

To: Members  
Dunwoody City Council

From: J. Jay Vinicki  
Assistant City Manager

Linda Nabers  
Finance Director

Re: American Rescue Plan Grant Funding Qualified List (Preliminary)

Date: 25 July 2022

### **Action**

Authorize the following list of agencies as qualified to receive American Rescue Plan (ARP) 2 funding; authorize the city manager or designated staff to work with agencies on future agreements to distribute funding which will be brought to full City Council for approval. Inclusion on this list does not guarantee funding.

### **Summary**

The Dunwoody City Council appropriated \$2,000,000 of funding indirectly through the ARP for direct assistance programs. The city released a Request for Qualifications (RFQ) in June 2022, asking not-for-profit agencies to submit information to show that they are qualified to receive this funding. This list may be amended by the City Council at a later date, both adding and removing agencies. The list will expire upon vote of City Council or expenditures of all ARP and ARP 2 funding.

### **Details**

After the deadline for applications, staff reviewed them. Six agencies had received CARES funding from the city during the pandemic and six other agencies have either facilities usage agreements with the city already or operate on city property. Staff recommends bringing these twelve agencies for approval at this meeting so that staff can start working with them on funding. The remaining applications will be reviewed and possibly brought forth at a later date, along with opening the RFQ again during the July/August time frame for additional applications.

The recommended agencies are:

- Dunwoody Community Garden (Operates on City Property)
- Dunwoody Nature Center (Existing Facilities Usage Agreement)
- Dunwoody Preservation Trust (Existing Facilities Usage Agreement)
- Dunwoody Senior Baseball (Existing Facilities Usage Agreement)
- Family Promise of North Fulton/DeKalb (Previous CARES recipient)
- iCare Atlanta (Previous CARES recipient)
- Jewish Family and Career Services (Previous CARES recipient)

- Malachi's Storehouse (Previous CARES recipient)
- Spruill Arts Center (Existing Facilities Usage Agreement)
- Stage Door Players (Existing Facilities Usage Agreement)
- St Vincent de Paul Georgia (Previous CARES recipient)
- Summit Counseling (Previous CARES recipient)

This item authorizes staff to work with any of the above agencies in drafting agreements with them for use of the ARP 2 Funding for Direct Assistance. Staff also plans to re-release this RFQ again after approval of this list to expand the city's reach. The agencies not on this list that submitted by the July 12, 2022 deadline are still being reviewed and not being included in this agenda item does not indicate approval or denial at this time.

Furthermore, in drafting any agreement with an agency, the City Council authorizes the city manager or designated staff to make further administrative requirements or clarifications in their agencies application information before drafting with any agreement.

### **Recommendation**

Authorize the following list of agencies as qualified to receive American Rescue Plan (ARP) 2 funding; authorize the city manager or designated staff to work with agencies on future agreements to distribute funding which will be brought to full City Council for approval. Inclusion on this list does not guarantee funding.

**City of Dunwoody**  
**Request for Qualifications**  
**American Rescue Plan**  
**Locally Based Not-For-Profits**

**Introduction**

This application is for locally based not-for-profits to qualify for potential service delivery contracts in conjunction with the American Rescue Plan (ARP) funding received by the City of Dunwoody.

This purpose of creating this list is for city staff to have locally based not-for-profits who can deliver services which are eligible under the ARP Act or serve in the spirit of the act if General Fund funding is used. Staff will be able to contract with those entities on an on-call basis, as long as the approved actions are in alignment with ARP guidelines and the contracting entity complies with all other city requirements. Being on the list does not guarantee funding or engagement with the city.

This list of qualified providers will be maintained until all ARP funding or ARP related funding is expended unless cancelled by City Council at an earlier date. The initial list of qualified vendors will be approved by City Council. Staff may bring recommendations for additions to or deletions from this list to City Council at subsequent dates.

**Background**

The City of Dunwoody is slated to receive more than \$18 million in American Rescue Plan Funding. Cities are permitted to utilize these funds for a variety of needs related to COVID. Dunwoody will emphasize programs that respond to the public health and negative economic impacts of the pandemic. The city desires to support the health of communities; along with helping children, households, small businesses, impacted industries, nonprofits, and the public sector recover from the impacts of the pandemic.

The city does not have the internal staffing capacity to run programs such as these so are instead turning to the not-for-profit communities. Previously using CARES based funding, the city created a not-for-profit grant program which had incredible direct impact.

The city is taking that model, but instead of doing direct grants with ARP funding, the city is redirecting it to create a list of qualified not-for-profits pre-approved by City Council either to propose programs or to work with staff on creating programs.

After pre-qualifications are approved, those agencies and city staff may work on proposals for expenditures of funding. In those instances, there will be a Memorandum

of Agreement executed between the city and the entity for provision of those services in compliance with all applicable rules and guidelines.

Inclusion on the pre-approved list will be by vote of the City Council. Previous participation in any city program does not guarantee selection for this round or any subsequent round of funding. The city reserves the right to not use this list and create an alternative method of selection at a later date.

A list of recommended agencies will be created by a review team of staff for approval by City Council. Recommended agencies must, at minimum, show the following traits:

- Have a physical location within Dunwoody or if the agency's physical presence is outside the city limits, they must show they have the capacity to serve Dunwoody residents and are currently serving citizens in the city limits;
- Have proof of financial stability and prudent financial management;
- Have existing programmatic (though not necessarily funded) capacity or show the ability to increase the same capacity to provide these type of services;
- Have a history of community-based service in the Dunwoody area;
- Must be in good standing with all city codes and ordinances; and
- Show a vision for how ARP funding can help the local community.

City staff will review all applications after the closing deadline with a goal of bringing a pre-approved list to the City Council for approval at the next available meeting. All contracts regardless of size will go to City Council for approval.

After the initial list is approved, staff may from time to time independently re-issue this RFQ for agencies to be added at a subsequent City Council meeting. Staff may also recommend agencies be removed from the list by City Council. This list will remain active until all ARP related funding is expended or until the list is cancelled by City Council.

## Application

The following information must be included with the final application. All applications materials must be emailed to [cares.grants@dunwoodyga.gov](mailto:cares.grants@dunwoodyga.gov). Questions may go to the same email address.

**All information must be received by Noon, Tuesday, July 12, 2022.**

Required documents are below. All must be emailed and may be separate file attachments or combined into one PDF. The latter is preferred.

Note: Scanned affidavits and signature pages are allowed for this submission; however, the city reserves the right to require additional information for any contracts awarded subsequently to this RFQ.

1. Cover Sheet with the following:
  - a. Agency Name
  - b. Location Address
  - c. Mailing Address
  - d. Main Contact Person Name, Title, Phone, and Email
2. A brief description of the agency, its history, clientele, and how it has served the Dunwoody community before and after the pandemic.
3. In a short narrative, a description of the possible programs this agency would run under ARP funding.
4. 501(c)3 Not-for-profit IRS Certification
5. Agency By-Laws
6. Article of Incorporation Recorded by Georgia Secretary of State
7. All applicable licenses or permits required by federal, state, or local government to operate the agency – inclusive of having a current occupational tax certificate.
8. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)
9. O.C.G.A. 50-36-1(e)(2) Affidavit Verifying Status for City Public Benefit (SAVE)
10. Last independent audit by a CPA.
11. Current agency budget as approved by Board of Directors.

## Appendix A

For reference below is Georgia Municipal Association's One Year Anniversary  
Summary of uses of ARP throughout the state.

[https://www.gacities.com/Trending-Topics/American-Rescue-Plan-Act/ARPA-Roundup/ARPA-GA-Cities-1yr-Anniversary-April-2022-\(1\).aspx](https://www.gacities.com/Trending-Topics/American-Rescue-Plan-Act/ARPA-Roundup/ARPA-GA-Cities-1yr-Anniversary-April-2022-(1).aspx)