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**American Rescue Plan Act: Funding Proposal Application Guidance for the City of Newnan**

On March 11, 2021, the United States Congress passed the American Rescue Plan Act of 2021 (ARPA), which provides fiscal relief funds to State and Local Governments, and other program areas aimed at mitigating the continuing effects of the COVID-19 Pandemic. ARPA is intended to provide support to local governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses. ARPA includes State and Local Fiscal Recovery Funds to support urgent COVID response efforts to decrease the spread of the virus; to replace lost public sector revenue to strengthen support for vital public services; to support immediate economic stabilization for households and businesses; and to address systemic public health and economic challenges that have contributed to inequal impacts of the pandemic on certain populations. The United States Department of Treasury has adopted the interim final rule as guidance regarding the use of ARPA Funds

The first tranche of ARPA funds has provided nearly $7 million to the City of Newnan to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong economic recovery. The City of Newnan is using a community-driven, data-informed process to ensure effective and efficient distribution of these federal funds. This guidance document seeks to provide clarity and transparency on the City of Newnan’s strategy and process for proposal development, allocation, administration, and evaluation of fiscal recovery funds.

The American Rescue Plan (ARPA) is an unprecedented opportunity for Newnan to leverage **one-time, non-recurring federal funds** to respond to the health and economic impacts of COVID-19. **Applications for funding will be accepted on a rolling calendar basis until all available funds are allocated and expended**. The City should receive an additional amount around $7 million in the summer of 2022.

Please use the following contact information to direct any questions that may arise.

**Staff Contact Information**

ARPA Special Projects Manager

Email: [arpaproposals@cityofnewnan.org](mailto:arpaproposals@cityofnewnan.org)

Phone: 678-673-5414 Ext. 254

**City of Newnan ARPA Funding Proposal Application Information**

*Project Funding Lifecycle*

The City of Newnan ARPA implementation will occur on a project proposal basis. To receive funding, projects should propose big, bold investments that deliver equitable outcomes and transformative impacts. Each project starts as a proposal and moves through the following process:

*1. Proposal Development*

**a. Application for Funding**

**b. Review for Eligibility**

**c. Review Committee Recommendation**

**d. Presentation to Council**

*2. Funding Agreement and Disbursement*

**a. Agreement**

**b. Disbursement**

*3. Administration*

**a. Reporting**

**b. Compliance**

*4. Evaluation*

**a. Reconciliation**

**b. Final data collection**

*Proposal Development*

Until all the City of Newnan’s ARPA fiscal recovery funds have been allocated. Residents, small businesses, and community-based organizations may submit proposals for funding to the ARPA Special Projects Manager ([arpaproposals@cityofnewnan.org](mailto:arpaproposals@cityofnewnan.org)), applications will be accepted on a rolling calendar basis. The application form can be found on the City of Newnan ARPA webpage.

* **Application for Funding**
  + The application for funding is an opportunity for proposal authors to provide important details about the project, implementation, reporting, and evaluation plan.
  + Once an application is submitted it is first reviewed for eligibility and completion. Proposals deemed complete and eligible will advance to the review committee. The review committee will read and rate proposals and make recommendations to the City Council on how to proceed. City Council will make final funding decisions.
* **Review for Eligibility**
  + Once a proposal is submitted, it goes through a first round of review by the ARPA Special Projects Manager to determine eligibility. Eligible proposals must align with one of the **expenditure categories** defined by the United States Department of Treasury. A full list of expenditure categories can be found in **Appendix A**, please see **Appendix B** for additional details that are important to developing an eligible proposal. Document submission requirements can also be found in **Appendix B**.
  + Authors of **ineligible** proposals will be notified, and be granted an opportunity to resubmit within a defined period of time. **Eligibility is not a commitment for funding**. Proposals may be rejected or altered in the City Council stage of the application process.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **External ARPA Funding Proposal Scorecard** | | | | | | |
| **Scoring** | **Eligibility** | **Strategic Goals** | **Community-Collaboration** | **Positive Community Impact** | **Ability to Administer** | **Qualified Census Tract** | |
| **0** | Not an Allowable Use | No measurable strategic goals included | Residents were not consulted | No identifiable positive impact on the residents of Newnan; or impact(s) is/are negative | Very difficult to measure the applicant’s ability to administer the proposal | Does not target funding into a QCT | |
| **2** | Unclear if allowable use | Some measurable strategic goals included | Insufficient input from most impacted residents | Some identifiable positive impacts on the residents of Newnan | Somewhat difficult to measure the applicant’s ability to administer the proposal | Targets some funding into a QCT | |
| **4** | Clearly allowable use | Clearly outlined measurable strategic goals | Residents most impacted are driving this proposal | Clearly identified positive impacts on the residents of Newnan | Easy to evaluate the applicant’s ability to administer; applicant exhibits the ability to administer the proposal | Targets all funding into a QCT | |

*\*\*DETAILED INFORMATION ABOUT THE ABOVE RUBRIC CAN BE FOUND IN APPENDIX B\*\**

* **Review Committee Recommendation** 
  + A review committee comprised of City Officials will read and rate proposals according to the scorecard above. After rating each application, review committee members provide one of the following recommendations:
    - Fund
    - Fund with revisions
    - Do not fund at this time
  + The proposal will then be presented to the City Council for final approval and determination of award amount.
* **Presentation to Council**
  + After projects are rated by the review committee, the proposal will be presented to City Council. Projects will be presented and recommended based on the combined score of the review committee with consideration of the review committee recommendation. City Council will make the final decision about which projects receive ARPA funding and how much funding is received.

*Funding Agreement and Disbursement*

* **Agreement**
* Once City Council has decided to fund a project, the applicant must work with City staff to develop an agreement. For internal applicants, this will typically take the form of a Letter of Agreement or Memorandum of Understanding. For external applicants, this will take the form of a Grant Agreement or contract. The agreement will describe the terms and conditions of the funding, including, but not limited to, purpose, term, eligible uses, scope, reporting requirements, process to modify or terminate the agreement, audit requirements, and any other City requirements.
* **Disbursement**
* The agreement will include the terms of disbursement of funds. Actual disbursement of funds is subject to existing City policies and procedures.

*Administration*

The United States Treasury has issued the Interim Final Rule, which helps establish the administrative and reporting compliance guidelines. These guidelines are subject to change at any given time. Recipients and the City of Newnan are required to abide by the rulings of the Treasury.

ARPA includes language that may require grant recipients to meet additional financial compliance guidelines including the need for a formal audit if certain thresholds are met. Recipients are expected to be familiar with these requirements and willing to comply with all terms.

**Reporting and compliance requirements will be defined in the funding agreement**, **but are subject to change given new or altered Treasury guidance**. The administration phase will serve to monitor the implementation of each project and track progress on key indicators. Each project is responsible for complying with the terms and conditions within the funding agreement.

The City of Newnan holds compliance with federal guidelines as well as state and local laws with the utmost importance. Failure to execute a project as planned or comply with the funding agreement may result in corrective action, recovery of funds, termination of the agreement, and/or other civil or criminal proceeding as required by Law.

*Evaluation*

Projects will be considered closed once they have fulfilled the terms of their agreement. All funds must be reconciled and unused funds shall be returned to the City of Newnan. Final project reports must include an evaluation of the project that includes data collection and reporting as outlined in the agreement.

**Appendix A: ARPA Funding Proposal Scorecard Criteria**

|  |  |
| --- | --- |
| **Expenditure Categories** | |
| **1** | **Expenditure Category: Public Health** |
| 1.1 | COVID-19 Vaccination ^ |
| 1.2 | COVID-19 Testing ^ |
| 1.3 | COVID-19 Contact Tracing |
| 1.4 | Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)\* |
| 1.5 | Personal Protective Equipment |
| 1.6 | Medical Expenses (including Alternative Care Facilities) |
| 1.7 | Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency |
| 1.8 | Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) |
| 1.9 | Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19 |
| 1.10 | Mental Health Services\* |
| 1.11 | Substance Use Services\* |
| 1.12 | Other Public Health Services |
| **2** | **Expenditure Category: Negative Economic Impacts** |
| 2.1 | Household Assistance: Food Programs \* ^ |
| 2.2 | Household Assistance: Rent, Mortgage, and Utility Aid \* ^ |
| 2.3 | Household Assistance: Cash Transfers \* ^ |
| 2.4 | Household Assistance: Internet Access Programs \* ^ |
| 2.5 | Household Assistance: Eviction Prevention \* ^ |
| 2.6 | Unemployment Benefits or Cash Assistance to Unemployed Workers \* |
| 2.7 | Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives) \* ^ |
| 2.8 | Contributions to UI Trust Funds \* |
| 2.9 | Small Business Economic Assistance (General) \* ^ |
| 2.10 | Aid to Nonprofit Organizations \* |
| 2.11 | Aid to Tourism, Travel, or Hospitality |
| 2.12 | Aid to Other Impacted Industries |
| 2.13 | Other Economic Support \* ^ |
| 2.14 | Rehiring Public Sector Staff |
| **3** | **Expenditure Category: Services to Disproportionately Impacted Communities** |
| 3.1 | Education Assistance: Early Learning \* ^ |
| 3.2 | Education Assistance: Aid to High-Poverty Districts ^ |
| 3.3 | Education Assistance: Academic Services \* ^ |
| 3.4 | Education Assistance: Social, Emotional, and Mental Health Services \* ^ |
| 3.5 | Education Assistance: Other \* ^ |
| 3.6 | Healthy Childhood Environments: Child Care \* ^ |
| 3.7 | Healthy Childhood Environments: Home Visiting \* ^ |
| 3.8 | Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System \* ^ |
| 3.9. | Healthy Childhood Environments: Other \* ^ |
| 3.10 | Housing Support: Affordable Housing \* ^ |
| 3.11 | Housing Support: Services for Unhoused persons \* ^ |
| 3.12 | Housing Support: Other Housing Assistance \* ^ |
| 3.13 | Social Determinants of Health: Other \* ^ |
| 3.14 | Social Determinants of Health: Community Health Workers or Benefits Navigators \* ^ |
| 3.15 | Social Determinants of Health: Lead Remediation ^ |
| 3.16 | Social Determinants of Health: Community Violence Interventions \* ^ |
| **4** | **Expenditure Category: Premium Pay** |
| 4.1 | Public Sector Employees |
| 4.2 | Private Sector: Grants to other employers |
| **5** | **Expenditure Category: Infrastructure** |
| 5.1 | Clean Water: Centralized wastewater treatment |
| 5.2 | Clean Water: Centralized wastewater collection and conveyance |
| 5.3 | Clean Water: Decentralized wastewater |
| 5.4 | Clean Water: Combined sewer overflows |
| 5.5 | Clean Water: Other sewer infrastructure |
| 5.6 | Clean Water: Storm water |
| 5.7 | Clean Water: Energy conservation |
| 5.8 | Clean Water: Water conservation |
| 5.9 | Clean Water: Nonpoint source |
| 5.10 | Drinking water: Treatment |
| 5.11 | Drinking water: Transmission & distribution |
| 5.12 | Drinking water: Transmission & distribution: lead remediation |
| 5.13 | Drinking water: Source |
| 5.14 | Drinking water: Storage |
| 5.15 | Drinking water: Other water infrastructure |
| 5.16 | Broadband: “Last Mile” projects |
| 5.17 | Broadband: Other projects |
| **6** | **Expenditure Category: Revenue Replacement** |
| 6.1 | Provision of Government Services |
| **7** | **Administrative and Other** |
| 7.3 | Transfers to Other Units of Government |

**\*** Denotes areas where recipients must identify the amount of total funds that are allocated to evidence-based interventions.

**^** Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities.

**Appendix A: ARPA Funding Proposal Scorecard Criteria Continued...**

**“Strategic Goals”** refers to the extent to which a project provides specific measurable goals. This can be achieved by providing inputs, outputs, outcomes, and impacts by using the indicators chart provided below. **Use the following indicator chart to assist in creating metrics.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicators** | | | |
| Metrics: Specific, measurable characteristics, actions, or conditions used to track progress. | | | |
| **Inputs** | **Outputs** | **Outcomes** | **Impact** |
| Resources: The financial, human, and material resources used. | Actions: The programs, products, and services performed. | Achievements: The short- and medium-term effects that you aim to achieve. | Long-term Effects: Positive and negative long-term effects – either intended or unintended, direct or indirect. |

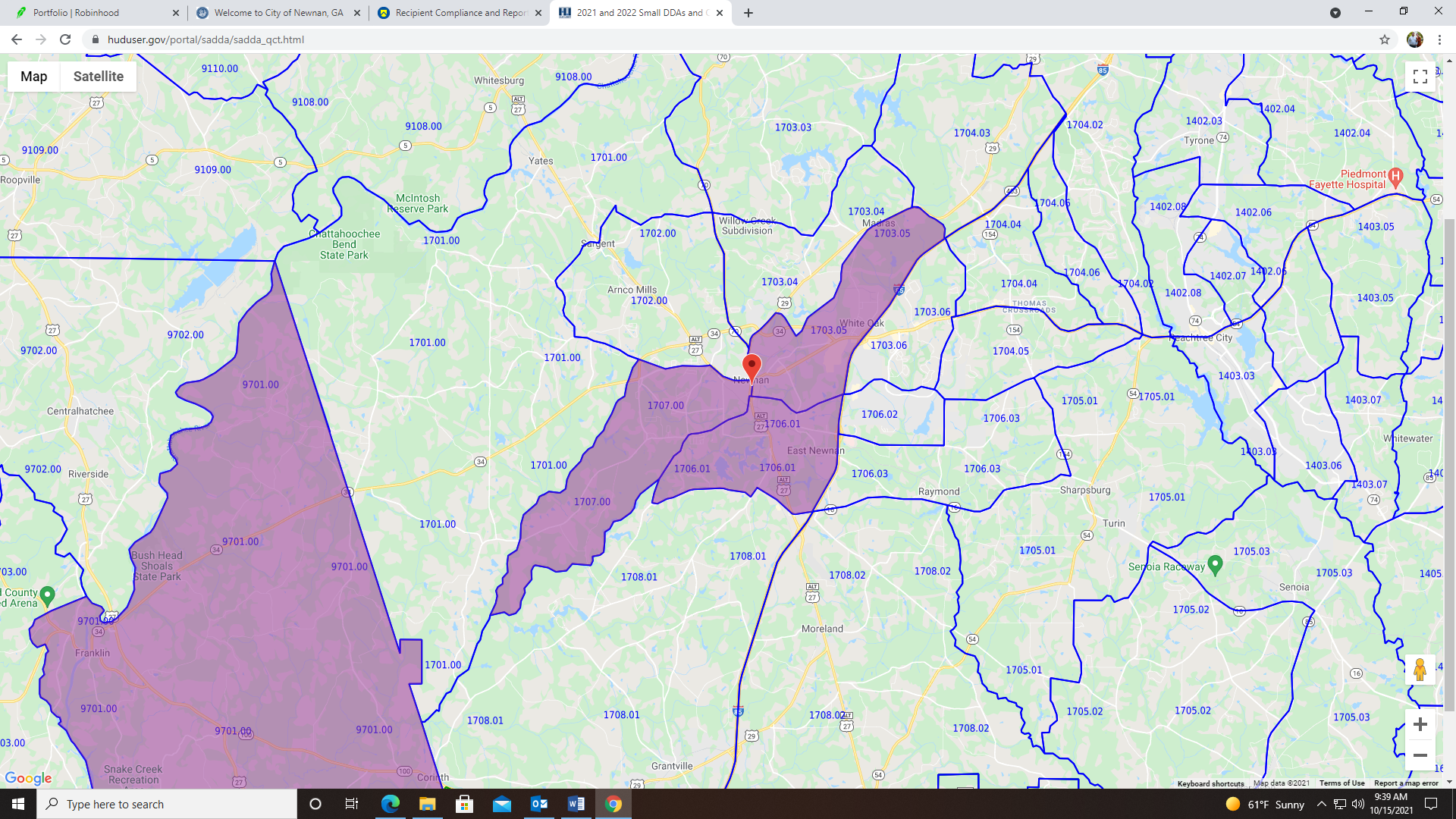
**“Community-Driven”** refers to the extent to which a project is derived, developed, and implemented by Newnan residents who have been most impacted by the health and economic impacts of COVID-19.

**“Collaboration”** refers to the extent to which a project leverages community stakeholders and partners from public, private, and nonprofit organizations in Newnan.

**“Administration”** refers to the City’s ability to administer federal funds for a given project and comply with federal reporting guidelines. For additional information on federal reporting compliance visit the following link (<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>).

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**Appendix A: ARPA Funding Proposal Scorecard Continued...**

 **“Qualified Census Tract”** aims to ensure that funds are targeted to areas with the greatest need, like the regions highlighted in purple on the map below, where the U.S. Department of Housing and Urban Development has determined that there are the highest concentrations of households living with low incomes and/or high poverty. Applicants are expected to produce

\*\* For additional information about QCT’s for 2021 and 2022 please visit the following link, or contact the ARPA Special Projects Manager. (<https://www.huduser.gov/portal/sadda/sadda_qct.html>).

**Appendix B: Guidelines, Document Submission and Additional Requirements**

*Guidelines: Nonprofits and Small Businesses*

* To receive funding under the category **“2.10 Aid to Nonprofit Organization”**, Nonprofit organizations must be **501(c)(3)** as described in the Internal Revenue Code, and must able to provide the most recent IRS filing; this requirement can also be found in the definitions section of the ARPA Interim Final Rule.
* **\*\*IMPORTANT\*\*THIS DOES NOT ENTIRELY EXCLUDE NONPROFIT ORGANIZATIONS UNDER DIFFERENT DEFINITIONS! Nonprofit Organizations who are not defined under 501(C)(3) are encouraged to apply for funding and make proposals for projects under any other recommended category.** \*\*
* The category **“2.9 Small Business Economic Assistance”** requires that small businesses must have **less than 500 employees** and must meet the definition requirements under **Section 3 of the Small Business Act**. Small Businesses must provide proof of eligibility under the provided definitions, and must also provide supporting documents such as most recent IRS filing. **Organizations that do not meet the defined requirement are still encouraged to apply under any other recommended category**.

*Document Submission*

* For **Organizations** please submit most recent **IRS Tax Filing**
* For **Individual Applicants** please submit **proof of residency** within the City of Newnan
* All applicants should submit a **proposed/anticipated line item budget**
* All applicants should submit a **budget narrative**. Budget narratives should explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. If your proposal contains multiple projects or sub-awards, you can provide a breakdown per project as well in your budget narrative.
* Applicants may also submit letters of support, excel documents detailing total budget request and sub-award budgets, project or sub-award breakdown, etc. If applicants have any engineering or project plans, they can attach this under the general document tab, which can support multiple documents.
* Applicants may be required to submit additional supporting documentation.

*Additional Requirements*

* Any funding spent in violation to the what is stated in the Interim Final Rule is subject to recoupment by the Treasury.
* **Applicants are expected to exhibit deliverables that provide measurable characteristics and are directly related to services provided under the proposed ARPA category.**
  + **\*\*Review committee and Council will closely examine administrative costs associated to each proposal\*\***

**Please note the ARPA funds cannot be used for any of the following:**

* + **1) used to offset a reduction in net tax revenue resulting from a change in law, regulation or administrative interaction;**
  + **2) damages covered by insurance;**
  + **3) used to fund a deposit into a pension fund;**
  + **4) used for expenses that have been or will be reimbursed under any federal program;**
  + **5) used to pay debt service costs;**
  + **6) contributions to a "rainy day" fund;**
  + **7) used to fund legal settlements;**
  + **8) used to fund the non-federal match on other federal grants you've received**

**Appendix B: Guidelines, Document Submission and Additional Requirements**

*Additional Requirements continued...*

* Interim Final Rule – Nonprofit Organizations
* Aid to nonprofit organizations should be driven to address specific needs within the community such as housing assistance, education assistance, supporting healthy childhood environments, public health, etc.
* Interim Final Rule – Small Business Required Funding Categories
  + “Loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;”
  + “Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and”
  + Technical assistance, counseling, or other services to assist with business planning needs.

**Appendix C: Frequently Asked Questions (FAQ’s)**

**Who will review proposals submitted to the City of Newnan?**

ARPA Special Projects Manager will review proposals for eligibility. Eligible proposals will advance to the next stage; ineligible proposals will be offered an opportunity to revise and resubmit in a defined time frame. Then a review committee comprised of City Officials will read and rate each project proposal. After the review committee step, proposals will then be presented to Council.

**How will the Review Committee and then City Council assess the proposals?**

Review committee members will read and rate applications according to the ARPA scorecard above. All projects that are reviewed by a review committee will be presented to City Council. Projects will be recommended in the order of priority that is determined by the recommendations and composite ratings of the review committee. City Council makes final decisions about which project receive ARPA funding.

**What if my project is not related to the pandemic?**

The primary purpose of ARPA fiscal recovery funds is to address the public health and economic impacts of COVID-19. Projects completely unrelated or not linked to the pandemic in any way, or do not meet eligibility requirements and may not be funded with ARPA funds. Recognizing that many of the most serious impacts of the pandemic are felt in disadvantaged communities’ projects unrelated to the pandemic may be eligible for funding if they address needs and inequities that were exacerbated or made worse by the pandemic.

**How can I view or gain access to proposals for funding?**

A full list of projects will be presented to City Council after the review committee members have read and rated proposals.

**What is the date by which recommendations will be made to the City Council?**

Applications will be accepted on a rolling calendar basis until all funds of the first tranche are expended. We aim to present the first round of proposed projects to Council before the end of the year 2021, however, at this time table has been established. The City has until December 2024 to allocate fiscal recovery funds.

**When will City Council make final determinations on proposals?**

We expect City Council to vote on the first round of project funding before the end of 2021. However, no time frame has been established at this time. All applicants will be afforded an equitable amount of time to complete and submit applications. The City has until December 2024 to allocate fiscal recovery funds.

**Is there a limit on how much can be requested for a project?**

No.

**Will a requesting funding amount over a certain amount affect my score?**

No.

**For further inquires not addressed in this document please visit the following link to the United States Treasury full FAQ document. (**<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>)