# Economic Impact Application Requirements and Instructions for the ARPA Portal

- You are strongly encouraged to use the information you have already amassed as part of your LOI Process and attach the information to the portal application.
- You are also strongly encouraged to include even more detail whenever possible beyond the information you already provided in the LOI.
- Ultimately, the more information you provide, the stronger your application will be.
- **You are required to log into the ARPA Portal and begin drafting your application by Friday, November 11, 2022**. County staff and CLA will be emailing you instructions for two staff from your agency to create accounts in the Portal and to sign in. The final deadline for applying is 12/23/22.

Once you begin your application in the Portal you will be asked the following questions/asked to provide the information below.

For each field our ARPA Team provides guidance on answering the question and, as appropriate, making use of your LOI information to complete your Portal application. We have added tips next to each question to help guide you through the process:

## A. Online Portal Application Fields:

1. **Project Name:** Is your working title still the same as you submitted in your LOI? If so, be sure to be consistent with the project name.

2. **Project Description: (max 1500 characters**) Be as detailed as possible here about exactly what your project is and how it will help the Cape Cod community. Be sure to use the same description you have used in your LOI submission with MORE information included to best provide as many details and benefits as possible. We cannot increase the project description as that was set by the federal government.

3. **Under Economic Impact:**
    a. **Subcategory:** Be sure to use the same category you chose in your LOI. Consistency is important.
4. **Amount being requested:** The amount you are requesting may have changed if you have further refined your budget. Bear in mind that the maximum grant amount is $500,000. The amount you enter here must be consistent with the amount you show in your budget (see below).

5. **Does this project include a capital expenditure?** Yes or No question.

6. **Choose the total value of the capital expenditure, including pre-development costs.** This is a drop-down choice based on a monetary range. Be consistent with the amounts shown in the budget you submit. If you did not share this level of detail in your LOI, do so here.

7. **Type of Capital Expenditure:** Use the information on the type of capital expenditure from the LOI submission and from the budget you provide with this application (where applicable). Provide line items showing the capital expenditures you are planning in detail. Note: Many capital expenditures received during the LOI process needed more detail. Keep this in mind when completing this section and provide detailed information.

8. **Capital Expenditure Description:** Use the information on the type of capital expenditure from the LOI submission and from the budget you provide with this application (where applicable). Provide detailed descriptions which will show the capital expenditures you are planning. Note: Many capital expenditures received during the LOI process needed more detail in the descriptions. Keep this in mind when completing this section and provide detailed information.

9. **Capital Expenditure Justification:** Use the information on the type of capital expenditure from the LOI submission and from the budget you provide with this application (where applicable). Provide details which will show the capital expenditures you are planning, including justifications. Provide detailed justifications for how you came up with your budget figures (e.g. list estimates from contractors, document equipment cost sources, etc.). Note: Many capital expenditures received during the LOI process needed more detail. Keep this in mind when completing this section and provide detailed information and justifications.

10. **If this is evidence based, please provide the dollar amount of the total project spending that is allocated towards evidence-based interventions:** Be sure to be clear and detailed in this section and refer to and click on the link below in the application called: Evidence-Based Interventions for support.

11. **Is a program evaluation of the project being conducted?** Yes or No question.

12. **Brief description of structure and objectives of assistance program(s), including public health or negative economic impact:** This is an important section to share details on the structure and objectives in your proposal and how it will help the Cape Cod community.

13. **Brief description of how a recipient's response is related and reasonably and proportional to a public health or negative economic impact of COVID-19.** This is also an opportunity to provide as many details as possible about your proposal and how it specifically addresses the problems caused by COVID-19.

14. **Certify: I have read the below information on evidence-based interventions and project demographic distribution. If my project has either denotation, I have included the requirements and the dollar amount of the total project spending that is allocated towards evidence-based interventions and/or project demographic distribution in the verbiage of the project description.** Yes or No question.

## B. Additional Application Requirements:

**You MUST also provide the following ADDITIONAL information as part of this application.** Attach the documentation below (as applicable) using the Attachments link in your Portal application.

- Some of the items below will be familiar to you as having been part of your LOI submission. However, **read the guidance below carefully—in some instances we are requiring additional elements or detail.**
- This information will assist the County ARPA Team to complete the Level 3 review.

1. **A detailed budget:** Upload your project budget as a MS EXCEL SPREADSHEET FILE. Use the budget template provided in the LOI phase. Give the file a distinct name associated with your project. Note: Many budgets received during the LOI process needed more detail. Keep this in mind when completing your budget and provide detailed information and justifications.
   - As in the template, separate Capital costs from Operating costs in your budget.
   - Provide line items which will show the expenditures you are planning. Provide justifications for how you came up with your budget figures (e.g. attach estimates from contractors, document equipment cost sources, etc.).
   - Regarding staff costs, show each staff position and associated costs on a separate line. We do not want to see, for example, "Staffing, $100,000" without additional detail.
   - Your budget cannot request **staffing** costs payable beyond 12/31/24.
   - Consultants and contractors **can** be paid beyond 12/31/24 as long as the contracts which engage them are in place prior to that date and show a scope of work and timeline for performance.
2. **For Non-Profit Organizations**:
   - IRS Form 990
   - Financial Statements (if available)
   - Registration (MA Form PC)
   - Additional documentation you would like us to consider (optional)
3. **For Profit Organizations**:
   - Federal Tax Returns, (2-3 years) (NOTE: you must combine multiple years into a single document)
   - Financial Statements (if available)
   - Business Registration/Articles of Incorporation
   - Additional documentation you would like us to consider (optional)

4. **For Governmental Organizations**:
    - Financial Statements (if available)
    - Single Audit Report (if available)
    - Additional documentation you would like us to consider (optional)

## C. Online Portal Grant Agreement Requirements:

**You MUST complete the required Grant Agreement as part of this application.**

1. You will find the Grant Agreement links in the portal, in each of the Eligible Use Category sections.

2. There are 2 different versions of the Grant Agreement – one for Town applicants and one for Non-Profits/For-Profit applicants. Choose the one that fits your agency.

3. You **MUST** download the Grant Agreement from the Portal, complete and sign it, and upload it to your application. The signatory must be the person authorized by your agency to sign such Agreements.