



**City of Wichita Falls, TX,  
ARPA Nonprofit Grant Award  
Grant Application  
October 2022**

## **A. Grant Program Overview**

### **1. BACKGROUND AND GENERAL INFORMATION**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. The \$1.9 trillion Fiscal Recovery Funds package is intended to combat the COVID-19 pandemic, including public health and economic impacts. The City of Wichita Falls, TX, is scheduled to receive a total of \$29.1 million to respond to the COVID-19 public health emergency and its economic impacts.

### **2. COMMUNICATIONS REGARDING THIS PROJECT**

Please direct all communications/questions regarding the Non-Profit Grant Applications process to:

Name: Terry Floyd, Director of Development Services

Address: 1300 7<sup>th</sup> St., Wichita Falls, TX, 76301

Telephone: (940) 761-7451

E-Mail: [terry.floyd@wichitafallstx.gov](mailto:terry.floyd@wichitafallstx.gov)

### **3. SCHEDULE**

The following is the anticipated schedule for the Grant Process:

Issue Nonprofit Grant Program Application:	October 4, 2022
Grant Applicant Virtual Q&A w/Staff	October 11, 2022 – 3pm
<b>Application Submission Deadline:</b>	<b>November 21, 2022</b>
Subcommittee Meeting to Discuss Applications:	Week of December 5 <sup>th</sup> , 2022
Grants are Awarded:	January 17, 2023 (by City Council)
Funds Must be Obligated by:	December 31, 2024
<b>Funding Must Be Expended/Project Completed by:</b>	<b>December 31, 2026</b>

### **4. PURPOSE AND NEED / PROJECT DESCRIPTION.**

The Wichita Falls American Rescue Plan Act Nonprofit Grant Program (WF-ARPA-NGP) was developed in response to the economic crisis facing our nonprofit community due to the ongoing effects of the COVID-19 pandemic.

The objectives of the WF-ARPA-NGP Fund are to:

- Support immediate economic stabilization of local nonprofit organizations
- Support projects (both capital and programmatic) that will lead to further prevention and increased service levels caused by COVID-19

Awards under this grant are intended for projects benefiting the community that may involve single or multiple organizations. Non-profit organizations are eligible for WF-ARPA-NGP award; however, projects must have a community impact and are intended to be self-sustaining. Funds may be limited based on number of applications received and requested funding.

## **5. SCOPE OF WORK / PROJECT REQUIREMENTS.**

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021, and provides \$350 billion for eligible state, local, territorial, and Tribal governments to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. The City of Wichita Falls has received \$29.1 million through ARPA and a portion of these funds (\$1.5 million) will be available via an application process for non-profit organizations to submit eligible proposals for City of Wichita Falls ARPA Nonprofit Grant Program (WF-ARPA-NGP). The funds can only be used to cover costs that were incurred during the COVID-19 pandemic.

## **6. PROJECT REQUIREMENTS**

The non-profit organization must complete the electronic application form via the weblink provided in the “11. How to Apply” section. **All submitted applications must be sent via this form and must be typed.**

Criteria to receive funding for a project or program include:

- Applicant has articulated and demonstrated an appropriate use of the funding in accordance with the stated purpose of the ARPA guidance and City of Wichita Falls criteria
- Applicant has the ability to reconcile, monitor, and report the use of federal funds associated with the COVID-19 pandemic as required. Documentation may be required by the City to show a relationship between the proposed expenses and the COVID-19 pandemic.
- Applicant agrees to the accountability of accepting and using the WF-ARPA-NGP with appropriate financial document and fiscal oversight.
- Physical location of the program must be within the City of Wichita Falls city limits and serve Wichita Falls residents
- The project must be self-sustaining
- ***Organization must be a registered 501 c (3) or 501 c (19) nonprofit organization***
- Faith-based organizations that provide goods, services, or accommodations offered generally to the public (e.g., a restaurant or thrift store)
- Has been in active operation since 2020 (including the entire calendar year 2020)

## **7. ELIGIBLE ORGANIZATIONS**

Wichita Falls ARPA Nonprofit Grant Program (WF-ARPA-NGP) is designed to support organizations, programs, and activities that benefit Wichita Falls residents. Organizations eligible to apply include registered 501 c(3) and 501 c(19) nonprofits that are corporations, associations, agencies, or faith-based organizations with a nonprofit status under the Internal Revenue Service Code. ***For-profit entities and individuals are not eligible.***

Eligible organizations shall meet the requirements below:

- Organization must be a public nonprofit organization
- Faith-based organizations that receive grant proceeds, these requirements apply to goods, services, or accommodations offered generally to the public (e.g., a restaurant or thrift store)
- Physical location of the program must be within the City of Wichita Falls city limits and serve Wichita Falls residents
- Has been in active operation since 2020 (including the entire calendar year 2020)
- No outstanding tax liens or judgments, excluding 2022 property taxes

## **8. INELIGIBLE ORGANIZATIONS**

- Entities not actively serving the community since 2020
- Non-registered 501 c (3) and 501 c (19) non-profit organizations
- For-profit businesses
- Schools and public agencies that would supplant tax-supported, mandated services
- Non-profits engaged in illegal activities under federal, state, or local laws
- Non-profits otherwise prohibited by federal or Texas laws
- Non-profits ineligible or precluded to receive federal or State of Texas funding due to federal laws (including but not limited to the ARPA Act) or Texas laws
- Owners or partners currently undergoing bankruptcy proceedings
- Governmental entities
- Non-profits with the following concerns:
  - Real estate holding businesses
  - "Side gig" or "hobby" businesses (not your primary source of income)
  - Gambling businesses, including casinos, racing operations or other activities whose purpose involves gambling.
  - Lobbying organizations and political organizations subject to Internal Revenue Code 527
  - Sexually Oriented Businesses (live performances, product sales, items or materials)
  - Pawn Shops, Pawn Broker, Secondhand Goods Dealer

## **9. ELIGIBLE COSTS** (*incomplete list*)

Eligible expenditures must align with Federal ARPA guidelines; see [the Department of Treasury Final Rule](#) for more information and/or [the Department of Treasury Final Rule Overview](#). All final awards will be validated against the Department of Treasury Final.

Generally, eligible costs for this grant program may include the following:

- Grants to mitigate financial hardship and/or employment caused by COVID-19, including:
  - Reduced revenue due to cancelled annual fundraisers,
  - Loss of staff due to revenue shortages,
  - Decreased volunteer assistance,
  - Increased services provided due to financial and social impacts from the pandemic.
- Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic
- Projects (both capital and programmatic) that will lead to further prevention and increased service levels caused by COVID-19

## **10. INELIGIBLE COSTS (incomplete list)**

- Faith-based causes benefiting only members of a certain faith
- Research
- Fundraising
- Scholarships
- Loss that bears no relation or are grossly disproportionate to the type or extent of harm experienced due to the COVID-19 public health emergency.
- Contributions to rainy day funds, financial reserves, or similar funds.
- Research, fundraising, political causes, scholarships, and faith-based causes benefitting only members of a certain faith
- Payment of interest or principal on outstanding debt instruments.
- Lobbying, support of candidates for public office, or other political activities.
- Funding for programs or organizations that do not serve Wichita Falls residents.
- Economic hardship incurred outside of the period beginning January 27, 2020 to the present date.
- Damages covered by insurance
- Reimbursement to donors for donated items or services
- Expenses that have been or will be reimbursed under any federal activity such as the reimbursement by the federal government pursuant to the ARP act of contributions by States to State unemployment funds
- Property taxes
- Severance pay
- Deposit to pension funds
- Legal settlements

## **11. HOW TO APPLY**

The City of Wichita Falls ARPA Nonprofit Grants Program application will be available through the City's website (click [here](#) for link) at from October 4, 2022 through November 21, 2022. Applications must be submitted via the electronic form and emailed to [terry.floyd@wichitafallstx.gov](mailto:terry.floyd@wichitafallstx.gov); hard copies are discouraged. All applications must be signed and submitted on the provided form on the website. Each organization seeking consideration for relief funds related to this Grant Program must submit a response.

For organizations interested in applying for ARPA grants through the City of Wichita Falls Rescue Plan Act Nonprofit Grant Program please review the [Final Rule ARPA Guidance](#) on project eligibility. The US Treasury has provided guidance on how ARPA funds can be spent, and highlighted within the [Final Rule ARPA Guidance](#) that, when possible, try to target those who have had disproportionate impacts from the COVID-19 pandemic.

The City reserves the right to reject any and all applications, to waive any irregularities in an application, or to accept the application(s) which in the judgment of proper officials, is in the best interest of the City. The City also reserves the right to accept a part or parts of an application unless otherwise restricted. Funds may be limited based on number of applications received and requested funding. The City reserves the right to approve or reject any sub-firms proposed for work under this application or waive any minor irregularities.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this program. The City does not guarantee that any contract will be awarded because of this grant application. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

## **12. APPLICATION REVIEW CRITERIA**

City staff and a selection committee will evaluate each application submitted based on the following criteria. After receipt and review of the written application, the City and/or subcommittee may elect to have the application presented in person and/or clarifications submitted in writing.

Applicants shall not assume that any information shared with the City prior to this Nonprofit Grant Application will be considered in the evaluation process. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluations will be completed on the information submitted in response to the application only; unless a presentation or clarification is requested. Should this occur, all of these factors will be used to determine the outcome and recommended funding total.

Award allocations will be based on total number of applicants, completeness of applications, expense eligibility, organizational need, community benefit, and organizational operating budget size.

The following factors will be considered for evaluation:

- Organization is a qualifying non-profit
- Financial impact of COVID-19 is clear and demonstrated
- ARPA Eligibility – project/program meets ARPA guidelines
- Sustainability After Grant – will the project be sustainable after funding has been spent
- Project/Program Location – does the project/program fall within the City of Wichita Falls city limits
- Funding Needs – organization provides well defined and clear funding needs associated to COVID-19
- Ability to obligate funds by December 31, 2024 and expend funds by December 31, 2026
- Fiscal and administrative capacity to administer the funding in compliance with

- requirements
- Grant budget is provided, reasonable, and aligns with eligible expense categories
- Other factors as deemed appropriate by the City staff and subcommittee

### **13. ITEMS THAT MAY DISQUALIFY A VENDOR IMMEDIATELY**

- Failure to submit all required documentation and/or information.

### **14. APPLICATION SUBMISSION DEADLINE**

All applications and supporting documentation for funding consideration are due by 5:00 pm on November 21, 2022.

### **15. REPAYMENT**

Funding from this grant program is subject to federal, state, and local audit. If a determination is made that these grant funds were used in a manner inconsistent with program guidelines, for an ineligible expense or for expenses reimbursed by another federal, state, or local grant program then the nonprofit organization may be required to reimburse the City or the federal government the entirety of funds ineligiably expensed.

### **16. GRANT AWARD AND DISBURSEMENT PROCESS**

All proposal submissions received before the deadline will be reviewed for completeness and eligibility. The proposals will be considered for funding based on the review criteria in section “12. Application Review Criteria.” Following the review by the appointed subcommittee and subsequent approval by the City Council, each applicant will be contacted and informed of their funding status.

Once funding is disbursed to awardees, the City of Wichita Falls will monitor the projects and will then require each awardee to submit reoccurring reports to the City per the U.S Treasury [Final Rule Guidelines](#). The City anticipates disbursing the grants in a single allotment to awardees.

### **17. REPORTING REQUIREMENTS**

Depending on the funding requested, organizations receiving funding may be required to provide periodic reporting to the City of Wichita Falls to comply with US Treasury requirements. Organizations that fail to report as required could lose their funding and be responsible for paying back all ARPA funding received to the City of Wichita Falls.

The reoccurring reporting required by each organization that receives funding from the City of Wichita Falls American Rescue Plan Act Nonprofit Grant Program may differ based on various factors such as: ARPA expenditure category, amount of funding received, and more. Therefore, the information provided below ***may change*** for each organization that receives funding.

In general, recipients ***may*** be asked to provide the following information for each funding agreement:

- Any sub-recipient identifying and demographic information
- Award number (e.g., Award number, Contract number, Loan number)
- Award date, type, amount, and description
- Award payment method (reimbursable or lump sum payment(s))
- Primary place of performance

- Related project name(s)
- Related project identification number(s) (created by the recipient)
- Period of performance start date
- Period of performance end date
- Obligation amount
- Expenditure amount
- Project(s)
- Additional programmatic performance indicators for select ARPA Expenditure Categories
- Project Name
- Total period obligations
- Total period expenditure amount

## **18. MISCELLANEOUS ITEMS**

All nonprofit organizations submitting an application will be notified upon final determination by the City Council.

## **19. 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 any grant-funded activities performed, are subject to disclosure pursuant to the Texas State laws, unless otherwise exempt.

## **20. AFFIDAVIT, WAIVER, AND RELEASE FORM**

All nonprofit organizations offered a grant who choose to accept the grant may be required to sign a non-negotiable affidavit, waiver, and/or release form prior to payment being made. The affidavit will require the applicant to declare that all information contained in the application is true and correct and can be used as admissible evidence in any legal proceeding against the company if the City attempted to recoup any grant funds provided under false pretenses.

## **21. IF FUNDED**

Grant awards will be made in the form of an agreement executed between the applicant and the City. The grant period, scope, allowable budget, and reporting requirements will be outlined in an agreement between the applicant organization and the City. As mentioned above, awardees may be required to periodically provide reports on the project to the City of Wichita Falls and may be subject to audit. All awarded funds for new programming/activities must be obligated by December 31, 2024 and expended no later than December 31, 2026.



# **City of Wichita Falls American Rescue Plan Act Nonprofit Grant Program Application – Capital/Program Projects**

All applications for lost revenue replacement grants projects must be submitted electronically, utilizing this form. While completing the application, if you have a technical question, please contact Terry Floyd, Director of Development Services at (940) 761-7451 or at [terry.floyd@wichitafallstx.gov](mailto:terry.floyd@wichitafallstx.gov).

## A. ARPA Category

1. Which of these ARPA eligible areas does your request address (select all that apply)
  - Support Public Health Response
  - Address Negative Economic Impacts of COVID-19 Pandemic
2. Based on your answer, please describe in detail how your request meets ARPA guidance outlined in the *Department of the Treasury Final Rule*. (500-word limit)

3. Have you applied for or received other ARPA relief funds from any other entity?

4. If yes, what entity/entities, how much and for what purpose per entity?

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## B. Organization Information

Please provide the following information.

5. Organization Name (as registered with IRS – W9)

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Digitized by srujanika@gmail.com

6. DBA Organization Name (if applicable)

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7. Date Established \_\_\_\_\_

8. Organization Address

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9. Organization Website(if applicable) \_\_\_\_\_

**Authorized Contact Information**

10. First Name \_\_\_\_\_

11. Last Name \_\_\_\_\_

12. Title \_\_\_\_\_

13. Address

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14. Phone Number \_\_\_\_\_

15. Email Address \_\_\_\_\_

**Organization Details**

16. Is your organization a nonprofit?

Yes                    No

17. Organization Filing Status (S-Corp, LLC, 501(c)(3), etc.) \_\_\_\_\_

18. What is your organizations Federal Tax Identification Number? \_\_\_\_\_

19. Has the organization or any staff representatives ever been Federally excluded or disqualified from accessing Federal Awards? If yes, please explain.

Yes                    No

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## C. Application

*Please provide the following information.*

### **Project Narrative:**

1. What is the name of the project the ARPA funds will be used for?  
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2. Provide a brief project summary/description. (Additional information can be attached and will be included in the application) (500-word limit)  
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3. What is the location(address and neighborhood) of your proposed project? Be as specific as possible.  
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\_\_\_\_\_  
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- a. Is this a new, existing, or changed project? \_\_\_\_\_

4. Please explain your proposed project's timeline to completion. All ARPA grants distributed by the City of Wichita Falls must be expended by December 31, 2026.  
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5. Specifically, what capital or programmatic project will the funds be used to accomplish?  
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6. Please describe, in detail, how your project is related to COVID-19 and how ARPA funding is essential in addressing this need.

7. Please describe how this project will be sustainable after ARPA funds are expended?

8. What are the specific outcomes and accomplishments this project will achieve?

9. Please explain how your organization will handle the fiscal and administrative capacity and capability to comply with administering and reporting the ARPA funding in compliance with requirements.

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### **Budget/Funding:**

10. What is the total project cost? \_\_\_\_\_

11. What is the amount of funding requested? \_\_\_\_\_

12. Has this proposed funding request been submitted through any other City, State, Federal, or private funding process? If yes, please provide the information regarding the funding source, amount, and funding details.

Yes

No

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13. What is the ARPA funding request as a percentage (%) of overall project budget?

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14. What is the annual organization budget? Please provide in a separate attachment included with this application.

15. Has this proposed project been submitted through any other City, State, Federal, or private funding process? If yes, please provide the information regarding the funding source, amount, and funding details.

Yes

No

16. Does this project have matching funds including in-kind funding? If yes, please provide the source, type of funding, status of the funding, and how much for this project. Please provide a dollar value for any in-kind funding being utilized as a match.

Yes

No

17. How will you measure success of this project? Be specific as possible. (100-word limit)

## D. Documentation

The City of Wichita Falls requires the following documents submitted with the ARPA application. Please attach the following with this application:

- Proof of IRS Federal Tax-Exempt Status
- Operating budget for current fiscal year (showing projected revenue and expenditures)
- Operating budget for 2021 (showing actual revenue and expenditures)
- Most recent copy of the organization's Form 990
- Detailed budget for the project, include line items for all proposed expenses related to your project.
- Any additional relevant documents regarding the project as requested by the City.

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## F. Submit

**THE APPLICANT UNDERSTANDS:**

18. This application and other materials submitted to City of Wichita Falls may constitute public records subject to disclosure under Texas State Law.

19. 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 required to repay the grant award or be subject to civil and/or criminal prosecution.

20. Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, and reporting associated with this federal program.
21. The applicant is current on all federal, state, and local (i.e., property taxes) taxes.
22. Additional reporting (as requested by the City) regarding the use of funds may be needed.
23. An interview/additional discussion with City staff and/or the subcommittee may be required as part of the application and award process.

**THE APPLICANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:**

24. The information submitted to the City of Wichita Falls in this application, including required supporting documentation, is true and correct.
25. This application and other materials submitted to City of Wichita Falls may constitute public records subject to disclosure under Texas State Law.
26. 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 required to repay the grant award or be subject to civil and/or criminal prosecution.
27. Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, and reporting associated with this federal program.
28. The applicant is current on all federal, state, and local (i.e., property taxes) taxes.
29. The applicant is in compliance with all applicable federal, state, and local laws, regulations, ordinances, and orders and must report any and all noncompliance with said laws that could have an adverse material impact on the business. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, or regulatory action by a governmental entity.
30. The applicant has not received other federal, state, or local assistance for the same expenses as submitted in this application.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_