



## Fort Wayne American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) Grant Opportunity

### Guidelines – Small Business Support Grant

#### Introduction

The American Rescue Plan Act of 2021 (“Act” or “ARPA”) was signed into law on March 11, 2021. This Act provides emergency relief to individuals, organizations, and governments in response to the COVID-19 pandemic. As part of ARPA, the State and Local Fiscal Recovery Fund (“SLFRF”) was created to deliver \$350 billion to eligible state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The SLFRF program aims to equip governments with the resources to:

- Mitigate the public health and economic impacts of the pandemic on its community;
- Maintain vital public services; and
- Build recovery efforts that support long-term growth and opportunity.

The City of Fort Wayne, Indiana (the “City”) was allocated \$50.8 million in SLFRF monies for investment in projects and programs across the City that align to the four main eligible uses of SLFRF. For more details, visit the City’s [SLFRF Recovery Plan](#). As part of its recovery plan, the City has allocated \$1,500,000 specifically for small businesses in the City of Fort Wayne. The maximum grant amount request is \$50,000 per entity.

#### Purpose

The purpose of the Small Business Support grant program is to provide relief to small businesses that have been negatively impacted by the COVID-19 pandemic.

#### Who We Fund

Eligible applicants must meet the following criteria:

- Located within the City of Fort Wayne
- Existing small business as of March 1, 2020
- Employs at least two (2) full-time employees and no more than fifty (50) full time employees
- Ability to demonstrate business either: a) experienced negative economic impact due to the pandemic, and/or 2) disproportionately impacted.
  - Examples of negative economic impact include decreased revenue or gross receipts, financial insecurity, increased costs, capacity to weather financial hardship, and challenges covering operating costs.
  - Disproportionately impacted small businesses operate within a Qualified Census Tract  
View Qualified Census Tracts at the following link:  
[https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html)
- Current on financial obligations to the City of Fort Wayne and the State of Indiana (property taxes, utility bills, etc.)

#### What We Fund

Grant funds can be used for the following business costs:

- Operating costs such as supplies, inventory, mortgage, rent, utilities, insurance, maintenance and repairs, and other operating costs
- General communication, marketing, and advertising expenses
- For disproportionately impacted small businesses **only**, physical improvements to storefronts/building facades or enhancements to outdoor spaces (e.g., restaurant patios)
- **Ineligible** Expenses Not Covered by Grant Funds include:
  - Payroll expenses
  - Property taxes



## Fort Wayne American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) Grant Opportunity

- New construction
- Deposits to pension funds or other retirement benefit accounts
- Payment of principal or interest on outstanding debt
- Costs of issuing new debt

### Estimated Program Timeline

Key Task	Target Date Range
Request for Proposals Announced	July 2022
Application Open	July 2022
Informational Webinar	July 2022
Technical Assistance	July-August 2022
Proposals Due	August 2022
Awards Announced	October 2022
Grant Period Begins	October 2022

### How to Apply

- Submit a completed application electronically, via email to [ARPA@cityoffortwayne.org](mailto:ARPA@cityoffortwayne.org)
- Provide requested documentation as listed on the application
- Applicants must certify that all information provided is accurate
- Applications will be reviewed by the City's ARPA review committee
- Applicants may be asked to supply additional information by the ARPA review committee for funding consideration
- *Note – an application submission checklist is available for reference online at <https://www.cityoffortwayne.org/american-rescue-plan-act.html>*

### Review and Evaluation Process

An ARPA review committee will review applications and evaluate each proposal using the following criteria:

- If funding fulfills a gap or need other programs/services are not fully addressing
- If funding mitigates some of the impact COVID-19 had on the organization's budget
- If the applicant organization or its proposed use of funds addresses disparities in public health outcomes, negative impacts on households and individuals disproportionately impacted by the pandemic, and educational disparities.
- The overall stability of the applicant organization and strength of the proposed use of funds including if the organization will be able to fulfill the grant proposal

The review committee will meet, discuss, and make funding recommendations. The City of Fort Wayne's Federal Grants Administrator will notify the applicants of funding decisions, along with a funding agreement. Payment schedule will be determined at the time of award.

All decisions of the ARPA review committee are final and no appeals will be accepted.

### Reporting and Compliance Obligations

- If funds will be used to award to other organizations, your organization must adhere to the US Treasury's SLFRF Compliance and Reporting Guidance, <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>
- Applicants selected must sign a funding agreement with the City prior to project/program implementation

**July 2022**



## Fort Wayne American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) Grant Opportunity

- Awardees are subject to reporting requirements; further details will be included within funding agreements.
- Awardees may be required to submit receipts for project items as proof of expenses, therefore must retain documentation, further details will be included within funding agreements.
- Subrecipients are subject to an audit pursuant to the Single Audit Act and 2 CFR part 200, subpart F regarding audit requirements.
- Beneficiaries are **not** subject to an audit pursuant to the Single Audit Act and 2 CFR part 200, subpart F regarding audit requirements.

### Ineligible Applicants

- Types of Ineligible Applicants include:
  - School districts and their related agencies or organizations
  - Chain and franchise businesses
  - Branch banks
  - Day labor employment agencies
  - Currency exchanges, pay day, and title secured loan stores
  - Pawn shops
  - Fortune telling services
  - Liquor stores and night clubs
  - Adult uses
  - Gas stations
  - Firearms dealers
  - Places of worship / religious institutions and their related agencies or organizations
  - Smoke shops and cigar lounges
  - Tobacco dealers, including sales of tobacco, nicotine, or similar products and accessories
  - Residential storage warehouses
  - Trailer-storage yards, junk yards, and similar uses

### Questions and Technical Assistance

For questions, please contact the City of Fort Wayne's Federal Grant Administrator:

Megan Butler

260-427-2815

[Megan.butler@cityoffortwayne.org](mailto:Megan.butler@cityoffortwayne.org)

<https://www.cityoffortwayne.org/american-rescue-plan-act.html>

The City will host a technical assistance sessions to cover both the application process and program compliance. Please refer to the City's website for further details on dates, times, and location,

<https://www.cityoffortwayne.org/american-rescue-plan-act.html>.

### Grant Program Terms

- The City of Fort Wayne reserves the right to amend, alter, change, or repeal this Request for Proposal in part or in its entirety.
- The City of Fort Wayne further reserves the sole right to determine eligibility, scoring, and to make such determinations in awarding a grant. The City of Fort Wayne's determination shall be considered final.
- Funds must be spent in entirety by December 31, 2024.
- Procurement policies must align with guidance issued by the City of Fort Wayne, the State Board of Accounts, and the US Treasury.
- If awarded, organization must certify that they will comply with the grant conditions outlined in the sample funding agreement attached to this informational packet.

**July 2022**



**Fort Wayne American Rescue Plan Act (ARPA)  
State and Local Fiscal Recovery Fund (SLFRF)  
Grant Opportunity**

**Application will launch July 18, 2022. Questions will include:**

- Organizational information
- Amount of funding requested
- Describe the business need this funding would address.
- If full funding is not awarded, how will the organization cover the balance of negative economic impacts? Alternatively, if additional funding were to be awarded, how would projects/programs be scaled depending on award?
- How does your organization plan to track the impact of the award?
- Describe how the pandemic has financially impacted your organization
- Has the organization received other Federal awards in 2020, 2021 or 2022? If yes, indicate the type and award amount (\$).

In addition to answering questions, applicants will submit the following required documents:

- [IRS Exemption Determination Letter](#), or
- [Certificate of Existence with Secretary of State](#)
- Proof of good standing with the Indiana Department of Revenue
- 2019, 2020, and 2021 Financial Statements
- Draft budget for how the business intends to use funds (please include line-item expenditure estimate details and an overall total that equals or exceeds the funding amount requested)