

## REQUEST FOR PROPOSALS

District-level American Rescue Plan Act Funds, Cuyahoga County Council District 2

May 11, 2022

### Announcement

The purpose of this announcement is to request proposals for funding under the first round of American Rescue Plan Act (“ARPA”) funds that have been allocated for the benefit of Cuyahoga County Council District 2. The application process is further described below. Applications must be submitted to Trevor McAleer, Cuyahoga County Legislative Budget Advisor, at [tmcaleer@cuyahogacounty.us](mailto:tmcaleer@cuyahogacounty.us) no later than Friday, June 10, 2022, at 4 PM.

### Background

Cuyahoga County has been allocated approximate \$240 million in federal ARPA funds. Of this amount, \$86 million has been allocated for community and economic development projects, including projects that will facilitate the delivery of health and social services. However, since this is one-time money, proposals should not be submitted that would fund operations for which there is no clear path to sustainability. Of the \$86 million, \$6 million has been informally allocated to primarily benefit Cuyahoga County Council District 2, which comprises all of Lakewood, Brook Park, and Cleveland Ward 17, and most of Cleveland Ward 16.

### Areas of Focus

The Council will consider a wide range of potential projects, but proposals are expected to be for use of one-time money, as opposed to ongoing operations. Proposals beneficial in the areas of community development and place-making, economic development, environment, social services or cultural infrastructure, and technical innovation are encouraged. Projects for which other substantial funding streams are available, such as road and bridge projects, are less likely to be considered.

### Project Proposal Review Committee

A Project Proposal Review Committee will be created to review and score proposals received through this request for applications.

### Fund Availability

There will be multiple funding rounds for the District 2 ARPA funds. This announcement only covers the first round. Subsequent announcements will be issued for future rounds. Not more than \$3 million will be allocated in the first round. It is possible that less than the full \$3 million may be allocated in the first round; however, the intention is to allocate at least a substantial portion of these funds. Of the \$3 million, \$2.5 million shall be reserved for projects that are either located in Cuyahoga County Council District 2 or for which the project’s predominant impact will be in Cuyahoga County District 2. For the remaining \$500,000, projects of county-wide significance with significant impact in Cuyahoga County Council District 2 may also be considered.

### Maximum Funding Request

The maximum funding request that may be submitted is \$1.5 million.

### Eligible Applicants

Applicants may be municipalities, Community Development Corporations, or non-profit organizations.

### Submission of Applications

Applications shall be submitted using the application form that is provided at the end of this letter. All questions in the application form must be answered. Applicants may attach additional sheets to answer questions in more detail. There is no limit on proposal length, but a reasonably concise application is expected. Applicants who intend to work in partnership with other organizations should include letters of support from their proposed partners. Applications shall be sent to Trevor McAleer at [tmcaleer@cuyahogacounty.us](mailto:tmcaleer@cuyahogacounty.us) no later than Friday, June 10, 2022, at 4 PM.

### Substantial Compliance

The County may allow minor deviations from the application process requirements or allow applicants to correct unintended errors. However, in fairness to all applicants, such allowances shall be handled consistently and shall be limited to errors or omissions that do not prevent the applicant from being in substantial compliance with the application process.

### Procurement Process

Applications shall be selected for funding through a three-step process.

1. Proposals received will be reviewed and scored. If a very large number of applications is received, there may be an initial review to select a smaller number of applications for full scoring. The general approach to scoring will be as follows: applicant capability (20 points), proposal specificity and feasibility (20 points), project readiness (10 points), cost-effectiveness and leverage (10 points), project impact (40 points).
2. Using the scoring results, a determination will be made on much money to allocate in the first round and which projects to recommend. Some modest deviation from the ranking of applications may be considered to achieve a good geographic distribution of projects within the district.
3. Once a determination is made, legislation for contracts to implement the awards will be prepared and submitted to County Council for approval. All proposals funded under this announcement must be approved according to the regular Cuyahoga County government legislative process as described in the County Charter and the County Code.

### Timeline

The scoring process is expected to be completed no later than July 29, 2022. The recommendations will be available when the scoring process is completed. In most cases, projects that are ready to be implemented upon recommendation should be able to complete the contracting and legislative process by December 6, 2022, the date of the last Cuyahoga County Council meeting of the year.

Contact Information

Please direct any questions regarding this application process as follows:

Trevor McAleer, Cuyahoga County Council Financial Policy Analyst

O: 216-698-6472

E: [tmcaleer@cuyahogacounty.us](mailto:tmcaleer@cuyahogacounty.us)

Dale Miller, Councilperson, District 2

O: 216-698-2011

E: [damiller@cuyahogacountycouncil.us](mailto:damiller@cuyahogacountycouncil.us).



## Cuyahoga County Council

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### COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b>	
<b>Address of Requesting Entity:</b>	
<b>County Council District # of Requesting Entity:</b>	
<b>Address or Location of Project if Different than Requesting Entity:</b>	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b>	
<b>Contact Name of Person Filling out This Request:</b>	
<b>Contact Address if different than Requesting Entity:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Federal IRS Tax Exempt No.:</b>	<b>Date:</b>

## **PROJECT DESCRIPTION**

**REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

**Project Start Date:**

**Project End Date:**

**IMPACT OF PROJECT:**

**Who will be served:**

**How many people will be served annually:**

**Will low/moderate income people be served; if so how:**

**How does the project fit with the community and with other ongoing projects:**

**If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:**

**If applicable, what environmental issues or benefits will there be:**

**If applicable, how does this project serve as a catalyst for future initiatives:**

**FINANCIAL INFORMATION:**

**Total Budget of Project:**

**Other Funding Sources of Project (list each source and dollar amount separately):**

**Total amount requested of County Council American Resource Act Dollars:**

**Since these are one-time dollars, how will the Project be sustained moving forward:**

## DISCLAIMER INFORMATION AND SIGNATURE:

### Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

### Printed Name:

Signature:

Date:

## Additional Documents

Are there additional documents or files as part of this application? Please list each documents name: