

**Notice of Funding Availability #:**

United Way of St. Johns County  
117 Bridge Street | St. Augustine FL 32084  
**CFDA Number: 21.027**



**United Way of  
St. Johns County**

## **Notice of Funding Availability (NOFA)**

**For American Rescue Plan Act (ARPA) Funds  
to provide funding for  
St. Johns County/United Way-SJC  
Nonprofit Human Services  
Grant Project**

**NOFA Released  
Monday, August 29, 2022**

**Application Deadline  
Friday, October 21, 2022, at 5:00 PM**

**Begin application process by completing Intent to Apply:  
[unitedway-sjc.org/arpa](https://unitedway-sjc.org/arpa)**

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**It is the responsibility of the applicant to ensure application(s) are completed by due date and time. Applications received after 5:00 PM on Friday, October 21, 2022. will not be considered.**

This document can be made available in alternative accessible formats upon request.

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**Overview**

United Way of St. Johns County (UWSJC) is issuing an initial Notice of Funding Availability (NOFA) for the St. Johns County Government Nonprofit Human Services Grant project (Grant Project) to provide grants to qualifying St. Johns County human services nonprofit organizations to provide support for projects and activities that respond to various COVID-19 related impacts. The Grant Project’s objective is to fund the delivery of direct human services to help address current unmet needs caused or made worse by the COVID-19 pandemic. Both operational and capital project requests will be evaluated by UWSJC. Grant Project sub awardees will enter into a subrecipient agreement with UWSJC if providing operational services. Sub awardees will enter into a separate subrecipient agreement with St. Johns County for the portion approved for capital expenditures. Funds for this program are made possible through the American Rescue Plan Act (ARPA) and allocations from Coronavirus State and Local Fiscal Recovery Funds (SLFRF).

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.<sup>1</sup>

St. Johns County received a direct allocation of \$51,409,433 from the U.S. Treasury. The St. Johns County Board of County Commissioners allocated approximately \$6,695,652 to support responses or interventions that address or remediate the effects of the pandemic through allowable expenditure categories. \$669,665 was allocated to UWSJC for administrative expenditures that will be incurred to administer the grant/project.

The Guiding Federal Regulation for this project and Coronavirus State and Local Fiscal Recovery Funds (SLFRF) and this Grant Project is:

**Final Ruling:** [SLFRF-Final-Rule.pdf \(treasury.gov\)](#)

**Reporting and Compliance:** [SLFRF Compliance and Reporting Guidance \(treasury.gov\)](#)

**Funding Available**

American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds	\$ 6,695,652
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**Funding Request**

UWSJC reserves the right to award more or less than the amount of funds requested based on funding available. Proposed total project grant budgets may span eighteen (18) months from January 1, 2023, through June 30, 2024.

<sup>1</sup> <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

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**Lobbying:**

Any applicant, or any person acting on behalf of an applicant, is prohibited from lobbying the County, UWSJC Staff, ARPA Steering Committee and the Evaluation Committee with respect to a funding application. If an applicant has any questions regarding the announcement of availability of funds, the applicant shall contact the person identified in the announcement as the contact person for UWSJC. Applicants who fail to comply with this prohibition are subject to automatic rejection of their application, without further recourse, and disqualification from consideration for funding.

**Questions Regarding this NOFA**

Questions from the agencies regarding this NOFA must be submitted in writing to Jenny Harvey at [Jenny.Harvey@unitedway-sjc.org](mailto:Jenny.Harvey@unitedway-sjc.org) and be received no later than **5:00 PM, Friday, September 16, 2022**. UWSJC will compile all questions and answers, and make them available at [unitedway-sjc.org/arpa](http://unitedway-sjc.org/arpa) no later than **5:00 PM, Tuesday, September 27, 2022**.

Successful applications must meet the guidelines provided in this NOFA.

To submit an application for consideration, complete the submission requirements listed herein.

**The organization of this RFP is as follows:**

[SECTION I](#): .....General Information  
[SECTION II](#): .....Scope of Grant Project and Activities  
[SECTION III](#): .....Funding Guidelines  
[SECTION IV](#): .....Application Evaluation and Selection  
[SECTION V](#): .....Grant Risk Assessment and Project Application

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**SECTION I: General Information**

**Strategic Use and Alignment of Resources**

All applications received will be evaluated for their appropriateness for a funding opportunity.

**Project Completion Timeframes**

For most project types, the Proposed Project should be able to be operational within 1 to 3 months following the award of funding. Funds must be fully expended by June 30, 2024.<sup>2</sup>

**Critical Dates and Timeline**

Monday, August 29, 2022		UWSJC Issues Notice of Funding Availability NOFA posted and Application Opened: <a href="https://unitedway-sjc.org/arpa">unitedway-sjc.org/arpa</a>
Wednesday, September 7, 2022	9:00 AM	Workshop for public comment - process to allocate Federal funds at 500 San Sebastian View
Wednesday, September 7, 2022	After workshop	Grant workshop for nonprofits at 500 San Sebastian View
<b>Monday, September 12, 2022</b>	<b>5:00 PM</b>	<b>NOTICE OF INTENT TO APPLY DEADLINE</b>
Friday, September 16, 2022	5:00 PM	Deadline for questions regarding NOFA
Tuesday, September 27, 2022	5:00 PM	Responses to NOFA questions posted on <a href="https://unitedway-sjc.org/arpa">unitedway-sjc.org/arpa</a>
<b>Friday, September 30, 2022</b>	<b>5:00 PM</b>	<b>RISK ASSESMENT DEADLINE</b>
<b>Friday, October 21, 2022</b>	<b>5:00 PM</b>	<b>SUBMISSION DEADLINE</b>
Tuesday, November 15, 2022 Wednesday, November 16, 2022 Thursday, November 17, 2022	1:00 PM	Evaluation Committee Members will meet to score each project application using the Scoring Criteria
November 22, 2022	9:00 AM	Public Workshop for public comment – allocation of funds at 500 San Sebastian View
Friday, December 2, 2022	5:00 PM	Notice of Conditional Selection or Non-Selection to all project applicants

<sup>2</sup> Any portion of a capital project funded under these funds will be subject to a separate agreement between the Applicant and the County directly and may have extended timelines for fully expending funds.

## **Applicant Eligibility**

Applicants must demonstrate eligibility by verifying the conditions and providing the requested documents.

1. Must be an IRS designated 501(c)3 nonprofit.
2. Must provide a copy of the most recent Form 990 or its equivalent.
3. Must have services in St. Johns County, Florida. UWSJC will rely on service locations included in the Florida business registry OR the service locations the applicant enters in the application. Please submit narrative describing work performed in the application.
4. Recent Audit or Independent Financial Review no more than two years old. If revenues are above \$500,000 an audit is required. If revenues are below \$500,000 an Independent Financial Review is required. Review or Audit conducted by an independent CPA according to generally accepted accounting principles, GAAP, which includes opinion of accuracy.

## **Subawardee Terms and Conditions**

Applicant/Subawardee must comply with Treasury requirements including:

1. Defining, tracking, and reporting project performance measures and outcomes.
2. Based on the risk assessment, be willing to collaborate with UWSJC to comply with the project monitoring plan.
3. Be willing to enter into a SUBRECIPIENT agreement that stipulates a willingness to comply with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and other applicable State and local laws and regulations.
4. After completion of a Risk Assessment, the applicant must agree to mitigate any compliance deficiencies. Subrecipients identified as medium/high risk applicants will require the addition of special considerations to the subaward.
5. Must agree to an annual audit if awarded funding through this Grant Project.
6. The applicant or agents of this project must not be disqualified to participate in State and/or Federal programs as verified through [www.myflorida.com](http://www.myflorida.com) and [www.sam.gov/SAM](http://www.sam.gov/SAM).

## **SECTION II: Scope of Grant Project and Activities**

### **Eligible Projects and Activities**

The objective of this program is to respond to the unmet human services need of the community by providing direct services to beneficiaries in St. Johns County. Therefore, if there are unmet human services needs within the scope of your operations that you lack sufficient resources to address, you are encouraged to apply for this funding opportunity. You should consider applying even if it appears that your program, project or activities do not fit perfectly into the activities described in this NOFA.

#### **Primary Projects and Activities**

Proposed funding activities must include tangible benefits that respond to public health or negative economic impact to eligible beneficiaries. Activities may include:

- Negative economic impacts related services such as food pantries, internet access programs, eviction prevention, resume building assistance, childcare, home visiting, foster youth and family programs, early learning, affordable housing, services for unhoused, housing assistance, community health workers, lead remediation, educational aid to high-poverty districts, academic social and emotional services, mental health services related to educational disparities, and other services, subject to UWSJC and County approval.
- Public health related services such as community violence interventions, mental health services, and substance use services.

#### **Related Conditions**

- Projects submitted in your application for funding must provide direct human services to the community.
- The proposed activities must be shown to be over the organization's pre-COVID-19 levels of service, or insufficiently funded due to COVID-19 impacts. This request supplements your current budget.
- Benefits for proposed projects may not be duplicated by other funding.
- Projects must demonstrate an "equity-minded" design as defined in U.S. Treasury Guidance related to this NOFA.

## **Beneficiary Eligibility**

The Grant Project will fund multiple nonprofit projects that respond to the needs of a broad spectrum of the St. Johns County population. The beneficiary's eligibility descriptions herein provide examples; however, each sub awardee is responsible to ensure that the beneficiaries of their project services are eligible. The sub awardee is responsible for developing the necessary policies and procedures to specify and guide the eligibility requirements.

If the proposed project is responding to negative economic impacts related to the pandemic, the sub awardee must consider either or both of the following: (1) demonstrate negative impact upon the individual or household, or (2) demonstrate that the effected individual or household is presumed eligible as part of a categorically eligible group or qualified class.

The sub awardee's beneficiary eligibility policies and procedure must expressly define the criteria by which the individual or household are made eligible. Supporting documentation for each individual or household must be maintained for records.

Treasury presumes the following households and communities are impacted by the pandemic:

- Low or moderate income households or communities
- Households that experienced unemployment
- Households that experienced increased food or housing insecurity
- Households that qualify for the Children's Health Insurance Program, childcare subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
- When providing affordable housing programs: households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- When providing services to address lost instructional time in K-12 schools: any student that lost access to in-person instruction for a significant period of time

Treasury presumes the following households and communities are disproportionately impacted by the pandemic:

- Low income households and communities
- Households residing in [Qualified Census Tracts](#)
- Households that qualify for certain federal benefits
- Households receiving services provided by Tribal governments
- Households residing in the U.S. territories or receiving services from these governments <sup>3</sup>

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<sup>3</sup> <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

## **SECTION III: Funding Guidelines**

### **Funding Priorities**

The submitted applications will be evaluated based on the extent that the project is able to demonstrate achievement of the intended program outcomes, is financially feasible, and complies with all requirements of the [U.S. Treasury American Rescue Plan Final Rule](#) and [all associated guidance](#).

UWSJC shall recommend projects that:

1. Are evidence-based or evidence-producing
2. Provide solutions to respond to Public Health and Negative Economic Impact of the pandemic

### **Evidence-based Requirements**

The U.S. Treasury requires that program funds be used to support evidenced-based or evidence producing interventions and/or projects that are being evaluated through program evaluation that are designed to build evidence.

#### **What is evidence-based?**

For the purposes of the SLFRF, with the exception of investments in educational services (see additional information below), evidence-based refers to interventions with strong or moderate evidence as defined below:

- Strong evidence means that the evidence base can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.
- Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).
- Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn about and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome. <sup>4</sup>

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<sup>4</sup> <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>



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Subrecipients are encouraged to use relevant evidence Clearinghouses, among other sources, to assess the level of evidence for their interventions and identify evidence-based models that could be applied in their jurisdiction; such evidence clearinghouses include the [U.S. Department of Education's What Works Clearinghouse](#), the [U.S. Department of Labor's CLEAR](#), and [the Childcare & Early Education Research Connections](#) and the [Home Visiting Evidence of Effectiveness](#) clearinghouses from Administration for Children and Families, as well as other clearinghouses relevant to particular projects conducted by the recipient.

**NOTE: Applicants should select one of the evidence-based project models above, unless the applicant is planning to conduct a project evaluation in lieu of carrying out an evidenced based project.**

In such cases where an applicant is conducting a project evaluation in lieu of carrying out evidence-based interventions, they must describe the evaluation design including:

- whether it is a randomized or quasi-experimental design
- the key research questions being evaluated
- whether the study has sufficient statistical power to disaggregate outcomes by demographics; and the timeframe for the completion of the evaluation (including a link to completed evaluation if relevant)

Once the evaluation has been completed, the organization must provide the evaluation to UWSJC. For all projects, subrecipients may be selected to participate in a national evaluation, which would study their project along with similar projects in other jurisdictions that are focused on the same set of outcomes. In such cases, subrecipients may be asked to share information and data that is needed for the national evaluation.

Subrecipients are encouraged to consider how a Learning Agenda, either narrowly focused on U.S. Treasury ARPA funded projects or broadly focused on the community's broader policy agenda, could support their overarching evaluation efforts to create an evidence-building strategy for their jurisdiction.

### **Administrative Costs**

Generally, this Grant Project seeks to fund direct services for approved projects. As such, all direct costs for the delivery of the service are allowed. Additionally, direct costs are allowed to cover reasonable and proportionate expenses to administer the proposed project and services. Indirect costs are not allowed.

### **Cost Reimbursement**

All contracts will be on a cost reimbursement basis paid quarterly. Subrecipients/Sub awardees will be required to submit proper back-up documentation quarterly prior to payment for project eligible expenses as determined by the funding source regulations and requirements. Projects must be completed by June 30, 2024.

### **Match**

No match is required for U.S. Treasury American Rescue Plan Act funds.

### **Cost of Submitting Applications**

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to UWSJC. UWSJC will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview (*if required*).

## **Conflict of Interest**

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, is involved. The applicant or subrecipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described in 2 CFR 200.112 are currently in effect and as may be amended from time-to-time shall apply.

## **Federal, State, and Local Administrative Requirements**

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this NOFA will be required to comply with a variety of requirements governing the use of State and Federal funds. Additionally, agencies awarded funds through this NOFA will be required to provide access to their financial records to a representative of UWSJC or St. Johns County Government to evaluate their fiscal management systems. UWSJC staff will monitor each project to ensure compliance with the terms of the funding agreement between UWSJC and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

**Executive Compensation.** As required by the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, recipients must also report the names and total compensation of their five most highly compensated executives and their subrecipients' executives for the preceding completed fiscal year if (1) the recipient received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and received \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards), and (2) if the information is not otherwise public.

**SAM.gov Registration.** All eligible recipients are required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>).

**Recordkeeping.** Your organization must maintain records and financial documents for five (5) years after all funds have been expended or returned to the Treasury. Treasury may request transfer of records of long-term value at the end of such period (electronic storage recommended). Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Your organization must agree to provide or make available such records to Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and the Pandemic Relief Accountability Committee ("PRAC").

**Single Audit Requirements.** Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. Note that the Compliance Supplement provides information on the existing, important compliance requirements that the federal government expects to be considered as a part of such audit. The Compliance Supplement is routinely updated, and is made available in the Federal Register and on OMB's website: <https://www.whitehouse.gov/omb/office-federal-financial-management/>. Recipients and subrecipients should consult the Federal Audit Clearinghouse to see examples of Single Audit submissions.

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**Liability insurance is required for all Grants.** All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement, if awarded. **St. Johns County Board of County Commissioners and United Way of St. Johns County must be named as the Certificate Holder and the additional insured.**

**Handicapped Accessibility.** All projects must be accessible to persons with disabilities. Programs, information, participation, communications, and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

**Nondiscrimination** – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants. St. Johns County requires agencies to practice a person-centered model that incorporates participant choice and inclusion of all homeless subpopulations present in St. Johns County, including homeless veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI) individuals and families.

Funding is provided only to providers that operate in accordance with all federal statutes including, but not limited to the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act. All service providers, where assistance is provided through Community Planning and Development (CPD) programs, including assistance under the: HOME Investment Partnerships program (24 CFR part 92), Housing Trust Fund program (24 CFR part 93), Community Development Block Grant program (24 CFR part 570), Housing Opportunities for Persons With AIDS program (24 CFR part 574), Emergency Solutions Grants program (24 CFR part 576), Continuum of Care program (24 CFR part 578), or Rural Housing Stability Assistance Program (24 CFR part 579)., must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.

Additionally, funded agencies must maintain compliance with the HEARTH Act's involuntary family separation provision (42 USC 11361a), which ensures that emergency shelters, transitional housing, and permanent housing providers within the Continuum of Care do not deny admission to or separate any family members from other members of their family based on age, sex, marital status, gender, gender identity, perceived gender identity, sexual orientation, or disability, when entering shelter or housing.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements under §576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

**Formal Termination Policy** – Funded agencies must develop a formal Termination Policy that clearly

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describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination processes for rental assistance, leasing, and/or housing relocation and stabilization services must include written notice to the program participant, with a clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

**Supportive Assistance** – To the extent possible, funded agencies which serve the homeless persons must assure that homeless individuals and families are connected to appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving maintaining permanent, stable housing. Additionally, agencies must ensure that the homeless are assisted in obtaining other Federal, State, local and private assistance, where available. Low barrier access to programs and housing first models are encouraged. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services programs for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs. *The St. Johns County Continuum of Care encourages a “soft hand-off” model, which ensures transfer of client and referral information directly to the receiving case manager and prevents missed service connections.*

**Uniform Administrative Requirements** – Funded agencies compliance with all requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as outlined in 2 CFR Part 200. Compliance includes provisions related to procurement, suspension, debarment, program income, equipment, and real property management.

## **SECTION IV: Application Evaluation and Selection**

### **Threshold Requirements**

UWSJC staff will review applications to ensure the submission does NOT contain any fatal flaws, as listed below. If UWSJC determines the threshold requirements are not met, the project will be rejected, and the applicant agency will be notified in writing and provided a reason for the rejection. If the applicant, application, and project are determined eligible, the application will proceed to the Application Review Committee for evaluation.

#### **Fatal Flaws**

Applications that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applications received after the stated due date and time.
- Applications from an agency that is ineligible.
- Applicant that demonstrated incurable noncompliance based on the risk assessment.
- Application not signed by the agency official designated to execute contracts.

### **Application Review Process**

Applications that meet organization and project eligibility thresholds will move to the Application Review Committee for further project and applicant review and evaluations. The Application and Project Evaluation Criteria will guide the Committee's review. In addition, the Committee evaluation will determine which project will be recommended for funding and, as necessary, under what conditions. All applicants will be notified via email of their applicant status. (See Critical Dates for notification date).

### **Notice of Funding Decision**

UWSJC staff will provide written notice regarding the funding decision to each applicant by 5:00 PM, Friday, December 2, 2022.

## **Project Evaluation Criteria**

The criteria below will be used to evaluate project submissions.

### **Project Summary (Project Aim, Means and Outcome)**

- The applicant identifies COVID-19 related public health or negative economic impact(s).
- The applicant describes how the project will respond to the public health or negative economic impact.
- The project proposes an appropriate and proportionate solution to address the problem/needs.
- The project provided relevant facts demonstrating a current unmet need and the reason for the response. Forms of supporting documentation include statistics, internal program data describing trends or patterns, etc. *\*Refer to Logic Model-does logic model coincide or correlate with the application narrative.*
- The project will create a new service or expand/enhance existing services.
- The project's intended impact—outputs and outcomes goals are identified.
- The applicant provided project data to show the current state or starting point against which future data will be compared to show how well the project addresses the problem.
- The project is designed with equity in mind.
- The applicant submitted a clearly understood Logic Model and supporting details summarizing the project, including its inputs and resources, processes and activities, project context, outputs, and outcome.

### **Project Processes and Activities**

- Agency has an Outreach and Communication Plan to advertise the service or can clearly convey the activities related to outreach and communication.
- The project clearly defines and summarizes the project's key work activities (include the activity's short name, responsible staff role, beneficiary's role, etc.).
- The applicant discusses the criteria and/or identified a process for program implementation and workflow (i.e., eligibility criteria, decision points, conditional variables, etc.)
- The applicant has clearly described how the project will achieve the intended outcome.

### **Outputs and Outcomes**

- The applicant clearly defined and conveyed outputs and outcomes within the application narrative and the Logic Model.
- The applicant fully describes a unit of service (i.e., a meal, an hour of class, an hour of care, a night in a shelter, etc.)
- The applicant demonstrates the ability to collect and report data and information related to project performance measures and outcomes.
- Output and Outcomes - goals are measurable, quantifiable.
- Outcome or impact creates change upon beneficiaries or served communities.

### **Project Context**

***Project need is justified and demonstrated and is supported by the following factors:***

- The application clearly describes or lists programs that provide the same or similar services.
- The applicant describes how it collaborates with other organizations to reduce duplication and increase program efficiencies.
- The applicant clearly conveyed how their program differs from other similar programs in the community.

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- Project is Evidenced-Based and cites or identifies the source(s), level of evidence, and explains how this project incorporates this principle. The program also outlines methods to collect evidential materials.
- The applicant discussed how it would sustain the project after ARPA funding ends. Sustainability may include fundraising plans, leveraged resources, income-generating programs or services and more.
- The applicant provided success stories and other qualitative evidence of demonstrated past success.

**Budget**

- The project budget is a reasonably proportional response to the identified effect of the pandemic.
- Project Budget addressed and contained the following areas:
  - Total cost of the project
  - Total grant request for the project
  - Total organization budget
  - Percentage of program cost funded by application (grant request/cost of program)
  - Percentage of budget funded by this application (grant Request/total budget)

**SECTION V: Grant Risk Assessment and Project Application**

To begin the application process, register by completing an **Intent to Apply:** [unitedway-sjc.org/arpa](https://unitedway-sjc.org/arpa)

Registered applicants will be sent a **Risk Assessment** to complete, and applicants approved through the Risk Assessment will be provided a link to the formal application.