

**City of Sun Prairie
Notice of Funding Opportunity
Questions Submitted 04/15/2022**

Question 1: I just wanted some clarification on whether funds will be disbursed in full upon getting the grant, or if awarded organizations will have to make monthly invoices?

Response 1: Grant awards can be distributed quarterly following submittal of the project's quarterly budget, which outlines expenditures for the previous quarter. Or, awarded programs may request upfront distribution of funding. The sub-recipient agreement includes the procedures and at the time of receipt you have the option to request funds in advance.

Question 2: Are we able to apply for funds utilizing a 501c3 fiscal agent if our coalition itself is not a 501c3? (NOFO page 7, 1.4)

Response 2: Yes, you are able to apply for funds utilizing a Fiscal Agent. Please make it clear in your application materials which organization is applying for funds and which will serve as a Fiscal Agent.

Question 3: In the case that we are applying with a fiscal agent, would the fiscal agent need to provide the Certificate of Good Standing (recognizing we can request a waiver for this), tax information, W-9, and Vendor Compliance Form? (NOFO page 16-17, 3.4) Furthermore, can you direct us to the where we might find the Vendor Compliance Form in the NOFO?

Response 3: The Fiscal Agent will be responsible for completing the Vendor Compliance Form and W-9. In addition, the Fiscal Agent is required to provide the Certificate of Good Standing.

Question 4: We would be looking to apply under "Assistance to Households", indicating eligible uses beyond enumerated as our eligible activities. We would not be providing direct financial assistance to impacted households, but rather would be providing education, engagement opportunities, and programming around mental health with a focus on those households disproportionately impacted. With that understanding, how would you advise we best complete question 3a on the application (NOFO page 28)? Rather than provide specific household income threshold metrics to qualify for our project, are we able to indicate the general neighborhood/population thresholds we are targeting with our project efforts?

Response 4: You must still provide neighborhood qualification verification within the Qualified Census Tract (QCT). You have two options: 1) If the neighborhood is in a QCT as provided in the link below, then you are eligible; or 2) If the neighborhood is not within the QCT, you must provide census data that demonstrates household/community thresholds:

- (i) Income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines; or
- (ii) Income at or below 65 percent of the area median income for the county and size of the household based on the most recently published data.

Please find instructions at the QCT link <https://www.huduser.gov/portal/datasets/qct/qct99home.html>

Question 5: If we are listed as a partner on another ARPA grant application does this prevent our coalition from applying for funds on our own? The funding requests would be for different projects and funds would not overlap.

Response 5: This should not impact your ability to apply for funds. We recommend to clearly identify the project for which you are serving as a partner in the application, and your organization's relationship and role for the project. The total amount of requested ARPA funding from all sources (partnerships, alliances, individual organizations, etc.) cannot exceed \$150,000 per organization.

Question 6: I want to confirm that a "friends" group with a 501-C-3 designation and in good standing would be eligible for an ARPA grant. What are any special issues that we might have to consider as a "friends" group? It is already part of our mission to champion this organization through advocacy, education, and fundraising.

Response 6: If a "Friends" group is proposing a program they would like to create, manage and run themselves that satisfies one of our ARPA priority areas, that project would qualify as a request for grant funding. But if the group is requesting grant funding to purchase items or things that would then be given back to a City-department, this is not the intent of the grant.

Question 7: I recently founded my nonprofit and I do not have any 990 filings yet. Can I still apply for this grant?

Response 7: Yes, you may still apply for this grant opportunity. If you are successfully awarded funds, we would not be able to disburse funding to you until the organization is able to provide satisfactory documentation of status. Accordingly, if at the time of award your organization was not required to have submitted a Form 990, then you would be considered eligible award.

Question 8: On page 28, under section C Assistance to Nonprofits -- there are two bullet points, #1 Detail how your organizations meets.... and #2 if your nonprofit meets the following criteria... then on page 29 it goes on to d. Aid to impacted industries and it has two bullets underneath it labelled #2 and #3. Then below this (still on page 29) there are 5 more questions labelled 2), 3), 4), 5) & 6). So my questions are: Is there a missing 1) from this list on page 29? And are those five items to be answered by all applicants?

Response 8 Part 1: Yes, under "*d. Aid to impacted Industries*" there is a mistake in numbering. Under "*d. Aid to impacted Industries*" #2 should be labeled #1-2.

Response 8 Part 2: Yes, 2) through 6) on page 29 needs to be answered by all applicants.

Question 9: What is the Vendor Compliance Form? (pg. 17 item #4)

Response 9: The Vendor Compliance Form is included in the subrecipient grant agreement if awarded.

Question 10: We noticed that the requirement of negative financial impact for nonprofits does not stipulate a time period. Can you tell me what time period should be covered in the reduced revenue comparison?

Response 10: March 2019 to current.

Question 11: You stated Advertising and Public Relations are not eligible expenses. However, the budget breakdown has a line item for Marketing/Advertising. Can you define what is and is not eligible within the Marketing realm?

Response 11: Refer to § 200.421 Advertising and public relations of the Uniform Guidance (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.421>) for guidance on allowability.

Question 12: Is a nonprofit organization that is not specifically located in a QCT eligible?

Response 12: Yes, you do not need to be physically located in a QCT to be eligible.

Question 13: Is it permissible for a non-profit to re-gift awarded funds back to the city for use in a specific way? e.g. If the non-profit's purpose is to support the parks, can the non-profit gift the funds back to the city to improve a park in an impacted area?

Response 13: No. Please see Response 6.

Question 14: Some organizations already had programming to address some of the community assistance needs that would qualify for this grant prior to Covid. The demand increased and the available local funding for these non-profits decreased because of Covid impacts. How will existing vs new programming be evaluated under this grant submission?

Response 14: Existing and new programming will be based on demonstrated and documented COVID impact on the programming. Your organization must provide sufficient information to verify the impact of COVID on the existing and/or new program. This could include data on the decrease in funding and increase in need.

Question 15: So, if you are a non-profit that was impacted and serves impacted households, does this fall under 2 categories?

Response 15: You can fall under the Assistance to Households or the Assistance to Non-Profits. Please read the criteria for both categories in the NOFO to determine which is applicable based on your grant request.

Question 16: In a prior discussion with City personnel, it was indicated that these funds will be provided in advance and not under a reimbursable arrangement. Is this correct understanding?

Response 16: Please refer to the response to Question #1.

Question 17: Will grant awards be eligible for populations that are not typically served directly by City programs? Specifically, students of the Sun Prairie School District?

Response 17: The grant does not exclude any population. However, the populations served must be impacted by COVID.

Question 18: Does non-profit require a 501c3?

Response 18: Eligible organizations are not required to be a 501(c)(3). However, the organization must be formed to perform eligible activities under this NOFO.