

# American Rescue Plan Act (ARPA) of 2021 Coronavirus State & Local Fiscal Recovery Funds (SLFRF) Pre-Application

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## PRE-APPLICATION

CITY OF SOUTH PORTLAND, MAINE  
*Pre-Application Deadline: February 14, 2022*



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## **Purpose**

The American Rescue Plan Act (ARPA) of 2021, through the Coronavirus State and Local Fiscal Recovery Fund, has provided just under \$10.5 million to the City of South Portland to “help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.” The City is using a community-driven, data-informed process to ensure the effective, efficient, and equitable distribution of these federal funds.

ARPA provides an unprecedented opportunity for Maine cities and counties to leverage onetime, non-recurring federal funds to respond to the health and economic impacts of COVID-19. This City is accepting Pre-Applications from qualifying entities that aim to advance community-driven solutions to recovery that deliver equitable outcomes and transformative change. Aid and investments will be targeted toward communities with the greatest needs and aligned with the priorities of people most impacted by the pandemic and resulting economic crises.

## **Available Funding**

The City Council has committed to making \$6.9 million in ARPA funds available to businesses, nonprofits, and governmental entities via a competitive application process. There will be two separate cycles of funding – this is the first. In this first cycle, \$3.4 million will be allocated to qualifying projects that propose bold investments and deliver equitable and transformative outcomes.

Applicants should understand that this funding is considered a Federal Grant Program, and as such will require certain accounting and reporting requirements. Applicants must be registered in the Federal System for Award Management (SAM) in order to receive funding. Funding received under this program must be fully committed no later than December 31, 2024, and fully expended no later than December 31, 2026.

## **Project Prioritization**

ARPA funding has 66 categories of allowable uses according to the U.S. Treasury. The South Portland City Council narrowed down the eligible categories to 42 “Priority Areas” for which they will accept funding. As such, your pre-application MUST address one of these 42 categories. In addition, of these Priority Areas, the City Council has identified 13 “Preferred

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Needs” that will be awarded bonus points as they represent the areas of highest important to the City. A listing of the 42 allowable uses and 13 preferred uses of funding is available in Appendix B.

Finally, the City Council commits to funding at least one project for each of its 2021 goals, which include:

- Addressing the Climate Crisis
- Improving Diversity, Equity, and Inclusion
- Keeping Housing Affordable and Available
- Supporting Health and Human Services (includes assisting the unhoused)
- Maintaining Fiscal Responsibility

## **Application and Scoring Process**

### *Pre-Applications*

Each request for funding starts as a pre-application and eligible projects will then continue through the application process. Residents, businesses, and community-based organizations may submit Pre-Applications for funding to [smorelli@southportland.org](mailto:smorelli@southportland.org) using the template in Appendix A below. **The City will have an initial Pre-Application round that will begin on January 14, 2022 and close at 4:00 p.m. February 14, 2022.**

The City will only accept applications for requests of \$75,000 or more.

The City’s Internal Review Team (IRT) will evaluate all Pre-Applications to determine eligibility. Eligible Pre-Applications must align with one of the 42 expenditure categories defined by the United States Department of Treasury for which the City is seeking applications. A full list of expenditure categories can be found in Appendix B. Please note, not all allowable uses are listed in this category so please be sure your application fits into one or more of the uses prioritized by the City. Applicants must also have the capacity to manage the grant in order to be deemed eligible.

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### *Final Applications*

Authors of eligible Pre-Applications will be invited to complete a Final Application. Eligibility is not a commitment for funding; it is a basic requirement to proceed with the application process. The Final Application is an opportunity for Pre-Application authors to provide more details about the project, implementation plan, financial management and reporting, and a plan for measuring and evaluating project outcomes.

Authors of ineligible Pre-Applications will be notified and will retain the ability to submit new or modified requests for a future round of funding.

Final applications will be reviewed by the IRT using the following criteria:

- Project Description
- Whether the Project Addresses a “Preferred Area” of Need
- Project Management Team and Experience
- Complexity of Project & Readiness to Proceed – ability to meet expenditure deadline
- Financial Plan, Leveraged/Companion Funds, & Project Budget
- Social Equity & Community Benefit
- Project Sustainability
- Whether the Project Meets a City Council Goal

Incomplete Final Applications will not be reviewed. Review of a completed Final Application is not a commitment that the City will fund the project. After reviewing each application, the IRT shall provide one of the following recommendations:

1. Fund or partially fund
2. Fund or partially fund with revisions
3. Do not fund at this time

Applications that are reviewed by the IRT will be made available for public review and discussed openly at a meeting of the South Portland City Council. Projects will be recommended based on the combined score of the IRT. The South Portland City Council will make the final decision about which projects receive ARPA funding, including final allocations.

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## Project Oversight and Reporting

Once the City Council has approved funding for a project, awardees will enter into an agreement with the City. The agreement will describe the terms and conditions of the funding, including, but not limited to, purpose, term, eligible uses, scope, reporting requirements, required insurances, process to modify or terminate the agreement, audit requirements, and any other City requirements. The agreement will also include applicable federal terms and conditions, and the terms for reimbursement of funds.

Reporting and compliance requirements will be defined in the agreement. The City will monitor the implementation of each project and track progress on key indicators. Each awardee is responsible for complying with the terms and conditions within the agreement.

The City of South Portland holds compliance with federal guidelines as well as state and local laws with the utmost importance. Failure to execute a project as planned or comply with the agreement in any way may result in corrective action, recovery of funds, termination of the agreement, and/or other civil or criminal proceeding as required by Law. In addition, applicants are advised that this is a reimbursement grant program and the City will not make reimbursements until we are satisfied that federal requirements have been met.

Projects will be closed once they have fulfilled the terms of their agreement. All funds will be reconciled, and unused funding returned. Final reports will include an evaluation of the project that includes data collection and reporting as outlined in the agreement.

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## APPENDIX A: The American Rescue Plan Act (ARPA) of 2021 Pre-Application Form

### Pre-Application Deadline

February 14, 2022 (4 p.m.). Late submissions will not be accepted.

### Instructions

You must complete and submit the following Pre-Application to be eligible to move to final application process. Completed Pre-Applications may be submitted in one of the following three ways:

1. (Preferred) Email to Scott Morelli, City Manager, at [smorelli@southportland.org](mailto:smorelli@southportland.org) and request confirmation of receipt. If you do not receive a confirmation within 24 hours of submitting your application please call for confirmation 207-767-7606.
2. Mail the completed Pre-application to:

Scott Morelli, City Manager  
25 Cottage Road  
South Portland, ME 04106

3. Hand deliver to City of South Portland at the address above.

### Resources

More information about the City's ARPA process can be found on our website at [www.southportland.org/arpa](http://www.southportland.org/arpa). Questions should be submitted *via email only* to City Manager Scott Morelli at the address above. *In-person meetings and questions via phone will not be accepted in order to maintain process integrity.*

The City will host a webinar where potential pre-applicants can learn more about the City's process and ask questions. This webinar will occur on **Wednesday, January 26, 2022, from 11 a.m. to noon** and can be accessed at <https://us06web.zoom.us/j/83962977031> or via telephone at (929) 205-6099 and entering Webinar ID: 839 6297 7031. A recording of the webinar will be made available to those who are unable to attend.

**City of South Portland – ARPA Pre-Application**

DO NOT MODIFY THIS FORM OR ATTACH ADDITIONAL DOCUMENTS

**Agency Information**

Operating Agency: \_\_\_\_\_

Mailing Address (Street, City, State, Zip): \_\_\_\_\_

Executive Director or Manager: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Director: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

DUNS Number: \_\_\_\_\_ Tax ID: \_\_\_\_\_

SAM Registration Number: \_\_\_\_\_

**Funding Sources/Financial Information**

Amount Your Agency Will Contribute to Project (if applicable): \$ \_\_\_\_\_

Other Funding Source 1 (if applicable): \$ \_\_\_\_\_

Other Funding Source 2 (if applicable): \$ \_\_\_\_\_

Other Funding Source 3 (if applicable): \$ \_\_\_\_\_

Other Funding Source 4 (if applicable): \$ \_\_\_\_\_

Other Funding Source 5 (if applicable): \$ \_\_\_\_\_

**Amount of ARPA Funds You Are Requesting from South Portland** \$ \_\_\_\_\_

*Minimum request \$75,000*

**TOTAL PROJECT BUDGET** \$ \_\_\_\_\_

ARPA Funds Your Organization is Receiving Directly from the Federal Government:

\$ \_\_\_\_\_

Your Agency's Calendar or Fiscal Year 2022:

Operating Budget: \$ \_\_\_\_\_ Grants Budget: \$ \_\_\_\_\_

Capital Budget: \$ \_\_\_\_\_ Other Budgets: \$ \_\_\_\_\_

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## Project Information

Project Title: \_\_\_\_\_

Project Timeline: \_\_\_\_\_ Project Area: \_\_\_\_\_

ARPA Expenditure Category: (See Appendix B. Select only the one that best fits your project. Ex. "1.2 COVID-19 Testing".)

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South Portland City Council Goal(s) This Project Addresses, If Any: (You may select more than one)

Housing Affordability  Improving Diversity, Equity, and Inclusion

Public Health & Human Services  Addressing the Climate Crisis

Fiscal Responsibility

Does this Project Fall Within Expenditure Category 1, 2, or 4 and Will This Project Use Evidence-Based Data for its Interventions<sup>1</sup>? (See Appendix B for Category information)

Yes  No *If YES, please describe the data that will be used:*  
(Do not attach additional documents)

Please Outline Your Capacity to Manage Grants, Including Experience, and Specifically with Federal Grants: (Do not attach additional documents)

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<sup>1</sup> For a broader explanation regarding evidence-based interventions, see Principles of Evidence-Based Policymaking 2016 available at [https://www.urban.org/sites/default/files/publication/99739/principles\\_of\\_evidencebased\\_policymaking.pdf](https://www.urban.org/sites/default/files/publication/99739/principles_of_evidencebased_policymaking.pdf)

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**Project Summary** (Briefly describe your project and its nexus to the ARPA Expenditure Category selected above and any Council Goal(s). Do not attach additional documents.)

*I certify that the information in this Pre-Application is true and correct to the best of my knowledge:*

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Authorizing Signature

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Name & Title of Authorized Party

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Date

## APPENDIX B: Expenditure Categories

The United States Treasury has identified 66 expenditure categories under which ARPA funds can be spent. The South Portland City Council has narrowed down these expenditure categories to 42 based on their priorities. Applications must identify and justify how their project meets one of these 42 categories. In addition, the City Council has designated 13 of these 42 categories as “Preferred Areas”. Additional points will be given to those applications addressing these 13 areas. These areas are noted in **red text** below. *Please note: this chart omits 24 uses that were not identified as the highest priorities of the City Council at this time.*

<b>1: Public Health</b>
1.1 COVID-19 Vaccination ^
1.2 COVID-19 Testing ^
1.3 COVID-19 Contact Tracing
<b>1.4 Prevention in Congregate Settings *</b>
1.5 Personal Protective Equipment
1.6 Medical Expenses (including Alternative Care Facilities)
1.7 Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8 Other COVID-19 Public Health Expenses
1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
<b>1.10 Mental Health Services *</b>
<b>1.11 Substance Use Services *</b>
1.12 Other Public Health Services
<b>2: Negative Economic Impacts to Households</b>
<b>2.1 Household Assistance: Food Programs * ^</b>
2.4 Household Assistance: Internet Access Programs * ^
<b>2.7 Job Training Assistance * ^</b>
<b>4: Services to Disproportionately Impacted Communities</b>
<b>4.6 Healthy Childhood Environments: Child Care * ^</b>
<b>4.7 Healthy Childhood Environments: Home Visiting * ^</b>
<b>4.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System * ^</b>
4.9 Healthy Childhood Environments: Other * ^
<b>4.10 Housing Support: Affordable Housing * ^</b>
<b>4.11 Housing Support: Services for Unhoused Persons * ^</b>
4.12 Housing Support: Other Housing Assistance * ^
4.13 Social Determinants of Health: Other * ^
4.14 Social Determinants of Health: Community Health Workers or Benefits Navigators * ^
4.16 Social Determinants of Health: Community Violence Interventions * ^
<b>6: Water &amp; Sewer Infrastructure</b>
6.1 Clean Water: Centralized Wastewater Treatment
6.2 Clean Water: Centralized Wastewater Collection & Conveyance

6.3 Clean Water: Decentralized Wastewater
6.4 Clean Water: Combined Sewer Overflows
6.5 Clean Water: Other Sewer Infrastructure
6.6 Clean Water: Stormwater
6.7 Clean Water: Energy Conservation
6.8 Clean Water: Water Conservation
6.9 Clean Water: Nonpoint Source
6.10 Drinking water: Treatment
6.11 Drinking water: Transmission & Distribution
6.12 Drinking water: Transmission & Distribution: Lead Remediation
6.13 Drinking water: Source
6.14 Drinking water: Storage
6.15 Drinking water: Other water infrastructure
<b>7: Broadband Projects/Infrastructure</b>
7.1 Broadband: "Last Mile" projects
7.2 Broadband: Other projects

*\* Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions*

*^ Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities*