

We are seeking feedback from the community on this DRAFT RFP before officially releasing it. Comments will be taken until September 1, 2023. Complete our [Feedback and Interest Form](#) and be the first to know when the RFP opens!

**DRAFT FOR COMMUNITY REVIEW
CITY OF BROOKLYN PARK AMERICAN RESCUE PLAN ACT (ARPA)
COMMUNITY PARTNERSHIP FUNDING ROUND 2
REQUEST FOR PROPOSALS**

2023 - 2024

Purpose: The American Rescue Plan Act (ARPA) Round 2 Community Funding Opportunity will provide funds to eligible community partners; both businesses and non-profits that are delivering services in identified areas of need particularly to underserved and cultural groups. The city will award funding to a limited number of eligible organizations to implement programs that align with federal ARPA guidelines and city goals. Organizations must show a demonstrated history of programs and activities serving Brooklyn Park or Brooklyn Center residents. Funded activities must take place in the cities of Brooklyn Park or Brooklyn Center and prioritize services to residents in the cities. The City of Brooklyn Park has \$300,000 available for awards and anticipates awarding approximately \$50,000 to six organizations. Additionally, the City of Brooklyn Center has allocated \$150K of its ARPA funding for joint workforce development initiatives and will award between \$25,000 - \$50,000 to selected applicants. This Request for Proposals (RFP) is intended to solicit proposals from organizations serving residents in either city.

Funding will be awarded from two sources:

- ARPA/Economic Development Authority – Brooklyn Park: \$300,000
- ARPA – Brooklyn Center *workforce development programs only*: \$150,000

All awards for activities in Brooklyn Park and Brooklyn Center will be contracted through the city of Brooklyn Park.

Eligible recipients: Businesses and non-profit organizations with demonstrated service to residents of Brooklyn Park or Brooklyn Center that meet the below criteria:

- a) Non-profit organizations with a 501 c3 tax exempt status, other nonprofit tax status, or a fiscal agent.
- b) Businesses with an active registration and in good standing with the Minnesota Secretary of State.

Individuals are not eligible, proposals that seek business support for operations are not eligible, and organizations suspended or debarred from receiving federal funds are not eligible.

Eligible uses: Round 2 will fund community partners to implement programs to support residents in several key areas:

- a) youth and senior programs
- b) workforce development, and
- c) economic improvement programs for businesses, organizations, and individuals.

Ineligible expenses: Direct cash assistance including gift cards 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 religious activities are ineligible activities. Direct medical expenses, rental assistance or business expenses not related to program delivery are also ineligible. Additional ineligible expenses are fundraising, lobbying, capital campaigns, political activity, or activities for private benefit.

Funding available: Awarded contracts will likely be for \$25,000 - \$50,000 per organization and for up to 12 months from the date of the award. We reserve the right to make more awards available if more funds become available.

Eligible programs: The ARPA funding requires compliance with Part 200 of the Code of Federal Regulations (2 CFR 200) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Applicants and staff may need to negotiate program and contracting requirements before an award is granted. Please contact city staff if you have any questions about eligible programs or costs. Below is a nonexclusive list of eligible programs for Round 2.

- Basic support services, including:
 - food assistance (e.g., non-perishable/pre-packaged meals/food from an approved source).
 - emergency home repairs, weatherization, or other needs.
- Resource support:
 - Navigation support services such as access to social services, counseling and legal aid to prevent eviction or homelessness.
 - programs promoting homeownership, outreach to renters, or on-site renter support services.
- Economic Empowerment
 - Organizations: technical assistance, counseling, or other services to assist with business planning needs.
 - Individuals/Households: Job training/workforce development, particularly for unemployed workers to address negative economic or public health impacts experienced due to a worker's occupation or level of training, and financial literacy for youth and seniors.

For Brooklyn Park awards, some programs or services may be funded by ARPA and others by the Brooklyn Park Economic Development Authority (EDA) Community Partnership Program (CPP).

Overview: The city of Brooklyn Park is offering a 2nd round of funding for community partners that are serving residents in continued response to the negative economic impacts caused by the COVID-19 pandemic, and in continuation of the strategic approach adopted in 2021 to assist impacted residents. This funding is also a response to feedback from community partners that there is a need to continue the work from Round 1. Successful applicants will contract with the city of Brooklyn Park to deliver eligible programs that have been identified as community needs in both Brooklyn Park and Brooklyn Center. Under this new round of funding, the cities are focusing on key areas that will have long term impact and

create economic security for residents.

The cities have determined that eligible costs will include the operation, planning, coordination, delivery, and administration of the approved program. The funds from the ARPA and EDA will fund only those programs and initiatives that are in line with ARPA guidelines and city goals. Applications must specify which funds you are seeking – City of Brooklyn Park or City of Brooklyn Center workforce development funding. Non-profit applicants may submit reimbursement of up to 10% in indirect costs to cover administrative overhead if allowed and approved by the city.

Background: In March 2021, President Biden signed the American Rescue Plan Act (ARPA) (H.R. 1319) into law. The ARPA provided \$1.9 trillion in relief to respond to the coronavirus (COVID-19) and provided funds directly to local governments to respond to COVID-19 under the State and Local Fiscal Recovery Funds (SLFRF). The City of Brooklyn Park received a total allocation of \$11,052,580 from the SLFRF. Following an engagement process in 2021, the city adopted a strategic approach which included using part of the SLFRF to support community organizations responding to the pandemic.

In 2021-2022, the city allocated \$1.2 million in ARPA funds and \$200,500 from the Economic Development Authority (EDA) Community Partnership Program (CPP) Initiative to support community-based organizations proposing programs in response to the COVID pandemic. The combined \$1.4M provided awards in Round 1 of the ARPA/CPP Community Funding to 41 community-based organizations. In 2022, our community-partner work impacted approximately 5,797 residents in a variety of service areas.

The city of Brooklyn Park is continuing the strategic approach adopted in 2021. As part of this Round 2 funding, on July 24, 2023, the Council approved \$250,000 to fund ongoing work for a limited number of organizations from Round 1. The remaining \$300,000 will be awarded in this RFP for proposed eligible programs. An additional \$150,000 from the City of Brooklyn Center's ARPA will be awarded to workforce development initiatives through this RFP.

To know more about how the city of Brooklyn Park has been using ARPA funds, please visit our website at: <https://www.brooklynpark.org/city-finances/american-rescue-plan/>

ARPA Compliance Resources: In 2022, the federal government released the Final Rule which provides guidance on the use of the ARPA funds. Additional resources that guide the use, management, compliance, and reporting requirements of these federal funds are linked below:

- American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) Final Rule
<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>
- Compliance and Reporting Guidance
<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>
- Supplement to the Compliance and Reporting Guidance
https://home.treasury.gov/system/files/136/SLFRF_Treasury-Portal-Recipient-Reporting-User-Guide.pdf

Technical Assistance: Technical assistance is available to help organizations complete the application including program rescoping and budgeting. To schedule a virtual or in-person appointment to assist with an application, please contact Felicia Jappah – Project Coordinator, Pandemic Response at felicia.jappah@brooklynpark.org or 763.493.8030. We also highly

recommend that you attend the informational webinar to get some of your questions answered and receive information on submitting a completed proposal.

- Please submit all questions related to eligibility to Felicia.jappah@brooklynpark.org. We encourage you to submit your questions prior to completing and submitting your application.
- Each week after the informational webinar on September X, 2023, we will update the Frequently Asked Question (FAQ) page. The information and the webinar recording will be posted at: <https://www.brooklynpark.org/city-finances/american-rescue-plan/>.

Important Dates

RFP Release: September X, 2023

Informational Webinar: September X, 2023

- Webinar: 2:00pm – 3:30pm (CST); join us via Microsoft Teams for an informational webinar from your smartphone, tablet, or computer for a Teams meeting.
- The webinar will be recorded and posted at <https://www.brooklynpark.org/city-finances/american-rescue-plan/>.

Proposals Due: Friday October X at 5:00pm (CST), Completed proposals must be submitted via email to Felicia Jappah at felicia.jappah@brooklynpark.org

Award Decision: October/November 2023 contract review, selection, and Council approval

Award Decision Communicated: November 2023

Contract Period: Contracts will be for up to a year from the date of execution but must end on or before November 1, 2024.

Proposal evaluation criteria: Proposals will be reviewed, scored, and ranked by a panel of staff and BrookLynk alumni. The review panel will evaluate all eligible submissions received and make a recommendation to the City Council for approval. Please note that the City of Brooklyn Park and the City of Brooklyn Center are not obligated to award any contract and reserve the right to reject any proposal that is incomplete or does not meet eligibility requirement. Applications will be reviewed based on a rubric and points will be awarded based on the response to the questions in the RFP.

Scoring of the proposals will be on a 100-point scale in response to questions around the below criteria:

| Criteria | Section response limit | Points available (100) |
|--|------------------------|------------------------|
| Organizations located in Brooklyn Park or Brooklyn Center and/or organizations providing services to residents | Maximum: 250 words | 20 points |
| Composition of staff and board reflect the community | Maximum 250 words | 10 points |
| Staff and financial capacity to implement the work | Maximum 250 words | 20 points |

| | | |
|---|-------------------|-----------|
| Program/workplan plan and expected impact | Maximum 700 words | 25 points |
| How the program responds to the negative impact of the COVID pandemic or supports economic empowerment of residents | Maximum 700 words | 25 points |

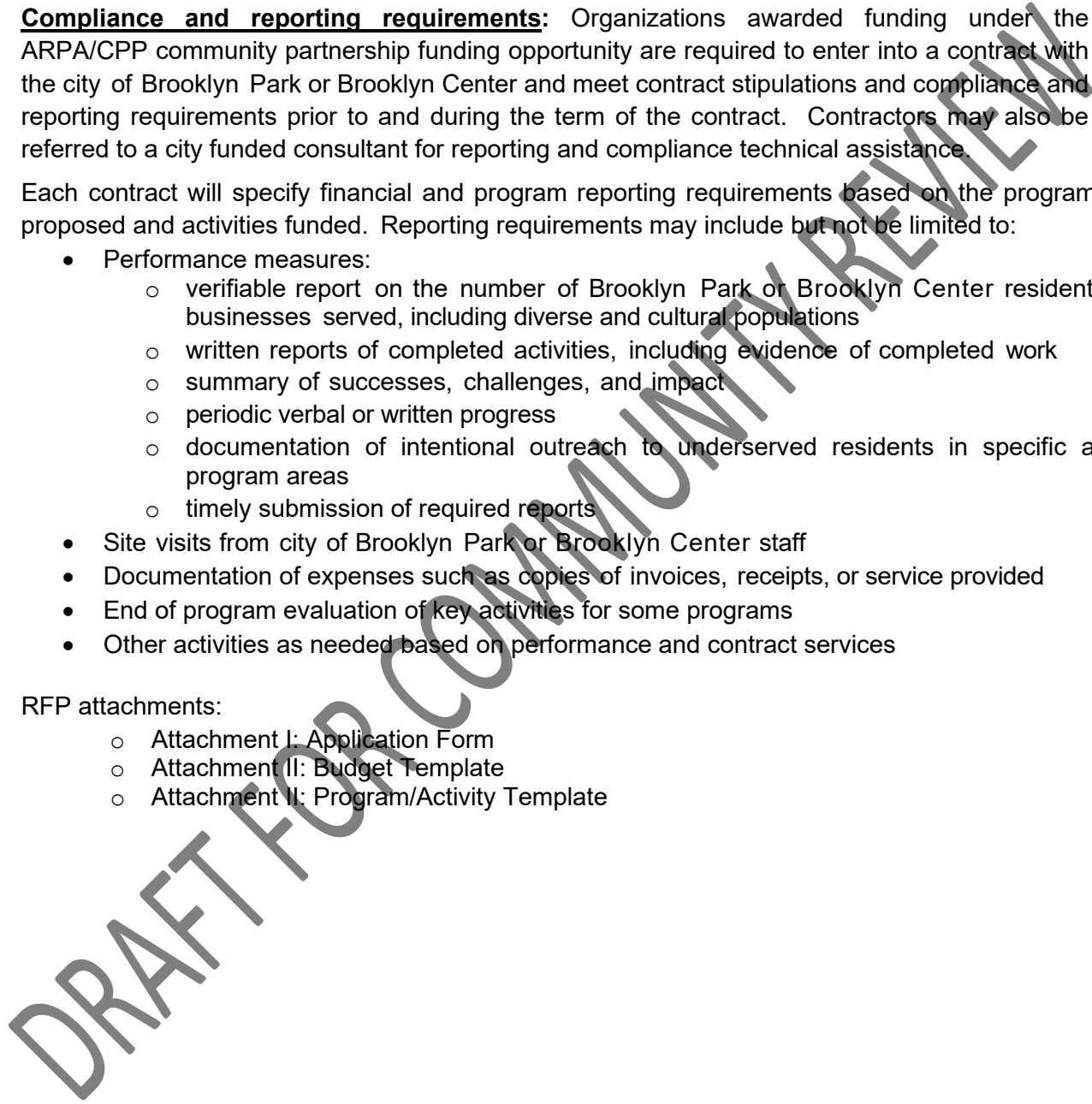
Compliance and reporting requirements: Organizations awarded funding under the ARPA/CPP community partnership funding opportunity are required to enter into a contract with the city of Brooklyn Park or Brooklyn Center and meet contract stipulations and compliance and reporting requirements prior to and during the term of the contract. Contractors may also be referred to a city funded consultant for reporting and compliance technical assistance.

Each contract will specify financial and program reporting requirements based on the program proposed and activities funded. Reporting requirements may include but not be limited to:

- Performance measures:
 - verifiable report on the number of Brooklyn Park or Brooklyn Center residents or businesses served, including diverse and cultural populations
 - written reports of completed activities, including evidence of completed work
 - summary of successes, challenges, and impact
 - periodic verbal or written progress
 - documentation of intentional outreach to underserved residents in specific areas program areas
 - timely submission of required reports
- Site visits from city of Brooklyn Park or Brooklyn Center staff
- Documentation of expenses such as copies of invoices, receipts, or service provided
- End of program evaluation of key activities for some programs
- Other activities as needed based on performance and contract services

RFP attachments:

- Attachment I: Application Form
- Attachment II: Budget Template
- Attachment II: Program/Activity Template



Attachment I. Application form

Organizational information

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

Active Secretary of State Registration? Y N verify at:
<https://mbisportal.sos.state.mn.us/Business/Search>

EIN/Tax ID: _____
Contact name: _____
Contact title/position: _____
Contact phone number: _____
Contact email address: _____
Requested amount: _____
Website _____

Applicants can submit proposals for only one of the two funding sources. Please select one:

- Application for City of Brooklyn Park’s ARPA funds
- Application for City of Brooklyn Center’s ARPA workforce development funds

Application narrative

1. Organization overview/history of service/work in Brooklyn Park (Maximum: 250 words) (20 points).
2. How does the composition of your staff and board reflect your targeted community? (Maximum 250 words) (10 points)
 - a. Describe the resident group that you intend to serve with this funding and indicate if this is a cultural group or an underserved group.
 - b. How does your organization’s staff and board reflect that community?
3. Do you have the staff and financial capacity to implement this work? (Maximum: 250 words) (20 points)
 - a. How do you currently track and manage your finances? Indicate your accounting and fund management process including what you use to track your finances, pay for service, or pay vendors.
 - b.
 - c. This funding is reimbursement based. How will the organization pre-fund program activities? If you are unable to pre-fund program expenses, please explain.
 - d. Is this a new program to be funded only by this award Yes No
 - e. Is this an ongoing program that will benefit from additional funding?
Yes No

4. Program plan and expected impact (Maximum: 750 words) (25 points)
 - a. Describe the need for the program or services your organization is proposing to implement and the service you will provide.
 - b. What are the goals for implementing this program and targeted outcomes? Describe how you will implement the program, what your goals are for proposing this program.
 - In addition to this response, complete the attached Activity Worksheet
 - c. How do you plan outreach to the community – describe your planned outreach efforts/communications/strategy to reach the targeted group and meet your program deliverables.
 - d. Please include a budget using the Budget Template below OR attach your own budget form. Be sure to include additional funding sources and, *where possible, identify if those funding sources use ARPA funds.*
5. Program responds to the negative impact of the COVID pandemic, an identified need, or supports economic empowerment (Maximum: 750 words) (25 points)
 - a. Describe how your proposed program is a response to the negative impact of the pandemic and/or how this program is a need determined by your organization to be a priority for your community served.
 - b. Over the last 3 years, how has your organization responded to alleviating the impacts of COVID-19 in the community you serve? Please include specific programs/activities and verifiable outcomes. If you have not done any work in response to COVID, indicate “none”.
 - c. How does this proposal respond to the City of Brooklyn Park’s COVID-19 identified community need – youth program and services, job training, emergency/basic assistance, or economic empowerment? OR – how does this respond to workforce development needs in Brooklyn Center?

Attachment II. Budget form

| Category | Description | Amount (include calculation if applicable) |
|---|--|--|
| Personnel (include name and title) Ex. Executive Director John Doe | Ex. Managing contracts, collaborating with partners on | Ex. \$75,000/year x .25 time spent on this program: \$18,750 |
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| | | |
| Program Costs Ex. Costs related to program implementation - tuition | Ex. Student scholarships | Ex. \$250 x 8 participants: \$2,000 |
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| | | |
| Administration Ex. Office supplies | Filing folders, pens, paper, etc. | \$50/month x 12 months: \$600 |
| | | |
| | | |
| | | |
| Materials Ex. Marketing materials | Ex. 1000 flyers for distribution | \$30 |
| | | |
| | | |
| | | |
| Other | | |
| | | |
| Administrative overhead 10% | | |
| | | |
| | | |
| 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 |
|----------------------------|----------|---------------------|-------------------|
| Ex. Minneapolis Foundation | \$10,000 | Committed / pending | Yes / No / Unsure |
| | | | |
| | | | |



Attachment III. Activities form

Please complete this form with the program you are proposing. Provide activities for program implementation, a schedule, expected outcomes, how you will measure outcomes and track BP residents served. Tracking Brooklyn Park and Brooklyn Center residents using these funds is a requirement. Please indicate what systems you have of tracking residents served. If you have any questions, please contact Felicia Jappah at 763.493.8030 or felicia.jappah@brooklynpark.org.

| Program Activity – (e.g., Business Technical Support) | Schedule of Activities: (e.g., how often activity will occur during contract term) | Expected measurable outcome – what is the anticipated result of the activity? (e.g., Applicants complete applications and access funding) | Number of BP residents (e.g., 5 applicants per week) | Tracking method: (e.g.: sign in, tracking system) |
|---|--|---|--|---|
| Activity 1 | | | | |
| | | | | |
| | | | | |
| Activity 2 | | | | |
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Questions

If you have any questions, please contact Felicia Jappah Project Coordinator – Pandemic Response, at 763.493.8030 felicia.jappah@brooklynpark.org.

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