Knox County, Illinois American Rescue Plan Act (ARPA) Funding Application Form

Knox County is dedicated to the responsible administration of American Rescue Plan funds, investing in resilient public services and supporting community-driven projects to deliver inclusive, innovative, long-term benefits across the County as it recovers and transforms from the pandemic. Applications are open to organizations throughout the County, including community-based organizations, businesses, non-profits, local governments, and similar entities.

Eligibility

To be eligible for ARPA funds, projects must show that:

- the problem they address was caused or significantly exacerbated by the COVID pandemic
- the project will address the problem
- the project will strengthen the County's ability to respond to future pandemics

In addition, application proposals must fall within a single eligible Expenditure Category established by ARPA (see *Appendix I* and fulfill ongoing reporting requirements. Applications will be evaluated across a range of factors, determined by federal reporting requirements and County priorities. These criteria include:

- The issue/problem being addressed
- The impact of the project relative to its cost and effort
- Proposed project budget
- Sustainability of the project
- Project risks and uncertainties
- Availability of other funding sources (e.g., matching grants and collaboration)
- Plan for performance tracking and reporting
- Timeline: Project must be complete and all funds expended by December 31, 2026.

Successful applications should detail a well-thought-out project proposal that:

- Addresses a clear need related to ARPA's eligible spending categories
- Takes advantage of opportunities for collaboration
- Has a detailed evaluation process
- Is accessible and inclusive for Knox County residents.

The application deadline for the Round 1 funding cycle is May 16, 2022. Applications will be reviewed by Knox County ARPA Advisory Task Force and recommended for funding to the Knox County Board. Final decisions rest with the Knox County Board.

Any questions, requests for technical assistance, or other feedback can be made via email to the Knox County ARPA Advisory Task Force at ARPAapplications@knoxcountyil.gov

Application Submission Instructions

1. Fill out the following application by completing all required fields. Incomplete applications will not be considered. If an application is incomplete, it will be returned to the applicant and may be resubmitted for future consideration if funding is still available.

2. Email completed applications and all supporting documents, with the subject line "ARPA Application – Entity Name", to ARPAapplications@knoxcountyil.gov *(Example: ARPA Application – At Your Door Food Delivery)* ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY BY 4 p.m. ON MAY 16.

3. During the review process, the Task Force may request additional documentation or other information concerning the proposal or the entity submitting the application.

IMPORTANT NOTICE:

All recipients of Recovery Funds are required to comply with federal Uniform Guidance. This includes, but is not limited to:

- keep records for five (5) years after funds have been expended;
- comply with all Civil Rights Compliance requirements
- ensure that any procurement using Recovery Funds, or payments under procurement contracts are consistent with procurement standards; all procurement transitions shall follow full and open competition and use documented procedures to avoid conflicts of interest
- recipients that spend more than $750,000 are subject to the Single Audit Act.

Awardees will be required to attest to their agreement to all these conditions.

General Information

1. Project Title:
2. Contact Person Name:
3. E-mail Address:
4. Entity/Organization/County Department:
5. Entity/Organization/County Department Address:
6. Funding Request: $
7. Submission Date: _____/_____/_____
8. Estimated Start Date:_____/_____/_____
9. Estimated End Date:_____/_____/_____
10. Applicant Type (Select One):

     Private Enterprise

     Non- Profit

     Other Government

     Knox County Department

Relation to ARPA Funding Categories

Appendix I contains a list of the eligible project categories that Knox County can spend ARPA funds on. Every project must align to a *single Expenditure Category.* If multiple categories apply, please select the most relevant. Please type below the expense category and number for your request.

_____

Project Description

1) Please provide a description of this proposed project, including the need that it addresses. Your response should include goals and desired outcomes of the proposed project.

2) Explain how the proposed project addresses an issue that was created or exacerbated by the COVID pandemic.

3) Who will benefit from this project?

4) What, if any, other organizations are involved and what is their involvement?

Labor Practices

Please provide the following information.

1. Is this an infrastructure project related to Expenditure Categories 4.1 – 4.17 listed in Appendix I?

        Yes   No   Unsure

If no, skip this section. If yes or unsure, please describe in detail workforce practices, including the use of project labor agreements, community benefits agreements, prevailing wage requirements, and local hiring.

Budget and Finance

1. Use the provided budget template to breakdown the anticipated costs for this project. Appendix II

2. Please share any major budget uncertainties or unknowns that might impact this project.

3. Are there any project costs that would not be covered by ARPA? If so, how will they be financed?

4. Describe other available funding for this projec   *For example, are there opportunities to obtain non-County ARPA funds?*

5. Are there any known programs in Knox County that accomplish the same project goals? If so, why is this the most efficient and most economical way to meet the goals and objectives?

6. Is there a plan to sustain the project long- term after the ARPA funds are no longer available? *Please answer in detail and share any supporting documentation (e.g., alternative revenue plan, potential partnerships, organizational strategy).*

Community Engagement

Please provide the following information.

1. Is this the result of a community request or a community-identified need?

    Yes   No   Unsure

    Describe how the project will capture feedback from constituents, community-based organizations, and the communities themselves.

2. Please describe any underserved, marginalized, or adversely affected groups that you intend to serve with this project.

3. Describe any project outcomes focused on closing gaps and/or reaching universal levels of service for underserved, marginalized or adversely affected groups.

4. Please explain how you will make residents or businesses aware of this project and its services.

5. Please list the zip code(s) where your project will take place and the communities it will serve.

Appendix 2: Knox County ARPA Project Budget Form

Organization:

Project:

All applicants must include a copy of their most recent audited financial statements. (If you do not have audit statements, substitute your most recent year-end budget, showing budgeted and actual revenues and expenses.

<u>**Revenue:**</u>

    Knox County ARPA Request:

    Organizational Resources: Program

    Service Revenue:

    Other Revenue (List Source & Amount):

      A.

      B.

      C.

<u>**Total Revenue:**</u>

<u>**Expenses:**</u>

    Salaries, other compensation, employee benefits:

    Professional Services:

    Equipment:

    Supplies:

    Marketing & PR (if any):

    Other Expenses (List Name & Amount):

      A.

      B.

      C.

    Total Expenses:

    Total Revenue Less Expenses:

APPENDIX I: ARPA EXPENSE CATEGORIES

ELIGIBLE EXPENDITURE CATEGORIES
Public Health
1.1 COVID-19 Vaccination
1.2 COVID-19 Testing
1.3 COVID-19 Contact Tracing
1.4 Prevention in Congregate Settings (Nursing Homes, Prisons, Work Sites, Schools, etc.)
1.5 Personal Protective Equipment
1.6 Medical Expenses (including Alternative Care Facilities)
1.7 Capital Investments or Physical Plant Changes to Public Facilities
1.8 Other COVID-19 Public Health Expenses (e.g., Communications, Quarantine)
1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff
1.10 Mental Health Services
1.11 Substance Use Services
1.12 Other Public Health Services
Negative Economic Impacts
2.1 Household Assistance: Food Programs
2.2 Household Assistance: Rent, Mortgage, and Utility Aid
2.3 Household Assistance: Cash Transfers
2.4 Household Assistance: Internet Access Programs
2.5 Household Assistance: Eviction Prevention
2.6 Unemployment Benefits or Cash Assistance to Unemployed Workers
2.7 Job Training Assistance (e.g., Subsidized Employment, Training, S
2.8 Contributions to Unemployment Insurance Trust Funds
2.9 Small Business Economic Assistance (General)
2.10 Aid to nonprofit organizations
2.11 Aid to Tourism, Travel, or Hospitality
2.12 Aid to Other Impacted Industries
2.13 Other Economic Support
2.14 Rehiring Public Sector Staff
Services to Disproportionately Impacted Communities
3.1 Early Learning
3.2 Aid to High-Poverty Districts
3.3 Academic Service
3.4 Social, Emotional, and Mental Health Services
3.5 Education Assistance: Other
3.6 Child Care

3.7 Home Visiting
3.8 Services to Foster Youth or Families Involved in Child Welfare System
3.9 Healthy Childhood Environments: Other
3.10 Affordable Housing
3.11 Services for Unhoused Persons
ELIGIBLE EXPENDITURE CATEGORIES
3.12 Housing Support: Other Housing Assistance
3.13 Social Determinants of Health: Other
3.14 Community Health Workers or Benefits Navigators
3.15 Lead Remediation
3.16 Community Violence Interventions
Infrastructure
4.1 Clean Water: Centralized wastewater treatment
4.2 Clean Water: Centralized wastewater collection and conveyance
4.3 Clean Water: Decentralized wastewater
4.4 Clean Water: Combined sewer overflows
4.5 Clean Water: Other sewer infrastructure
4.6 Clean Water: Stormwater
4.7 Clean Water: Energy conservation
4.8 Clean Water: Water conservation
4.9 Clean Water: Nonpoint source
4.10 Drinking water: Treatment
4.11 Drinking water: Transmission & distribution
4.12 Drinking water: Transmission & distribution: lead remediation
4.13 Drinking water: Source
4.14 Drinking water: Storage
4.15 Drinking water: Other water infrastructure
4.16 Broadband: "Last Mile" projects
4.17 Broadband: Other projects