

City of Scranton
American Rescue Plan Act

**Notice of Funding Availability For Drug Overdose and Prevention Programs
Grant Guidelines**

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 Scranton has received a total of \$68.746M to respond to the COVID-19 public health emergency and its economic impacts.

The mission of the city's specific ARPA program is to give people access to resources, rebuild the infrastructure systems that impact their everyday lives, and foster real equitable wealth generation that targets the needs of Scranton residents. This mission statement is also accompanied by six (6) guiding principles:

1. **Recovery:** Use funds to equitably guide residents, businesses, nonprofits & local government out of the economic downturn and onto a path of financial recovery
2. **Response:** Enhance city health & emergency response capabilities
3. **Alignment:** Integrate ARPA Funds with ACT 47 Exit Plan Goals, long-term financial and tax strategies, & comprehensive economic development planning
4. **Sustainability:** Avoid one-time items and programs that incur unsustainable operational, maintenance, or other long-term legacy costs
5. **Leverage:** Tackle large infrastructure needs for a safer, healthier city
6. **Transparency:** Accountability, communication, collaboration

Scranton City Council approved ARPA funding to be made available as grants to community organizations, nonprofits, and small business that have faced economic hardship resulting from or exacerbated by the public health emergency. Below is a summary of the program, as well as eligibility requirements and documentation required for submission. Applicants may apply for multiple programs but must submit a separate application for each.

DEFINITION OF ECONOMICALLY DISADVANTAGED

In accordance with the City's mission to offer equitable recovery and investment resources to the community, grant applications for subrecipient awards will be reviewed and prioritized based on the target populations the beneficiary or its program will serve. Higher prioritization and consideration will be given to those applications that serve the economically disadvantaged populations within the city. According to a recent median household income study by race/ethnicity, it was found that the median income for Black or African American and Hispanic or Latino households is lower than the White and

Asian households located in the city. Programs and applicants that intend to serve these lower income communities will be given more consideration for funding than those that do not.

Additionally, the City's programs are intended to provide resources and aid to both Impacted and Disproportionately Impacted communities. According to the Treasury's guidance, a moderate-income household at or below 65% of the Area Median Income for the County, or below 300% of the Federal Poverty Guidelines is considered to be Impacted. A low-income household at or below 40% of the Area Median Income for the County, or below 185% of the Federal Poverty Guidelines or a household located within a Qualified Census Tract, or receives services provided by Tribal governments, is considered to be Disproportionately Impacted. Programs and applicants that intend to serve Disproportionately Impacted communities will be given more consideration for funding.

DDAP Drug Overdose Prevention:

In accordance with the Scranton ARPA mission, the city is seeking applications for Overdose Prevention Programs. In general, applicants will be required to 1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and 2) design a program that responds to that impact. Responses to the impact will be required to be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted. Applicants may also apply for funding to support or expand existing programs that fall within this category. For example, funding may be applied for and used to support providers of substance abuse treatment and prevention services.. Funding may be issued as grants or subrecipient awards and utilized for prevention, outpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction and long-term recovery support, services for pregnant women or infants born with neonatal abstinence syndrome, support for equitable access to reduce disparities in access to high-quality treatment, peer support groups, costs for residence in supportive housing or recovery housing, and 988 National Suicide Prevention Lifeline or other hotline services, expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery, and drug overdose treatment facilities and equipment. Multiparter programs will be given priority. Funding applications may also be submitted for eligible capital expenditures. To be eligible, capital expenditures must be detailed in the application and must directly respond to the pandemic and be proportional to the demonstrated impacted. They must also serve or provide benefits to City residents and support the drug overdose treatment or prevention program(s). The City's mission is to use ARPA funding as a catalyst for long-term sustainable programs. Awards are available up to \$50,000, or to an amount of need that may be clearly demonstrated by applicants.

GENERAL ELIGIBILITY REQUIREMENTS

The City's ARPA grant programs are designed to support residents, organizations, programs, and activities that benefit City of Scranton residents and community. Below are general eligibility requirements that all organizations must meet:

- Organization must be physically located in the City of Scranton OR provide evidence that the organization directly serves the residents/community of Scranton

- Be in good standing and registered with the City Single Tax Office as well as current with local taxes and trash fees
- Must have no current unpaid code enforcement liens or violations of any state, federal or local laws
- Must be current on all taxes including payroll, sales, unemployment, property, State, and Federal
- No owners, including all managing members and/or officers, have been convicted of financial crimes within the past three (3) years
- Provide proof of insurance to the satisfaction of the City prior to the receipt of any funding.
- During the period beginning on March 1, 2021 and ending at the time the application is submitted, the applicant has not received alternate Federal grant funding to cover these same costs and/or impacts

PROGRAM-SPECIFIC ELIGIBILITY REQUIREMENTS

In addition to the general eligibility requirements, below are specific eligibility requirements for each program available for funding award:

- Must be a Non-Profit, Private Entity, or Governmental Agency
- Must have been providing service for at least (6) six months at the time of application
- Must be licensed to provide service, if applicable

REQUIRED DOCUMENTATION

Below is a list of required documentation for beneficiary award applications. In general, applicants will be required to 1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and 2) design a program that responds to that impact. Responses to the impact will be required to be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted. Applicants may also apply for funding to support or expand existing programs that fall within this category - these statements will be required as part of the application submission. Examples of general documents that may be required for organizations, businesses, and agencies to provide proof include:

- Last 2 fiscal years' bank statements for the organization
- Copy of IRS letter or certificate, verifying tax-exempt status (*if applicable*)
- Copy of Annual IRS 990 Form (*if applicable*)
- Federal Tax Identification Number
- Current copy of IRS W-9 Tax Form
- Copy of Tax Returns for the three most recent years
- List of Board of Directors
- Articles of Incorporation
- List of monetary and/or in-kind donations from the City of Scranton (*if applicable*)
- Disclosure statement if Owner(s) hold greater than a 10% interest in the company/organization

GENERALLY ELIGIBLE USES

Below is a list of generally eligible uses of funding. This is not an exhaustive list. Therefore, any programs or uses that align with the first bullet point may be considered for review

- Funding for new or existing programs and projects designed in response to the COVID-19 pandemic, the broader health impacts of the COVID-19, and the COVID-19 public health emergency, including drug overdose treatment and prevention services.
- Funding for programs that increase awareness about substance abuse, increasing the safe recreation outlets available, increasing the awareness about the services available in the community, and collaborative efforts to address transportation to and from service provider facilities
- Funding to support multi-partner grants, intergenerational trauma and addiction, trauma-informed care, adverse childhood experiences, intimate partner violence, community support services, further development of community partners, community and school-based education, a community anti-drug coalition, and harm reduction strategies, and expanding the role of certified recovery specialists.
- Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support
- Enhanced drug prevention services in schools
- Support for equitable access to reduce disparities in access to high-quality treatment
- Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
- Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
- Services for pregnant women or infants born with neonatal abstinence syndrome
- Drug overdose treatment and prevention facilities & equipment

INELIGIBLE COSTS

- Loss that bears no relation or is 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.
- Payment of interest or principal on outstanding debt instruments.
- Inherently religious activities, such as worship, religious instruction, or proselytization and/or those that promote or inhibit religious interest.
- Lobbying, support of candidates for public office, or other political activities.
- Funding for programs or organizations that do not serve City of Scranton residents.
- Funding for programs that have already applied for and been awarded alternate federal funding - duplication of benefits will not be allowed Expenses reimbursed or eligible for reimbursement through any other contract or agreement with the City, including but not limited to City Small Business Assistance previously administered or CARES Act funding

GRANT PERIOD

Eligible programs or projects will typically be funded for programming beginning November 2022 and ending on or before September 30, 2026. By April 2023, awarded applicants will be required to provide evidence to the City of progress in initiating or funding new or existing programs. Funding for programs will end on September 30, 2026 and all funds received by the applicant for these programs will need to be fully expended and reported back to the City.

APPLICATION PROCESS

The City of Scranton ARPA grant program applications will be available through the City's website at www.scrantonpa.gov from August 22, 2022, through September 16, 2022. Late submissions will not be accepted.

The application packet must include the information listed below.

- Completed Application
- List of required documents per program

City and ARPA advisory staff are available to answer questions about the application requirements, eligible activities, or the funding process once the application is posted through the deadline. Please contact Christopher Hughes at chughes@scrantonpa.gov with questions.

APPLICATION REVIEW PROCESS

City staff will review grant applications for completeness and eligibility. Applicants may be asked to revise proposals or provide additional information.

Complete and eligible applications will then be reviewed by a review panel.

APPLICATION REVIEW CRITERIA

Award allocations will be based on the total number of applicants, completeness of applications, expense eligibility, organizational need, community benefit, and organizational operating budget size. No cash match is required.

Review panel members may consider the following factors in their evaluation:

- Organization is a qualifying and eligible entity
- Impact of COVID-19 is clear and demonstrated and program designed to respond the impact is direct and reasonably proportional
- Impact of other Federal, County, or City assistance received, alone or in comparison to other applicants
- Fiscal and administrative capacity to administer the funding in compliance with requirements
- Grant budget is provided, reasonable, and aligns with eligible expenses
- Alignment of the request with the City's mission and vision
- Demonstrated partnership with other community entities
- Impact the funding request will have on under-served groups and local community

- Program delivery includes that included communication in multiple languages, appropriate care around cultural sensitivities, and targeted outreach to underrepresented, underserved, or historically marginalized populations
- If the applicant has received, or intends to receive, alternate funding from other federal or state sources for the same request
- If the applicant has previously administered or been awarded federal funds
- Applicants' quality of key performance indicators submitted to monitor the programs success
- Anticipated long-term impact the funding will create within the community
- Applicants identification of outcomes and impacts that will remain after the programs initial implementation phase, if funded
- Applicants' readiness to fund and capacity for implementation
- Organization and program viability – will the program continue to be sustainable without continued funding support from the City of Scranton
- Ability to fully expend funds by September 30, 2026
- Other factors as deemed appropriate by the panel members

APPLICATION TIMELINE

The City anticipates the following schedule for reviewing submitted applications for the Non Profit Grants and determining funding awards, information will follow for other funding opportunities:

August 22, 2022	Release of application (Non-profit grant only)
August 26, 2022	Information Session and Assistance
September 16, 2022	Deadline for application submissions
September 16, 2022 – October 11, 2022	Application review period
October 11, 2022	Award determinations
November 1, 2022	City staff begin drafting grant agreements

AFFIDAVIT, WAIVER, AND RELEASE FORM

All nonprofit, governmental and business organizations offered a grant who choose to accept the grant will be required to sign a non-negotiable affidavit, waiver, and 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.

AGREEMENT REQUIREMENT & MONITORING

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 a grant agreement between the applicant organization and the City. All awarded funds for new programming/activities must be expended no later than September 30, 2026. Failure to comply with this requirement may result in disqualification from future grant cycles. Additional information may be required at the City's discretion, based on the usage of funds.

EXIT REPORT

An Exit Report will be required at the end of each grant agreement. Awardees must submit the Exit Report to the Office of Community Development by December 31, 2026. Failure to submit an Exit Report may result in disqualification from future grant cycles.

PROGRAM CONTACT

Please contact Christopher Hughes with all inquiries regarding the City of Scranton American Rescue Plan Act Grant Program Application via email at chughes@scrantonpa.gov.