

City of Everett
American Rescue Plan Act (ARPA)
State and Local Fiscal Recovery Funds (SLFRF)



Notice of Funding Availability
Food Assistance Programs for Subrecipient Award
Grant Guidelines

Federal Assistance Listing Number: 21.027

BACKGROUND AND GENERAL INFORMATION

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. The \$1.9 trillion Fiscal Recovery Funds package provides additional relief to respond to the COVID-19 pandemic, including public health and economic impacts. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), authorized by ARPA, delivers \$350 billion to state and local governments across the country to support their response to and recovery from the COVID-19 public health emergency. The City of Everett has received a total of \$47.1M to respond to the COVID-19 public health emergency and its economic impacts.

The mission of the city's specific ARPA program is to provide access to resources, rebuild the infrastructure systems that impact everyday lives, and foster equitable solutions that address the critical and long-term needs of Everett residents. This mission statement is also accompanied by four (4) guiding principles:

1. **Equity** – Use funds to equitably guide and prioritize funding decisions in a manner that will have a greater impact on communities that have been disproportionately harmed by the pandemic. Ensure that all voices from every population and community have an opportunity to participate in the process.

2. **Impact** – Commit to maximizing the use of American Rescue Plan Act funds to benefit all residents while also avoiding funding projects or programs that may incur unsustainable operational, maintenance, or other long-term costs.

3. **Transparency** – Invite community stakeholders to participate in the decision-making process and ensure trust is built throughout the entirety of the program, including timely auditing, and reporting with all agencies and the public-at-large.
4. **Accountability** – Adhere closely to federal guidelines and requirements to ensure that funds are appropriately spent and accurately accounted for.

Everett City Council approved 13.1M of its ARPA funding to be made available as subrecipient awards to assist impacted residents, community organizations, nonprofits, and small business that have faced health and economic hardship resulting from or exacerbated by the public health emergency. Below is a summary of the city's "Food Assistance" subrecipient program which has been allocated approximately \$1.1M by city council. Below follows the program definitions, eligibility requirements and documentation required for submission. Applicants may apply for multiple city subrecipient programs but must submit a separate application for each.

SUBRECIPIENT VS. BENEFICIARY

Subrecipients are entities that receive a subaward from the city to carry out a program or project on behalf of the city. Subrecipient awards will be provided through a combination of an application process and form of legal agreement/contract between the subrecipient and the city. Subrecipients must comply with the applicable requirements in the Treasury's Uniform Guidance, including the treatment of eligible uses of funds, procurement, and reporting requirements, including audit pursuant to the Single Audit Act and 2 CFR 200, Subpart F (see below). This guidance is intended for **Subrecipient** organizations to carry out an eligible use of funding on behalf of the city.

In contrast, beneficiaries are entities that receive funds for the purpose of directly benefitting from the funds granted to combat the negative public health or economic impacts caused by the pandemic. Beneficiaries are not subject to the same monitoring and reporting requirements of a subrecipient. Individuals, residents, and eligible entities submitting applications for funding or assistance to the Subrecipient would be considered **beneficiaries**.

DEFINITION OF ECONOMICALLY DISADVANTAGED

In accordance with the City's mission to offer equitable recovery and investment resources to the community, grant applications for subrecipient awards will be reviewed and prioritized based on the target populations the Subrecipient or its program will serve. Higher prioritization and consideration will be given to those applications that serve the economically disadvantaged populations within the city. According to a recent median household income study by race/ethnicity, it was found that the median income for Black or African American and Hispanic or Latino households is lower than the White and Asian households located in the city. Programs and applicants that intend to serve these lower income communities will be given more consideration for funding than those that do not.

Additionally, the City's ARPA SLFRF subrecipient programs are intended to provide resources and aid to both Impacted and Disproportionately Impacted communities and populations. According to Treasury's guidance, a moderate-income household at or below 65% of the Area Median Income for the County, or below 300% of the Federal Poverty Guidelines is considered to be Impacted. A low-income household at or below 40% of the Area Median Income for the County, or below 185% of the Federal Poverty

Guidelines or a household located within a Qualified Census Tract, or receives services provided by Tribal governments, is considered to be Disproportionately Impacted. Programs and applicants that serve Disproportionately Impacted communities will be given more consideration for funding.

Food Assistance Programming

Type of Award: Subrecipient Award

Amount of Award: Up to \$500,000 annually, or to an amount that can be clearly demonstrated

Period of Performance: Date of Award through September 30, 2026

In accordance with the Everett ARPA mission, the city is seeking applications for Food Assistance Programming. In general, applicants will be required to 1) identify a COVID-19 public health impact on an individual or group and 2) design a program that responds to that impact. Responses to the impact will be required to be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted. The city encourages applicants to propose programs and services that will assist in the elimination of food instability experienced by residents caused by the health emergency. Programming may be related to food distribution, added access to food pantries, and food preparation.

Enumerated eligible uses of funding are referenced in the section below, and ordered by priority, while also identifying eligible beneficiaries for each initiative. Applicants may apply to fund or expand existing programs or start new programs that align with these eligible uses. The city’s mission is to use ARPA funding as a catalyst for long-term sustainable programs, so preference may be given to programs that demonstrate a successful track record over new or pilot programs. Awards may be available up to \$500,000 annually, or to an amount of need that may be clearly demonstrated by applicants.

Funding applications may also be submitted for eligible capital expenditures that directly support the subrecipient’s program. Eligible capital expenditures must be detailed in the application and must directly respond to the pandemic, be proportional to the demonstrated impacted, and directly support the funded program. Capital expenditures will be subject to 2CFR200 procurement and contract requirements as well as cost principles.

| Order of Priority | Description | Eligible Beneficiaries | | |
|-------------------|---|------------------------|----------|----------------|
| | | All | Impacted | Disp. Impacted |
| FA | Food Assistance | | | |
| FA 1 | Food Assistance | | | |
| 1 | Assistance to food banks to provide fresh food options | | X | X |
| 2 | Direct money assistance to impacted individuals to combat food insecurity | | X | X |
| 3 | Funding to increase food distribution programs | | X | X |

GENERAL ELIGIBILITY REQUIREMENTS FOR SUBRECIPIENTS

The City's ARPA grant programs are designed to support residents, organizations, programs, and activities that benefit City of Everett residents and community. Below are general eligibility requirements that all Subrecipient organizations must meet:

- Must be physically located in the City of Everett OR provide evidence that the organization directly serves the residents/community of Everett.
- Must provide proof of current license, certification, or registration confirming it is authorized to provide service in the city and/or county.
- Must not discriminate based on age, sex, religion, national origin, disability, economic status, or sexual orientation.
- Must disclose any potential conflicts of interest for the city to evaluate.
- No owners, including all managing members and/or officers of the organization, have been convicted of financial crimes within the past three (3) years
- Must provide proof of insurance to the satisfaction of the City prior to the receipt of any funding.
- Must be in good standing with the city and current on local taxes and city utility bills.
- Must be in good standing and in compliance with all applicable Federal, State and Local laws.
- Must have a Unique Entity ID (UEI) and maintain an active SAM.Gov registration status throughout the period of performance.
- Must not be debarred or suspended from receiving or managing federal funds.
- Must not have received alternate Federal, State or Local grant funding that fully covers the same costs, programs, and/or impacts identified in its grant application to the city. Please note, unmet program funding needs, regardless of alternate funding received, are still eligible for funding.

SUBRECIPIENT COMPLIANCE REQUIREMENTS

If the applicant is awarded a subrecipient grant, their compliance responsibilities will generally be subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR Part 200. A copy of those requirements will be included with the grant application. Subrecipients will be required to develop an internal control policy for program funding and a process to verify and record how services are being provided to eligible beneficiaries within the community. 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).

CAPITAL EXPENDITURE COMPLIANCE REQUIREMENTS

If applying for a grant to fund a capital expenditure, the applicant must fully complete the "capital expenditure" section of the application as well as the capital expenditure budget worksheet. A capital expenditure means, "Expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations,

renovations, or alterations to capital assets that materially increase their value or useful life” (2 CFR 200.1 “Capital expenditures”). In the application, subrecipients will be required to describe the capital expenditure as well as 1) what COVID-related harm it will address, 2) why it is appropriate and 3) how it directly supports an eligible program. All capital expenditures are subject to the requirements of 2CFR200, including procurement and contract requirements.

SUBRECIPIENT PERIOD OF PERFORMANCE AND BUDGET SUBMISSION

The city is seeking applications for a minimum period of performance of one (1) year, starting from the time of award and execution of a subrecipient agreement with the city. The city may negotiate with subrecipients to modify the period of performance depending on budget submissions and the city’s allocated ARPA SLFRF funds to these initiatives. The final period of performance agreed upon by the city and subrecipient will be outlined in the subrecipient agreement.

As such, the city is requesting applicants complete the budget worksheet assuming a 12-month duration for the program, which may then be extrapolated to 18 months, 24 months, or 30 months, depending on city budget constraints, program performance, and final subrecipient negotiations.

REQUIRED DOCUMENTATION FOR SUBRECIPIENT APPLICATIONS

Below is a list of required documentation to be submitted with your application:

- Completed Application
- Completed Budget Worksheet for the Proposed Program
- Completed Duplication of Benefit Worksheet
- Completed Conflict of Interest Form
- Current Signed IRS W-9 Tax Form
- Balance Sheet for Two (2) Most Recent Fiscal Years
- Completed capital expenditure budget worksheet (only if applicable)
- UEI Number and SAM.gov Registration Certificate or Proof of Registration*
- The city reserves the right to request additional information from the applicant as needed

**Per the ARPA Treasury requirements, all subrecipients must have a Unique Entity ID (UEI) prior to receiving funding. The registration process with SAM.gov is free, but due to a recent influx of registrations, it may take up to 6-8 weeks to finalize. For more information, please visit: [SAM.gov | Home](#)*

INELIGIBLE COSTS

- Funding for activities that bear no relation or are grossly disproportionate to the type or extent of harm experienced due to the COVID-19 public health emergency.
- Contributions to rainy day funds, financial reserves, or similar funds.
- Payment of principal or interest on outstanding debt instruments.

- Inherently religious activities, such as worship, religious instruction, or proselytization and/or those that promote or inhibit religious interest.
- Lobbying, support of candidates for public office, or other political activities.
- Funding for programs or organizations that do not serve the City of Everett residents.
- Using funding that may be awarded for any other purpose beyond those specifically identified in the subrecipient's grant application

GRANT PERIOD

Eligible programs or projects will typically be funded for programming beginning on or around **September 16th, 2024**, and ending on or before September 30th, 2026. By **November 29th, 2024**, awarded applicants will be required to provide evidence to the city of progress in initiating or funding new or existing programs. Funding for programs will end on **September 30th, 2026**, and all funds received by the applicant for these programs will need to be fully expended and reported back to the City by that time.

APPLICATION PROCESS

The City of Everett Public Health Grant program applications will be available through the City's website located at [Everett ARPA - Everett, MA - Official Website \(cityofeverett.com\)](https://www.cityofeverett.com) starting no later than **February 23rd, 2024**. All applications must be submitted by **August 9th, 2024, at 11:59PM EST**. Late submissions will not be accepted. A direct link to the online grant application portal can also be found here: <https://www.zoomgrants.com/gprop.asp?donorid=2438&limited=5132>.

The application packet must include the information listed below.

- Completed Application
- Uploads of all required documentation as identified above

Grant review staff are available to answer questions about the application requirements, eligible activities, or the funding process once the application is posted. Please send an email to ARPA_Everett@ci.everett.ma.us with questions. A team member will respond within 3 to 5 business days.

APPLICATION REVIEW PROCESS

The city will establish a review committee to review grant applications for completeness, eligibility, and final award. Review panel members may consider the following factors in their evaluation:

- Applicant is a qualifying and eligible entity (10 pts)
 - Fiscal and administrative capacity of the subrecipient to administer the funding in compliance with Federal requirements.
 - Completeness of grant application narrative and required documents.
 - Risk assessment and project/program eligibility
 - Status of good standing with city and compliance with federal, state, and local laws
- Impact (15 pts)
 - Alignment of the request with the city's mission and vision.

- Impact the funding request will have on underserved groups and local community.
- Applicant’s quality of performance measures submitted for compliance monitoring.
- Readiness (5 pts)
 - Applicant’s readiness to fund the program and capacity for implementation.
- Budget (15 pts)
 - Grant budget is provided, reasonable, and aligns with eligible uses as defined by Treasury.
 - Duplication of benefit analysis
 - Program viability after ARPA SLFRF funding is fully exhausted
 - Applicants’ ability and commitment to fully expend funds by September 30, 2026.
- Other factors as deemed appropriate by the panel members (5 pts)
 - Reputation in providing service to the community, etc.

APPLICATION TIMELINE

The city anticipates the following schedule for reviewing submitted applications and determining final awards:

| | |
|--|--------------------------------------|
| February 23 rd , 2024 | Release of application |
| Feb 23 rd – August 9 th 2024 | Technical Assistance upon request |
| August 9 th , 2024 | Deadline for application submissions |
| August 9 th – September 13 th , 2024 | Application review period |
| September 2024 | Award determinations |
| October 2024 | Issue MOU’s and Grant Agreements |

PUBLIC RECORD

Unless otherwise exempt under applicable law, applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with any grant-funded activities performed, are subject to disclosure pursuant to the State of Massachusetts Public Records Law unless otherwise exempt.

AFFIDAVIT, WAIVER, AND RELEASE FORM

All nonprofit, governmental, and business organizations offered a grant who choose to accept the grant will be required to sign a non-negotiable affidavit, waiver, and release form prior to payment being made. The affidavit will require the applicant to declare that all information contained in the application is true and correct and can be used as admissible evidence in any legal proceeding against the organization if the City attempted to recoup any grant funds provided under false pretenses.

AGREEMENT REQUIREMENT & MONITORING

Grant awards will be made in the form of an agreement executed between the applicant and the city. The grant period, scope, allowable budget, and reporting requirements will be outlined in a grant agreement between the applicant and the city. All awarded funds must be expended no later than **September 30th, 2026**. Failure to comply with this requirement may result in disqualification from future grant cycles. Additional information may be required at the City’s discretion, based on the usage of

funds. Subrecipients will be required to attend quarterly subrecipient monitoring check-ins with the city and complete a subrecipient monitoring check in form as part of the monitoring process.

EXIT REPORT

An Exit Report will be required at the end of each grant agreement. Awardees must submit the Exit Report within three (3) months following the expenditure of all awarded funds or by **December 31st, 2026, whichever is sooner.** Failure to submit an Exit Report may result in disqualification from future grant cycles.

PROGRAM CONTACT

Please contact the city grants review team with all inquiries regarding the City of Everett American Rescue Plan Act Grant Program Application via email at ARPA_Everett@ci.everett.ma.us