

Notice of Funding Opportunity



Daniel Horrigan, Mayor

American Rescue Plan
2022 Acquisition and
Rehabilitation Program

City of Akron

September 30, 2022

CITY OF AKRON, OHIO | MAYOR'S OFFICE OF INTEGRATED DEVELOPMENT
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PROGRAM OVERVIEW

The City of Akron, Ohio (the “City”) will invest \$3,500,000 in eligible affordable housing by providing grants to Akron’s Nonprofit community for acquisition and rehabilitation of existing structures. All applications will be accepted through October 31, 2022, an online application will launch on October 7, 2022.

Purpose

The purpose of this program is to partner with local nonprofits to proactively address the negative economic impacts that the pandemic has had on neighborhoods and communities. The City of Akron will work with non-profits to invest in affordable housing projects that promote long term housing stability, and to identify projects that will create a diverse range of affordable rental and rent-to-own opportunities for low- and moderate-income households.

By deploying federal American Rescue Plan funding to support investments, the City aims to foster the environment necessary to retain and rehabilitate quality, safe affordable housing for Akron residents and neighborhoods.

Funds Available

The City of Akron set aside \$3,500,000 in American Rescue Plan Act (ARPA) funds to address housing disparities. All awards will be structured as grants with performance milestones and reporting requirements. The award(s) may be granted to one or more applicants.

Program Timeline

E-Application Opens	October 7, 2022
Informational Session for Applicants	October 14, 2022
E-Application Closes	October 31, 2022
Scoring and Review Process	November 1-November 14, 2022
Grant Performance Period	December 1, 2022- June 30, 2026

Eligible Applicants

- Applicants must be a 501(c)(3) nonprofit organization.
- Must have the ability to reconcile, monitor, and report the use of federal funds associated with the COVID-19 pandemic.
- Must be able to demonstrate an appropriate use of the funds in accordance with the stated purpose of the American Rescue Plan – State and Local Fiscal Relief Fund guidance.
- All procurement transactions for the acquisition of property or services under a federal award must be conducted in a manner providing full and open



competition. The recipient must have and use documented procedures for any methods of procurement.

- Must be able to demonstrate previous project team, including any previous projects requiring monitoring and federal reporting, that have been undertaken in the past five (5) years.
- Be in good standing with the State of Ohio at the time of application submission.
- Must be registered on SAM.gov.

Eligible Costs

"Eligible Costs" are at least one, or any combination, of the following expenditures:

- Acquisition fees or costs for real property;
- Gap financing, fees or costs for alteration, improvement, or rehabilitation of buildings of an approved project, including fees and costs paid to a governmental entity for permits, zoning, and inspections;
- Costs associated with site improvements such as access (including ADA improvements);
- Professional fees or costs for an approved project, including: accounting, appraisals, architectural and legal;
- Other soft costs associated with the rehabilitation, not to exceed \$2,500.

Project Considerations

The most competitive project submission will clearly address the impacts of the COVID-19 pandemic by responding to the criteria below:

1. **Meet ARPA Timeline:** All project funds must be able to be obligated (i.e., under contract) by December 2024, and expended by June 2026.
2. **Funding support and match:** The most competitive proposals will include a financial contribution from another local or state entity, foundation, LIHTC award letter or private funding, including foundations. Allowable sources for fund layering includes but is not limited to: HOME, HTF, CDBG, and LIHTC
3. **Location:** Projects must be located in Federal [Qualified Census Tracts](#) (QCT) and/or located in Akron's Great Streets districts.
4. **COVID-19 impact:** Applicants must address how the proposal is responsive to the negative public health and/or economic impacts of the COVID-19 pandemic and complies with all ARPA requirements, as described in the [Final Rule](#) and [Final Rule Overview](#).



5. **Capacity:** The applicant should have experience implementing a project of a similar scope or look to partner with an organization that has said experience.
6. **Long-term impacts:** Competitive applicants must be able to articulate how the proposal will have a long-term impact in the community including addressing how it will promote long-term housing stability.
7. **Alignment with Existing Strategy:** Project should demonstrate how it supports the vision and goals stated in Planning to Grow Akron 2.0 and/or Great Streets programming.

Specific Project Categories

All projects must be responsive to the negative public health and/or economic impacts of the COVID-19 pandemic and must fit within and provide reporting for one expenditure category. Applicants will be asked to identify the project/program category from the list below that is most applicable to what they are proposing:

Long-term Housing Security: Affordable Housing (E.C. 2.15)

- See [Final Rule Overview](#) pages 19 and 20 for guidance on disproportionately impacted communities and eligibility of investments in affordable housing, which is further detailed on pages 103-109 of the [Final Rule](#).

Strong Healthy Communities: Rehabilitation of Properties (E.C. 2.23)

- See [Final Rule Overview](#) pages 19 and 20 for guidance on disproportionately impacted communities and eligibility of investments in the demolition and rehabilitation of properties, which is further detailed on pages 133 to 137 of the [Final Rule](#)



APPLICATION PROCESS

The application window will begin starting on October 7, 2022. All applications must be submitted by October 31, 2022.

Application Requirements

- ☐ Agency name
- ☐ Agency physical address (and mailing address if different)
- ☐ Agency director name
- ☐ Applicant primary point of contact name and contact information
- ☐ [Taxpayer Identification Number](#) found on tax returns or other forms filed with the IRS
- ☐ [Unique Entity ID \(UEI\)](#) found on SAM.gov
- ☐ Total amount of funds being requested
- ☐ Total project cost
- ☐ Project name
- ☐ Project Location(s)
- ☐ Provide a scope of work of proposed project, including the following items(12 points):
 - What are the program/project goals?
 - Who is the primary beneficiary or population to be served?
 - Clearly describe the structure of how the project will operate (e.g., use of sub-contractors, etc.)
 - Approximate number of households or individuals who will benefit from the project
- ☐ Provide a narrative description of the pandemic-related harm or need to be addressed and why the harm was exacerbated or caused by the public health emergency. (5 points)
- ☐ Describe how the project will address the negative economic impacts or harm to the community or industry caused by the pandemic and how the rehabilitation project is an appropriate, related and reasonably proportional, response to that harm and in compliance with federal guidance. (12 points)
- ☐ Specifically identify if a) the project takes place in a Qualified Census Tract or Great Streets District (5 points)
- ☐ Project Status Description and cost estimates, if necessary. (4 points)
- ☐ Description of any property acquisition or easements necessary for this project to move forward. (4 points)
- ☐ Project schedule and timeline indicating how the projects will be completed before June 30, 2026, as funds need to be expended by that date, or other information that can show project readiness (4 points)



- ☐ Project team experience and relevance to proposed project, including any previous projects requiring monitoring and federal reporting that have been undertaken in the past five (5) years, and the status of those projects. (6 points)
- ☐ Evidence for other sources of funds for this project, including the type and amount of local financial support received for this project. Letters of Intent or Commitment, when available. (8 points)
- ☐ Explanation of project's long-term impact on the community. (10 points)
- ☐ Description of how your project contributes to the community's vision and priorities as laid out in Planning to Grow Akron 2.0 or the existing "Great Street" programming. (10 points)

Required Documents (20 points)

Please include the following required attachments to your application:

1. Project budget (if submitting anything in addition to the budget in the application)
2. A one (1) page budget narrative that describes each line item
3. IRS Tax Exempt Confirmation letter (501(c)(3))
4. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
5. Current organization chart with names of staff members
6. List of current Board of Directors and terms of office
7. A map of the neighborhood(s) served with defined boundaries
8. For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted audit. All for-profit partnership created for the sole purpose of applying for and receiving Low Income Housing Tax Credits (LIHTC), should also include their Partnership Agreement
9. Commitment letters, letter of intent, or other proof of secured or promised matching fund
10. A completed non-profit subrecipient risk questionnaire form and associated materials

Please include:

Along with the required supplementary application documents, which include:

- Detailed construction estimate(s) for the proposed work (including permitting fees).
- Detailed project budget
- Drawings of the improvements to be completed (if available)
- Proof of financial ability, and
- Photos of the building in jpeg format (please, no PDFs)



Request for Bids: Following final approval by the City of Akron, the applicant will be responsible for securing bids for all work to be completed under the project. Prospective bidders should be provided a copy of the approved design details/construction drawings, detailed construction specifications, and contract conditions (i.e., current prevailing wage rate determination, insurance coverage requirements, licensing requirements, etc.). All procurement transactions must be conducted in a manner that comply with procurement standards in CFR 200.318 through 200.327 described below.

Micro-purchases (purchases under \$10,000)

- If the purchase is below the micro-purchase threshold (\$10,000), subrecipients do not need to procure it through competitive bidding and may simply make the purchase.

Small Purchase Method (purchases under \$250,000)

- Under the simplified acquisition threshold (\$250,000)
- Gather price or rate quotes from an adequate number of sources (minimum of 2)
- Distribute the solicitation among a range of qualified vendors

Competitive Procurements (all purchases over \$250,000)

- a) Formal procurement methods require following documented procedures. The following formal methods of procurement are used for procurement of property or services, usually through a process known as a “Request for Proposals” or RFP. This can include Sealed bids/formal advertising; Competitive proposals; or Noncompetitive proposals (sole source)

Note: The selected contractor(s) are required to maintain a business license with the City of Akron or Summit County, as well as, insurance coverage in the type and amounts deemed necessary by the City. Additionally, selected contractors must comply with Federal requirements and restrictions related to fair labor standards, equal opportunity employment, conflict of interest and certain environmental protection issues.

Project Budget

All budget items must be reasonable and critical to your proposed activities. The goal of the budget is to provide a clear and concise description of the expenses



requested to support the activities in your application. A successful budget will show what each grant expense is, how much it costs, and the calculation used to get that amount.

As a result, applicants will be required to submit the following two items with their application:

- 1) **A one (1) page budget narrative** that describes each line item and the calculation used to get that amount. Suggested detail to include provided below:
 - **Personnel Cost:** Name, pay rate, labor category, # of hours
 - **Professional Services:** Purpose of services, rates, # of hours/fixed fee and services provided
 - **Materials & Supplies:** Itemized list (including quantity, unit, rate), use/purpose
 - **All other proposed costs:** Rationale/justification, costs, allocation methodology and purpose.
- 2) **A budget summary** that includes the following:

U.G PROVISIONS	ITEM	GRANT FUNDING	OTHER FUNDS (MATCH)		Secured YES/NO
			AMOUNT	SOURCE	
	Acquisition				
	<i>Land/ Building Cost</i>				
	Project Expenses - Please itemize				
200.453	<i>Examples include: construction, equipment, labor, materials, etc.</i>				
200.459	Professional Services				
	<i>Survey</i>				
	<i>Environmental</i>				
	<i>Architectural Drawings, Renderings, Etc.</i>				
	<i>Legal</i>				
	<i>Other (Please specify)</i>				
200.414	Soft Costs				
	Total				



The table above should be filled in completely and reflect all costs related to the project. The first column provides links to the relevant CFR 200 cost principles for your reference. The second column should list the itemized line items. The third column should list the cost to be paid by this grant. The fourth column should reflect funding that is anticipated from other sources. The fifth column should list the entire budget for the project.

More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e., cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Eligible reimbursements are based on items in your approved project budget.

Any costs incurred before the effective date of the contract or after the termination date of the contract will not be covered by the grant. Matching funds must be expended within the period of the grant agreement.

Subrecipient Risk Assessment

Pursuant to [2 CFR 200.332](#), any entity who receives a subaward is considered a subrecipient. All subrecipients must complete a subrecipient risk assessment, which is a way to evaluate the potential financial and compliance risk of a subrecipient.

A subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward may be determined based on the outcome of the risk assessment.

Application Review Process

All of the applications will be reviewed and scored by the City.

After receiving and reviewing the written application, the City may elect to have the application presented in person or ask for clarifications in writing.

Applicants shall not assume that any information shared with the City prior to this Notice of Funding Opportunity (NOFO) will be considered in the evaluation process. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed on only the information submitted in response to the NOFO unless a presentation or clarification is requested. Should this occur, all of these factors will be used to determine the outcome.



Monitoring and Reporting Requirements

Monthly progress reports and a short final report evaluating the success of the project are required as a condition of receiving reimbursement under the contract. Monthly reports must be submitted in order to be reimbursed project expenses.

A recipient must commit to assisting the City with [compliance and quarterly reporting requirements](#) required by the U.S. Department of the Treasury. The City has developed reporting tools which are subject to change based on U.S. Department of the Treasury reporting requirements. The City will finalize reporting requirements with applicants during the grant agreement process and will send applicants templates for reporting in advance of deadlines.

Example indicators per the Treasury guidance include but are not limited to:

- a) **Obligations and Expenditures:** Recipients will be asked to report:
 - a. Current period obligation
 - b. Cumulative obligation
 - c. Current period expenditure
 - d. Cumulative expenditure
- b) **Project Status:**
 - a. Not Started
 - b. Completed less than 50 percent
 - c. Completed 50 percent or more
 - d. Completed
- c) **Number of households served** (by program if recipient establishes multiple separate household assistance programs)

Furthermore, City staff will periodically conduct on-site monitoring of each project. This will include observing project activities and a review of files and financial records. Any deficiencies or required corrective actions will be noted in a formal letter to the grant recipient.

Federal Interest in Real Property

Any real property acquired or improved with SLFRF program grant funds will need to comply with Subpart D of the Uniform Guidance. According to [2 CFR 200.311](#) there will be a Federal Interest in Real Property should the subrecipient decide to dispose of the parcel or change its use in the future.



During the period of performance (March 2, 2021 – December 31, 2026), a recipient may use property, supplies, or equipment purchased or improved with SLFRF funds for any eligible use. If a subrecipient wants to change the use of an asset to an ineligible use or sell the asset, the subrecipient must follow the disposition procedures in the Uniform Guidance.

After the period of performance, the property, supplies, or equipment may be used for any other eligible purpose in the same eligible expenditure category as the purpose reported to Treasury as of the final reporting period. If the subrecipient wants to use the asset for a purpose outside its final eligible use category, they must follow the disposition procedures in the Uniform Guidance and request approval from the prime recipient.



Appendix 1 - U.S. Treasury Guidance (SLFRF Resources)

- Final Rule (FR) ([link](#))
- Overview of the Final Rule ([link](#))
- Frequently Asked Questions ([link](#))
- Compliance and Reporting Guidance ([link](#))

Appendix 2 - Uniform Guidance Summary

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the “Uniform Guidance” or “UG”) provides the framework in which most federal programs operate. However, various COVID-19 Stimulus programs were selective in which provisions of the Uniform Guidance were adopted.

The Uniform Guidance is comprised of six subparts, labeled A through F. UG Subparts A, B, and C are generally focused on federal agency grantors (pre-award) and not considered applicable components for State and Local grantees. Subparts D, E, and F are applicable to State and Local grantees and will needed to be complied with as applicable by individual program.

Following is a summary of some of the key provisions that may be applicable to grantees. For the full text of the Uniform Guidance, see [ecfr.gov](https://www.ecfr.gov).

Subpart A—Acronyms and Definitions

This subpart defines key terms and includes references to applicable sections throughout the UG.

Subpart B—General Provisions

This subpart addresses the applicability of the UG (generally to federal agencies awarding grants, and the state, local, and Indian tribal governments, nonprofits, and institutions of higher education who receive them).

Subpart C—Pre-Federal Award Requirements and Contents of Federal Awards

This subpart outlines the responsibilities of federal agencies when making grant awards.

Subpart D—Post Federal Award Requirements

This subpart outlines the responsibilities of grant recipients, including but not limited to:

- **Performance measurement / outcomes reporting**
Systems to track whether the goals and objectives of a Federal program are being met
- **Financial management**
Systems to track the financial results of grant operations
- **Internal controls**



Policies and procedures to provide reasonable assurance of compliance with grant rules

- **Property standards / procurement**
Policies and procedures surrounding equipment and purchasing goods and services
- **Subrecipient monitoring and management**
Policies and procedures for monitoring Federal funds passed through to subgrantees
- **Record retention and access**
Policies and procedures for retaining key grant documentation for subsequent audit

Subpart E—Cost Principles

This subpart outlines the allowability of various types of costs (both direct and indirect).

Costs must meet the following general criteria in order to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award.
- (b) Conform to any limitations or exclusions as to types or amount of cost items.
- (d) Maintain cost consistency (i.e., direct costs must remain direct; likewise for indirect costs).
- (e) Be determined in accordance with generally accepted accounting principles (GAAP).
- (f) Not be included as a cost of any other federally-financed program in either the current or a prior period (i.e., no duplication of benefits).
- (g) Be adequately documented.
- (h) Be incurred during the approved budget period.

Subpart F—Audit Requirements

This subpart outlines the requirements of the Single Audit Act for recipients of Federal funds.

