



TOWN OF GREENWICH
AMERICAN RESCUE PLAN ACT (ARPA) NONPROFIT FUNDING
REQUEST FOR PROPOSAL (RFP)

A. BACKGROUND

The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan (ARP), is a \$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by the President on March 21, 2021, to speed up the United States' recovery from the economic and health effects of the COVID-19 pandemic.

The ARP will be providing billions of dollars in relief to states and local governments. The Town of Greenwich is expected to receive \$31,399,117. The ARP presents a great funding opportunity for the Town to revitalize the community after the hardships endured throughout the COVID-19 pandemic.

B. PURPOSE OF RFP

The Town of Greenwich is seeking proposals for program and project funding that fit the criteria of assistance to nonprofits to respond to the public health emergency or its negative economic impacts.

C. PROPOSAL REQUIREMENTS

All applicants must meet eligibility and submit the required information to be considered for a funding recommendation. To be considered for funding, applicants must:

1. Submit a complete and responsive application.
2. Attach any supplemental information that demonstrates the implementation of the program or project.
3. Applicant organization must be a 501(c)3 nonprofit organization to apply. Organizations can use a fiscal sponsor who is a 501(c)3 to serve as the "applicant".
4. Applicant organization must have a bricks and mortar physical presence and/or office in the Town of Greenwich and serve primarily residents of the Town.
5. Applicant organization must have no outstanding financial obligations to the Town of Greenwich (e.g., property taxes, personal property tax, motor vehicle tax, past due bills, etc.)

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6. Applicant organization must be an established organization in operation for at least one full year prior to the start of the pandemic (March 2020).
7. Award must be used by grantee and cannot be used to make additional grants to other organizations.
8. Applicant organizations must be able to comply with federal reporting guidelines, including but not limited to: Grantees who receive \$50,000 or more will be required to submit quarterly project and expenditure reports. At a minimum, all grantees will be required to provide periodic grant reports.

D. TERMS AND CONDITIONS

1. All responses to this RFP become the property of Town, and as such may be subject to public review.
2. Any costs and expenses incurred by an organization in preparing or submitting responses are the sole responsibility of the respondent.
3. This RFP does not commit the Town to award funds.
4. The Town reserves the right to request additional information and/or clarification from any of the respondents to this RFP.
5. A respondent must be prepared to present evidence to their responses to satisfactorily meet the requirements set forth or implied in the RFP.
6. Respondents may be asked to attend a meeting or be interviewed to provide further explanation to the Town's RFP Evaluation Committee.
7. Respondents agree there is an expectation that quantitative and qualitative information may be required on an as needed basis for reporting requirements.
8. Respondent agrees to the following funding payout schedule:
 - a. Initial payment (anticipated March 2022) 50%
 - b. Final payment (after program/project is complete) 50%

At the Town's discretion and after consultation with the respondent, the payout schedule may be altered.

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9. All respondents to the RFP must conform to instructions. Failure to include required signatures, meet deadlines, answer all questions, follow the required format, or failure to comply with other requirements of the RFP may be considered appropriate cause for rejection of the response. All communication must be done through the Town Administrator/COO.
10. The contract produced from the selection process will represent the entire agreement between the respondent and Town and will supersede all prior negotiations, representations, or agreements—alleged or made—between the parties.
11. The Town may terminate the funding agreement, in whole or in part, for default based on the following conditions: (i) Respondent fails to provide the Town with timely and/or acceptable progress reporting data; (ii) insolvency of the respondent; (iii) loss of key personnel responsible administering the program/service; (iv) lack of responsiveness to Town inquiries; or (v) respondent fails to fulfill any of its obligations. Prior to termination, the Town shall notify respondent of the default condition and shall allow respondent thirty (30) calendar days within which to rectify the condition. If the condition is ameliorated within the allowed period, the funding agreement shall remain in full force and effect. If the default condition remains beyond the allowed period; Town may terminate the funding agreement, in whole or in part by written “Notice of Termination” to the respondent stating basis for termination and effective date.

F. REVIEW & SELECTION CRITERIA

Proposals will be reviewed by the Town of Greenwich ARP Grant Review Committee. The Committee will consider the applications and provide the First Selectman with a list of funding recommendations. Please note that the Review Committee serves strictly in an advisory role, and all funding must be approved by the BET and RTM.

The review process will consider the attached review rubric. The five criteria will be reviewed as either Green, Yellow, or Red. The overall review will be used as the basis for ultimately determining funding recommendations.

The Town strongly encourages applicants to read and understand the eligible use of the funds for nonprofits to respond to the public health emergency or its negative economic impacts. The U.S. Department of the Treasury [website](#) has important information to review, such as the [FAQs](#) and [Interim Final Rule](#).

Additional resources and information are available on the Town of Greenwich’s website: <https://www.greenwichct.gov/1946/American-Rescue-Plan>.

If you have any questions about the application, please contact Ben Branyan, Town Administrator/COO, by email at ben.branyan@greenwichct.org.

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G. ANTICIPATED KEY DATES

Date	Event
November 29, 2021	RFP Released
December 29, 2021	Deadline for Submitting RFP (11AM)
Dec 29-Jan 10, 2022	Review and Evaluation Process
Jan 10-14, 2022	ARP Committee makes Recommendations to BET
January 2022	BET Budget Committee & BET Review of Recommended Funding
February 18, 2022	Recommended Funding Submitted to RTM
March 14, 2022	RTM Action on Funding Recommendations
March 15, 2022	Funds available for disbursement

H. DELIVERY OF PROPOSALS

The completed PDF application must be emailed to Ben Branyan, Town Administrator/COO, at ben.branyan@greenwichct.org by:

11:00 AM on Wednesday, December 29, 2021

Proposals received after that date and time will not be accepted. Early submissions are recommended and encouraged.

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TOWN OF GREENWICH

American Rescue Plan Funding Application

Town Hall • 101 Field Point Road • Greenwich, CT 06830

Office Phone: (203) 622-7710 • Email: ben.branyan@greenwichct.org

Organization Information

Legal Name of Organization: _____

Doing Business As: _____

Street Address: _____ City: _____ Zip: _____

Website: _____ Year of Formation: _____

	CEO/Executive Director	Project Coordinator (if different)
Name		
Title		
Email Address		
Phone Number		

Taxpayer Identification Number: _____ DUNS Number (Required*): _____

*DUNS Number can be obtained [here](#).

Is your DUNS Number registered with [SAM.gov](#) (Required)? Yes ___ No ___

Have attached a current nonprofit 501(c)(3) tax exempt status, as confirmed by IRS: Yes ___ No ___

I certify that I have the legal authority of the organization represented in this application to submit this request for funding on its behalf, and I further certify that the information submitted in this application is true and correct to the best of my knowledge. I understand that the Town of Greenwich will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

If awarded, my organization intends to enter into a contract with the Town of Greenwich, provide liability insurance as may be required for the duration of the contract naming the Town of Greenwich as an additional insured and in an amount determined by the Town.

AUTHORIZED SIGNATURE/TITLE

DATE

Project Information

Project Name: _____

Total Project/Program Cost: _____ **Amount Requested*:** _____

*Attach detailed itemized budget to support amount requested.

Have you received other COVID-19 relief funding related to this project/program? Yes ____ No ____

If Yes, please provide details on funding: _____

Estimated Project/Program Schedule: Start Date: _____ **End Date:** _____

Project Description:

Discuss and describe the community need to be addressed. How will this project or program address the community health and/or economic impact of COVID-19?

Explain your organization’s experience and ability to implement, administer, and manage the proposed project/ program. How will success of this request be measured?

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REVIEW RUBRIC

	GREEN	YELLOW	RED
Planning/Strategic	Program or project aligns with recommendations in Town's POCD and/or 2020-2024 Consolidated Plan (CDBG).	Program or project related to Town goals listed in a Town plan or process.	Not linked to an existing Town plan or process.
Transformative	Makes a permanent and noticeable change in a service or community condition.	Has potential for noticeable change in a service or community condition, but not fully demonstrated.	Demonstrates a short-term or no noticeable change in a service or community condition.
Scale and Management	Requesting organization provides same or similar service on a consistent basis.	Requesting organization provides same/similar service on a periodic basis.	Requesting organization has not previously provided same/similar service.
Collaborative	Partnerships/funding from other organizations have been identified to improve return on investment of proposal.	Partnerships/funding from other organizations have been requested or are under consideration to improve ROI of proposal.	Does not have partnerships/funding from other organizations to improve ROI of proposal.
Equity	Majority of impact/investment is in disadvantaged communities, businesses, or disparities caused by COVID-19.	Some impact/investment in disadvantaged communities, businesses, or disparities caused by COVID-19.	Little to no impact/investment in disadvantaged communities, businesses, or disparities caused by COVID-19.

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