

# Albany County, Wyoming



## American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds

### Nonprofit Grant Application Guidelines

Proposals Due: April 15, 2022

Proposal Contact: Bailey Quick

307-721-1803

[grants@co.albany.wy.us](mailto:grants@co.albany.wy.us)

## **Background and General Information**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. The Fiscal Recovery Fund package is intended to combat the COVID-19 pandemic, including public health and economic impacts. The Albany County Commissioners received funding and want to make a portion of this funding available as grants to nonprofits that have faced economic hardship resulting from or exacerbated by the public health emergency.

## **Eligible Organizations**

The Albany County ARPA Nonprofit Grant Program is designed to support organizations, programs, and activities that benefit Albany County residents. Entities eligible to apply include nonprofits that are corporations, associations, agencies, or organizations that have a 501 (c)(3) nonprofit status under the Internal Revenue Service Code. For profit entities and individuals are not eligible.

Eligible organizations shall meet the requirements below:

- Serve Albany County residents or businesses
- Be in good standing with the Wyoming Secretary of State
- Demonstrate financial impacts directly related to the COVID-19 pandemic
- Have an organized board or governing body

Organizations that received other COVID-19 funding assistance such as, but not limited to, Federal CARES Act funding, Paycheck Protection Program Loans are eligible to apply for this funding, so long as expenses are not duplicated.

## **Eligible Costs (incomplete list)**

- Costs associated with implementation of prevention or mitigation measures to contain the spread of coronavirus, such as physical changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs.
- Expenses related to the organization's response to the COVID-19 public health emergency related to operating costs to include behavioral health.
- Funding for new or continuing programs designed to respond to the COVID-19 pandemic to serve a population disproportionately impacted by the public health emergency.
- Funding for new or continuing programs designed to respond to the COVID-19 pandemic's economic impacts on lower-income households (food assistance, counseling, legal aid, emergency assistance, affordable housing, burials, internet access, digital literacy, job training, addressing learning loss, early education, childcare, and childhood welfare).

**Ineligible Costs (incomplete list)**

- Loss that bears no relation or are grossly disproportionate to the type or extent of hardship experienced due to the COVID-19 public health emergency.
- Contributions to rainy day funds, financial reserves or similar funds.
- Lobbying, support of candidates for public office, or other political activities
- Capital construction projects.
- Funding for programs or organizations that do not serve Albany County residents.
- Expenses reimbursed or eligible for reimbursement through another contract or agreement.

**Grant Period**

In general, applicants may apply for funds to cover COVID-19 related economic loss or costs incurred during the period beginning March 3, 2021 and ending December 31, 2023. If any grant funds are not expended on or before December 31, 2023, those funds must be returned to Albany County.

**How to Apply**

The nonprofit application will be available through the county's website at <https://www.co.albany.wy.us/> from March 3, 2022 through April 15, 2022 at 5:00 pm. Applications must be submitted electronically; hard copies will not be accepted.

Staff is available to answer questions about the application requirements, eligible activities, or the funding process once the application is posted through the application deadline. Please contact Bailey Quick at 307-721-1803 or [grants@co.albany.wy.us](mailto:grants@co.albany.wy.us) with questions.

Applicants will be required to submit the following information:

- Organization Overview:
  - Contact Information
  - EIN Number
  - Sam.gov Unique Entity Identifier Number
- Funding Request:
  - Total Amount Requested
  - Program/Project Information
  - Expected Outcomes
  - Program Sustainability
  - Detailed Program/Project Budget
- Assurances

**Application Review Process**

County staff will review grant applications for completeness and eligibility. Applicants may be asked to revise proposals or provide additional information.

A review panel will then review complete and eligible applications. The panel will meet to discuss the applications and make recommendations for funding to the Albany County Commissioners. The Albany County Board of Commissioners will consider the panel's recommendations and make final award determinations in May 2022.

**Application Review Criteria**

Organizations are allowed to seek funding for programs/projects that follow the American Rescue Plan Act - Coronavirus State and Local Fiscal Recovery Funds (ARPA-SLFRF) Final Rules. Award allocations will be based on the total number of applicants, completeness of applications, expense eligibility, organizational need, and community benefit.

**Application Timeline**

The County anticipates the following schedule for reviewing submitted applications and determining funding awards:

March 3, 2022:	Release of application
April 15, 2022:	Deadline for application submission
April 18-25, 2022:	Application review period
May 3, 2022:	Board of Commissioners Meeting (award determinations)
May 4, 2022:	County staff begin drafting grant agreements

**Public Record**

Unless otherwise exempt under applicable law, applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with grant funded activities performed, are subject to disclosure pursuant to the Wyoming Public Records Act.

**If Funded**

Grant award will be made in the form of a sub-recipient agreement executed between the applicant and Albany County. Generally, funding will be sent to grantees as a one-time payment after an agreement is signed.

The grant period, scope, allowable budget, and reporting requirements will be outlined in the contract between the applicant organization and the County. Quarterly reports must be submitted for the entirety of the grant period or until all funding has been expended. Copies of

any relevant invoices and receipts must be included in quarterly reports and must be kept on file for seven (7) years. All awarded funds for programming and activities must be expended no later than December 31, 2023. Any funds that are not expended on or before December 31, 2023, must be returned to Albany County. All awarded projects must follow the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

This application and materials are not a promise of contract or funding. An application that is incomplete will result in no contract being awarded.