

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

**Q&A document
Updated January 12, 2022**

1. Is this only for Brooklyn Park?

Yes, this is only for activities in Brooklyn Park or Brooklyn Park residents. In most cases awards will ask for reporting on number of Brooklyn Park residents served.

2. How will you allocate funding?

It is a competitive process, so we will score applications and determine awards. Awards may also be influenced by funding sources.

3. Is the public health eligibility only in specific categories or locations?

No, public health is broadly eligible.

4. What is the range of award amounts?

Awards will range from \$2,500 to \$125,000.

5. Can we collaborate with other organizations?

Yes. There are also points allocated for collaborations in the scoring criteria.

6. Are businesses eligible? What about new businesses?

Yes, businesses are eligible if their registrations, insurance, and any other paperwork is up to date. There is no restriction on how long a business has to have been operating in order to apply.

7. What is meant by food from approved sources?

Food distribution must follow food codes and regulations. For specific questions, contact City of Brooklyn Park Environmental Health staff at 763-493-8070.

8. Are domestic violence prevention and education programs eligible?

Yes, these are eligible under the category of mental health and substance use disorder services.

9. Will there be a word limit or a guideline for final reports?

Final reports don't typically have a word limit, but specific reporting requirements will be worked out during the contracting phase.

10. Are charter schools with 501C3 status eligible to apply?

Yes, as long as you have the nonprofit status and Secretary of State registrations active.

11. Will activities that align with eligible activities of multiple funding sources (i.e. ARPA and CPP) be prioritized and/or receive additional points?

It does not necessarily give you a greater standing. Awards depend on the strength of your application and how many are received for the dollars allocated.

12. Are the plan, budget and other info all included in the 750-word limit?

Describing your program is part of the 750-word limit, but the budget and the summary of activities are separate documents and not part of that limit.

13. Can one agency get funded by ARPA and other funds - essentially two projects? Should they then submit two responses?

We will look at each application and determine which funding source is appropriate for that application. If you think your program is only eligible for economic inclusion, you can state that in your application.

14. Are current grantees of Brooklyn Park eligible to apply? What should they make sure to have?

Yes, they are eligible to apply. Complete the application as best as you can. It may be helpful to indicate how this intersects with current funding.

15. Traditionally one of the challenges, especially immigrant communities is articulating a plan due to language barriers. What if an organization submits an application and realized they should have said something in the plan - can they resubmit?

Yes, you can resubmit as long as you resubmit prior to the February 4th deadline.

16. What if there is a relatively poor submission from an organization where they score really low, but that community or demographic group remains under served?

Part of the scoring criteria is to identify what community need you are filling and how you are serving that need, so this is a consideration in the scoring. However, because these are primarily federal dollars, we are looking to ensure that the organization has the capacity to deliver the program and fulfill the reporting requirements.

17. What is the contract timeline?

Up to one year and could be less time if the program is shorter.

18. Can two organizations collaborate and apply in one application?

Yes, organizations can collaborate on a program or activity and submit one joint application for funding. Some points are awarded for collaborations in the scoring criteria. If organizations are coordinating with each other but have distinctly separate programs, they should apply separately and cite the collaboration across organizations within the program description.

19. Can you confirm that Qualified Census Tracts are only a consideration for the list of expanded activities for disproportionately impacted areas, and not a consideration for activities that fall under the general ARPA/CPP activities?

The broad criteria is for activities that take place anywhere in the city for Brooklyn Park residents. If it is an activity listed under the description of QCT, it would only be eligible in a QCT or serving a disproportionately impacted community.

20. Can we apply for funding across multiple programs? For example – can an organization providing housing security services, food security services, and workforce development apply for all these services?

Yes, as long as it is identified on the application and falls within the \$2,500 - \$125,000 award limit.

21. Is sub granting allowed?

We prefer not to do sub granting because of federal reporting requirements. However, there are cases where this may be allowed. We recommend following up with program staff to talk through the structure of your specific project idea.

22. Is priority given to agencies the city of Brooklyn Park has previously contracted with surrounding other ARPA/CARES dollars?

No, but part of the scoring criteria is your history serving the Brooklyn Park community.

23. Will there be potential for funding renewal following the 1-year grant period for some or all eligible activities?

At this time we don't know what will happen to the ARPA funding in the future. However, performance on this contract may be a consideration for other future funding opportunities.

24. If we have a program that has activities that may qualify across both the ARPA and CPP funds, do we specify that in our application or will you decide what funds will be allocated to our program?

We will determine the funding source based on your application.

25. If we received funds from another funder where the funding was allocated from the federal ARPA, but for a different program, would we be eligible?

Yes. As long as you do not apply for the same thing, you would be eligible for funding. However, we can not fund duplicate expenses.

26. Do organizations have to disclose if they have ARP funds from another source, but it does not overlap with what they are applying for in the application to the city? For example – they are doing COVID community engagement outreach with other ARP funds and are applying for food distribution in Brooklyn Park.

Yes, if you have ARP funds from another source, please disclose that in your budget and note that it is for another program or activity cost.

27. Have you considered the equity impact of reviewing applications early? Because smaller organizations may take a longer time to get organized to submit an application?

The early review date is when we may begin reviewing some applications particularly for eligibility. We will not make funding decisions until all applications are received.

28. Who are the reviewers?

Currently we have an internal team of community development and community engagement staff that will review the applications.

29. A lot of nonprofits have challenges with budgeting. What are you looking for in a budget? Will you be looking at balance statements?

We will not be looking at balance statements, but we will ask for at least an outline of how you plan to spend the funds. Any costs associated with delivering the program, including the costs of tracking and reporting on your finances, are eligible costs under this program. Organizations that do not have infrastructure to do financial tracking can include additional costs for reporting in their application. Because these are primarily federal dollars they may come with significant reporting requirements.

30. Are the dollars reimbursement based?

Government programs are typically reimbursement-based. Federal guidelines may require reimbursement-only contracts. We acknowledge that this is a challenge for many organizations and this is something we will consider during the contracting phase on a case-by-case basis.

31. Does the city have templates or will applicants need to use their own?

The city provided templates for the budget and activity summary with the application and those are included on the fillable PDF form. If you have your own templates, you can use that as well. We will want to see some sort of plan on how you plan to use the funds.

32. If an organization is awarded the grant, when will the activities begin?

Activities can begin after the contract is signed, which could be as soon as March. Applications should include a timeline of when you expect the activity to take place.

33. Can you elaborate on the EDA Community Partnership Program?

This program was passed in 2021 as an opportunity for the city to work directly with community-based organizations. The program guidelines were used as a guide for the ARPA funding and the funding sources were combined as putting the two funding sources together broadens eligible uses. Information about reporting and what you would submit in the application is very similar.

For additional questions, please contact Sarah Abe at 612-749-0904 or sarah.abe@brooklynpark.org.