

Resolution 3279

A RESOLUTION OF THE BEND CITY COUNCIL ESTABLISHING THE AMERICAN RESCUE PLAN ACT COMMUNITY ASSISTANCE GRANT PROGRAM

Findings

- A. On March 11, 2021, the American Rescue Plan Act of 2021 ("ARPA") was signed into law by President Joe Biden. ARPA provided \$1.9 trillion in funds to respond to COVID-19, including \$350 billion in emergency funding for local, state, tribal and territorial governments (the "Coronavirus State and Local Fiscal Recovery Funds" or "Funds").
- B. The Coronavirus State and Local Fiscal Recovery Funds are intended to help local governments bolster their response to the COVID-19 emergency and rebuild a stronger, more equitable economy as the country recovers from the pandemic.
- C. The Funds are intended to support urgent COVID-19 response efforts to continue to decrease the spread of the virus; replace lost public sector revenue to strengthen support for public services and to help retain jobs; support immediate economic stabilization for households and business; and address systematic public health and economic challenges that have contributed to the inequal impact of the pandemic on certain populations.
- D. As such, the Coronavirus State and Local Fiscal Recovery Funds may be used to: (a) support public health expenditures; (b) address negative impacts caused by the public health emergency; (c) replace lost public sector revenue; (d) provide premium pay for essential works; and (e) invest in water, sewer, and broadband infrastructure, as further described in the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule, 31 C.F.R. 35 (2021).
- E. The City of Bend has been allocated and is the recipient of \$14.08 million in ARPA funding.
- F. On May 24 and June 22, 2021, the City of Bend Stewardship Subcommittee held public meetings to discuss proposed allocations of the ARPA funds as well as near and long-term funding priorities. The Stewardship Subcommittee recommended the Bend City Council allocate at least \$200,000 to support community requests for assistance to respond to the negative impacts caused by COVID-19.
- G. The Bend City Council approved a supplemental budget for ARPA funding on August 18, 2021 and allocated \$200,000 to support such community requests.

- H. The City now desires to establish an American Rescue Plan Act Community Assistance Grant Program for the purpose of assisting qualifying nonprofit organizations recover from the COVID-19 pandemic, and to assist non-profit entities provide services to individual members of the community who were negatively impacted by the COVID-19 pandemic, especially those individuals who were disproportionately impacted.

Now, therefore, based on the above findings,


THE CITY OF BEND RESOLVES AS FOLLOWS:

- Section 1. The ARPA Community Assistance Grant Program is established for the purpose of providing community grants to address negative impacts caused by the COVID-19 pandemic, consistent with the attached Exhibit A, ARPA Community Grant Assistance Program (“Program”).
- Section 2. The City Manager is authorized to make changes or amendments to the Program as needed to implement and administer the Program consistent with the intent of this Resolution and well as all applicable ARPA and U.S. Department of Treasury guidelines.
- Section 3. The Program will be funded with \$200,000 from the City’s American Rescue Plan Act Fund.
- Section 4. To quickly and efficiently respond to the COVID-19 pandemic and otherwise rebuild a stronger, more equitable local economy, the City Manager shall have discretion to allocate and distribute Program funds consistent with the recommendations City of Bend Stewardship Subcommittee.
- Section 5. The City Manager may authorize allocations and enter into grant agreements in an amount up to \$50,000 per grantee.
- Section 6. Funds allocated to this Program may cover costs incurred beginning March 3, 2021 onward, and must be obligated before December 31, 2024, even if performance will not occur until a later time.
- Section 7. The Program will become effective on October 20, 2021 and will remain in effect until December 31, 2024, unless further extended by the City Manager. If additional funds are allocated to the City, this Program may be extended to include those additional funds, or other grant programs may be created to allocate those additional funds.
- Section 8. All Program funding recipients and subrecipients will follow the guidelines issued by the U.S. Treasury Department related to Coronavirus State and Local Fiscal Recovery Funds.

Adopted by motion of the Bend City Council on November 3, 2021.

YES: Mayor Sally Russell
Mayor Pro Tem Gena Goodman-Campbell
Councilor Barb Campbell
Councilor Melanie Kebler
Councilor Anthony Broadman
Councilor Megan Perkins
Councilor Rita Schenkelberg

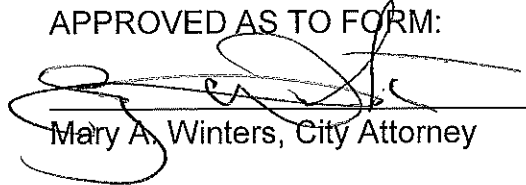
NO: none


Sally Russell, Mayor

ATTEST:


Robyn Christie, City Recorder

APPROVED AS TO FORM:


Mary A. Winters, City Attorney



AMERICAN RESCUE PLAN ACT Community Assistance Grant Program Exhibit A – Program Overview

BACKGROUND

On August 18, 2021, the Bend City Council adopted a supplemental budget allocating \$200,000 to support community requests for assistance to recover from the negative impacts of COVID-19. Council reserved additional monies that may be allocated by the Stewardship Subcommittee for community assistance grants to the Program in the future.

This document describes the ARPA Community Assistance Grant Program (the “Program”), including purpose, eligibility, grant requirements, application process, and criteria for selection, among other things. The Program funds will be used to support the community by allocating financial assistance specific to COVID-19 recovery efforts.

PURPOSE

The purpose of the ARPA Community Assistance Grant Program is to assist qualifying nonprofit organizations recover from the COVID-19 pandemic, and to assist nonprofit entities provide services to individual members of the community who were negatively impacted by the COVID-19 pandemic, especially those individuals who were disproportionately impacted.

The Program funds are not intended to replace other federal, state, county, or local ARPA assistance, such as financial assistance for rent, tourism, workforce training, or childcare; applicants may not receive Program funding for project expenses that were funded through other federal, state, or local grants. Applicants are encouraged to continue to pursue and take advantage of existing funding in these areas. Based on the number of applications received and funding available, the Stewardship Subcommittee will make recommendations on disbursement amounts. Final funding decisions will be made by the City Manager.

APPLICATION PROCESS

The intent of the Program is to make the grant application process as simple and easy as possible, while also gathering enough information verify fund eligibility and to allow reviewers to make informed funding decisions. The application process shall be as follows:

1. **Application** – Eligible non-profits to complete an online application.
2. **Screening** – Staff to screen applications for demonstrated eligibility to receive ARPA funding and ability to comply with all federal and Treasury guidelines. Applications will be evaluated based on objective prequalification questions.
3. **Review** – Eligible applications will then be reviewed by the Stewardship Subcommittee. Grants will be considered and awarded on a nondiscriminatory basis in accordance with state, federal, and local law, as well as the criteria described below.

4. **Award** – The City Manager will enter into grant agreements in an amount up to \$50,000 per grantee.
5. **Contractual Agreement, Funding, & Reporting** – The grant agreement with will outline general grant obligations and reporting requirements, and will include, but is not limited to: general legal principles, reporting, access to financial records, audit provisions, and federal single audit compliance.

PROGRAM TIMELINE

November 3, 2021 – Council Presentation to Approve Process & Authorize CM

November 19, 2021 – Notice of Program (Public Announcement and Promotion)

November 19, 2021 to January 18, 2022 – Applications Accepted

January 18, 2021 to February 8, 2022 – Staff Prescreens Applications

February 28, 2022 – Stewardship Subcommittee Selection of Awardees

March 2, 2022 – Council Announcement of Q4-21 Applicant Awardees

March 16, 2022 – Grant Agreements Negotiated and Signed

March 23, 2022 – Fund Distribution or Earliest Start Date for Proposed Period of Performance

Note: Incurred period begins March 3, 2021 and all funds must be obligated by December 31, 2024.

APPLICATION REQUIREMENTS

All applicants must complete and submit one copy of the grant application form and all required supporting documentation. A copy of the application will be available on the City's website.

All grant applications must clearly and concisely identify the need or the negative impact caused by COVID-19 and demonstrate how the funds will be put to use to address that need.

Completed application packets should be returned to the City, care of ARPAGrant@bendoregon.gov.

PRE-QUALIFICATION SCREENING

Applications will first be screened by City staff to ensure they are complete and meet ARPA and Treasury guidelines. The City reserves the right to reject applications not meeting City or ARPA requirements before their presentation to the Stewardship Subcommittee, or to request additional documentation showing eligibility, or if an application is not complete. The applications will be screened as follows:

1. Did the applicant submit proof of non-profit status?
2. Did they demonstrate the negative impact(s) caused by COVID-19?
3. Is the applicant receiving a duplicate benefit from other sources for the same project?
4. Is the organization located in Bend and/or serving community members that reside in Bend?
5. Is the funding request reasonably proportional to the negative impact they are intending to address?
6. If the applicant does not receive the full amount requested, how would they scale their budget and, consequently, how will they scale their impact?

STEWARDSHIP COMMITTEE EVALUATION CRITERIA

Eligible applications that meet the screening criteria will then be reviewed by the Stewardship Subcommittee. The Subcommittee will rank eligible applications and recommend a list of grantees to the City Manager. The evaluation criteria will be as follows:

Potential Points 15 Total	Criteria	Scoring 0 – Unsatisfactory 1 – Some Deficiencies Evident 3 – Satisfactory 5 – Exceptional
5	Demonstration of Need <ul style="list-style-type: none"> How will the aid be used to address or respond to the negative impact(s) of COVID-19? 	0 – Missing or unclear explanation 1 – Limited explanation 3 – Adequate explanation 5 – Exceeds our expectations of how they are using the funds and includes innovative solutions
5	Project Evaluation <ul style="list-style-type: none"> How will the applicant use the funding to specifically respond to community needs, especially of those community members disproportionately impacted by COVID-19? 	0 – Missing or unclear 1 – Limited or minimal explanation 3 – Adequate explanation 5 – Exceeds our expectations of serving the disproportionately impacted by COVID-19, such as the defined disproportionately impacted population and/or vulnerable population. Members of the Community Disproportionately Impacted by COVID-19 <ul style="list-style-type: none"> Racial and Ethnic Minorities Low-Income Households Socially Vulnerable Communities Native American Communities
5	Funding/Budget <ul style="list-style-type: none"> The budget narrative details why the funding budget is appropriate and cost-effective. Demonstrates financial support from other funding sources. 	0 – Missing or unclear explanation 1 – Questionable explanation. Funding source from the City is 76% or more of total budget project 3 – Reflects that budget is appropriate and cost-effective as well as demonstrates financial support from other funding sources. Funding source from the City between 26% to 75%. 5 – More than adequately explains. Funding source from the City is 25% of total project budget.

AWARDS

Awards will be made by the City Manager consistent with recommendations from the Stewardship Subcommittee.

CONTRACTUAL AGREEMENT

Applicants approved for funding will be required to enter a contractual agreement with the City that outlines general grant obligations and reporting requirements. 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 able to comply with all terms.

If an organization spends over \$750k of federal funds in a fiscal year, they may be required to have an audit of not only those funds but also their financial statements, internal controls, and compliance. Successfully funded organizations should seek their own legal counsel for all impacts related to this grant funding.