

The American Rescue Plan Act (ARPA) of 2021
Coronavirus State & Local Fiscal Recovery Funds (SLFRF)
Biddeford, Maine

Pre-Application

Due Thursday, June 30 at 4 PM

The American Rescue Plan Act (ARPA) of 2021 Coronavirus State & Local Fiscal Recovery Funds (SLFRF) Pre-Application

1. Instructions for Submission
2. Pre-Application Form
3. Appendix A: Details on program and application process
4. Appendix B: Expenditure Categories

INSTRUCTIONS FOR SUBMISSION

Pre-Application Deadline: Thursday, June 30, 4:00pm

All Pre-Applications are due on Thursday, June 30 at close of business (4pm). Those submitted after the deadline will be excluded from this round of funding.

You must complete and submit the City of Biddeford Pre-Application Form to be eligible to move to final application process.

No matter how you submit your application, please read Appendix A for full details on the process, funding available, eligibility, etc.

To request a Word document version of the Pre-Application Form, please email abigail.smallwood@biddefordmaine.org.

Completed Pre-Applications may be submitted in one of the following ways:

1. Fill out the form online – [click here](https://arcg.is/1Xrqzj0). If the link doesn't work, copy and paste this URL into your browser: <https://arcg.is/1Xrqzj0>
2. Email to Abigail Smallwood at abigail.smallwood@biddefordmaine.org and request confirmation of receipt. If you do not receive a confirmation within 48 business hours of submitting your application, please call the Planning and Development Department for confirmation. Call 207-284-9115 and request to speak to Abigail, or, if you are given a menu of choices, select option 4. (Business hours are Monday to Friday, 8am to 4pm.)
3. Hand deliver to Biddeford City Hall, 205 Main Street, Biddeford, Maine, to the Planning and Development Department. The department is on the second floor of City Hall. Please enter through the back entrance (off the parking lot). The second floor can be reached by stairs or elevator. The stairs are down the hall on the right – take up one flight and the department will be on your right. The elevator is on the left side of the hallway – take it to floor 2, then turn left when you exit the elevator and the department will be directly ahead of you. If there is no one at the desk, please ring the bell and someone will come out to assist you.
4. Mail the completed Pre-application to
Biddeford Planning and Development
Attn: Abigail Smallwood
PO Box 586
Biddeford, Maine 04005
Please ensure you include contact information (email and/or phone), as this information will be used to provide confirmation of receipt. Mailed applications must be **received** by Thursday, June 30.

Contact

Please contact Abigail Smallwood with questions, preferable via email at abigail.smallwood@biddefordmaine.org, or, if you are not able to email, call 207-284-9115.

ARPA PRE-APPLICATION FORM

This is the Pre-Application phase. Projects that proceed will fill out a more detailed Application. The Application will request details on the following at a minimum:

- detailed program description including (but not limited to) addressing a COVID-related need, community benefit, sustainability of program/project, outreach, and impact on underserved populations or geography
- detailed budget
- experience managing programs and federal funds
- financial reporting system and accounting procedures
- plans for collection of documentation and if data is evidence-based

All applicants that receive funding must be registered in SAM.gov and have a Unique Entity ID (UEI). Applicants are not required to have their UEI prior to or during the application period, but must be registered before they can receive funds.

Requester Information

Are you a business, nonprofit, municipal committee/commission, or other?

Agencies whose municipal service budget requests were not fully funded are able to apply for these funds to make up the difference. If you are applying specifically for this gap funding, please select "budget request not fully funded." Agencies may apply for this gap funding and apply for a separate program/project, but they must be on two separate pre-application forms. If you have any questions, please use the contact information in the description above.

The "other" option should only be used in unique situations. Typically, there should be a lead applicant and that applicant will select the appropriate category for them (e.g. if there's an application being submitted by a group that has both businesses and nonprofits working together, but one of the nonprofits is the lead, 'nonprofit' should be selected and the other partners should be listed in the next question.) Only established entities will be considered for funding.

- Business
- Nonprofit
- Municipal advisory committee or commission
- Budget request not fully funded
- Other (please describe) _____

Are you working with any others on this project/program? If so, please list them.

Contact Information

You are required to put an email or phone number, but preferably both. This should be the contact information for the primary contact person.

Business/Organization/Committee Name:

Mailing Address:

Primary Contact Person:

Email:

Phone Number:

Mailing Address:

Project/Program Director (if different from contact person):

Program/Project Description

Program/Project Name:

Approximate Funding Request: \$

Please provide a brief program description, including what issue(s) are addressed (max 350 words).

Have you received any other ARPA or COVID funds? If so, how did you use those funds?

What is your readiness and capacity to implement this program?

Please describe the connection to the pandemic (e.g. pandemic caused the issue, pandemic worsened the issue, etc).

Please describe the overall community impact of the program, including impact on disadvantaged populations, programs, or geographic areas.

Is this program or project new, a continuation of an existing program, or an expansion of an existing program?

New Continuation Expansion

Please select the category or categories that best apply to your program or project (up to 2). To review the specific examples within these categories, please see Appendix B (page 11).

- Household Assistance
- Assistance to Unemployed or Underemployed Workers
- Healthy Childhood Environments
- Long-Term Housing Security
- Housing Support
- Community Health Workers or Benefits Navigators
- Lead Remediation
- Medical Facilities for Disproportionately Impacted Communities
- Strongly Healthy Communities
- Addressing Educational Disparities
- Contributions to UI Trust Funds
- Small Business Assistance
- Non-Profit Assistance
- Aid to Impacted Industries

I certify that the information in this Pre-Application is true and correct to the best of my knowledge:

Printed Name

Signature

Date

Appendix A: Details on program and application process

INTRODUCTION

The American Rescue Plan Act of 2021, through the Coronavirus State and Local Fiscal Recovery Fund, has provided \$9,759,098 to the City of Biddeford.

The American Rescue Plan Act (ARPA) is an unprecedented opportunity for Biddeford to leverage one-time, non-recurring federal funds to respond to the health and economic impacts of COVID-19. With this funding, Biddeford is accepting Pre-Applications from candidates that aim to advance community-driven solutions to recovery that deliver equitable outcomes and transformative change. Aid and investments will be targeted toward organizations with the greatest needs and aligned with the priorities of people most impacted by the pandemic and resulting economic crises.

AVAILABLE FUNDS

Biddeford City Council has established \$744,593.75 of American Rescue Plan funds available to qualifying projects that propose investments that deliver equitable outcomes and transformative impacts. Each project starts as a Pre-Application and moves through the process detailed below.

ELIGIBLE CATEGORIES

Projects submitted during this process must fit one of the categories detailed in Appendix B: Expenditure Categories. You can also review the categories at [this link](#) – for these funds, only Category 2 (Negative Economic Impacts) will be used.

TIMELINE

Each project starts as a proposal and moves through the following process:

1. Proposal Development
 - a. Pre-Application Submission
 - b. Determination of Eligibility by ARPA Advisory Committee
 - c. Final Application for Funding
 - d. Review by ARPA Advisory Committee
2. Funding Allocation
 - a. Agreement
 - b. Reimbursement Requests
3. Administration, Reporting, and Compliance
4. Evaluation, Reconciliation, and Final Data Collection

PRE-APPLICATION SUBMISSION

The City will have an initial Pre-Application round that will begin on Friday, May 6 and close Monday, June 6. Businesses, nonprofits, and municipal advisory committees, commissions, and boards are eligible to apply. Groups are encouraged to work with others to submit proposals, in order to pursue a larger scale goal.

ELIGIBILITY

Once a Pre-Application is submitted, it will go through a first round of review to determine eligibility and an initial score based on the following:

- Community impact
- Connection to COVID
- Equity (ensuring that allocations are made based on need, and in a way that supports equal outcomes for all groups)
- Ability and readiness to implement
- Partnerships

Eligible Pre-Applications must align with at least one of the expenditure sub-categories defined in Appendix B. Those who are deemed eligible will be invited to complete a final application. Eligibility is not a commitment for funding, it is a basic requirement to proceed with the application process. Those who are deemed ineligible will be notified and given an opportunity to resubmit if there is a future round of funding.

FINAL APPLICATION FOR FUNDING

If a Pre-Application is deemed eligible, the contact person listed on the form will be sent an invitation to complete a Final Application for funding. The Final Application is an opportunity for Pre-Application submitters to provide more details about the project, implementation, reporting, and evaluation plan.

REVIEW BY ARPA ADVISORY COMMITTEE

Once a final application is submitted, it will be scored and reviewed by the ARPA Advisory Committee (AAC), established by the City Council.

Incomplete Final Applications will not be reviewed. A completed Final Application is not a commitment to fund a project. After scoring each application, AAC members shall provide one of the following recommendations:

- Fund
- Fund with revisions
- Do not fund at this time

FUNDING ALLOCATION

Eligible projects, as determined by the AAC, will be presented to the full Biddeford City Council. Projects will be recommended based on the combined score of the AAC. City Councilors will make the final decision about which projects receive ARPA funding and final allocation.

AGREEMENT

Once Biddeford City Council has decided to fund a project, the applicant will work with the Planning and Development Department to develop an agreement. For internal applicants, this will typically take the form of a Letter of Agreement or Memorandum of Understanding. For external applicants, this will take the form of a Grant Agreement or Contract. The agreement will describe the terms and conditions of the funding, including, but not limited to, purpose, term, eligible uses, scope, reporting requirements, process to modify or terminate the agreement, audit requirements, and any other City requirements.

REIMBURSEMENT

The agreement will include the terms of reimbursement of funds. Actual reimbursement of funds is subject to existing City policies and procedures.

ADMINISTRATION

Reporting and compliance requirements will be defined in the SLFRF Contract. The administration phase will serve to monitor the implementation of each project and track progress on key indicators. Each project is responsible for complying with the terms and conditions within the SLFRF Contract.

The City of Biddeford holds compliance with federal guidelines as well as state and local laws with the utmost importance. Failure to execute a project as planned or comply with the SLFRF Contract may result in corrective action, recovery of funds, termination of the agreement, and/or other civil or criminal proceeding as required by Law.

EVALUATION

Projects will be closed once they have fulfilled the terms of their agreement. All funds will be reconciled and unused funding returned. Final reports will include an evaluation of the project that includes data collection and reporting as outlined in the agreement.

Appendix B: Expenditure Categories

“Eligibility” refers to the expenditure categories listed in the table provided by the U.S. Treasury below. The full list can be found on pages 35-36 of [this document](#), but the categories below are the ones Biddeford is permitting for this round of funding.

2: Negative Economic Impacts

Assistance to Households

- 2.1 Household Assistance: Food Programs*^
- 2.2 Household Assistance: Rent, Mortgage, and Utility Aid*^
- 2.3 Household Assistance: Cash Transfers*^
- 2.4 Household Assistance: Internet Access Programs*^
- 2.5 Household Assistance: Paid Sick and Medical Leave^
- 2.6 Household Assistance: Health Insurance*^
- 2.7 Household Assistance: Services for Un/Unbanked*^
- 2.8 Household Assistance: Survivor's Benefits^
- 2.9 Unemployment Benefits or Cash Assistance to Unemployed Workers*^
- 2.10 Assistance to Unemployed or Underemployed Workers (e.g. job training, subsidized employment, employment supports or incentives)*^
- 2.11 Healthy Childhood Environments: Child Care*^
- 2.12 Healthy Childhood Environments: Home Visiting*^
- 2.13 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*^
- 2.14 Healthy Childhood Environments: Early Learning*^
- 2.15 Long-term Housing Security: Affordable Housing*^
- 2.16 Long-term Housing Security: Services for Unhoused Persons*^
- 2.17 Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities*^
- 2.18 Housing Support: Other Housing Assistance*^
- 2.19 Social Determinants of Health: Community Health Workers or Benefits Navigators*^
- 2.20 Social Determinants of Health: Lead Remediation*^
- 2.21 Medical Facilities for Disproportionately Impacted Communities^
- 2.22 Strong Healthy Communities: Neighborhood Features that Promote Health and Safety^
- 2.23 Strong Healthy Communities: Demolition and Rehabilitation of Properties^
- 2.24 Addressing Educational Disparities: Aid to High-Poverty Districts^
- 2.25 Addressing Educational Disparities: Academic, Social, and Emotional Services*^
- 2.26 Addressing Educational Disparities: Mental Health Services*^
- 2.27 Addressing Impacts of Lost Instructional Time^
- 2.28 Contributions to UI Trust Funds^

Assistance to Small Businesses

- 2.29 Loans or Grants to Mitigate Financial Hardship^
- 2.30 Technical Assistance, Counseling, or Business Planning*^
- 2.31 Rehabilitation of Commercial Properties or Other Improvements^
- 2.32 Business Incubators and Start-Up or Expansion Assistance*^
- 2.33 Enhanced Support to Microbusinesses*^

Assistance to Non-Profits

2.34 Assistance to Impacted or Disproportionately Impacted Nonprofit Organizations ^

Aid to Impacted Industries

2.35 Aid to Tourism, Travel, or Hospitality^

2.36 Aid to Other Impacted Industries^

Other

2.37 Economic Impact Assistance: Other*^

Includes the following:

Household Assistance: Eviction Prevention*^

Education Assistance: Other*^

Healthy Childhood Environments: Other*^

Social Determinants of Health: Other*^

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see [Use of Evidence](#) section, page 25, #6)

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see [Project Demographic Distribution](#) section, page 17, 3e).