

American Rescue Plan Act (ARPA)

Signed into law by the President of the United States on March 11, 2021

Funding Application

Portage County, Ohio

Non-Profit Organizations or Governmental Entities wishing to be considered for funding must fully complete and submit this application

Applications will be accepted, starting March 24, 2023.

Projects must address food insecurity within Portage County.

Funding decisions will begin to be announced in May 2023, if not sooner.

Please submit completed applications via email to:

Hope Bonos mbonos@portageco.com

Or by mail to:

Portage County Board of Commissioners
Attn: Hope Bonos
Grant Administrator
449 S. Meridian St. 7th Floor
Ravenna, Ohio 44266

GENERAL INFORMATION

Portage County Government was awarded funding under the American Rescue Plan Act (ARPA) to promote the continued resurgence of our community. The purpose of ARPA funding is to address a public need that has been created or worsened by the COVID-19 pandemic and meets the usage and timing requirements of the ARPA legislation. City and County governments have been given discretion to use the funding in the way they best believe addresses the issues of their specific community.

It is the desire of Portage County to ensure that this one-time relief is used responsibly and equitably to ensure that the greatest number of residents are benefited. To further this community goal and address the greatest community need, the Portage County Board of Commissioners is inviting Non-Profit Organizations and Governmental Entities to submit proposals for American Rescue Plan Act (ARPA) funding consideration. **This funding has been designated by the County Commissioners to specifically address food insecurity within Portage County.**

I. ARPA Funds Eligibility

ARPA funding must be used for eligible food assistance programs only, or the funding is subject to recapture by the County.

II. Application Timeline

- **March 24, 2023:** **Application Opens**
- **April 4, 2023:** **Recommended Q&A Session**
- **April 17, 2023:** **Application Deadline**
- **May 1, 2023:** **Award Packages Distributed**
- **May 8, 2023:** **Award Packages Due**

Note: The County Commissioners have absolute discretion about approving applications for funding. The County may request additional documents or information from an applicant prior to making a funding decision. The County Commissioners may prioritize applications for funding based on community need, or other factors it deems necessary and relevant. Expenditures must have been incurred after the project award date.

III. **Application Submission Instructions**

1. Fill out the following forms by providing the requested information.
2. Ensure that all application sections are completed in their entirety. Incomplete applications will not be given consideration. If an application is incomplete, it will be returned to the applicant and may be resubmitted prior to the application deadline, for consideration if funding is still available.
3. Applications may be submitted via email or mail – electronic submission is preferred. Applicants will receive an email confirming receipt of their submission.
4. Email completed applications, and all supporting documents, with the subject line “ARPA Application – Organization Name” to [Hope Bonos at mbonos@portageco.com](mailto:mbonos@portageco.com) (example: ARPA Application – P-County Project Club).
5. During the consideration process, Portage County may request additional documents or other information concerning the project or organization submitting the application.
6. Applicants will be notified once a decision regarding their funding request has been made.
7. Applicants who receive an award will be required to complete an Award Package and execute a Subgrant Agreement with Portage County prior to the disbursement of any funds.
8. By submitting this application to Portage County, you are agreeing to allow the County to make public all the information provided.

Please verify all necessary documentation is included prior to application submission

IV. **Frequently Asked Questions**

Q: Are the grant monies taxable income?

A: We cannot provide tax advice. You should check with your accountant or tax professional. The applicant will be required to submit a W-9 and will receive a 1099 from the County.

Q: Do organizations have to have a FEIN to establish eligibility? What about sole proprietors needing a SSN? or ITIN for non-citizens?

A: The organization shall provide the tax identification number they use in submitting taxes to the federal government.

Q: How will the County Commissioners decide whether to fund an allocation or not?

A: The County Commissioners will consider numerous factors when considering an application for funding. These factors include, but are not limited to amount of funds requested, whether the proposed project fits within eligible uses as set forth by the U.S. Department of Treasury and the ARPA legislation, the number of people affected by funding the project, does the project address a compelling Community need, is there other funding sources available to supplement County funding, etc.

Q: How often should an organization expect to receive reimbursement funds from the County?

A: This grant is on a reimbursement basis. Organizations are to submit reimbursement requests to the Grant Administrator on the 1st Monday of each month. The monthly reimbursement package cannot be submitted without the required documentation of expenses incurred. Reimbursements will be sent out 2 – 3 weeks after the reimbursement requests are received. The County will not be advance funding projects.

*Please direct any other questions to Hope Bonos at mbonos@portageco.com

Benefitting Organization Information

GENERAL INFORMATION

1. Name of Project/Program: _____

2. Organization Name: _____

3. Address: _____

4. Authorized Signatory Contact Person: _____

5. Title: _____ Phone: _____

6. E-mail: _____

7. Federal Tax Identification Number: _____

8. Unique Entity ID number (SAM.gov): _____

9. Organization Type (Check One):

- ☐ Food Pantry
- ☐ Backpack Program
- ☐ Shelter
- ☐ Other: _____

10. BANKRUPTCY: Has the firm, officers or principals of the organization ever been involved in bankruptcy or insolvency procedures? ___No ___Yes

If yes, provide details:

11. PENDING LAWSUITS: Is the organization or any officers or principals of the business involved in any lawsuits? ___No ___Yes

If yes, provide details:

12. Has this organization received federal, or state funding (loans, grants or other assistance including Cares Act) related to the COVID19 emergency? ___No ___Yes

If yes, provide details:

Funding Program Name: _____ Amount Received: \$ _____

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Project Information

PROJECT SUMMARY

Provide a summary of the program. This should include a brief description of the entity, e.g., type of organization, its product or service, and how long they have been in existence. Additional documentation required can be submitted separately with the application as a separate document. In your response, you should consider including the following:

- A. How will you use the ARPA funds? (Types of food, quantities, etc.)
- B. Who will benefit and how?
- C. How many individuals/families will be served by this program?
- D. If your program serves individuals/families in multiple counties, do you have controls in place to ensure that the food purchased with ARPA funds go directly to Portage County residents, and not to residents in other counties?
- E. Briefly describe how your organization provides assistance to those who belong to households, populations, or communities that are impacted or disproportionately impacted by the COVID-19 pandemic.
- F. Does your program have controls in place to ensure that individuals receiving food purchased with ARPA funds are in low to moderate income households?
- G. How many people are currently being served by your organization? How many are from Portage County?
- H. Describe the measurable impact the program has achieved to date. (Please provide specific examples)
- I. Include how the program/project will be continued following grant funding.

Please submit additional pages, as necessary.

FINANCIAL OVERVIEW

DESCRIBE THE AGENCY'S AUDITING AND FISCAL CONTROLS

- a) Briefly describe your agency's fiscal oversight / internal controls to minimize opportunities for fraud, waste, and mismanagement.
- b) How does your agency plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and audit?
- c) Are there safeguards in place to prevent loss, theft, of damage of food and purchased goods?
- d) Provide your audit reports from the past three years, if available.
- e) Provide proof of 501(c)(3), if applicable.

CONTINGENCY PLAN

- a) If your grant request is not fully funded, what adjustments are you prepared to make?

PROJECT BUDGET

Please note only reimbursement-based projects will be considered.

Funds Requested:

Year 1:_____ Year 2:_____ Year 3:_____

Total Project Cost:_____

Annual Organizational Budget:_____

What other funding sources have been procured to support this project?

Benefiting Organization Certification

THE APPLICANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:

1. The Applicant certifies that all information and documentation contained in this application, is accurate, complete, and true to the best of its knowledge.
2. The Applicant also certifies that no tax liens, including but not limited to, municipal, county, state, or federal, have been filed against the organization.
3. The Applicant must disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.
4. Adverse material impact includes, but is not limited to, lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project.
5. The Applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.
6. The Organization authorizes the Portage County Government to verify in any manner deemed appropriate all items indicated in this application which includes information obtained through the Consumer Credit Bureau Services, business reporting services, and criminal history record check.
7. The Applicant certifies that it has read and understands the application and agrees to follow all applicable Federal procurement regulations contained in Federal Uniform Guidance.
8. The Applicant certifies that it is familiar with and agrees to comply with Ohio Ethics Commission requirements.
9. The Applicant certifies that funds will be obligated by December 31, 2024.
10. The Applicant agrees to pay audit costs related to their award.
11. The Applicant agrees to reimburse the County for unallowed expenditures associated with payments made by the County to the grantee from the Local Fiscal Recovery Fund.

THE APPLICANT UNDERSTANDS:

1. This application and other materials submitted to Portage County may constitute public records subject to disclosure.
2. If the Applicant's application is approved for funding by Portage County, the Applicant will be required to complete an Award Package and execute a Subgrant Agreement prior to receiving any funds.
3. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution
4. Awards under this grant may require the Recipient to participate in training to assure compliance with grant requirements.
5. The Recipient must have adequate cash flow to operate on a monthly reimbursement basis.
6. Expenditures must be in accordance with the ARPA eligible uses as identified in the Final Rule effective April 1, 2022.
7. Food recipients must reside in Portage County.
8. Recipients must have written policies and procedures adequate to administer Federal Grant Program Funds.
9. Recipients must have a written conflict of interest policy for employees and volunteers.
10. Recipients must have sufficient internal controls in place to protect against fraud, waste, and abuse.
11. Recipients must have adequate safeguards in place to prevent loss, theft, or damage of food.
12. Record retention policies must follow or exceed Federal requirements.
13. Recipients are prohibited from requiring participation in faith-based activities in order to receive food that was purchased with ARPA funds.
14. Financial reports must be submitted to the County on a monthly basis.
15. This document must be signed by the Chief Executive Officer, Appointing Authority or Executive Director

 Signature / Title

 Location Address: Street

 Typed Name / Title

 Location Address: City, State,

 Date

For County Use Only:

Date Received: _____

Reviewed by:

Signature

Date

Signature

Date