



## MAYOR GINA-LOUISE SCIARRA

City of Northampton

Office of the Mayor

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La versión en español se puede encontrar [aquí](#)

### REQUEST FOR PROPOSALS

Mayor Gina-Louise Sciarra and Northampton's ARPA Commission are requesting proposals for the ARPA Community Recovery Projects funding opportunity.

ARPA (the American Rescue Plan Act) is a far-reaching COVID-19 recovery measure proposed by the Biden-Harris administration. A portion of these federal funds were distributed to cities and towns to aid in recovery from the negative health and economic impacts of COVID-19. Mayor Sciarra has designated \$4 million of Northampton's ARPA allocation for a Community Recovery Projects fund. In order to gain feedback from the Northampton community and to determine the most pressing needs as we look towards recovering from the impacts of COVID-19, the Mayor's Office released a Community ARPA Survey in the fall of 2021. The Mayor's ARPA Commission also held 8 public ARPA Listening Sessions during June of 2022 to hear input directly from the community and to gather feedback for developing the application process. To learn more about the results of the survey or ARPA funds, please visit the ARPA page on Northampton's website: <http://www.northamptonma.gov/ARPA> The Mayor's goals for distributing these funds include the following:

- Seek extensive input and feedback from the community to help structure the city's use of ARPA Community Projects funds
- Design a transparent, accessible, and equitable project selection process for allocating funds
- Prioritize projects, people, businesses, and organizations with a focus on those most impacted by COVID-19
- Leverage other state and federal resources to maximize Northampton's ARPA funding

#### ARPA Community Recovery Projects Overview

This funding opportunity is open to individuals, groups, non-profits, small businesses, and organizations which are based in Northampton or serve the Northampton community. These are one-time funds which must be used to respond to a negative health or economic impact of COVID-19. Funding is intended for projects which are designed to aid the community in

recovering from the COVID-19 pandemic including supporting recovery, reconnecting community, and building resilience:

**Supporting Recovery:** The City of Northampton is committed to helping the community recover from negative physical, mental, and economic impacts of the COVID-19 pandemic. Some examples of projects that support recovery include programs that provide behavioral and mental health services, increased access to childcare, and support for people and families experiencing homelessness, among others.

**Reconnecting Community:** The pandemic has heightened our collective awareness of the need for vibrant public spaces and events where people can connect socially and feel like part of our community. Some examples of projects that reconnect community include new spaces open to the public or improvements to existing ones, youth programs, and other community-wide programs or events, among others.

**Building Resilience:** Northampton families, non-profit organizations, and small businesses continue to suffer from significant negative economic impacts due to the pandemic and the subsequent supply and labor shortages. Meanwhile, new COVID variants continue to threaten our health. Projects that help the community build resilience to future variants or economic downturn may be eligible for funding. Examples of projects that will build resilience include improvements which will limit the spread of the COVID-19 virus, expansion of programs that aid individuals impacted by the pandemic, and technical or business assistance to help small businesses adapt, among others.

These examples are not exhaustive and other projects and initiatives may be considered eligible. For the purposes of this funding, a small business is defined as an operation with fewer than 100 employees (combined total number of employees in all branches and locations) AND total yearly revenues of less than \$1 million.

Keep in mind these are limited funds; the Mayor and the ARPA Commission hope to spread the impacts of these funds as widely as possible. Use this information as you consider the scope and needs of your project. Projects may be funded fully, partially, or not receive an award. Not having matching funds or other contributions to your project will not impact chances of funding.

This funding is NOT intended for direct financial assistance to individuals or households. In recognition that the impacts of the pandemic are ongoing, please refer to the list of organizations and services found [here](#) that may be able to help if you or your family need assistance paying your rent or mortgage, buying groceries, affording legal assistance, getting help with substance use disorder, or other assistance relating to the negative impacts of the pandemic.

Applications for funding will be due no later than 5:00 p.m. on October 14, 2022. There will be three information sessions available for applicants to attend and ask questions. The dates and

times for the information sessions will be posted on the City's ARPA page at [www.northamptonma.gov/ARPA](http://www.northamptonma.gov/ARPA). Questions submitted via email by September 23rd will be posted with responses on the ARPA web page. Questions and answers from the information sessions will also be posted on the City's ARPA page. Once the application is closed, the ARPA Commission will review all applications according to the ARPA Scoring Guidelines found [here](#). The Commission will then send recommendations for funding to the Mayor. Awards will be announced in December of 2022. Funds will be distributed in early 2023.

The Community Recovery projects period will begin in January 2023 and continue until June 30, 2026 or until all Community Projects funds are expended. If any project funds remain on June 30, 2026, the funds will be returned to the City and reallocated in order to ensure Northampton is able to use all ARPA funds to benefit the community before the ARPA program ends.

There are two separate applications for funding. The small projects application is intended for applicants that are requesting up to \$10,000 in ARPA funds. The large projects application is for all projects requesting more than \$10,000 in ARPA funding. Both types of applications will be reviewed under the same criteria and timeline. The only difference is the depth of information required for larger projects.

#### Expected ARPA Community Projects Timeline

- RFP issued
- Information sessions held (details on Northampton's ARPA page)
- Application Deadline: October 14, 2022
- Application Review completed and recommendations sent to Mayor: mid-December
- Notification of awards: late December, 2022
- Funds distributed early 2023 and projects begin
- Projects period ends June 30, 2026

#### Need to Know

- Applications must be submitted by 5:00 p.m. on October 14, 2022 in order to be considered for funding.
- These are one-time funds. If projects aim to create new programs or incur ongoing costs, applicants must include a plan for how to sustain funding beyond the ARPA projects period.
- The City may require additional information during the review process or after an award is given. Please provide up-to-date contact information to ensure timely responses to any requests by the City.
- Funds will be distributed on a reimbursement basis upon proof of payment, invoice, receipt, purchase order, or payroll information. The City recognizes that some applicants may not have funds readily available to contribute to project startup costs. In certain cases, the City can work with applicants to create an alternate disbursement schedule

when the cost is prohibitive and the project cannot start otherwise. Applicants should make a note of this in their application.

- Applicants will be required to keep records of all spending related to ARPA funds and provide documentation which accounts for the entire funding amount to the City. Applicants who are unable to provide such evidence may become ineligible to receive their full funding allocation. Please take care to keep detailed records.
- The City will require recipients to report all expenditures made with ARPA funds on a quarterly basis. The first report will be due April 7, 2023 and must include all expenses or payments made between January 1, 2023 and March 31, 2023. Not providing accurate or complete data or not reporting in a timely manner may result in loss of funds.
- All expenditures using ARPA funds must be directly related to and within the scope of the proposed eligible project. The City reserves the right to determine whether expenses are eligible for ARPA funding under the scope of each project. The City's determinations are final.
- The City will require documentation of at least 3 quotes for all purchases of \$10,000 and over. Sealed bids are required for purchases of \$50,000 and over. The City also encourages sound business practices and securing multiple quotes for any and all large purchases of \$1,000 or more. Other procurement documentation may be required in certain cases. Please see <https://www.mass.gov/the-oig-public-procurement-and-chapter-30b-programs> for more information about Massachusetts Procurement Law.
- Awardees are required to comply with Massachusetts prevailing wages, the Massachusetts Wage Act, and the Fair Labor Standards Act. Recipients must not discriminate on the basis of race, color, national origin, English proficiency, disability, age, or sex.
- Administrative costs are capped at 10% of total project costs

## Ineligible Uses

There are 4 ineligible uses of ARPA funds as described by the Treasury Department:

- Recipients may not deposit funds into a pension fund
- Recipients that are state governments or territories may not use these funds to offset reduction in net tax revenue
- Recipients may not use funds as non-Federal match where prohibited
- Recipients may not use funds for debt or settlements

Please attend an information session or email the Mayor's Office with any questions. Questions sent in by email or received at the information sessions will be posted with responses on the City's website at [www.northamptonma.gov/ARPA](http://www.northamptonma.gov/ARPA). Applications will be accepted in English. Grammar, punctuation, spelling, etc. will not be judged and will not impact chances of funding as long as the application is understandable. Applications will be judged on the merits of the proposed project and the other guidelines as listed in the scoring rubric. Please reach out to the Mayor's Office for any accommodations.

Interpretation services can be provided upon request for the information sessions. Please contact the Mayor's Office at least a week in advance to request an interpreter. Please include details about which information session you plan to attend and the language you speak in your request.

Mayor's Office

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The application for small projects (up to \$10,000) can be found [HERE](#)

The application for large projects (more than \$10,000) can be found [HERE](#)