

City of Everett
American Rescue Plan Act (ARPA)
State and Local Fiscal Recovery Funds (SLFRF)
ALN: 21.027

Subrecipient Program Frequently Asked Questions (FAQ)

This document is intended to help subrecipient applicants in filling out their subrecipient applications to the city. The questions and answers provided here can be used and applied to all the subrecipient programs currently open for application including 1) public health, 2) food assistance, 3) education and childcare, and 4) affordable housing.

Frequently Asked Questions:

1. May I include letters of support for my program with my application to the city?
 - a. Yes. There is an optional section under the “documents” tab in zoomgrants where you can attach any additional application materials, including letters of support.

2. If my organization has offices or locations outside of the city, how should I answer the questions about number of employees and estimated number of households/residents served annually?
 - a. The city is interested in understanding how these metrics are specifically related to Everett. Please provide estimated numbers of employees and households/residents served for only your Everett location.

3. I would like to know if these funds can cover capital expenditures like 1) ADA related costs, 2) energy efficiency upgrades, and 3) HVAC system replacements for the facility my organization operates out of?
 - a. These projects would be considered Capital Expenditures. Questions 26 and 27 in the Zoomgrants application apply to these types of requests as well as the capital expenditure budget worksheet that would need to be completed. **To be considered eligible, the capital expenditure must be directly related to and required to support an eligible program.** For example, if the eligible program is for food assistance run out of a pantry frequented by residents of Everett, but the pantry itself is ADA non-compliant creating safety issues and hazards for residents, this could be considered an eligible capital expenditure that would directly support an eligible program. If your program is conducted in a public space or facility where the public has access, an HVAC upgrade could be considered eligible as Treasury has identified these types of projects as an eligible way of mitigating the spread of the airborne COVID-19 virus. Finally, energy efficiency or compliance upgrades would largely be considered ineligible as they do not have a direct impact on the ability of a program to operate.

4. Can I submit multiple applications for multiple programs or projects?
 - a. Yes, you may submit multiple applications. For example, if your organization provides food insecurity services and also provides affordable housing programs, you may submit a separate application for each eligible program.

5. I do not see any guidance on the Everett ARPA webpages specific to Economic Recovery Program funding (Support for Small business, local arts, and nonprofits). What would be the appropriate category to apply under?
 - a. The city has setup their Subrecipient programs to reflect the priorities as assessed through the community engagement survey and its advisory panel. One of the program's identified, but not currently open for application, is for small business, local arts, and nonprofit assistance. The small business, nonprofit, and local arts economic recovery assistance program has not launched yet, as the city is still working to finalize a partnership with a subrecipient to administer and manage that program directly.

6. As we are a newly formed non-profit corporation established in January 2023, we cannot provide 2 years of balance sheets. Please advise if this makes us ineligible to apply for ARPA funding
 - a. Please provide a balance for just 1 year. This will not make you ineligible.

7. Question 28 on the ARPA application asks about estimated number of beneficiaries the program is anticipated to serve. Is the question asking for an annual estimate or for the duration of the awarded period?
 - a. Question 28 should be populated with your best estimate of number of beneficiaries that would be served throughout the awarded period of performance.

8. I noticed that the deadline for submissions was extended to August 9th. I was wondering what that means for the timeline of award decisions - will they be made on a rolling basis, or not until after August 9th?
 - a. With the deadline extension of August 9th, final awards will not be announced until all applications are received, reviewed for eligibility, and scored by the City. However, an early submission of your application is encouraged. This will allow our grant reviewers to begin their review and assist your organization in identifying any missing information prior to the deadline. This will help expedite reviews on the back end.

9. Question #12 asks about the identified implementation period for the funding request. There is a maximum of 30 months, but I believe the NOFO guidelines have identified a maximum of 2 years of funding with the maximum request of \$500,000 distributed for each year. Could you explain the funding breakdown with a 30-month implementation plan when the maximum funding period is listed as 24 months?
 - a. Depending on final negotiations, the city and awarded subrecipients may finalize a period of performance that ranges anywhere from 6 months to 30 months. It will be largely dependent on the program itself, and the program budget. Please answer question #12 by identifying how many months your organization would like to negotiate with the city. Please complete the budget worksheet as if it were a budget for 12

months. The city will then be able to negotiate using your 12-month budget in addition to how many months you identify in question #12 to finalize a period of performance and dollar amount.

10. Question #25 asks whether we collect a fee with services provided and only offers three potential options. We would not issue a fee but would utilize 3rd party billing with insurance when someone does have insurance (as well as other integrated programs in our treatment center) to support the longevity of the program once the funding period is over. With the three options provided I'm uncertain how to answer this question.
 - a. The purpose of question #25 is to determine if the subrecipient's program will generate income during the period of performance, as program income will need to be tracked and reported in a specific manner. If you plan on charging a fee to residents to access/use/participate in your program, please let the city know if a full fee will be charged, or if the ARPA funds will be used as a subsidy to reduce the fee for residents. If services will be provided 100% free of charge, please select the "Services will be offered free of charge"