



DAYTON

City of Dayton, Ohio
Department of Procurement, Management & Budget

The City of Dayton Idea Box American Rescue Plan Award (IB-ARPA)

NOTICE OF FUNDING OPPORTUNITIES (NOFO) No. 21-033PMB
SEPTEMBER 2021

SECTION 1 – APPLICATION INSTRUCTIONS

1.01 COMMUNICATIONS REGARDING THIS PROJECT. Please direct all communications regarding the NOFO process to:

City of Dayton, Procurement Division
Melissa A. Wilson, CPPB
101 West Third Street
Dayton, Ohio 45402
Telephone: (937) 333-4039
E-Mail: Melissa.Wilson@daytonohio.gov

All communications/questions concerning this NOFO must be submitted via email referencing the specific paragraph and page number. A NOFO application and any additional documentation may be found at the City’s website at: <https://www.daytonohio.gov/953/American-Rescue-Plan-for-Dayton>

1.02 SCHEDULE. The following is the anticipated schedule for the NOFO Process:

Issue NOFO:	September 16, 2021
Technical Assistance Workshop Window Begins	September 20, 2021
Technical Assistance Workshop Window Closes	October 15, 2021
Voluntary Early Submission Deadline	11:59 PM local (Dayton OH) on October 15, 2021
Review and Feedback of Early Submissions	October 15 through October 22, 2021
Final Application Submission Deadline	5:00 PM local (Dayton OH) on October 29, 2021
Notice of Intent to Award:	Anticipated first quarter 2022
Grants are Awarded:	Anticipated first quarter 2022
Funding Must Be Obligated by:	December 31, 2024
Funding Must Be Expended by:	December 31, 2026

1.03 SUBMITTING AN APPLICATION. Each Organization seeking consideration for relief funds related to this NOFO must submit a response. All applications and supporting documents shall be submitted online via the City of Dayton ARPA website (<https://www.daytonohio.gov/953/American-Rescue-Plan-for-Dayton>).

The opening will be facilitated using ZOOM with the following login information:

Topic: ARPA NOFO Opening

Time: Oct 29, 2021 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/89125122574?pwd=SnFDTEp4S01OdHVvRlZ1b21VRzJpdz09>

Meeting ID: 891 2512 2574

Passcode: 972355

Dial by your location:

+1 929 436 2866 (New York) + 1301 715 8592 (Washington DC)
+1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston)

Find your local number: <https://us02web.zoom.us/u/keHVmkbzVT>

Completed applications must be submitted in their entirety by 5:00 PM on the date indicated in Section 1.02 (Schedule). Applications received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the application. Applicants are highly encouraged to take advantage of the Voluntary Early Submission period to help ensure completeness of applications. The responsibility of timely delivery lies solely with the proposer.

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 reserves the right to accept a part or parts of an application unless otherwise restricted in the NOFO or issue NOFO 21-033PMB

subsequent NOFOs. 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 NOFO. The City does not guarantee that any contract will be awarded because of this NOFO. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

1.04 REQUIRED APPLICATION CONTENTS. All brochures and supplemental documentation shall be included with the original and all copies. If not, the application may be considered as non-responsive. Proposers are required to submit the following information in their application:

- **Any additional relevant documents regarding project/program**

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

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

REVIEW CRITERIA

Reviewers will use the following criteria to review applications:

- ARPA Eligibility – project/program meets ARPA guidelines
- Project/Program Location – does the project/program fall within City of Dayton limits and does it impact a Qualified Census Tract area
- Proposed Funding impact on high need community residents – degree to which the funding will impact residents
- Funding Needs – organization provides well defined and clear funding needs associated to COVID-19

SECTION 2 – SCOPE OF PROJECT

2.0 PURPOSE AND NEED / PROJECT DESCRIPTION.

The City of Dayton Idea Box (ID-ARPA) Fund was developed in response to the economic crisis facing our community due to the ongoing effects of the COVID-19 pandemic. Additionally, the impact of the pandemic revealed socio-economic disparities in low-income and minority populations resulting in those communities suffering a greater negative impact from COVID-19. The objectives of the ID-ARPA Fund are to:

- **Ideas and recommendations for use of ARPA funds submitted by individuals, non-profits, or businesses.**

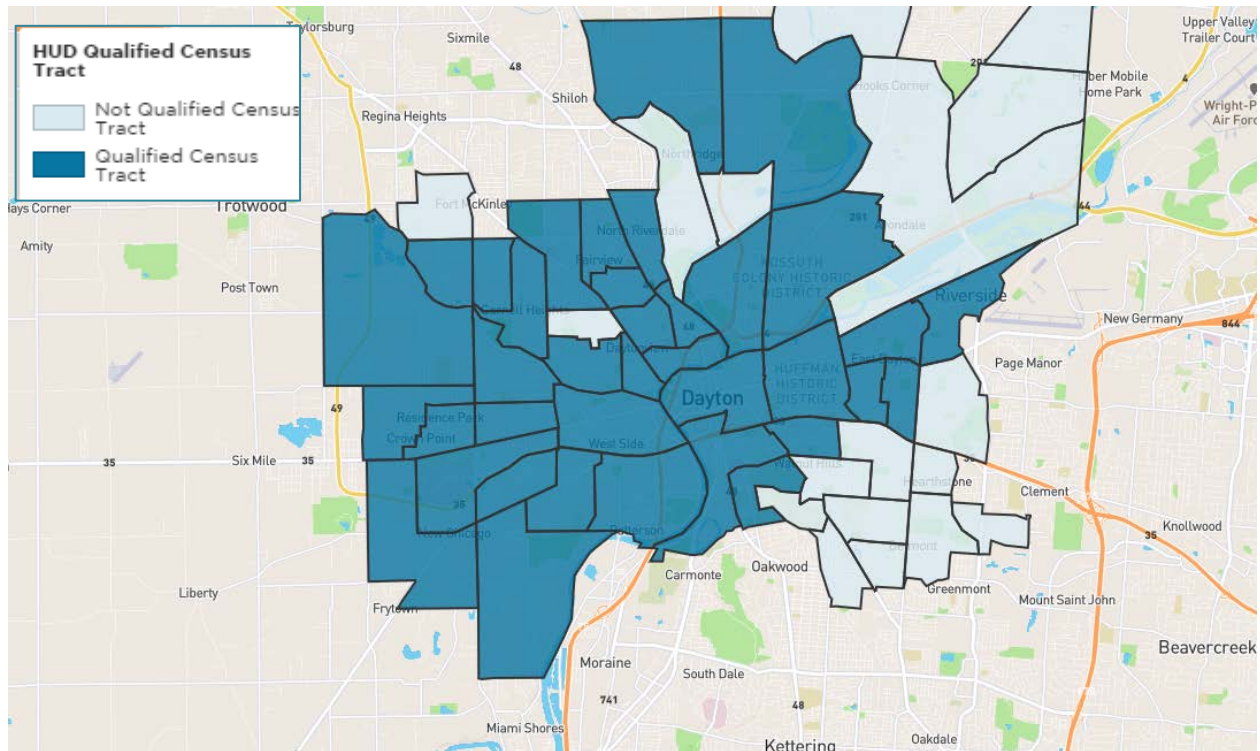
2.1 SCOPE OF WORK / PROJECT REQUIREMENTS.

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 Dayton has received \$138 million through ARPA and has opened an application process for organizations to submit eligible projects for the City of Dayton Idea Box ARPA (ID-ARPA) funding.

The funds can only be used to cover costs that were incurred on or after March 3, 2021, unless otherwise stated in the guidance¹. Projects must fall into one of the categories below to be eligible for C-ARPA funding:

- **Support Public Health Response** – Fund COVID-19 mitigation efforts, medical expenses, and behavioral healthcare needs
- **Respond to the Negative Economic Impacts** – Address economic harm resulting from or exacerbated by the public health emergency

- **Serve the Hardest Hit Communities and Families - Special emphasis for funding award will be given to those projects impacting communities most negatively impacted by the pandemic.** The City’s targeted areas are west, northwest and the tornado impacted east. These communities are designated as Qualified Census Tracts (QCT) by the United States Secretary of Housing and Urban Development (HUD). The City of Dayton QCT map is provided below for your reference.



¹ Department of the Treasury, 31 CFR Part 35, [Department of the Treasury Interim Final Rule](#)

2.1.1 ELIGIBILITY REQUIREMENTS

- Any individual, organization, non-profit, or business can apply.
- Applicant has demonstrated an appropriate use of the funding in the accordance with the stated purpose of the ARPA guidance and the City of Dayton criteria.
- Provide ideas and recommendations for use of ARPA funds submitted by individuals, non-profits, or businesses.

2.1.2 INELIGIBLE ORGANIZATIONS

- Businesses located outside of the eligible geographic area
- Schools and public agencies that would supplant tax-supported, mandated services
- Businesses engaged in illegal activities under federal, state or local laws
- Businesses otherwise prohibited by federal or Ohio laws
- Businesses ineligible or precluded to receive federal or State of Ohio funding due to federal laws (including but not limited to the ARPA Act) or Ohio laws
- Owners or partners currently undergoing bankruptcy proceedings
- Governmental entities
- Businesses 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

2.2 REQUIREMENTS AND LIMITATIONS

The business or non-profit response must complete the online application via the following weblink: <https://www.daytonohio.gov/953/American-Rescue-Plan-for-Dayton>. Applications submitted through the mail or via email will not be accepted.

2.2.1 ELIGIBLE EXPENDITURES

Eligible expenditures must align with Federal Interim ARPA guidelines; see the [Department of the Treasury Interim Final Rule](#) for more information. Not all eligible items are being facilitated by the City's focus, so please use the NOFO for additional guidance. All final awards will be validated against the Department of Treasury Final Rule when it is released. Example expenditures in each qualified ARPA category are provided below:

2.3.1.1 Support to Public Health Response

COVID-19 Mitigation & Containment

- Capital improvements to public facilities for pandemic operation

Medical Expenses

- Care and services to address near and long-term medical needs

Behavioral Health Care

- Investments supporting access to primary care and preventative medicine

Public Health Program Improvements

- Improvement to data or technology infrastructure
- Planning and analysis to improve programs responding to COVID-19

Disparities in Public Health Outcomes*

- Housing
- Lead remediation
- Community violence prevention programs through the built environment

2.3.1.2 Respond to the Negative Economic Impacts

Efficacy of Economic Relief

- Improvements to data or technology infrastructure
- Impact evaluations

Support for Small Business & Non-Profits

- Implementing safer opening procedures- capital based
- Loans and grants to mitigate financial hardship from COVID-19- capital or one-time

Housing & Neighborhood Investments

- Affordable housing development

2.3.1.3 Serving the Hardest Hit Communities

- Capital investments to disrupt multi-generational poverty and income disparities
- Capital investments to correct inherent social and economical imbalances in qualified census tracts
- Investments that address socio-economic disparities in low-income and minority populations
- Projects submitted by the community that address blight and disinvestment, promote neighborhood cohesiveness and quality of life improvements, and support the City values of diversity, equity, and inclusion.

2.2.2 INELIGIBLE EXPENDITURES

In addition to eligibility requirements, there are clear limitations to the use of ID-ARPA funds. Funds may not be used for:

- 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
- Workforce bonuses
- Property taxes
- Severance pay
- Deposit to pension funds
- Legal settlements
- Revenue replacement

2.3 APPLICATION AND DOCUMENTATION PROCESS

Organizations that would like to apply to receive funding must complete the online application at <https://www.daytonohio.gov/953/American-Rescue-Plan-for-Dayton>. Applicants are encouraged to upload any and all supporting documentation that strengthens or adds clarity to the application. **Any incomplete forms will not be considered.**

Exhibit A- Provides a check list of responsibility if funding is awarded to an idea.

Exhibit B- An application outline has been provided to help inform the organization what will be needed to complete the online submittal. Because this NOFO is to compliment possible City and Community projects, no scoring has been established and ideas will be evaluated on an individual basis.

2.3.1 APPLICATION DEADLINE

Voluntary Early Submission Deadline

All applications and supporting documentation for guaranteed early review by the assigned consultants must be received no later than 11:59 pm on October 15, 2021. Applications received by this deadline will be reviewed by City of Dayton consultants for completion and accuracy and will be returned to applicants no later than close of business on October 22, 2021, for revision and resubmittal.

Final Application Submission Deadline

All applications and supporting documentation for funding consideration are due by 5:00 pm on October 29, 2021. Late applications will not be accepted.

EXHIBITS

- Exhibit A Award Documentation/Responsibility Checklist
- Exhibit B Application
- Exhibit C Workshop & Office Hours Schedule
- Vendor Application



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EXHIBIT A – AWARD DOCUMENTATION/RESPONSIBILITY CHECKLIST

American Rescue Plan Act (ARPA) - Project Documentation Checklist				
<small>In an effort to ensure resources are spent in compliance with the project agreement and local, State and Federal regulations, the organization must provide the following documentation to the City of Dayton related to the ARPA funding. This checklist can be used for any interim reporting requirements as directed by the City or as a final checklist once all the expenditures have been incurred.</small>				
Entity Name:		DBA:		
Project Description:				
Award Amount:				
Project Agreement Approved on:		Project Closed On:		
Required Certifications			Yes/No	
The expenditures made with City of Dayton ARPA funds were for eligible purposes in accordance with the approved project agreement and the Federal regulations				
Your organization certifies that the documentation and expenses submitted are accurate and free of any errors, omissions, theft, fraud, waste and/or abuse.				
All project records are subject to Federal Record Keeping Requirements. The organization agrees to maintain project records for a minimum of five years after December 31, 2026 and will allow Federal, State, and City personnel access to these records upon request during this period.				
Project funds are subject to Uniform Guidance 2 CFR Part 200. The organization certifies that compliance responsibilities, as described in 2020 OMB Compliance Supplement Part 3, have been adhered to. Any audit findings, management letter comments, reportable conditions, and/or internal reviews related to this funding has been disclosed to the City or is documented in this report.				
<small>Any item that was marked as "No" or requires additional documentation should be described below</small>				
Additional Data				
Describe the Project Outcome-Use metrics when possible.				
Is this for periodic reporting or final reporting of expenditures?				
Total Amount Spent by Organization To-date:		Final Amount:		
If a final report, are there unspent funds to be returned?:		If yes, how Much?:		
Documentation Required				
1. Provide copies of monthly detailed expense reports for the entire grant period demonstrating receipt of ARPA funds and subsequent expenditure of funds, including the check number in which the organization paid for the expenditures.				
2. For the expenses listed in your general ledger or financial tracking system from above, supporting documentation related to the fund expenditures should be submitted, including but not limited to: invoice, shipping documents, and payment vouchers				
3.B If applicable with your grant documentation, please describe the procurement methods used and submit documentation to verify - i.e. quotes for services, RFQ, sealed bids				
4. If the organization receives an annual audit performed by a CPA, please provide a copy of your most recent report, or other annual financials for your organization (e.g., certified financial statements, tax returns, etc.)				
For Reimbursement based projects - please summarize all expenses in the spreadsheet provided. In addition, a copy of the vendor invoice must be attached for each expense				
Tracking of Expenses:				
Amount	Check Number	Vendor	Invoice Number	Date



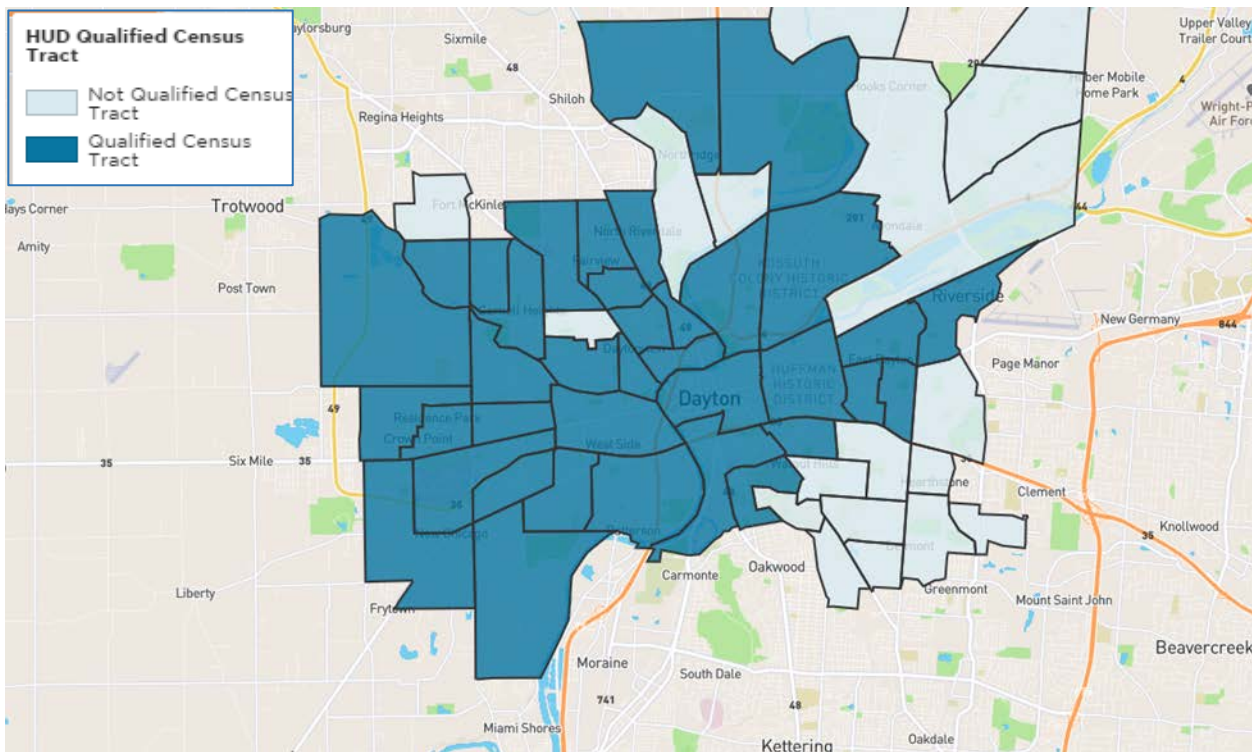
EXHIBIT B – APPLICATION

American Rescue Plan Act (ARPA) Idea Box Application

A. Overview

For individuals and organizations interested in applying for ARPA grants through the City of Dayton please review the [Interim Final Rule ARPA Guidance](#) on project eligibility. The US Treasury has provided guidance on how ARPA funds can be spent, and highlighted within the Interim Final Rule ARPA Guidance that, when possible, try to target [Qualified Census Tracts](#) (QCTs) that have had disproportionate impacts from the COVID-19 pandemic.

Qualified Census Tracts as defined by the US Treasury ARPA guidance are a common, readily accessible, and geographically granular method of identifying communities with a large proportion of low-income residents. The City of Dayton has targeted focus areas in west, northwest and the east (tornado damaged areas) but will be accepting applications that are not limited to those QCTs areas.



B. ARPA Category

1. Please select the NOFO category that best describes your proposed project: (Drop down or check boxes with: Community Award, Small Business/Hospitality Projects, and Idea Box)

Definitions -

- **Community Award:** For capitol or one-time expenses for projects benefiting the community that may involve single or multiple organizations.
 - **Small Business/Hospitality Projects:** Capital projects or one-time expenses for businesses adversely impacted by or related to COVID-19 pandemic.
 - **Idea Box:** Ideas and recommendations for use of ARPA funds submitted by individuals, non-profits, or businesses.
2. Which of these [ARPA eligible areas](#) does your request address (select all that apply) (check boxes)
- Support Public Health Response
 - Address Negative Economic Impacts
 - Serve the Hardest Hit Areas
3. Based on your answer, please describe in detail how your request meets ARPA guidance outlined in the [Department of the Treasury Interim Final Rule](#). (500-word limit)

C. Organization Information

4. Are you an organization or an individual? (drop down)
5. Organization Name (as registered with IRS – W9) (if organization) or individual’s legal name (if individual)
6. DBA Organization Name (if organization)
7. Date Established (if organization)
8. Organization Address (if organization)
9. Organization Website (if organization)

Authorized Contact Information

10. First Name
11. Last Name
12. Title (if organization)
13. Address (if organization)
14. Phone Number
15. Email Address

D. Application

The COVID-19 pandemic and the corresponding economic crisis have undermined the health and economic wellbeing of American workers. Millions of Americans, many of whom are people of color, immigrants, and low-wage workers, continue to put their lives on the line every day to keep the country functioning through the pandemic.

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 Dayton has received funds through ARPA and has opened an application process for organizations to submit eligible projects for ARPA funding.

The City of Dayton is still waiting on final guidance which could change the outcome of how ARPA funds are distributed. The City of Dayton will not make any awards of ARPA funding until early 2022.

16. What is your idea for a project/program that should receive ARPA funding?

17. What would this project/program cost?

18. What is the location (address and neighborhood) of your proposed project? (If applicable) Be as specific as possible.
19. Who are the intended beneficiaries of this project? Be specific as possible.
20. Specifically, what will you use ARPA funds for? *Examples of eligible projects can be found in the Idea Box NOFO.*
21. Please describe, in detail, how your project/program is related to COVID-19 and how ARPA funding is essential in addressing this need. (500-word limit)
22. Identify other organizations in Dayton that you are aware of that address this need.
23. What are the specific outcomes and accomplishments this project/program will achieve? Please use measurable indicators where applicable. (100-word limit)

E. Documentation

- Any relevant information regarding the project/program that was proposed.

F. Submit

THE APPLICANT UNDERSTANDS:

1. This application and other materials submitted to the City of Dayton may constitute public records subject to disclosure under Ohio’s Public Records Law.
2. 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.
3. Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, and reporting associated with this federal program.
4. Should an idea be selected, further information may be requested by the City in order to determine data driven and quantitative details for final outcome.

THE APPLICANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:

1. The information submitted to the City of Dayton in this application, including required supporting documentation, is true and correct.
2. The applicant has not received other federal, state, or local assistance for the same expenses as submitted in this application.

Signature: _____

Print Name: _____

Date Submitted: _____



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EXHIBIT C – WORKSHOPS & OFFICE HOURS

Date	Time	Location	Address	Type	
Tuesday	Sept. 21	5:30 - 8:00 PM	Northwest Library Branch	2410 Philadelphia Drive	In Person Workshop + Office Hours
Thursday	Sept. 23	9:30 AM - 12:30 PM	Business Solution Center	1435 Cincinnati St. Suite 300	In Person Workshop + Office Hours
Monday	Sept. 27	3:00 - 6:00PM	Christ Evangelical Lutheran Church	511 Hart St.	In Person Workshop + Office Hours
Wednesday	Sept. 29	11-1PM	Dayton Metro Library	215 E. 3rd Street	In Person Office Hours
Friday	Oct. 1st	12 - 2PM	Zoom ID: 591 076 1399	https://us04web.zoom.us/j/5910761399?pwd=UWc5SURObnF3UVpyanJSR3ljcTFYQT09	Virtual Office Hours
Monday	Oct. 4th	2-4PM	TBD	TBD	In Person Office Hours
Wednesday	Oct. 6th	3-5PM	Zoom ID: 591 076 1399	https://us04web.zoom.us/j/5910761399?pwd=UWc5SURObnF3UVpyanJSR3ljcTFYQT09	Virtual Office Hours
Tuesday	Oct. 12th	2-4PM	Zoom ID: 591 076 1399	https://us04web.zoom.us/j/5910761399?pwd=UWc5SURObnF3UVpyanJSR3ljcTFYQT09	Virtual Office Hours