

**Community Impact and Education Grant Overview**

**City of Pawtucket ARPA Grant Program**

**Applications Open: June 13th 2024 until all funds are obligated**

**Link to submit:** [**Application Portal**](https://tables.area120.google.com/u/0/form/bX-vjQ-UqwO1kVUDSY74Fj/t/bnUvPAln63Dcdt710jdkos90AooKjEqO1cSAbZIe34mxagveJc8Jaq44l_BcNkS__W)

**Community Impact and Education Grant Program (CIEG)**

**Community Impact Grant**:

Programs that provide direct support services within the community in one or multiple of the following sectors:

* Financial Assistance
* Homeless or at risk of homelessness Assistance
* Food assistance
* Mental Health
* Violence Prevention
* Employment Support Grant
* Technology/Broadband
* Support navigating government Assistance
* Medical/Insurance support
* Financial Service Support
* Home Repair and Home Weatherization
* Childcare Support
* Long Term Housing Support

**Community Education**:

Educational programs to reverse historical inequality impacting disproportionately impacted households. (Low Income Households (HUD) and Qualified Census Tracts) Example of eligible program types include the following:

* Health classes
* Financial Education
* Aging in Place (projects to keep individuals in their homes)
* Parent/ Family education

**Youth Education:**

Programs must be focused on reversing education gaps caused by the pandemic by focusing on the following educational curriculum:

* Math
* Reading/Writing
* Science
* Public Speaking
* History
* Technology
* Civic Engagement

**Introduction:**

The City of Pawtucket is excited to launch an American Rescue Plan Act (ARPA) funded Community Impact and Education Grant. This initiative is designed to address critical needs within the community, particularly those exacerbated by the ongoing challenges posed by the COVID-19 pandemic. By focusing on education and community impact, this grant program will empower residents, strengthen community resilience, and foster positive social change. These grants can serve as catalysts for innovation, expansion, or targeted interventions that address pressing community needs. In addition to meeting eligible types listed below the project also must target impacted or disproportionally impacted populations as required by ARPA. Projects with an \* or \*\* must meet additional requirements listed below.

**Eligible Community Impact Grant Projects**

* Project should directly support the impacted community chosen by providing case management, financial assistance or support to meet the related needs within the program category or sector.
* For the community impact grant, eligibility requires the program to have a clear and singular primary focus.
* Grant funds will be used by community providers to respond to the negative impacts of Covid-19 within the City of Pawtucket. Funds will be used for the following community impact and education grant program:
* Projects that assist the needs of vulnerable and marginalized groups most severely impacted by the pandemic, such as low-income families, seniors, and individuals experiencing homelessness.
* Projects that accomplish support for individuals with specific needs such as employment support programs (add additional programs discussed)

**Eligible Community Education Projects \***

* Projects that provide classes covering topics such as nutrition, physical fitness, mental health, disease prevention, and healthy lifestyle habits specifically to Low-income households (HUD) or Qualified Census Tracks
* Offer workshops specifically tailored to different demographics, such as youth, adults, seniors, and financially vulnerable individuals to address their unique financial needs and challenges specifically to Low-income households (HUD) or Qualified Census Tracks. Please see below for additional eligibility requirements.

**Eligible Youth Education Projects\*\***

* Offer personalized one-on-one or small group literacy/ math tutoring sessions to catch students up from missed schooling during the pandemic.
* Education support for marginalized communities who have experienced disruptions in their education due to the pandemic, including academic tutoring, mentoring programs, and mental health support.

**Impacted Population Requirements**

All projects must meet ARPA eligibility requirements before awards are made, including targeting requirements for impacted and (where applicable) disproportionally impacted populations. For most projects, the population being served must have a documented need and the application must clearly state how they will vet individuals or households' eligibility for that program. For housing programs, this may be homelessness for certain programs and those who meet Low to Moderate income requirements in others. For other programs (like all Community Education Projects) the assistance must be targeted to disproportionally impacted populations and households that reside in Qualified Census tracts. For more detailed information consult the [ARPA Final Rule Overview](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf&ved=2ahUKEwjlrYfH_dGGAxUh4ckDHSWkDOQQFnoECAYQAQ&usg=AOvVaw20nY2-Xl_pTnD_nZMvSXKo) which states which populations are eligible for which programs. When possible, the City of Pawtucket will work with the applicant to adjust projects to meet these requirements but reserves the right to deny any projects that do meet eligibility requirements as submitted.

**Additional Eligibility Requirements**

1. **Disproportionally Impacted Populations and Curriculum Required (\*)**

These requirements are applicable to all Community Education Programs. Only projects serving 'disproportionately impacted populations' are eligible for this grant. This only includes households residing in qualified census tracts, programs offered in those tracts (depending on services provided) and verified low-income households according to (HUD).

Click the link below and input an address to verify if s program will be provided in a qualified census tract.

<https://www.huduser.gov/portal/sadda/sadda_qct.html>

1. **Curriculum Proposal Required (\* and \*\*)**

The project must submit a Curriculum Proposal for CIEG Educational Programs form with their application. This can be found on the Community Impact and Education Grant webpage on the City of Pawtucket website.

**Eligible Applicants:**

Eligible applicants such as non-profits (registered 501c3) or community groups (with a registered 501-c3 Fiduciary) will use funds to respond to the negative impacts of the covid pandemic within the City of Pawtucket by any one or more of the following approved purposes: care, treatment, and other programs and expenditures designed to accomplish the program objectives listed above. Funds can be used to support existing COVID-19 abatement efforts, start new programs, or support a one-time purchase to help assist the goals outlined in this overview.

**Funding:**

This grant is the first phase of competitive grant funding as part of $1,500,000 to be released over the next 2 years, through 2026. Eligible applicants must demonstrate that they can provide the service specifications and standards in this application. All grants will be following a reimbursement fund disbursement structure with the option to request 10% of the grant total up front, if unique aspects of your grant require additional funds up front, please make that clear in your application. Award recipients must meet all applicable regulations and policies, conditions, and requirements for ARPA funds and follow programmatic reporting requirements into the future. The minimum project budget request is $10,000, and the maximum allocation is $300,000 per project.

**Requested amounts:**

When determining the amounts to request based on a nonprofit organization's capabilities, it's essential to consider various factors to ensure realistic and effective resource allocation.

Please consider:

* Organizational Capacity
* Project Scope and Complexity
* Budget Justification
* Sustainability and Impact
* Collaborations and Partnerships

The requested grant amounts should be based on a thorough assessment of the nonprofit's capabilities, project needs, and anticipated outcomes. By aligning the funding request with the organization's capacity and the proposed project's scope and impact, nonprofits can increase their chances of securing funding and effectively implementing transformative initiatives that benefit their communities. The City of Pawtucket reserves the right to make awards contingent on changes to budget and scope that shifts a project from one funding range to a lower or higher level. Where applicable the applicant can choose to make the requested changes and propose and adjusted project for final City approval or to deny the request and not receive funding.

**Small Grants**$10,000- $50,000 To support new pilot programs, small requests to support vital needs of ongoing projects and small programs. To include part-time staff providing project support or funds to provide direct assistance for existing case managers. Short term and trial/pilot or limited support for an ongoing project would best fit into this category. Organizations with limited past performance running projects that match the request are recommended to submit Small Grants.

**Medium Grants** $50,000 - $150,000 Programs that are an extension of effective projects previously run or expansions of already effective projects. This can include new projects that the organization or staff has shown the capacity to effectively manage. This category may include full-time staffing and direct assistance expenses. Organizations that have moderate experience running projects that match the request are recommended to submit medium Grants.

**Large Grants** $150,000 - $300,000 Multi-layered programs that may provide direct assistance, case management and additional wrap around support may fit into this category. These projects may have multiple staff dedicated to them 100% of the time and are likely funded from a variety of sources. Organizations with staff that have significant experience running projects that match the request are recommended to submit large Grants.

**Ineligible Uses:**

* Administrative staff beyond 10% indirect costs.
* General expenses for the organization including fundraising, leadership work not associated with the project etc.
* Most capital expenditures (except those specifically tied to accomplishing project objectives).
* Supplanting of already covered expenses by internal or other funding sources.
* Expenses that do not fit under 2 CFR.

**Project Objectives**

Eligible non-profits, community groups, or local governments are encouraged to submit program applications regardless of timeline agendas. Projects within the 1–2-year range, or even those that involve a one-time purchase, in support of a program are encouraged to submit proposals. Projects should be designed to fit into one of the eligible program types listed above.

**Reporting Requirements**

Selected organizations are expected to provide quarterly reporting. This includes:

* Financial Status Report(s) submitted by the 14th of each month to the contract administrator in the City of Pawtucket
* Supporting documentation for the Financial Status Report (includes receipts and proof of payments)
* Tracking report(s) detailing activities conducted, including peer support sessions, and other state approved metrics to determine impact and effectiveness

**Budget Templates:**

The budget template shall constitute the total cost of the program for the complete performance in accordance with the requirements and specifications herein. The applicant shall not invoice for any amounts not specifically allowed for in the line-item budget provided with their application.

**General Information on Submitting Applications**

**1) Award or Rejection: All qualified applications will be evaluated and awarded to agencies or organizations whose capabilities are deemed in the best interest of the City of Pawtucket.** The City of Pawtucket reserves the unqualified right to reject any or all offers if determined to be in its best interest. Successful applicants will be notified upon review by the City of Pawtucket.

**2) Cost of Application Preparation:** Any cost incurred by an agency or organization in preparing or submitting an application is the agency or organization’s sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

**3) Reference to Other Data:** Only information received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.

**4) Form of Application:** Each application must be submitted as a single file PDF per document upload section. (budgets in excel)

**5) Exceptions**: All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions.

**6) Advertising:** In submitting its application, agencies and organizations agree not to use the results therefrom or as part of any news release or commercial advertising without the prior written approval of The City of Pawtucket.

**7) Right to Submitted Material**: All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the City of Pawtucket when received.

**8) Agency and Organization's Representative** Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

**9) Subcontracting** Agencies and organizations may propose to subcontract portions of work, provided their applications indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.

10) **Federal Certifications** Agencies or organizations receiving Federal funds will be required to execute Federal Certifications regarding Non-discrimination, Drug-Free Workplace, Environmental Tobacco Smoke, Debarment, Lobbying, and Lobbying Activities. Federal Certifications must be signed or returned with the application.

**Application Content and Instructions**

The applicant must clearly demonstrate in its proposal a response to how the applicant’s organization will meet or address the programmatic requirements described in the program objectives. The applicant proposal shall include the following items in this specific order and clearly marked as such. See each section below for detailed information. Whenever possible, use appendices to provide details, supplementary data, references, and information requiring in-depth analysis.

**Use the following link to submit your application and required support documents:** [**Application Portal**](https://tables.area120.google.com/u/0/form/bX-vjQ-UqwO1kVUDSY74Fj/t/bnUvPAln63Dcdt710jdkos90AooKjEqO1cSAbZIe34mxagveJc8Jaq44l_BcNkS__W)

**A. Proposal Summary:**

· Develop to encompass all the key points necessary to communicate the objectives of the project

**B. Organization Background and Qualifications:**

Describe the organization and its qualifications for funding including:

· Mission and goal of the Organization

· A brief overview of the applicant’s history and experience with providing the service, working with the behavioral health system and cross-system partnerships

· Qualifications/background on the organization’s Key Staff

· None of the following apply: the organization debarred from receiving federal funds, has had a single audit, or other compliance finding, or if the organization or individuals within the organization are under criminal investigation

**C. Assessment of Needs**

· Problem (explain why the service is necessary), and what your organization is currently doing to address this problem and/or why your agency is interested in expanding services

· Primary county/counties served including ethnicity, age, and gender of population served

· Target population or who you plan on serving, including the number of individuals, eligibility requirements to receive service, and statistical facts and figures (national, state, local)

**D. Project Description and Narrative**

· Describe your proposed project and how this project will address the community’s and organization’s needs.

· List the goals, objectives, and anticipated outcomes of the project including timelines for project implementation with specific program objectives as they relate to performance measures and budget

· Identify potential challenges the project may face (regulatory, environmental, or other constraints) and discuss how these challenges will be addressed and/or minimized.

**E. Potential Impact**

Explain why the proposed project is a good use of Covid dollars. Describe the potential impact and other effects on your community and its residents.

**F. Line-Item Budget and Budget Narrative**

The budget narrative should explain how the numbers in the budget were calculated and how each expense is related to the proposed project. The Budget Narrative is the justification of ‘how’ and/or ‘why’ a line item helps to meet the program deliverables. It is also used to determine if the cost in the contract is reasonable and permissible. The line-item budget and narrative should include:

· Salary Detail – Staff salaries and expenses for temporary/contract staff should be entered by position type in the appropriate section. For employed staff and temporary/contract staff, enter the average number of hours to be worked per week for each position type on the project.

· Summary – Detailed cost breakdown for the project and all sources of funding identified for the project.

· Narrative – Expanded details for specific line items in the budget. Funds may not be used for purchase of land or buildings, nor may extensive renovations be completed with these funds. Equipment, such as computers, may be purchased with these funds for costs specifically tied to the proposed program (cost must be less than $5000.00).

**Application Schedule Summary:**

The projects may start as soon as July 15th and the proposed project/program should not extend beyond July 31st, 2026. Application portal will open on June 13th and continue until funds are allocated. A Q&A session is scheduled for noon on June 25th facilitating an interactive platform for queries and clarifications. The session will be recorded for future reference, with the recording set to be posted on the city website to ensure accessibility to all stakeholders. Subsequently, the application portal will open and the application will be posted on the city website. The assessment phase commences promptly, with reviews conducted either every 2 weeks for the first 2 months and every four weeks after, ensuring a timely and efficient evaluation process. Following meticulous assessment, grant awards will be announced, and successful recipients promptly notified of their selection. It's imperative to note that within two weeks of notification and formalization of any program modifications, grant recipients are required to sign the necessary agreements, locking in funding allocations.

To submit questions please email [Toney.Baker@iparametrics.com](mailto:Toney.Baker@iparametrics.com) with the subject line **CIEG Questions**

Link for Q and A Session 1 (Teams) 12-1pm on June 25: [Click Here](https://us06web.zoom.us/j/86014556450)

**Important Dates:**

|  |  |
| --- | --- |
| June 13th, 2024 | Grant Announcement  Detailed grant overview released  Submission for Q&A session opens  Application opens and is posted on city website |
| June 23rd, 2024 | Applicant question submission deadline 11:59 PM |
| June 25th, 2024 | There will be a Q&A Session June 25th 12pm-1pm (a recording will be posted on the City website) |
| June 28th, 2024 | Application assessment begins |
| As determined by schedule above | Grant awards announced and recipients notified. Within 2 weeks of being received, grant agreements must be signed. |
| **July 31st, 2026** | **Any funds not expended by this date will be re-allocated** |