

Request for Proposals
American Rescue Plan Act (ARPA) State and Local Fiscal Recover Funds
Fitchburg, Massachusetts, Fall 2021
Submission Deadline: Monday, November 1, 2021 at 11:59 PM

The City of Fitchburg seeks proposals from public agencies and registered nonprofits for projects that meet the objectives of the ARPA State and Local Fiscal Recovery Funds, and are aligned with the City of Fitchburg's spending priorities.

Proposal Details

Proposals MUST be completed online at <https://fitchburgma.viewpointcloud.com>. Click Community Development, and select the appropriate ARPA application. All proposals must include the following attachments:

Non-Municipal Entities

- **Organizational Chart:** A chart must be provided which describes the agency's administrative framework and staff positions. Identify the proposed ARPA-funded position in the organizational chart.
- **List of Board of Directors:** A list of the current board of directors or other governing body of the agency must be submitted. Include the name, telephone number, address, occupation or affiliation of each member and identify the officers of the governing body.
- **Authorized Official Certification:** Submit a recently signed letter by the board of directors, which identifies an agency representative who is authorized to negotiate for, and contractually bind, the agency. The agency representative should not sign for himself or herself.
- **Financial Audit:** Submit a copy of your most recent independent Auditor's Report and Management Letter for the fiscal year ending June 30, 2021.
- **Financial Statement:** Submit a signed affidavit that applicant organization has a three month cash flow reserve.
- **ADA Compliance:** Certification of Compliance with the Americans with Disabilities Act of 1990 (ADA), as amended (P.L. 110-325).
- **Non-Discrimination Policy:** Certification of Applicant that it has a Non-Discrimination Policy.

All Applicants:

- **Job Descriptions:** Job descriptions of any staff funded through the proposed program
- **Detailed Project Budget:** Outlining sources, uses, and any matching funds.
- **Detailed Project Schedule:** For all Construction projects, a detailed project schedule is requested.

Ineligible Projects

Proposals will be ineligible if they involve:

- Funding used to meet Federal Matching Requirements
- Premium Pay, unrelated to essential workers
- Pensions and Legal Settlements
- Infrastructure Not Directly Addressed in ARPA
- Rainy Day Funds, Financial Reserves, and Outstanding Debt

- Spending that occurs beyond December 31st, 2026
- Programs not authorized through the Secretary of Treasury's Interim Final Rule <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>

ARPA State and Local Fiscal Recovery Funds Overview

The American Rescue Plan Act, signed into law by President Biden on March 11th 2021, included the Coronavirus State and Local Fiscal Recovery Funds, which were intended to provide a substantial infusion of resources to local governments. These funds are being distributed through the Secretary of the Treasury, which notes that funds were distributed to accomplish the following objectives:

- Support urgent **COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost revenue** for eligible state, local, territorial, and Tribal governments to strengthen support for vital public services and help retain jobs
- Support **immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the unequal impact of the pandemic

In the Interim Final Rule, which outlines potential eligible spending for these funds, the Treasury further outlines five broad categories for spending:

- **Supporting public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- **Addressing negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- **Providing premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- **Investing in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and storm water infrastructure, and to expand access to broadband internet
- **Replacing lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic

To be considered, a proposal must accomplish one of the objectives outlined above, and correspond to one of these five categories of spending.

Local Decision-Making Process

In addition to following the criteria set forth by the Secretary of the Treasury, the City of Fitchburg has set its own local criteria for spending, which is included at the end of this document. While the full detailed criteria is included as an attachment, the most advantageous proposals will accomplish the following criteria:

- *Tangible Impact*: Project has a large direct benefit to a majority of Fitchburg residents or businesses

- *Long-Term Impact:* Project will have impacts on the City or residents/businesses that are long-term (10+ years) in nature.
- *Community Need:* Project reaches a population of disproportionate impact and responds to a salient community need.
- *Alignment:* Project is clearly aligned to the goals of multiple City strategic plans. Examples include the Vision 20/20, the Economic Development Strategic Plan, Smart Growth America's Next Steps Memo, or other relevant planning documents.
- *Leveraging:* Project leverages a greater than 1:1 matching funds ratio to expand impact of ARPA funds.
- *Efficiency:* The project impact is far greater than the resource expenditure.
- *Transformative Change:* This project would not be possible without ARPA funds.

Once proposals are submitted, the City will convene an ARPA Advisory Committee to review and score each project according to the above criteria. The Advisory Committee will then send its recommendations to the Mayor, who will present the first ARPA budget to the Fitchburg City Council in the first quarter of 2022.

The City anticipates that this will be one of multiple supplemental ARPA budgets, the last of which is expected in 2024.

RFP Technical Assistance

If you have questions or need assistance with your ARPA proposal, more information is included at www.FitchburgMA.gov/ARPA. You may also contact Patrick Hare, Chief of Staff to Mayor DiNatale, at PHare@FitchburgMA.gov.

In addition, the City of Fitchburg will host an informational webinar to discuss the RFP process, which will be held on Thursday October 7th at 3:00 PM EST. Call-in information can be found below:

Webinar Link

<https://global.gotomeeting.com/join/997992133>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 997-992-133

Attachment A: City of Fitchburg ARPA Criteria

Eligibility/Timeliness (Project Must Answer Yes to These Two Questions to Proceed)							
	Project is Eligible under ARPA Interim Final Rule Criteria	Project is NOT eligible under ARPA Interim Final Rule Criteria					
	Project funds will be expended by 12/31/26	Project funds will NOT be expended by 12/31/26					
Decision Criteria							
	<i>Tangible Impact</i>	<i>Impact</i>	<i>Com Need</i>	<i>Alignment</i>	<i>ROI</i>	<i>Efficiency</i>	<i>Change</i>
0	Project has no tangible impact on Fitchburg residents or businesses	Project impacts are only immediate (<1 year) in nature	Project does not respond to a salient community need, and does not reach a population of disproportionate impact (i.e. Qualified Census Tracts)	Project is not aligned to the goals of any City strategic plan	Project leverages no additional funding to expand impact	Project exhausts funds and/or capacity in a manner that far outweighs the impact of the project	This project would happen anyway.
1	Project has a small, indirect benefit on Fitchburg residents or businesses	Project will have impacts on the City or residents/businesses that are short-term (1-5 years) in nature	Project reaches a population of disproportionate impact, but does not respond to a salient community need	Project is somewhat aligned to the goals of a City strategic plan	Project leverages at least 50% additional funding to expand impact	Impact less than the resource expenditure	
2	Project has an large indirect benefit for a majority of Fitchburg residents/businesses and/or a large direct impact on a small percentage of residents/businesses	Project will have impacts on the City or residents/businesses that are medium-term (6-10 years) in nature	Project reaches a population of disproportionate impact, and somewhat responds to a salient community need	Project is clearly aligned to the goals of a City strategic plan	Project leveraged at least a 1:1 match to expand impact	Impact commensurate with the resource expenditure	
3	Project has a large direct benefit to a majority of Fitchburg residents or businesses	Project will have impacts on the City or residents/businesses that are long-term (10+ years) in nature	Project reaches a population of disproportionate impact and responds to a salient community need	Project is clearly aligned to the goals of multiple City strategic plans	Project leverages a greater than 1:1 ratio match to expand impact	Impact far greater than the expenditure	This project would not be possible without ARPA funds