American Rescue Plan Act (ARPA)

1) **Q**: It says "Agency" on page 11. Would it be my LLC or the Fiscal Receiver's name?

   A Agency would be the LLC's name.

2) **Q:** On page 12 (the required documents), they list things I need to turn in. It says, "One (1) original properly marked and provided." Do I need to have it say "original" in the header or footer, or do I not need to worry about this if I submit it electronically?

   A: If you submitting electronically you do not have to worry about original copies, but a hand signature is preferred.

3) **Q:** In section "A" question 27, are we turning in the documents for the LLC or the Fiscal Receiver?

   A: The documents listed in section "A" are for the LLC.

4) **Q:** In section H, the demographics of the board are requested. Would that be the Create Wisconsin (fiscal receivers) board?

   A: If your organization does not have board members, this section should reflect the demographics of the staff no matter the size.

5) *Q:* In Exhibit A, the "Agency" name is requested again. Should I use my LLC's name since I can't sign for Create Wisconsin?

   A: Yes, on "Exhibit A" list the name of company that is going to use the funds.

6) **Q:** If I operate more than one business under the same LLC, am I required to submit the financial data for all businesses that operate under my LLC?

   A: No, please submit for the LLC which is applying for funds.

7) **Q:** When is the next CDBG Advisory Board meeting, and if I turn in my proposal by the end of this week, will the decision be made before the beginning of the new school year (September 1st).

   A: The next CDBG Advisory Board meeting will be held September 12, 2022 and funding decisions will be made no earlier than September 20, 2022. CDBG Advisory Board meetings will be held on an as needed basis.

8) **Q:** Is an organization be able to identify a fiscal agent on the application? For example, a community-based nonprofit organization would provide the service/program, but another entity like Racine County Human Services would be the fiscal agent for the funding.

A: The fiscal sponsor language allows small groups that may not have the fiscal sophistication to manager federal funds. The County can be a partner. Make sure to have an MOU or other agreement that shows The County will manage the funds.

9) **Q:** Can an organization submit more than one grant?

   A: This does not limit an agency for applying for multiple programs under one agency. The CDBG Advisory Board will make the final decision and that decision will be afformed by the Common Council. You are welcome to apply for multiple programs under one agency. I cannot guarantee any or all of the programs will be funded.

10) **Q:** I recall that this is a rolling grant opportunity, and proposals may be submitted at any time.

   A: Correct, this grant is able to be applied for until all funds have been exhausted.

11) **Q:** I need clarity on the need for a fiscal agent. Our non-profit, Restoration Ministries, does not have prior experience managing a federal grant, however, as the Executive Director, I have provided program and budget oversight to several federal funding sources including the CDBG. Are we still required to have a fiscal agent?

   A: The fiscal agent requirement is a decision made by the CDBG Advisory Board. A fiscal agent might be requested for agencies that do not have any experience managing federal funds. We would request the agency partner with an agency that has federal fund management experience.

12) **Q:** What is the timeline to issue funding?

   A: Applications are sent to the NSDApplications@cityofracine.org, an internal staff team then reviews them across multiple departments. Those staff members may ask questions and ask for further information from grantees. The CDBG Advisory Board then reviews the application, applicants are invited to present to the board. The decision is forwarded to the Common Council, then contracts are execute and service begins. An exact timeline cannot be determined because of the uniqueness of each application.