

American Rescue Plan Act (ARPA) Nonprofit Grants Program Guideline

Background and General Information

The American Rescue Plan Act (ARPA) is intended to combat the COVID-19 pandemic, including the public health and economic impacts. The City of Lubbock is accepting requests for funding for American Rescue Plan Act (ARPA) also known as the State and Local Fiscal Recovery Funds (SLFRF) to assist local nonprofits. This funding is intended to lead in the recovery from the COVID-19 pandemic throughout the years of outlays until the end of calendar year 2024.

Eligible Organizations

The City's ARPA nonprofit grant program is designed to support organizations, programs, and activities that benefit City of Lubbock residents. Organizations eligible to apply include nonprofits that are corporations, associations, agencies, or faith-based organizations with a 501(c)(3) nonprofit status under the Internal Revenue Service Code. Organizations must have a nonprofit designation in good standing at the time of grant application submission and must have been in operation prior to January 2020. These eligible organizations are facing economic hardship resulting from or exacerbated by the public health emergency or provide programs/activities that address the needs of City of Lubbock residents most impacted by the pandemic and its economic effects.

Priority shall be given to nonprofit organizations that did not receive previous aid from the Paycheck Protection Program (PPP). For-profit entities and individuals are not eligible.

Eligible organizations shall meet the requirements below:

- Nonprofit applying shall be either located within the City of Lubbock city limits or provide services to residents of the City of Lubbock.
- Demonstrate financial impacts directly related to the COVID-19 pandemic. This could be due to an increase in services provided, an inability to hold fundraising events, loss of revenue related to government-mandated shutdowns, increased costs for complying with reopening requirements, or costs of new programming designed to assist those disparately impacted by the pandemic and its economic effects. May be prepared to provide documentation of increased demand for 'Existing Services' (number of clients/cases/meals/etc. needing service)
- Loss of revenue and/or increased expenses (based on IRS Form 990, 2019 & 2020). If an organization files a 990N, please contact the Community Foundation of West Texas to discuss alternative information needed.
- Organizations that received other COVID-19 funding assistance such as, but not limited to, Federal CARES Act funding; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds are eligible to apply for ARPA funding so long as expenses are not duplicated.

Grant Awards

The City of Lubbock has designated \$1,000,000 in funding to assist local nonprofits that were negatively impacted by the public health emergency. These services are supported, in whole, by federal award number SLFRP2653 awarded to the City of Lubbock by the U.S. Department of the Treasury.

Grant Term: One year from award notification

Funds may be used for the following:

- Fundraising losses due to Pandemic
- Program Expenditures impacted by fundraising activities (food, education, etc.)
- Programs and Services focused on COVID-19 response and prevention
- Operational Expenses and Equipment
- Capital Improvements
- Special projects related to providing 'Post- COVID-19 Services' to City of Lubbock residents

Typical Project types:

- Economic Development
- Emergency Food Assistance, food preparation and delivery services to support people in need
- Health and Wellness
- Mental Health Support
- Family Violence & Child Abuse prevention, services, and support for victims
- Early Childhood, after-school programs, and life-skill programs for kids
- Support non-English speaking communities through language translation and targeted outreach of existing resources and new resources
- Technology Access
- Residential assistance programs for seniors
- Job Training & Placement
- Revenue Replacement
- Shelter/Prevention of Homelessness

INELIGIBLE COSTS (*incomplete list*)

- Loss that bears no relation or are grossly disproportionate to the type or extent of harm experienced due to the COVID-19 public health emergency.
- Contributions to rainy day funds, financial reserves, or similar funds.
- Payment of interest or principal on outstanding debt instruments.
- Inherently religious activities, such as worship, religious instruction, or proselytization and/or those that promote or inhibit religious interest.
- Lobbying, support of candidates for public office, or other political activities.
- Programs or organizations that do not serve City of Lubbock residents.
- Economic hardship incurred outside of the period beginning January 27, 2020 and ending December 31, 2024.

- Expenses reimbursed or eligible for reimbursement through any other contract or agreement with the City, including but not limited to Community Service Grant, Community Development Block Grant, and CARES grants.

The Community Foundation of West Texas will review all online applications submitted. Checks will be issued by the City of Lubbock.

HOW TO APPLY

The ARPA Nonprofit Grants Program application will be available through the Community Foundation of West Texas website at www.cfwtx.org from May 16, 2022, through June 30, 2022. Applications must be submitted electronically via the online grants portal. If you are not already registered, you will need to register as a new applicant. Hard copies will not be accepted.

Applicants will be required to submit the following information:

- Organization Overview
 - Organization name and contact information
 - Mission statement
 - Proof of nonprofit status (EIN)
 - Length of time in existence
 - Number of employees
 - Description of services provided to City of Lubbock residents
 - Number of Lubbock residents served in recent fiscal years
 - Description of how the organization typically raises funds
 - Description of how the organization has been negatively impacted by COVID-19
 - Steps the organization has taken to address financial impacts of COVID-19
- Grant Request
 - Amount requested
 - Requests for existing programs/activities:
 - Description of how requested funding will mitigate financial hardship experienced as result of the COVID-19 public health emergency and its economic impacts
 - Requests for new programs/activities:
 - Description of how program/activities responds to needs created by the COVID-19 pandemic
 - Target beneficiaries, including how they've been impacted by COVID-19
 - Description of proposed outcomes (e.g., persons served)
 - Proposed budget, including line-item expenses
 - Timeline for fund expenditure
- Organizational budget
 - Agency budget, showing actual revenue and expenditures by categories for the following time periods should also include proof of prior expenditures for personal protection equipment purchased as a response to COVID-19, actual operating costs

during the COVID-19 pandemic, and/or a loss in revenue during the COVID-19 pandemic:

- January – December 2019
- January – December 2020
- January – December 2021
- Current operating year budget, projected and actual, showing revenue and expenditures
- Amount and description of use of Federal CARES Act and American Rescue Plan Act assistance received, including but not limited to, PPP, EIDL, CDBG-CV, and City CARES grant funds (if applicable)
- Any other supporting information the organization would like the review panel to consider (may be limited in size or length)

APPLICATION REVIEW PROCESS

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

Complete and eligible applications will then be reviewed by a review panel. Final award determinations will be sent via mail by the Community Foundation of West Texas.

Application Review Criteria:

Award allocations will be based on total number of applicants, completeness of applications, expense eligibility, organizational need, community benefit, and organizational operating budget size. No cash match is required.

Review panel members may consider the following factors in their evaluation:

- Organization is a qualifying nonprofit
- Financial impact of COVID-19 is clear and demonstrated
- Impact of other Federal or City assistance received, alone or in comparison to other applicants
- Need for financial assistance to remain operational
- Program description and impact of program on communities and populations most disproportionately impacted by the pandemic, i.e. low-income and socially vulnerable communities
- Ability to expend funds by one year from date of award letter
- Fiscal and administrative capacity to administer the funding in compliance with requirements
- Grant budget is provided, reasonable, and aligns with eligible expense categories
- Other factors as deemed appropriate by the panel members

Application Timeline:

The following is a schedule for reviewing submitted applications and determining funding awards:

May 16, 2022	Release of application
June 30, 2022 at 11:59pm CT	Deadline for application submissions
July to August, 2022	Application review period
September 22, 2022	Award determinations
September 29, 2022	Community Foundation staff sends award letters with grant agreements

Final Grant Report:

All grantees are required to submit a Final Report within one year of the grant award to the Community Foundation of West Texas.

If you have any questions about the application process, please contact: Tami Swoboda (tami@cfwtx.org) or Denise Oviedo (denise@cfwtx.org) | Phone: 806.762.8061