S OFFICE OF
**RECOVERY
PROGRAMS**
BALTIMORE CITY



AGENDA

1. Welcome Message from Mayor Brandon M. Scott
2. Background on the American Rescue Plan Act (ARPA)
3. How Can ARPA Funds Be Used?
4. What is the Application Process?
5. What Should Applicants Expect Next?
6. Q&A Session
7. Closing

Background on the American Rescue Plan Act



AMERICAN RESCUE PLAN BECOMES LAW

President Biden signed the American Rescue Plan Act (ARPA) into law on March 11, 2021. The U.S. Department of Treasury launched State and Local Fiscal Recovery Funds (SLFRF) which provides millions of dollars to state, local and tribal governments to respond to the COVID-19 pandemic.



TREASURY ALLOCATES FUNDING

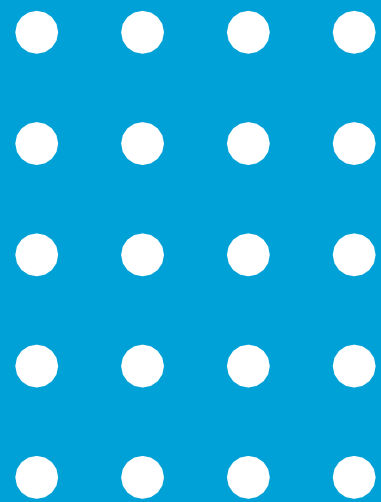
The U.S. Department of Treasury allocated \$641 million to the City of Baltimore and released guidance related to the use of funds. By law, **all funds must be committed by December 31, 2024.**



CITY ESTABLISHES RECOVERY OFFICE

Mayor Brandon M. Scott established the Mayor's Office of Recovery Programs to oversee the use of funds and maximize impact for Baltimore residents.

How Can ARPA Funds Be Used?



What are Minimum Requirements for the Nonprofit Application Process?

- **501(c)(3)** Applicants must hold 501(c)(3) nonprofit status
- **\$250,000** Proposals must request at least \$250,000 in funding total over the course of the project
- **Good Standing** Applicants must be in good standing with the State of Maryland and the City of Baltimore
- **Location** Applicants must have a location in the City with proof of an operating office in Baltimore City

Eligible Funding Uses Through ARPA

The U.S. Department of Treasury outlines eligible funding uses in their interim final rule.

Funding Uses Relevant to Nonprofits



[Responding to the COVID-19 Public Health Emergency](#)



[Addressing Negative Economic Impacts Linked to COVID-19](#)



[Improving Broadband, Water & Sewer Infrastructure](#)

Projects Eligible for ARPA

1. The project must be linked to COVID-19, its associated negative economic impacts, or one of the infrastructure uses explicitly named in Treasury guidance
2. The scale of the project should not exceed the scale of the negative impact

What are examples of eligible and ineligible projects?

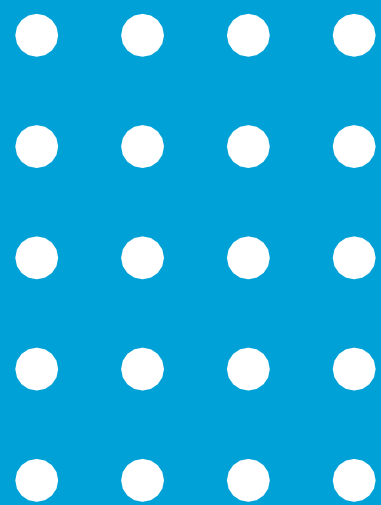
Eligible

- ✓ Food assistance to communities facing food insecurity because of COVID-19
- ✓ Tutoring programs to address the transition to virtual learning
- ✓ Housing counseling services and legal aid to prevent evictions or homelessness

Ineligible

- ✗ Replacing a building façade or signage unrelated to COVID-19
- ✗ Upgrading existing technology for a tutoring program
- ✗ Creating or preserving market-rate rental housing

What is the Application Process?



Application Overview

Pre-Proposal

Prepare to submit proposal

1



- Self-screen for eligibility
- Identify potential partner organizations

2



- Decide to submit proposal
- Combine efforts with partner organizations

Proposal

Submit proposal and
receive feedback

3



- Submit proposal
- Receive ARPA eligibility decision

4



- Review Committee scores proposal
- Review Committee advances proposal, declines proposal, or requests revisions

Application

Prepare full-length
implementation plan

5



- Write plan with application advisors
- Refine scale or scope if requested

6



- Application is approved or declined

Funding

Successful applications
receive funding agreements

7



- Sign agreements

8



- Receive funding

Pre-Proposal Submission Considerations

- ✓ Is this proposal responsive to the COVID-19 public health emergency or its associated negative economic impacts?
- ✓ Are there other funding sources available?
- ✓ How will your organization sustain this effort once ARPA funds expire?
- ✓ Does your organization have the administrative capacity to adhere to mandatory federal reporting requirements?
- ✓ Could this funding be considered a duplication of benefits – i.e., funds from other federal sources used for the same set of costs?

Proposal Scoring Criteria

Criteria	Total Points Possible
Describes project intentions clearly and resulting benefits	15
Presents business case for public good	15
Identifies and analyzes public risk	15
Describes success and provides valid performance measures	15
Explains how project impacts equity	20
Outlines financial resources to achieve project goals	15
Leverages City resources with partnership	5

- Proposals receiving a score of 50 points or less by any member of the Review Team or an average score of 50 points may be declined.
- Proposals receiving an average score greater than 50 and up to 67 points may be asked to resubmit with revisions up to 2 times. After two resubmittals, the proposal will be declined.
- Proposals receiving an average score of 67 points and above will move to the next step in the process—the application phase.

Application Components

Projects that meet the proposal scoring criteria will move forward to the application phase. In this phase, applicants provide detailed implementation plans which must include:



Detailed
Budget



Equity Impact
Analysis



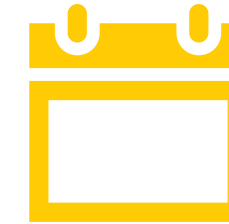
Performance
Measurement
Plan



Language
Access
Assessment



Risk
Assessment



Timeline

The City may require other documents such as detailed employment and tax data, insurance information, and governmental licenses to support compliance with federal guidelines and regulations.

Recovery Office Considerations Prior to Funding



The Recovery Office will make recommendations to the Mayor and the City Administrator about funding levels, funding timelines, and funding priorities.

Funding Levels

- How much ARPA funding is available?
- How did the Review Team score this proposal relative to others?
- Are there other viable funding sources available?

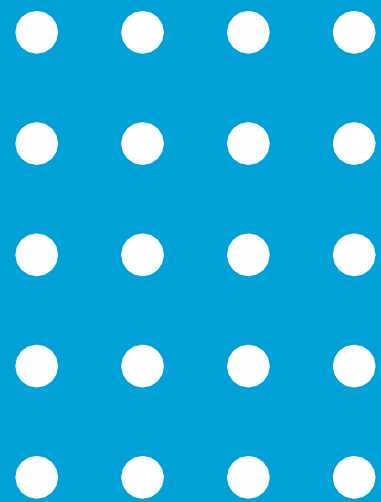
Funding Timelines

- What is the level of urgency?

Funding Priorities

- Does the project align with the Mayor's 5 Pillars?
- How does the project advance equity?
- How does the project align with other ARPA investment decisions?
- Where will ARPA funds make the greatest impact?

Our Approach to Equity



Equity Should Be a Central Tenet of All Applications

“Equity means closing the gaps in policy, practice and allocation of City resources so that race, gender, religion, sexual orientations, and income do not predict one’s success, while also improving outcomes for all.”¹



Accountability

How will data be used to achieve and document equitable outcomes?

How will the target population(s) be represented in the execution of the project?



Underserved Communities

How does the project account for potentially disparate outcomes for underserved communities?

Qualified Census Tracts (QCTs) are one method for identifying these communities. See Appendix.

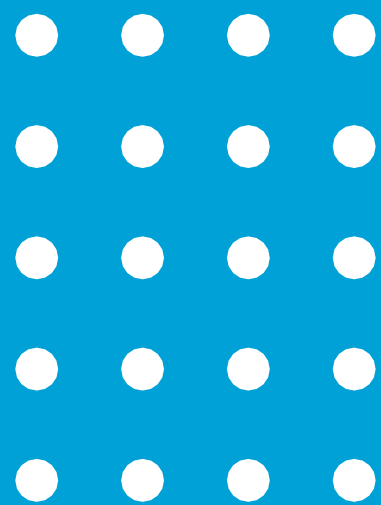


Historical Disparities

How will the project mitigate or decrease existing and historical disparities?

¹ Subtitle 39 – Equity Assessment Program https://legislativereference.baltimorecity.gov/sites/default/files/Art%2001%20-%20MayorCouncil_o.pdf

What Should Applicants Expect Next?



How We Plan to Communicate with Nonprofits



Proposals

Organizations will receive email notifications when their proposal has been:

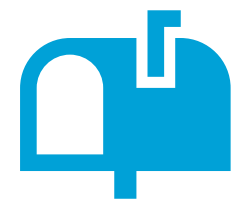
- Received
- Evaluated for ARPA eligibility
- Scored by the Review Team
- Declined or selected to advance to the application phase



Applications

Organizations selected to complete applications will:

- Receive assistance from Application Advisors

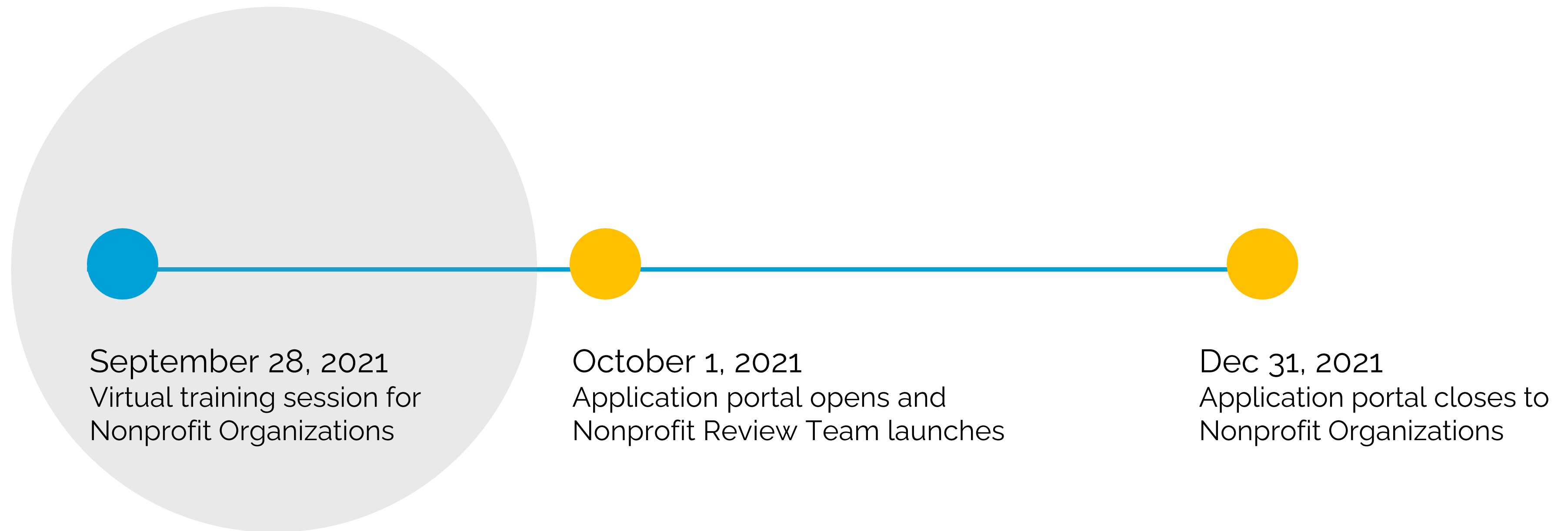


Updates and Information Sharing

The Recovery Office encourages organizations to:

- Check our website for updates
- Submit questions to arp@baltimorecity.gov
- Share content with your nonprofit peer networks, associations, and collectives to help reach more organizations

Key Deadlines

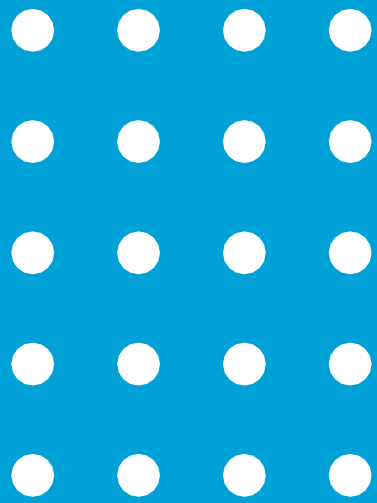


Q & A



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APPENDIX



Reporting Requirements

Project-related data is required quarterly to understand progress, performance, and spending.

Data requirements fall into three categories.

Program Measures (Required):

- Project-specific measures to track status and success.
- Take advantage of data already being collected and reported

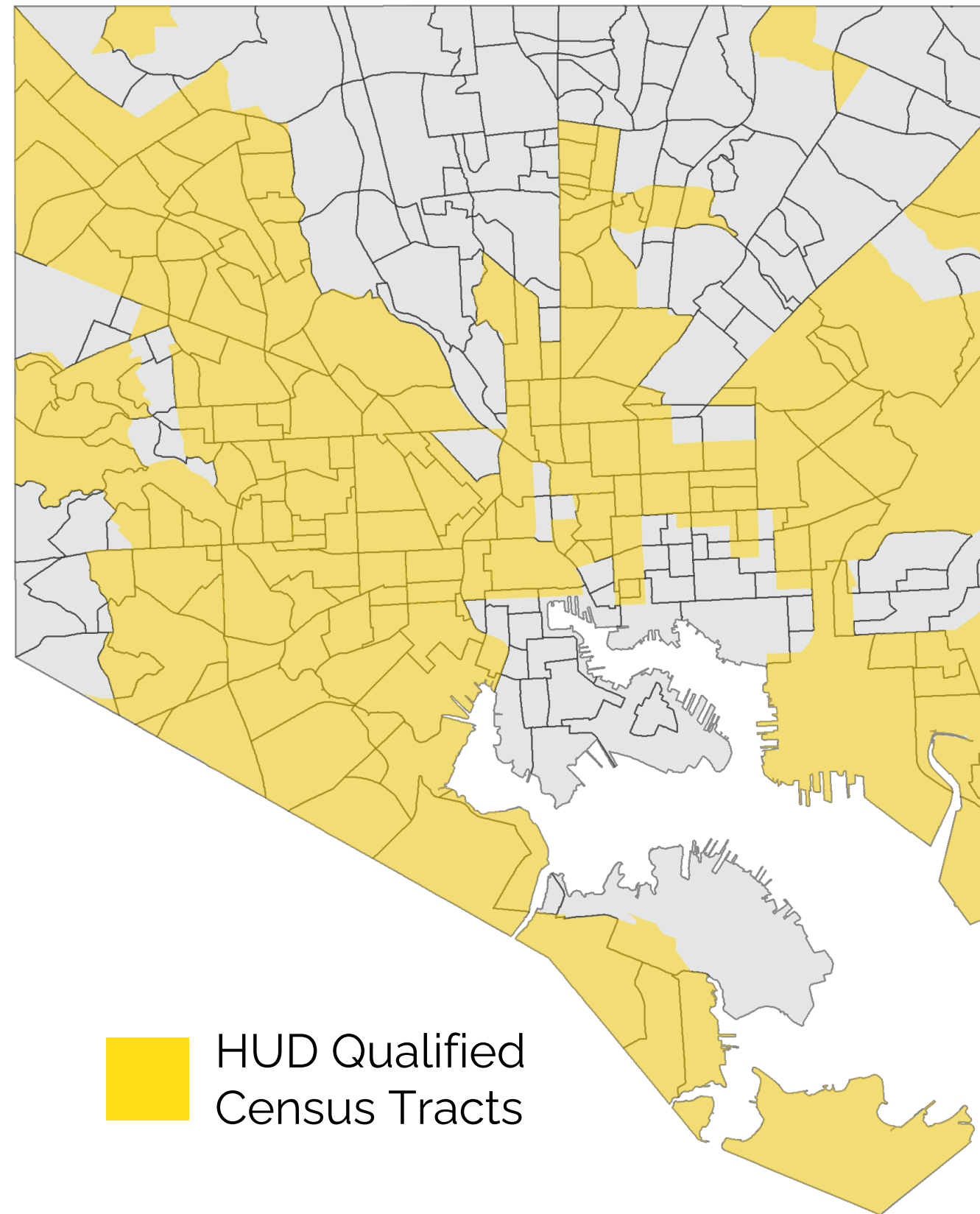
Financial Measures (Required):

- Funding spent by quarter, grouped into expenditure categories
- ARPA financial reporting requirements are found on the [US Treasury site](#)

Treasury Measures (Projects that meet specific criteria):

- There are pre-defined data requirements for projects within these categories:
 - Payroll for Public Health & Safety Employees
 - Household Assistance
 - Small Business Economic Assistance
 - Aid to Travel, Tourism and other Impacted Industries
 - Rehiring Public Sector Staff
 - Education Assistance
 - Premium Pay
- Category information and data requirements are on the [US Treasury site](#)

Qualified Census Tracts



- Qualified Census Tracts (QCTs) are a method used by US Treasury to define underserved and disproportionately impacted communities
- Defined by federal government as a community where at least half of households have lower income than most of the surrounding region
- Baltimore neighborhoods located in QCTs are in yellow
- More details and maps at [US HUD](https://www.hud.gov/program_offices/comm_planning/qualified_census_tracts)