

# Laramie County, Wyoming



## American Recovery Act Program (ARPA) Coronavirus State and Local Fiscal Recovery Funds

### **REVISED** Nonprofit Grant Application

**Proposals Due: April 29, 2022**

Proposal Contact: Sandra Newland

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## **Background and General Information**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. The Fiscal Recovery Fund package is intended to combat the COVID-19 pandemic, including public health and economic impacts. The Laramie County Commissioners received funding and want to make a portion of this funding available as grants to nonprofits that have faced economic hardship resulting from or exacerbated by the public health emergency.

## **Eligible Organizations**

The Laramie County ARPA nonprofit grant program is designed to support organizations, programs, and activities that benefit Laramie County residents. Organizations eligible to apply include nonprofits that are corporations, associations, agencies or organizations that have a 501 (c)(3) nonprofit status under the Internal Revenue Service Code. For profit entities and individuals are not eligible.

Eligible organizations shall meet the requirements below:

- Serve Laramie County residents or businesses
- Be in good standing with the Wyoming Secretary of State
- Maintain an active Sam.gov registration for organization
- Demonstrate financial impacts directly related to the COVID-19 pandemic
- Have an organized board or governing body

Organizations that received other COVID-19 funding assistance such as, but not limited to, Federal CARES Act funding, Paycheck Protection Program Loans are eligible to apply for this funding, so long as expenses are not duplicated. Please provide a disclosure on other related funding for COVID-19 relief.

## **Eligible Costs (*incomplete list*)**

- Costs associated with implementation of prevention or mitigation measures to contain the spread of the virus, such as physical changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs.
- Expenses related to the organizations response to the COVID-19 public health emergency related to operating costs to include behavioral health.
- Funding for new programs designed in response to the COVID-19 pandemic or those designed to serve a population disparately impacted by the public health emergency and its economic impacts, such as lower-income households (food assistance, counseling, legal aid, emergency assistance, burials, internet access, digital literacy, job training, and childhood welfare).

**Ineligible Costs (incomplete list)**

- Loss that bears no relation or are grossly disproportionate to the type or extent of hardship experienced due to the COVID-19 public health emergency.
- Support of existing or new salary and benefit costs outside of raises or bonus to maintain the retention of staff.
- Contributions to rainy day funds, financial reserves or similar funds.
- Lobbying, support of candidates for public office, or other political activities
- Capital construction projects (expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallation, renovation, or alterations to capital assets that materially increase their value or useful life). COVID-19 specific modifications are allowable.
- Funding for programs or organizations that do not serve Laramie County residents.
- Expenses reimbursed or eligible for reimbursement through any other contract or agreement.

**Grant Period and Reimbursement**

In general, applicants may apply for funds to cover COVID-19 related economic loss or costs incurred during the period beginning March 3, 2021 and ending May 31, 2023. Please note all expenditures will be reimbursed by Laramie County. Organizations must provide a detailed invoice to request funds.

**How to Apply**

The nonprofit application will be available through the county's website at <https://www.laramiecountywy.gov/> from February 1, 2022 through April 29, 2022. Applications must be submitted electronically; hard copies will not be accepted.

Staff is available to answer questions about application requirements, eligible activities, or the funding process once the application is posted through the deadline. Please contact Sandra Newland at 307-633-4201 or [Sandra.Newland@laramiecountywy.gov](mailto:Sandra.Newland@laramiecountywy.gov) with questions.

Staff will set up two public meetings to discuss applications and address any questions. Meetings are to be held at the Laramie County Commissioners Board Room located at 310 W. 19<sup>th</sup> Street, Third Floor.

Wednesday April 6<sup>th</sup> at 1:00pm

Wednesday April 20<sup>th</sup> at 1:00pm

Applicants will be required to submit the following information:

- Organization Overview

- Proof of non-profit status
- Signed W-9 Form
- Grant Request
  - Amount requested with itemized budget
  - Requests for existing programs/activities
    - Description of how requested funding will mitigation financial hardship experienced as a result of the COVID-19 public health emergency and its economic impacts.
  - Requests for new program/activities
    - Description of how program/activities(s) respond to needs created by the COVID-19 pandemic.
    - Target beneficiaries, including how they have been impacted by COVID-19
    - Description of proposed outcomes (e.g., persons served)
    - Proposed budget, including line-item expenses
    - Timeline for fund expenditures
- Organizational Budget
  - Agency budget, showing actual revenue and expenditures by categories for the following time period.
    - January 2019-December 2019
    - January 2020-December 2020
    - January 2021-December 2021
  - Current operating year budget, showing revenue and expenditure projections

### **Application Review Process**

County staff will review grant applications for completeness and eligibility. Applicants may be asked to revise proposals or provide additional information.

A review panel will then review complete and eligible applications. The panel will meet to discuss the applications and make recommendations for funding to the Laramie County Commissioners. The Laramie County Board of Commissioners will consider the panel's recommendations and make final award determinations in May 2022. The panel will be utilizing a scoring matrix that can be found on the county website along with the application and these guidelines.

### **Application Review Criteria**

Award allocations will be based on the total number of applicants, completeness of applications, expense eligibility, organizational need, community benefit, and organizational operating budget size. Commissioners will examine the efficiency, cost, cost effectiveness and time to delivery of the proposal in line with rules and regulations put forth by the U.S. Department of Treasury.

**Application Timeline**

The County anticipates the following schedule for reviewing submitted applications and determining funding awards:

February 1, 2022	Release of application
March 16, 2022	Updated release of application with revisions
<b>April 29, 2022</b>	Applications are due by 12noon
May 2-11, 2022	Review panel process
<b>May 17, 2022</b>	Board of Commissioners Meeting (award determinations)
May 18-31, 2022	County staff to begin drafting grant agreements
June 15, 2022	Awarded applicants to have contracts

**Public Record**

Unless otherwise exempt under applicable law, applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with grant funded activities performed, are subject to disclosure pursuant to the Wyoming Public Records Act.

**If Funded**

Grant awards will be made in the form of a sub-recipient agreement executed between the applicant and the County. The grant period, scope, allowable budget, and reporting requirements will be outlined in the contract between the applicant organization and the County. All awarded funds for programming and activities must be expended no later than May 31, 2023.