City of Brooklyn Park
5200 85th Ave N, Brooklyn Park MN 55443
763-493-8000
www.brooklynpark.org

**Brooklyn Park American Rescue Plan Act (ARPA) and
Economic Development Authority Community Partnership Funding**

Overview

This Community Funding opportunity from the City of Brooklyn Park provides support to community organizations that are responding to the public health emergency or negative economic impacts caused by the COVID-19 pandemic as well as advancing inclusive economic development in Brooklyn Park. Awarded applicants will enter into an agreement with the City of Brooklyn Park to deliver eligible programs. Eligible programs include but are not limited to resource navigation support, job training and placement, business technical assistance, and public health responses or emergency service programs responding to COVID-19. Eligible costs are any costs associated with the planning, coordination, delivery, and administration of funded programs. Awarded contracts will be for $2,500 up to $125,000 and for up to 12 months from the date of the award.

This program is intended to respond to the COVID-19 public health emergency and its negative economic impacts as well as promote inclusive economic development. American Rescue Plan Act ("ARPA") and Brooklyn Park Economic Development Authority Community Partnership Program dollars will be used to fund the program.

Background

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (H.R. 1319) into law. The ARPA provides $1.9 trillion in additional relief to respond to the novel coronavirus (COVID-19). According to the U.S. Department of the Treasury, the Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the COVID-19 pandemic, address its fallout, and lays the foundation for a strong and equitable recovery. ARPA includes direct assistance to cities to address the negative public health and economic impacts of the COVID-19 pandemic, including approximately $11 million to the City of Brooklyn Park ("ARPA Funds"), with guidelines on eligible uses of the funds.

The City of Brooklyn Park coordinated a process of community engagement which included listening sessions, meetings with community partners and businesses, an online survey tool, and Brooklyn Park City Council and Commission meetings, to hear what Brooklyn Park residents supported as funding priorities. Key themes that arose from this process were violence prevention and community safety activities, mental health, and youth outreach. Other supported funding areas include job training, funding for community proposals, emergency assistance, and addressing health disparities. More information on the survey results and outreach are available at www.brooklynpark.org/city-finances/american-rescue-plan.

Additionally, in October 2021, the Brooklyn Park Economic Development Authority (EDA) passed the Community Partnership Program (CPP) to fund community-based organizations that are

engaged in economic development and economic inclusion efforts that further the goals of housing stability, job placement and training, and entrepreneurship support.

Because there is so much overlap in eligibility between the CPP program and ARPA Funds, these programs have been combined into one Request for Proposal (RFP) that will utilize both funding sources. The Brooklyn Park City Council and Economic Development Authority have allocated approximately $1.2 million to fund community partner contracts from the following funding sources:

- $700,000 to the ARPA Community Funding Program to partner with organizations to address the public health emergency and its negative economic impacts.
- $300,000 for ARPA-funded job training and placement programs
- $200,000 to the EDA Community Partnership Program

The programs provide financial support for operations and program delivery to implement necessary services in response to the COVID-19 pandemic and toward inclusive economic development initiatives. Additional funding may be allocated to these programs in future rounds. Information on ARPA engagement activities and funding decisions is available at www.brooklynpark.org/city-finances/american-rescue-plan.

The federal government has also published several documents with additional information on ARPA spending. Key links and information on reporting requirements and spending categories are listed below.

- Compliance and Reporting Guidance
  https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf
- Interim Final Rule
  https://www.federalregister.gov/documents/2021/05/17/2021-10283/coronavirus-state-and-local-fiscal-recovery-funds
- Supplement to the Compliance and Reporting Guidance
  https://home.treasury.gov/system/files/136/SLFRF_Treasury-Portal-Recipient-Reporting-User-Guide.pdf
- Frequently Asked Questions (FAQ)
  https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf

Key RFP dates

- December 16, 2021: Application released.
- January 5, 2022, at 1:00 p.m.: Virtual pre-proposal discussion held on Microsoft Teams. The link to join is below. The recording will be posted at www.brooklynpark.org/city-finances/american-rescue-plan.
- January 19, 2022: Questions and Answers document released at www.brooklynpark.org/city-finances/american-rescue-plan.

- January 17, 2022: Proposal review may begin on early submittals.
- January 21, 2022: Suggested deadline for eligibility questions.
- February 4, 2022: Proposals due via email to Sarah Abe at sarah.abe@brooklynpark.org by 5:00 p.m.
- February/March 2022: Contracts reviewed and awarded (including application follow-up, clarification questions, possible interviews, contract discussions with city staff, and any required City Council or EDA approvals.)
- Contract Period: Contracts are anticipated to be for up to 12 months from the date of the award.

City staff is available for virtual or in-person appointments to assist with applications. Please contact Sarah Abe, Development Project Coordinator, at sarah.abe@brooklynpark.org or 612-749-0904. Because eligibility is influenced by federal and state guidelines dictating uses of ARP and EDA funds, **applicants are encouraged to follow up with questions prior to submitting a proposal**. Questions on eligibility are recommended by January 21, 2022.

Link to join the pre-proposal session on Microsoft Teams on January 5 at 1:00 p.m.:

Microsoft Teams meeting
Join on your computer or mobile app
Click here to join the meeting

Eligibility

Non-profit organizations with both a) an active Minnesota Secretary of State registration, and b) 501c3 tax exempt status (or other nonprofit tax status) or a fiscal agent. This can include neighborhood organizations, cultural organizations, places of worship/faith organizations, schools, and other applicants. Businesses with an active registration in good standing with the Minnesota Secretary of State may also apply. Funded activities must take place in Brooklyn Park and serve Brooklyn Park residents. Individuals are not eligible.

Eligible costs include all costs associated with the planning, coordination, delivery, and administration of programs dedicated to alleviating the public health emergency or negative economic impacts caused by the COVID-19 pandemic as well as supporting inclusive economic development. These include certain training costs, community engagement and outreach, site fees, marketing and outreach materials, staff time, administrative expenses, personal protective equipment (PPE) costs associated with program delivery, and other associated costs with running the proposed project or program.

Below is a nonexclusive list of eligible programs. Please contact city staff if you have any questions about eligible programs or costs. The ARPA funding requires compliance with Part 200 of the Code of Federal Regulations (2 CFR 200) and other Federal special conditions that dictate

eligibility. Applicants and staff may need to negotiate program and contracting requirements before an award is granted.

- Public health response programs, including:
    - PPE distribution.
    - providing education on COVID-19.
- Emergency assistance services, including:
    - food assistance (e.g., non-perishable/pre-packaged meals/food from an approved source).
    - emergency assistance for burials.
    - internet access or digital literacy assistance.
- Mental health services and substance use disorder services, including for individuals experiencing trauma exacerbated by the COVID-19 pandemic, such as:
    - community-based mental health and substance use disorder programs that deliver evidence-based psychotherapy, crisis support services, medications for opioid use disorder, and/or recovery support.
    - school-based social-emotional support and other mental health services.
- Housing support programs*, including:
    - Navigation support services such as counseling and legal aid to prevent eviction or homelessness.
    - emergency home repairs, weatherization, or other needs.
    - programs promoting homeownership, outreach to renters, or on-site renter support services.
- Business support services*, such as technical assistance, counseling, networking and procurement opportunities, or other services to assist with business planning needs.
- Job training and placement programs*, particularly for unemployed workers to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Programs or services in these categories may be awarded either ARPA or Brooklyn Park EDA funding. All items without a "" would be ARPA awards.*

ARPA legislation allows for a wider list of eligible activities in Qualified Census Tracts which are pre-determined by the federal Department of Housing and Urban Development (HUD). Locations of Qualified Census Tracts are included in the map below. These programs may also be eligible in areas that have been disproportionately impacted by COVID-19. Eligible uses in these areas include the programs listed above as well as:

- Programs addressing health disparities and the social determinants of health, such as:
    - Community health workers.
    - Public benefits navigators.
    - Community Violence Intervention (CVI) programs, including capacity building efforts at CVI programs like funding and training additional intervention workers.
- Building stronger neighborhoods and communities, including:

- ○ Supportive housing and other services for individuals experiencing homelessness.
- Development of affordable housing, youth services that address educational disparities exacerbated by COVID-19, promote healthy childhood environments, or that address or mitigate the impacts of the COVID-19 public health emergency on education, childhood health, and welfare. Programs in these categories include:
  - ○ Early learning services, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs.
  - ○ Childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.
  - ○ Summer education and enrichment programs in these communities, which include many communities currently struggling with high levels of violence.
  - ○ Programs that address learning loss and keep students productively engaged.
  - ○ Enhanced services for foster youths and home visiting programs.
  - ○ Summer camps and recreation.

2021 Qualified Census Tracts
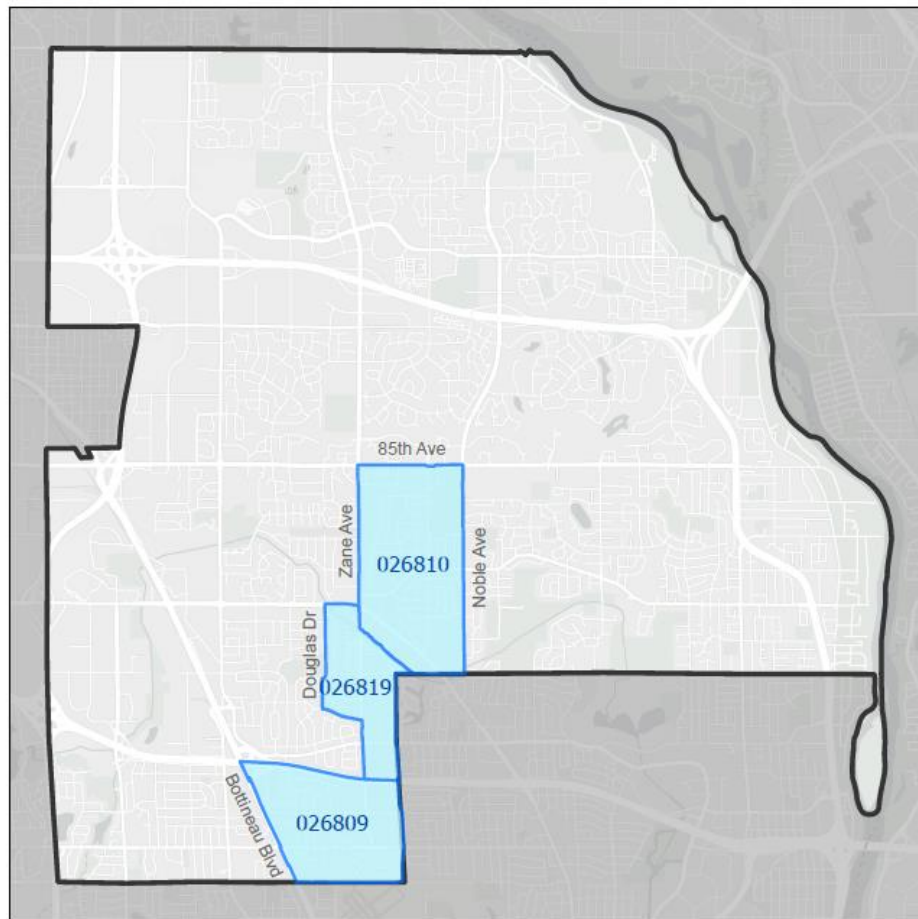
This map is for general reference only. It is not for legal, engineering, or surveying use. Please contact the sources of the information if you desire more details.
Data sources: City of Brooklyn Park, US Census Bureau

Ineligible expenses

Direct cash assistance to individuals or households, research projects, purchases of furniture or equipment unless it is a specific need relating to the delivery of the proposed program, and inherently religious activities are ineligible activities. Fundraising, lobbying, capital campaigns, political activity, or activities for private benefit are also not eligible activities.

Review criteria

The application questions and scoring criteria are listed below. The City of Brooklyn Park reserves the right to reject any agency on the basis of the proposals submitted and is not obligated to award funding to any proposals. A copy of the application form is included in Attachment I. Each application will be reviewed, and reporting will be tailored according to federal and state funding and reporting requirements as well as the funding source.

Please be concise with your responses, including the use of bulleted lists and charts where feasible.

Criteria	Points
Local presence / history of serving Brooklyn Park (Maximum: 250 words)	20
o *Give a brief overview of your organization and the programs or services you deliver.* o *Please provide metrics (if available) of the impact you have had and programs or services you have delivered over the past 3-5 years.* o *Describe your history serving Brooklyn Park residents.*	
Diversity that reflects community served in staff and board (Maximum: 250 words)	10
o *Describe the population that you intend to serve with this funding.* o *How does your organization's staff and board reflect or connect with that community?*	
Staff and financial capacity to deploy the work or a plan for building organizational capacity to implement the proposal (Maximum: 250 words)	20
o *What is your current staffing level?* o *How do you currently track and manage your finances?* o *How will this funding support your organizational capacity to deliver the proposed program?* o *List the names and positions of the staff responsible for implementing the proposed activities.*	
Program plan, including budget, collaborations, and expected impact (Maximum: 750 words)	30
o *Describe the program or services your organization will implement.* o *What are your goals and targeted outcomes?* o *What community/communities do you anticipate serving through your proposal?* o *What collaborations, if any, will you use to accomplish these goals?* o *Please include a draft budget using the template below or create and attach your own form. Be sure to include additional funding sources and, where possible, identify if those funding sources use ARPA funds.*	

Program responds to a community identified COVID-19 need or inclusive economic development (Maximum: 750 words)	20
o *Describe how your proposed program is a response to COVID-19 needs in your community and/or describe how this supports inclusive economic development.* o *How has your organization already responded to COVID-19 impacts? Please describe any examples and outcomes from this work.* o *How does your proposed program serve those with the greatest need or impact due to COVID-19?* o *How does this proposal reflect the Brooklyn Park COVID-19 community priorities (violence prevention and community safety activities, mental health, youth outreach, job training, emergency assistance, and addressing health disparities)?*	
Total	**100**

Invoicing and required reporting

All award recipients will be required to enter into a contract with the City of Brooklyn Park, provide related insurance, and meet reporting requirements that are customized to the activities specified in the application. There will be reporting requirements for all awards which will be specified in each contract. Reporting may include both invoicing and programmatic reports, including but not limited to:

- Reporting on the number of Brooklyn Park residents or businesses served
- Written reports of completed activities, including evidence of completed work
- Summary of successes, challenges, and impact
- Site visits from City of Brooklyn Park staff
- Spending report documentation such as copies of invoices or receipts
- Periodic verbal or written progress reports
- Program evaluation activities

Reporting requirements may vary based on the size and scope of the contract as well as the type of program or service delivered.

Questions

If you have any questions, please contact Sarah Abe, Development Project Coordinator, at 612-749-0904 or sarah.abe@brooklynpark.org.

Attachment I. Application form

Organizational information

Organization name: _____

Organization type (e.g nonprofit or business): _____

      If a business, how many employees do you have? _____

EIN: _____

Contact name: _____

Contact title/position: _____

Contact phone number: _____

Contact email address: _____

Requested amount: _____

Application narrative

1. Local presence / history of serving Brooklyn Park (Maximum: 250 words) (20 points)
    a. Give a brief overview of your organization and the services you provide.

    b. Please provide metrics (if available) of the impact you have had and programs or services you have delivered over the past 3-5 years.

    c. Describe your history serving Brooklyn Park residents.

2. Diversity that reflects community served in staff and board (Maximum: 250 words) (10 points)
   a. Describe the population that you intend to serve with this funding.

   b. How does your organization's staff and board reflect that community?

3. Staff and financial capacity to deploy the work or a plan for building organizational capacity to implement the proposal (Maximum: 250 words) (20 points)
   a. What is your current staffing level?

   b. How do you currently track and manage your finances?

   c. How will this funding support your organizational capacity to deliver the proposed program?

   d. List the names and positions of the staff responsible for implementing the proposed activities.

4. Program plan, including budget, collaborations, and expected impact (Maximum: 750 words) (30 points)
   a. Describe the program or services your organization will implement.

   b. What are your goals and targeted outcomes?

   c. What community/communities do you anticipate serving through your proposal?

   d. What collaborations, if any, will you use to accomplish these goals?

   e. Please include a draft budget using the template below OR create and attach your own form. Be sure to include additional funding sources, and where possible, identify if those funding sources use ARPA funds.

5. Program responds to a community COVID need (Maximum: 750 words) (20 points)
    a. Describe how your proposed program is a response to COVID-19 needs in your community and/or describe how this supports inclusive economic development.

    b. How has your organization already responded to COVID-19 impacts? Please describe any examples and outcomes from this work.

    c. How does your proposed program serve those with the greatest need or impact due to COVID-19?

    d. How does this proposal reflect the Brooklyn Park COVID-19 community priorities (violence prevention and community safety activities, mental health, youth outreach, job training, emergency assistance, and addressing health disparities)?

Attachments

- II. Budget form
- III. Activities form

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Attachment II. Budget form

Category	Description	Amount (include calculation if applicable)
Personnel (include name and title)		
Administration		
Materials (include PPE)		
Other		
Total Amount Requested		

Please list any additional funding sources for this program and indicate if that source is using ARPA funds.

Funding source	Amount	Status	ARPA funds

Attachment III. Activities form

Please complete this form with the activities you are including in your application. If you have any questions, please contact Sarah Abe at 612-749-0904 or sarah.abe@brooklynpark.org.

Activity 1			

Activity 2			

Activity 3			

Activity 4			

Activity 5			