

CITY OF APPLETON
ARPA PHASE ONE NONPROFIT GRANT APPLICATION
BEHAVIORAL HEALTH CARE PROGRAMS



PROGRAM OVERVIEW

The American Rescue Plan Act (ARPA) was signed into law by President Biden on March 11, 2021. This new federal COVID-relief package includes direct funding to municipalities through the U.S. Treasury Department to respond to the public health emergency and its negative economic impacts, and improve the safety, health and opportunity for all within our communities, with a focus on those most harmed by COVID-19. Additional information can be found at [U.S. Treasury Department](https://www.treasury.gov).

The City of Appleton Common Council, on November 3, 2021, approved Phase One of ARPA Special Revenue funds which include \$250,000 in grants to local non-profit organizations that bolster the local economy, community wellness, and pandemic recovery. Under the category of community wellness, this grant is directed toward organizations that provide behavioral health services to City of Appleton residents. Please note this is Phase One; additional grants may be available based on identified community needs resulting from the pandemic moving forward. Grant funds can pay for specific project costs and/or general organizational expenses. Minimum grants will be awarded for \$10,000; maximum grants will be awarded for \$50,000. These grant funds will be distributed to local 501 C (3) and 501 C (6) non-profit organizations.

U.S. TREASURY GUIDANCE

The U.S. Treasury Department issued an Interim Final Rule on implementation of the American Rescue Plan’s Coronavirus State and Local Fiscal Recovery Funds, which outlined a number of eligible uses of this federal funding and how it may be used to respond to the public health impact of COVID-19, including:

“Behavioral Health Care.

...new or enhanced...services may be needed to meet behavioral health needs exacerbated by the pandemic and respond to other public health impacts. These services include mental health treatment, substance misuse treatment, other behavioral health services, hotlines or warmlines, crisis intervention, overdose prevention, infectious disease prevention, and services or outreach to promote access to physical or behavioral health primary care and preventative medicine.”

In addition, the Treasury Guidance places a focus on equity, as follows:

“...the Interim Final Rule aims to promote and streamline the provision of assistance to individuals and communities in greatest need, particularly communities that have been historically disadvantaged and have experienced disproportionate impacts of the COVID-19 crisis. Targeting relief is in line with [Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#), which laid out an Administration-wide priority to support “equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.””

City of Appleton ARPA Phase One Nonprofit Behavioral Health Care Program Grants are designed to provide additional resources to local nonprofit agencies serving City of Appleton individuals and households in an equitable manner. Grant funds, while flexible, must be used in a manner that **expands**

the agency's capacity to serve City of Appleton residents. Grant funds may not be used for expenses already covered through other federal, state, or local assistance programs. It is important to note that these funds are to be used to expand programs or increase the number of individuals served, so any grant funds received should not be used to supplant ongoing operational expenses. **Please note that a project report detailing how grant funds were utilized will be required for all grants awarded. Additional demographic data on populations served may be required if applicable to your specific program. This will be determined upon execution of the grant contract. These requirements are necessary for federal reporting and compliance purposes.**

ELIGIBILITY

Any nonprofit agency licensed to provide behavioral health services currently serving City of Appleton residents is eligible to apply for grant funding through this program.

APPLICATION PROCESS

Nonprofit organizations must complete and submit an application to be considered for grant funding. Completed applications must include answers to all questions. Completed applications or applicant questions may be e-mailed to ARPA@appleton.org or mailed to:

**City of Appleton Community & Economic Development Department
Attn: ARPA Grants
100 N. Appleton Street
Appleton, WI 54911**

Applications will be reviewed by the City of Appleton for completeness and all complete applications will be reviewed and scored by the City's ARPA Team, which will make final grant award determinations. Applications submitted with incomplete information will receive one follow-up communication requesting any required information. If requested information is not provided within one business week, the application will not be processed.

DEADLINE

Grant applications must be received by **12:00 p.m. on Thursday, February 3, 2022** to be considered. All grant decisions and awards will be made **in March 2022**.

REQUIRED DOCUMENTATION

- Completed Application
- IRS Forms W-9 & 990
- Signed and dated Self-Certification

SCORING CRITERIA

The following general criteria will be utilized to score complete applications:

- Number of City of Appleton individuals/households served
- Direct impact to City of Appleton individuals/households
- Program focus on historically disadvantaged communities which have experienced disproportionate impacts of the COVID-19 crisis, per Treasury Guidance
- Longevity of agency's service in City of Appleton
- Fiscal controls/management

CONTRACTUAL AGREEMENT

Approved applicants will enter into a contractual agreement with the City of Appleton outlining the general obligations and reporting requirements. The resulting agreement for grant recipients will either be a Grant Agreement or Sub-Recipient Agreement, depending on the nature of the grant award. Either agreement will outline the allowable use and/or costs, performance period, and reporting requirements, as applicable. Recipients must comply with all of the City's terms and conditions. **Reporting requirements may vary but will be specifically tailored to the grant proposal and use of funds with the intent to streamline and minimize the burden on grant recipients while still complying with federal requirements. More specific reporting requirements will be determined upon execution of the grant agreement.**

FUNDING AS A PERCENTAGE OF EXPENSES

The City will not consider any funding request in excess of 25% of the organization's total annual expenses, as noted on their IRS Form 990.

LIMITED TERM OF SUPPORT

Applicants should understand that while there is a possibility of future ARPA grants based on community need due to the economic impact of the pandemic, there is no guarantee. Any grant awards should be considered one-time funding. The City is not obligated to provide additional funding beyond this grant cycle.

USE OF FUNDS

Grant funds awarded through this program must be expended no later than **November 30, 2022**. Any unspent must be returned to City of Appleton no later than **December 31, 2022**.

PUBLIC RECORDS

All applicants should be aware that any correspondence or applications received by City of Appleton are considered records and subject to public open records requests.

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GENERAL NONPROFIT APPLICANT INFORMATION

Name of Nonprofit Organization:

Address:

Primary Contact Person:

Title:

Phone:

E-mail:

Federal Employee Identification Number (Attach [IRS Form W-9](#) to Application):

Federal Form 990 (Attach [Federal Form 990](#) to Application):

DUNS Number (to look up or register for, click [here](#)):

Does your agency have a federal or state license for services? (Y or N)

If so, license number:

Mission Statement:

Current Program/Service Eligibility Criteria

- Income (Please specify criteria)**
- Food Insecurity**
- Employment Status**
- Housing Insecurity**
- Other (Please specify)**
- None**

If "NONE", could your agency easily implement any of the programs/services eligibility criteria listed above and, if so, how?

Percentage of Households Served Earning less than 60% of City of Appleton Median Income (\$20,177 individual/\$39,343 household)

Percentage of Households Served Below Federal Poverty Line (\$12,760 individual; \$17,240 household of 2; \$21,720 household of 3; \$26,200 household of 4)

Number of Clients/Households Served in 2019:

Number of Clients/Households Served in 2020:

Number of Clients/Households Served Thru June 2021:

Percentage of Clients/Households City of Appleton Residents:

Total Annual Expenses in 2019:

Total Annual Expenses in 2020:

Total Budgeted Expenses in 2021:

Please briefly describe your nonprofit agency's fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagement.

How does your nonprofit agency plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and auditing?

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PHASE ONE (IMMEDIATE NEEDS) GRANT PROPOSAL

Please provide a brief project and/or operational narrative, project and/or operational budget, and anticipated measurable outcomes of the project your agency would anticipate with grant funds awarded through this program. Again, per the Treasury Guidance, the following language details eligible expenses in this category:

“Behavioral Health Care.

...new or enhanced...services may be needed to meet behavioral health needs exacerbated by the pandemic and respond to other public health impacts. These services include mental health treatment, substance misuse treatment, other behavioral health services, hotlines or warmlines, crisis intervention, overdose prevention, infectious disease prevention, and services or outreach to promote access to physical or behavioral health primary care and preventative medicine.”

Please limit your response to no more than two pages. As previously noted, while the use of grant funds is flexible they must be used in a manner that expands the agency’s capacity to serve those in need, keeping in mind these are one-time funds. **Please note that a report detailing how grant funds were utilized will be required for federal reporting purposes. Reporting requirements may vary but will be specifically tailored to the grant proposal and use of funds with the intent to streamline and minimize the burden on grant recipients while still complying with federal requirements. More specific reporting requirements will be determined upon execution of the grant agreement.**

NARRATIVE (What’s the current need/demand and target population? How will this project align with the federal requirements as previously stated? How will this grant request advance our recovery from the pandemic?)

BUDGET (Please detail using categories below)

Direct assistance to clients/households	
Staffing related costs	
Supplies	
Other (describe)	
TOTAL BUDGET/GRANT AMOUNT REQUESTED (must be between \$10,000 and \$50,000)	

MEASURABLE OUTCOMES (Anticipated number of additional clients/households served? What is the health or economic benefit to those served?)

**OPTIONAL SECTION: NOT REQUIRED FOR PHASE ONE GRANT CONSIDERATION
POTENTIAL PHASE TWO (LONG-TERM NEEDS) GRANT PROPOSAL**

While there is no guarantee, the possibility exists of a Phase Two Nonprofit Grant process utilizing this federal funding. Information provided will help inform future City decisions regarding how best to prioritize ARPA funding. Should the Phase One grant funding be insufficient to provide the resources your agency feels are needed to meet the current needs in our community, please provide additional information to justify additional grant funding being allocated in this area. Please limit your response to no more than one page.

BRIEF NARRATIVE

AMOUNT NEEDED (No budget detail necessary)

MEASURABLE OUTCOMES

Continued OPTIONAL Section:

Additionally, per the Treasury Guidance, another potential eligible use of funds is as follows:

“Expenses to Improve the Efficacy of Economic Relief Programs. State, local, and Tribal governments may use payments from the Fiscal Recovery Funds to improve efficacy of programs addressing negative economic impacts, including through the use of data analysis, targeted consumer outreach, improvements to data or technology infrastructure, and impact evaluations.”

Please indicate below how your agency could utilize support in one of the categories listed above to improve the efficacy of your programs. Please limit your response to no more than one page.

Data Analysis/Targeted Consumer Outreach/Data & Technology Improvements/Impact Evaluations

BRIEF NARRATIVE (How will grant funds be used to improve the efficacy of your programs moving forward, to better serve all clients/households into the future?)

AMOUNT NEEDED (No budget detail necessary)

MEASURABLE OUTCOMES

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THE APPLICANT UNDERSTANDS:

1. This application and other materials submitted to the City may constitute public records subject to disclosure under Wisconsin's Public Open Records Law.
2. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.
3. Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, reporting and audit requirements associated with this federal program.

THE APPLICANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:

1. The information submitted to City of Appleton in this application is true and correct and I am authorized to submit this application on the agency's behalf.
2. The applicant is in compliance with all applicable federal, state, and local laws, regulations, ordinances, and orders and must report any and all noncompliance with said laws that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity.
3. The applicant has not received other federal, state, or local assistance for the same purpose as the applicant's intended use of grant funds or has not received full funding from other sources to cover related costs for those programs/services.
4. The applicant currently has no outstanding obligations or other liabilities payable to the City of Appleton.

Applicant Signature

Date

Print Signature

Title