

REQUEST FOR PROPOSALS

District-level American Rescue Plan Act Funds, Cuyahoga County Council District 2

May 11, 2022

Announcement

The purpose of this announcement is to request proposals for funding under the first round of American Rescue Plan Act (“ARPA”) funds that have been allocated for the benefit of Cuyahoga County Council District 2. The application process is further described below. Applications must be submitted to Trevor McAleer, Cuyahoga County Legislative Budget Advisor, at tmcaleer@cuyahogacounty.us no later than Friday, June 10, 2022, at 4 PM.

Background

Cuyahoga County has been allocated approximate \$240 million in federal ARPA funds. Of this amount, \$86 million has been allocated for community and economic development projects, including projects that will facilitate the delivery of health and social services. However, since this is one-time money, proposals should not be submitted that would fund operations for which there is no clear path to sustainability. Of the \$86 million, \$6 million has been informally allocated to primarily benefit Cuyahoga County Council District 2, which comprises all of Lakewood, Brook Park, and Cleveland Ward 17, and most of Cleveland Ward 16.

Areas of Focus

The Council will consider a wide range of potential projects, but proposals are expected to be for use of one-time money, as opposed to ongoing operations. Proposals beneficial in the areas of community development and place-making, economic development, environment, social services or cultural infrastructure, and technical innovation are encouraged. Projects for which other substantial funding streams are available, such as road and bridge projects, are less likely to be considered.

Project Proposal Review Committee

A Project Proposal Review Committee will be created to review and score proposals received through this request for applications.

Fund Availability

There will be multiple funding rounds for the District 2 ARPA funds. This announcement only covers the first round. Subsequent announcements will be issued for future rounds. Not more than \$3 million will be allocated in the first round. It is possible that less than the full \$3 million may be allocated in the first round; however, the intention is to allocate at least a substantial portion of these funds. Of the \$3 million, \$2.5 million shall be reserved for projects that are either located in Cuyahoga County Council District 2 or for which the project’s predominant impact will be in Cuyahoga County District 2. For the remaining \$500,000, projects of county-wide significance with significant impact in Cuyahoga County Council District 2 may also be considered.

Maximum Funding Request

The maximum funding request that may be submitted is \$1.5 million.

Eligible Applicants

Applicants may be municipalities, Community Development Corporations, or non-profit organizations.

Submission of Applications

Applications shall be submitted using the attached application form. All questions in the application form must be answered. Applicants may attach additional sheets to answer questions in more detail. There is no limit on proposal length, but a reasonably concise application is expected. Applicants who intend to work in partnership with other organizations should include letters of support from their proposed partners. Applications shall be sent to Trevor McAleer at tmcaleer@cuyahogacounty.us no later than Friday, June 10, 2022, at 4 PM.

Substantial Compliance

The County may allow minor deviations from the application process requirements or allow applicants to correct unintended errors. However, in fairness to all applicants, such allowances shall be handled consistently and shall be limited to errors or omissions that do not prevent the applicant from being in substantial compliance with the application process.

Procurement Process

Applications shall be selected for funding through a three-step process.

1. Proposals received will be reviewed and scored. If a very large number of applications is received, there may be an initial review to select a smaller number of applications for full scoring. The general approach to scoring will be as follows: applicant capability (20 points), proposal specificity and feasibility (20 points), project readiness (10 points), cost-effectiveness and leverage (10 points), project impact (40 points).
2. Using the scoring results, a determination will be made on much money to allocate in the first round and which projects to recommend. Some modest deviation from the ranking of applications may be considered to achieve a good geographic distribution of projects within the district.
3. Once a determination is made, legislation for contracts to implement the awards will be prepared and submitted to County Council for approval. All proposals funded under this announcement must be approved according to the regular Cuyahoga County government legislative process as described in the County Charter and the County Code.

Timeline

The scoring process is expected to be completed no later than July 29, 2022. The recommendations will be available when the scoring process is completed. In most cases, projects that are ready to be implemented upon recommendation should be able to complete the contracting and legislative process by December 6, 2022, the date of the last Cuyahoga County Council meeting of the year.

Contact Information

Please direct any questions regarding this application process as follows:

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