



Notice of Funding Availability for the American Rescue Plan Act (ARPA) Grant Program

KANSAS CITY, KANSAS AND WYANDOTTE COUNTY

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Funding Announcement Summary

Grantor Name: Kansas City, Kansas and Wyandotte County

Funding Opportunity Title: ARPA Funding for Non-Profit Organizations and Unified Government of Wyandotte County and Kansas City, Kansas (UG) Departments

Announcement Date: April 4, 2022

Announcement Type: Notice of Funding Availability (NOFA) for the American Rescue Plan Act (ARPA)

Application Submissions: Applicants must submit a completed application and all associated documents, as described in this Notice of Funding Availability (NOFA), by May 27, 2022.

- Electronic Application – Applicants must follow instructions provided within this document and submit via the Unified Government’s online application portal.

Funding Opportunity Description: The Unified Government of Wyandotte County and Kansas City, Kansas (UG) American Rescue Plan Act (ARPA) Subcommittee has voted to create a Grant Program to fund various projects across the county to improve community resilience.

The grant program will be open to all Wyandotte County non-profit organizations and UG departments. This funding can be used for various projects; however, the Committee wants to make sure that organizational projects submitted and selected are for the betterment of Wyandotte County’s citizens and communities, not solely for the benefit of the individual organization requesting the funds.

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ARPA GRANT PROGRAM

Non-Profit Organizations and UG Departments Grant Program

VERSION CONTROL

VERSION NUMBER	DATE REVISED	DESCRIPTION OF REVISIONS
1	March 15, 2022	Original version
2	April 4, 2022	Updated to include Commission comments
3		
4		
5		
6		

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1. Overview

On March 11, 2021, President Joseph R. Biden signed the \$1.9 trillion American Rescue Plan Act of 2021 (ARPA). ARPA is an ambitious initiative to stimulate the American economy, support residents, and curb the spread of the COVID-19 virus. As we navigate through the COVID-19 pandemic and rebuild our local economy, ARPA will provide some much-needed relief to American families and businesses, including those right here in Wyandotte County.

The Unified Government of Wyandotte County and Kansas City, Kansas (UG) will receive \$87.5 million in federal aid over two years with \$55.4 million allocated to the City of Kansas City, KS (City) and \$32.1 million for Wyandotte County (County).

ARPA specifically defines how the funding can be used and the Unified Government also has restrictions on where the money can be spent (city versus county operations). Generally, the categories include initiatives that will either:

- Improve public health and community resilience
- Address disparities of disproportionately impacted communities
- Diminish family violence and substance abuse
- Create more stable, affordable housing and prevent evictions
- Invest in workforce development
- Augment broadband/Internet access in underserved areas
- Invest in critical wastewater and stormwater infrastructure
- Assist small businesses impacted by the pandemic

With this in mind, the Unified Government is eager to identify projects and initiatives that address our community's most immediate needs while investing in sustainable solutions with long-term benefits.

1.1. Definitions

This section sets forth the key defined terms used throughout these guidelines.

- **Applicant:** An entity that has applied for this Program.
- **Awardee:** An Applicant who applies for and is awarded a grant under this Program.
- **Grant Agreement:** A signed contract between the County and Awardees establishing the terms and conditions of the funding awarded.
- **Private Nonprofit Organization:** A non-governmental agency or entity that currently has an effective ruling letter from the IRS granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under the State law, or a faith-based organization.
- **Unified Government Department:** A group recognized as a subdivision of the Unified Government, e.g. Public Works, Human Services, Aging, Police Department, etc.

2. Funding Opportunity Description

2.1. Program Description

Funding provided under this Notice of Funding Availability (NOFA) is intended to fund projects that address the most urgent and emerging needs of the City and County because of the ongoing COVID-19 pandemic and serve to build a better, more resilient community. Selection for award under this NOFA will be made by the Board of Commissioners (**BoC**), based on the qualifications of the Applicant and viability of proposed activities in compliance with funding requirements. Funding for this Program will be distributed for the eligible projects, as supported by substantial documentation.

The ARPA grant program NOFA is seeking applications from non-profit organizations and UG departments that propose programs that respond to and mitigate of the impacts of the COVID-19 pandemic. The Program will provide funding to entities that:

- Propose a short-term project that mitigates the impacts of COVID-19 by addressing urgent and emerging needs in the community;
- Operate within the County;
- Demonstrate through an application the organizational capacity to successfully execute the proposed project;
- Propose a viable budget to achieve the proposed project.

The UG has established three Program priorities as described below to mitigate the impact of COVID-19:

- **Community Health and Wellbeing:**
 - Address the needs of our community, particularly our most vulnerable, in response to the ongoing pandemic by working with our community partners and neighborhoods to immediately direct aid and coordinated support where it is needed most.
 - Establish a comprehensive response to address the needs of the unhoused with local and regional partners, building on our respective strengths through collaboration.
 - Fully implement the Community Health Improvement Plan (CHIP) to strengthen our overall health and well-being as a community.
- **Infrastructure and Built Environment:**
 - Understand current and future infrastructure needs to guide the equitable prioritization of investments, maintenance, and right-sizing.
 - Develop a comprehensive plan to mitigate the impacts of the aging infrastructure and rising costs for our community by the end of 2023.
 - Enhance availability and access to neighborhood amenities and infrastructure that support vibrant, healthy, and walkable neighborhoods.

- Adopt a comprehensive strategy to develop sustainable, affordable, and diverse housing options to catalyze neighborhood regeneration and additional private investment, eliminating friction and barriers to redevelopment as applicable.
- Balance new development by uplifting the existing community and identify equitable approaches to improving quality of life in disadvantaged communities.
- **Organizational and Community Resilience:**
 - Prepare our organization, workforce, and community for future disasters and disruptions.
 - Foster and enhance our capacity for response at the neighborhood-level to maximize impact on social, economic, and environmental outcomes.
 - Build trust and accountability with our community through rapid, intentional, and inclusive reinvestment.

To assist with project ideas, please review the [ARPA Final Rule](#).

2.2. Eligible Applicants

This Program is open to non-profit organizations and UG departments who propose projects that respond to or mitigate the impacts of the COVID-19 pandemic. All applicants must be located and registered to operate within Kansas City, Kansas and Wyandotte County. UG departments as defined in Section 1.1, must be a recognized portion of the Unified Government.

2.3. Use of Funds

ARPA State and Local Fiscal Recovery Funds (SLFRF) stipulates that payments may only be used to cover costs that:

1. Support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector,
2. Provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors,
3. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet, and
4. Funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026. This time period, during which recipients can expend SLFRF funds, is the “period of performance.”

The Treasury has provided guidance that the term “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency and expenditures incurred to respond to second-order effects of the emergency. This Program is designed to address these first and second order effects of the pandemic.

To qualify for funding under this Unified Government NOFA Program, all expenditures must meet the following requisites:

- All expenditures must meet the guidelines established by the U.S. Department of Treasury for the ARPA SLFRF¹. The recipient must agree to return any funds not spent in accordance with the Act.
- All expenditures must be supported by records which adequately demonstrate that the payments from the Program were expended in accordance with section 601 (d) of the Social Security Act. In the case of an audit, the UG reserves the right to request any documentation which it deems necessary to collect.
- These funds may not be redistributed.

Nonexclusive **eligible use of funds** for the Program include, but are not limited to:

- Awardee staff salaries, benefits and supplies that are directly associated with implementing the proposed Program;
- Enhancement, installation, and fortification of digital infrastructure to respond to increased needs due to the COVID19 public health emergency;
- Technical and life skills training, including support services to assist unemployed and/or underemployed workers' increased needs due to the COVID19 public health emergency;
- Creation or expansion of childcare services with special considerations to enable compliance with COVID-19 public health precautions;
- Emergency Assistance initiatives;
- Food Security; including delivery to residents, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions;
- Mental Health; human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency;
- Other measures to respond to or mitigate the impact of COVID-19.

Nonexclusive **ineligible use of funds** for the Program include, but are not limited to:

- Pension funds;
- Financial reserves;
- Non-COVID response construction²;
- Reimbursement for costs incurred prior to application to the Program;

¹ Guidance from the U.S. Department of Treasury is publicly available at [SLFRF-Final-Rule.pdf \(treasury.gov\)](#). All applicable updated guidance promulgated by the US Treasury is considered incorporated in this guideline by reference.

² See the guidance from the U.S. Department of Treasury publicly available at [SLFRF-Final-Rule.pdf \(treasury.gov\)](#). All applicable updated guidance promulgated by the US Treasury is considered incorporated in this guideline by reference.

- Purchase of equipment not directly tied to Program work;
- Political or religious activities;
- Entertainment, including amusement, recreation and social activities; food and alcohol associated with parties or socials, meals, lodging, transportation, and gratuities associated with entertainment;
- Pre-award costs, including preparation of the grant proposal;
- Fundraising activities;
- Operating costs associated with day-to-day functions of the entity not dedicated to the approved project;
- Payroll benefits expenses for employees whose work duties are not dedicated to the approved project; and
- Expenses not incurred due to the public health emergency COVID-19.

This NOFA does not include proposals for infrastructure projects, such as water, wastewater, stormwater or broadband. Further, proposals of ARPA eligible uses for facility improvements owned by the Unified Government will not be accepted under this NOFA. These types of proposals will be separately reviewed by the ARPA Subcommittee. For more information on acceptable projects, please review the Treasury's Final Rule.

2.4. Cost Limitations

Selected applicants will execute a Grant Agreement with the Unified Government which provides direct reimbursement of costs associated with eligible activities defined in this NOFA. Costs incurred in the performance of the Program, must be allowable, allocable, and reasonable in accordance with the Grant Agreement. The UG reserves the right to reject funding requests for any cost outside of the scope of the Program.

2.5. Period of Performance

If awarded, all grant funding distributed as part of this Program must be obligated by December 31, 2024. All final obligations must be submitted to the UG by January 10, 2025. Though grant funds must be obligated by December 31, 2024, they may be spent through December 31, 2026. Awardees must submit a close-out report by January 10, 2027, that includes source documentation of paid eligible expenses (paid invoice and proof of payment) and may include photographs of the completion of the project, and project impact information (number of Wyandotte County residents served, sign-in sheets for community outreach events, etc.) as applicable.

Additionally, by submitting an application, Applicants are agreeing that they will enter into a Grant Agreement with the Unified Government that requires reporting project and expenditures 10 days after each quarter of all years and performance data July 10th of each year, in accordance with the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds, found at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>.

3. NOFA Procedures

3.1. NOFA Documents

Copies of this NOFA are available for download by Applicants at the Unified Government’s website. To submit an Application, Applicants are required to complete the application through the [grants portal \(https:// iparametrics-800652.workflowcloud.com/forms/b37dcc89-7011-425a-8c2a-5f21d115cdf0\)](https://iparametrics-800652.workflowcloud.com/forms/b37dcc89-7011-425a-8c2a-5f21d115cdf0) on or before May 27, 2022. Below is the QR code for the application as well.



3.2. Schedule

A schedule summary of the major activities associated with this NOFA is presented in Table 1 below. The dates and activities are subject to change. Therefore, applicants are encouraged to periodically review the Unified Government’s website for regular updates and other important information, which may alter the terms or requirements of this NOFA.

Table 1: NOFA Schedule

Event	Date
NOFA Documents Availability	04/04/2022
Application Due Date	05/27/2022
Application Evaluation Period (Expected)	From: 06/17/2022
	Up To: 07/29/2022
Notice of Award (Expected)	07/29/2022
Execution of the Grant Agreement (Expected)	07/29/2022
Project Completion Deadline	12/31/2024
Project Closeout Report Deadline	01/30/2025

Please note that the NOFA timeline and target dates may change. It is the responsibility of the Applicant to periodically review the Unified Government’s Website for regular updates and other important information.

3.3. Correspondence and Inquiries

Correspondence and inquiries regarding this NOFA must be submitted to the Unified Government via the email address ARPA@wycokck.org and shall reference this specific NOFA in the subject line of the email. Each prospective applicant may submit questions or ask for clarifications as to the intent of this NOFA. Verbal inquiries or emails sent to addresses not specified in this NOFA will not be addressed or considered.

3.4. Representations for Application Submission

All costs associated with the response to this NOFA are the sole responsibility of the applicant. No applicant is guaranteed an award under this NOFA.

The UG reserves the right, without limitations, to reject partially or completely any/all applications received in response to this NOFA. The UG further reserves the right, without limitations, to make such investigations, as it deems necessary, as to the qualifications or perceived conflicts of interest of any/all entities submitting applications in response to this NOFA.

By submitting an application, the Applicant shall comply with all applicable federal and local laws and regulations. Failure to disclose accurate and complete information or making false representations as part of the NOFA application, may affect eligibility and may result in disqualification from the NOFA evaluation process and possibility of award. The UG reserves the right, without limitations, to: (i) grant more than one award and/or select more than one Applicant; and (ii) amend the Grant Agreement(s) of the selected Applicant(s).

3.5. Application Modification or Withdrawal

An applicant may modify or withdraw an application at any time before the Application Due Date.

3.6. Ownership of Applications

All materials submitted in response to this NOFA will be the property of the UG and will not be returned. Selection or rejection of an application does not affect this provision.

4. Application Requirements

Each application received should comply with the requirements set forth in the following sections and will be scored as described below.

4.1. Application Format

Applications will be completed by filling in forms and information as instructed on the grant portal website. Applications are to be submitted on or before the Application Due Date stated in the Schedule Section of this NOFA. Responses to the NOFA submitted after the prescribed deadline will not be accepted.

All applications must include the required exhibits and adhere to the following parameters:

- Applicants complete the application in its entirety on the portal website, to include the following information and documents:
 - **Exhibit A:** Applicant Information and Qualifications
 - **Exhibit B:** Program Proposal
 - **Exhibit C:** Proposed Budget
 - **Exhibit D:** Conflict of Interest Certification

4.2. Application Scoring

Table 2 presents the maximum points for the requirements of the Applications. The Application will have a maximum score of one hundred (100) points. For details regarding the distribution of scoring for each specific aspect of the Application, please refer to the corresponding section. Applications will be scored based on the below listed criteria and then compared against all others received.

Applications will be evaluated according to the following criteria:

Table 2: Application Scoring Criteria

Criteria	Scoring Factor
Applicant Information and Qualifications	20
Program Proposal	40
Alignment with Commission Funding Priorities <ul style="list-style-type: none"> ▪ Community Health and Wellbeing ▪ Infrastructure and Built Environment ▪ Organizational and Community Resilience 	20
Matching Funds Identified	10
Proposed Budget	10
TOTAL	100

4.3. Mandatory Application Exhibits

Applicants shall complete the following Exhibits for their Application to be evaluated. Failure to comply with these requirements will result in the disqualification of the Applicant. Mandatory Exhibits for this NOFA are as follows:

4.3.1. Exhibit A: Applicant Information and Qualifications

Applicants must submit entity information including the identification of an Authorized Signing Official/Authorized Representative. This named person must be authorized to bind the Entity in matters related to the Contract. Applicant must also provide an overview of the organization and its capacity to administer the program, including:

- A description of the Applicant’s organization, including its history, and experience;
- A description of the qualifications and experience of the key program staff who will be part of administering the proposed project;
- If applicable, provide the names and descriptions of partner agencies or organizations which will be involved in the project and the nature of the partnership with the Applicant (businesses, local agencies, non-profits, schools, etc.).

4.3.2. Exhibit B: Project Proposal

Applicants must complete a project proposal, including:

- Detailed description of the proposed project including strategies for the execution of the project within the period of performance defined in Section 2.5;
- Detailed description of the proposed beneficiaries for the project, and of comparable projects or programs currently available in the service area as applicable;
- Discussion of the need for the proposed project, including an analysis of current gaps due to COVID-19 and projected demand;
- List of outcomes to reflect the impact of the project, and description of how the outcomes will be measured;
- Proof of matching funds as applicable.

4.3.3. Exhibit C: Proposed Budget

Applicants must provide a Project Budget with estimated costs for staffing, operating expenses and equipment. The second page of the Budget spreadsheet includes a Budget Narrative that will help describe how these figures were determined. Applicants will be required to fill out both sheets on the Proposed Budget spreadsheet.

4.3.4. Exhibit D: Conflict of Interest Certification

Applicants must read and sign the conflict of interest certification as part of the completed application process. This document must be signed by the entity's authorized representative.

5. Evaluation and Selection

The selection of Applicants will be conducted through a review of submitted Applications. Applications will be evaluated based on the scoring criteria outlined above and according to the processes described below.

5.1. Evaluation, Selection and Award

Upon closure of the application submission period, the Unified Government ARPA Subcommittee will evaluate each application based on the criteria stated in this NOFA.

Applications will be scored and ranked in accordance with the points outlined in this NOFA. The Applicant(s) whose application(s) scored the highest points shall become the selected Applicant(s). The ARPA Subcommittee may request clarifications from applicants to gain additional understanding of the applications.

The ARPA Subcommittee will make recommendations to the Unified Government Board of Commissioners. The Board of Commissioners will determine and approve final awards by resolution and/or ordinance during a regular meeting.

The number of awards will depend on the number of applicants and the amount of funds requested in their applications. After the final determinations from the Board of Commissioners, the UG staff will issue the award notice and execute a Grant Agreement.

5.2. Errors in Applications

Unified Government reserves the right, without limitations, to reject an application that contains an error or omission. The UG also reserves the right, without limitations, to request correction of any errors or omissions and to request any clarification or additional information from any applicant, without opening clarifications for all applicants. No communication with Applicant does not mean that the UG is in any way obligated to make an award and does not create rights for the Applicant to receive an award under this NOFA.

5.3. Confidentiality of Responses and Proprietary Information

Upon completion of the NOFA, the UG may publish its report regarding the qualification and selection process. Due to the nature of this NOFA, some confidentiality or proprietary claims cannot be assured. Provision of any information marked as confidential or proprietary shall not prevent the UG from disclosing such information if required by law. The ultimately awarded Agreement(s) and the budget set forth therein shall not be considered confidential or proprietary and such information may be made publicly available.

All the information (trade secrets, proprietary, or confidential information) submitted as part of this NOFA will be made available at Federal or State agency request that requires said information for Program evaluation and compliance purposes.

END OF NOFA