

## **Addendum #2**

### **American Rescue Plan Act (ARPA)**

#### **Request for Applications (RFA)**

This second addendum is being issued in an effort to provide equity for all applicants. Below is a list of questions raised during the second and final mandatory technical assistance workshop held on August 8, 2022 as well as questions from phone calls and emails sent to [ARPA@pbfl.org](mailto:ARPA@pbfl.org) since the release of Addendum #1.

**Question:** Will the City hold a second technical assistance workshop for agencies who missed the virtual mandatory technical assistance workshop held on July 11, 2022 at 2 PM?

**Answer:** The City held a second and final technical assistance workshop on Monday, August 8, 2022 at 2 PM. The recording can be found at [www.pbfl.org/ARPA](http://www.pbfl.org/ARPA).

**Question:** If an agency will be providing multiple services/programs, should the agency complete separate applications for each program?

**Answer:** No, agencies proposing multiple programs and services should complete one comprehensive application which speaks to the overall request for funds and scope of services to be provided in accordance with the City's Request for Applications (RFA).

**Question:** If an agency is only requesting funds for a construction related project, does the agency need to complete the public services sections of the application.

**Answer:** No; however, please mark "N/A" or "Not applicable" in those sections.

**Question:** When do all funds need to be expended by the applicant/Lead Agency?

**Answer:** The City of Palm Bay, as a recipient of State and Local Fiscal Recovery Funds (also known as American Rescue Plan Act funds), is required to expend all ARPA funds by December 31, 2026. All funds are required to be encumbered by December 31, 2024, a deadline for which City Council has already met. However, as City Council will be awarding applicants/agencies funding to provide programs and services to address homelessness and affordable housing, the City is required to monitor subrecipients (agencies awarded grant funds under this RFA) to ensure compliance. If awarded grant funds by City Council, the Lead Agency/subrecipient will be required to enter into a subrecipient agreement which will outline the use of funds as well as a timeline for reporting and expenditure of funds.

**Question:** Are funds related to moving residents (i.e. seniors) an eligible use of ARPA funds under Public Service activity?

**Answer:** Page 18 of the U.S. Department of Treasury Final Rule states that only rental, utilities, and security deposits are an eligible use of ARPA funds under Public Services.

**Question:** When will the applications be evaluated by City Council?

**Answer:** Palm Bay City Council will hold a Special Council Meeting on September 22, 2022 at 6 PM in Council Chambers. All applicants are required to attend to provide a brief overview of their proposed use of funds for Council's consideration.

**Question:** How will applicants be notified of whether their application will be considered by City Council?

**Answer:** All applications are due no later than 5 PM on August 15, 2022. Staff will open and review all applications starting on August 16, 2022. Applications will be reviewed for completeness and eligibility. Late, incomplete applications, or applications which do not meet the criteria established by City Council will not be forwarded to Council for consideration. All applicants will be notified in writing of whether their application is eligible for consideration and details on next steps at least two weeks prior to the Special Council Meeting on September 22, 2022.

**Question:** Are partner agencies required to complete the certification form or just the Lead Agency?

**Answer:** In addition to attending the mandatory technical assistance workshop, applicants shall also complete the certification form. The certification form on the ARPA website at [www.pbfl.org/ARPA](http://www.pbfl.org/ARPA) certifies that applicants have reviewed the presentation and recording from the first Mandatory Technical Assistance Workshop as well as all content on the City's ARPA website. This form is required to be completed and included in the application packet for all agencies that did not attend the first workshop on July 11, 2022. Only the Lead Agency/Applicant is required to complete the form.

**Question:** The Mandatory Technical Assistance Workshop presentation references additional requirements for applicants proposing capital expenditure projects of \$1 million or greater, specifically a Written Justification for the capital expense. When does this need to be completed by the applicants?

**Answer:** Applicants proposing capital expenditure projects of \$1 million or greater will be required to submit the Written Justification for the capital expense upon grant award by City Council. The Written Justification will be required prior to executing a Subrecipient Agreement.

**Question:** Are there additional requirements for applicants proposing to use Federal funds, such as the ARPA funding, to acquire property?

**Answer:** All applicants proposing the use of ARPA funds to acquire property shall notify the seller that Federal funds are being used to purchase the property(ies) in accordance with the Uniform Relocation Act and other federal requirements.

**Question:** Please provide a list of agencies that attended the Second and Final Mandatory Technical Assistance Workshop held on August 8, 2022.

**Answer:** List of agencies that attended the Second and Final Mandatory Technical Assistance Workshop on August 8, 2022 at 2 PM include:

Volunteers of America (VOA), Florida  
Neighbor Up Brevard  
Little Growers  
Daily Bread  
Women's Center  
Helping Seniors of Brevard

Helps Community Initiative (HCI)  
Easterseals of Florida  
Habitat for Humanity of Brevard  
Genesis & Wellness Counseling  
South Brevard Sharing Center  
Space Coast Cultural Arts & Business Organization (SCCABO)  
Melo Care Health & Safety Institute  
Community of Hope  
Catholic Charities  
Winds of Grace Ministry  
Hope Road Inc