

2022 American Rescue Plan Act (ARPA) Funding Opportunity: Services to Undocumented Immigrants

Online [Application and Guidelines](#) | Application Due: 1/28/22 at 12:00 pm CST

Submit to: CDDApplications@cityofmadison.com

Overview and Guidelines

Background

The City of Madison is seeking to fund proposals in 2022 that support community partners in their work delivering direct assistance to undocumented individuals and families to help them cope with the consequences of the COVID-19 pandemic. The City has allocated \$700,000 of one-time federal funds from the State and Local Fiscal Recovery Funds component of the American Rescue Plan Act (ARPA) to disburse to community-based organizations (CBOs) serving undocumented immigrant residents. For the purpose of this application process, undocumented immigrants are defined as City of Madison residents whose legal status generally limits their access to public benefits. This might include:

- People without lawful permanent residence
- DACA recipients
- Temporary visa holders
- Others who do not fit within the “qualified immigrants” criteria listed here: https://www.nilc.org/issues/economic-support/table_ovrw_fedprogs/

This is a one-time funding opportunity through the American Rescue Plan Act (ARPA). It is not a source for ongoing support for programming or organizational costs. Agencies are advised to have a plan to sustain their programs, if the intent is to continue beyond the ARPA funding. CBOs may apply for funds to support current clients/participants in existing programming that serves undocumented residents in Madison. These funds are intended to be flexible, and are available to provide direct financial assistance/ cash transfers, or offer support for transportation, unemployment benefits, utility bills, job training assistance, internet access, language learning, meal programming, etc. Applicants are encouraged to develop proposals that meet the needs of their communities particularly those for which other resources are not readily available. Funded agencies will be required to submit expenditure reports.

Funds Available

Up to \$700,000 of one-time funding is available for services to residents who are undocumented and who have needs associated with the COVID-19 pandemic. The City will disburse these funds through a competitive application process to community-based organizations who work with immigrant residents. **Proposals should request a minimum of \$75,000 and, depending on the total funding requests received, awards to any one applicant may be limited to not more than \$150,000.** The City wishes to use these funds to support all undocumented immigrant communities in Madison. Accordingly, City staff will make allocation decisions with an eye toward the numbers, or proportion, of households from each community. Community Development Division staff will make the final award recommendations.

2022 American Rescue Plan Act (ARPA) Funding Opportunity: Services to Undocumented Immigrants

Online [Application and Guidelines](#) | Application Due: 1/28/22 at 12:00 pm CST

Submit to: CDDApplications@cityofmadison.com

Please note that these funds CANNOT be used for the following:

- Paying the full salaries of any staff in the agency. This funding can support the partial salary of the staff supporting the work and execution of the proposed program
- Direct provision of rent, mortgage, security deposits, or eviction prevention funding. If residents need assistance with these funds, you may refer them to [Dane Core 2.0](#).
- Provision of economic assistance to small businesses. If residents need assistance with these funds, you may refer them to the [City of Madison Economic Development Office of Business Resources](#)

Strong Proposals Will...

- 1) **Demonstrate responsiveness** to agency and community-identified needs of undocumented immigrants
- 2) Describe how the proposal will **benefit a specific population of undocumented immigrants** in the City of Madison. Applicants should describe the immigrant economic status and regions of origin characterizing the recipients of services.
- 3) Be led by staff teams that bring **lived experiences as well as formal training**.
- 4) **Illustrate cultural humility and social justice** approach to service provision.
- 5) **Address formal and informal barriers to service access** (example, threats of ICE victimization, language barriers).
- 6) Build upon an **established network of trusting relationships** between the agency and the undocumented community.
- 7) Identify and address **economic and social challenges** brought about or exacerbated by the COVID-19 pandemic.

Eligibility

In October 2021, CDD issued a survey to providers who have a history of working with immigrant populations in Madison to gather input about services. If your organization completed the survey, you are eligible to apply for funding. If you did not complete the survey, you must schedule a meeting with [Nancy Saiz](#) to discuss your application. Applications will not be accepted from entities that have not completed the survey or consulted with staff.

- 1) Funds are available to support only those programs, projects, or activities that will entirely, or primarily, benefit residents of the City of Madison.
- 2) Eligibility is limited to Community Based Organizations (CBO) that have secured a fiscal agent, or obtained tax exempt status under 26 USC §501(c)(3). Please see the Fiscal Agent packet available on CDD's Funding Process website for more information. Organizations identified to serve as Fiscal Agents on behalf of applicants will be asked to indicate their understanding of the City's expectations and agreement to act on the applicant's behalf. Potential applicants who are unclear

2022 American Rescue Plan Act (ARPA) Funding Opportunity: Services to Undocumented Immigrants

Online [Application and Guidelines](#) | Application Due: 1/28/22 at 12:00 pm CST

Submit to: CDDApplications@cityofmadison.com

on the process or availability of agencies that would qualify as fiscal agents, should contact Nancy Saiz at nsaiz@cityofmadison.com

- 3) In order to receive funds your agency must be registered with [SAM](#) in order to receive federal funds.
- 4) Proposal budgets must be between \$75,000 and \$150,000. Proposals less than or greater than this range will not be considered.
- 5) Organizations applying will have until 12/31/23 to use and disburse funds to participants.

Application

All ARPA-related information including the required application form, the Fiscal Agent Information packet and form, additional information on contracting requirements, and updated timelines are available on the [City of Madison Community Development Division Funding Opportunities website](#). If an applicant is not a 501c(3) organization it must identify a fiscal agent with which it will partner and complete and submit the [Fiscal Agent Roles and Responsibilities form](#) to the CDD applications mailbox, by the application due date. Fiscal agents will be required to consult with City staff. Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be considered in the evaluation of proposals.

Submit your proposal to cddapplications@cityofmadison.com by **12:00 pm on 1/28/22**. ***Please note that proposals are time stamped electronically as they are received, not when they are sent. Any proposals received in the CDD office and stamped after 12:00pm will not be accepted. No exceptions will be made.***

Award Criteria

Applications will be scored using the criteria in the table below. Total scores will contribute to the discussion on funding recommendations. Application scores will be an important, but not the sole factor, in making recommendations for funding. Other factors to be considered include, for example, the distribution of funds across the city geographically, demographically, and the goal of supporting a range of immigrant communities in Madison.

2022 American Rescue Plan Act (ARPA) Funding Opportunity: Services to Undocumented Immigrants

Online [Application and Guidelines](#) | Application Due: 1/28/22 at 12:00 pm CST

Submit to: CDDApplications@cityofmadison.com

| Scoring Criteria | Points Available |
|--|------------------|
| Proposal clearly describes the population to be served, the adverse impacts caused by COVID-19 and how these funds will be used to address those impacts | 15 |
| Proposal establishes the organization's connections to and record of supporting the specific population(s) to be served | 10 |
| Relevant staff have experience working with immigrant population through lived experience and/or years of work experience | 10 |
| Proposal clearly describes the process for clients to receive assistance due to COVID 19 pandemic | 5 |
| Budget is reasonable for staff cost to meet the needs of clients within the proposed timeline. | 10 |
| Total Points Available | 50 |

Timeline

These dates represent the City's desired timeline for implementing this project. Any revision to the due date will for submission of applications will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

| Date | Activity |
|-------------------|--|
| January 10, 2022 | Release of Application and Guidelines |
| January 28, 2022 | Deadline for Submissions |
| February 4, 2022 | Staff Recommendations Finalized |
| February 8, 2022 | Notification of Awards |
| February 15, 2022 | Earliest Anticipated Contract Start Date |

Contracting and Reporting Requirements

All allocated funds will be administered in CDD through executed contracts with the City of Madison. Funded agencies will be required to submit program and expense reports. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be expected to attend a **mandatory meeting** on contracting and reporting requirements. City purchases of service contracts include requirements regarding nondiscrimination, consideration of vulnerable and marginalized populations, Affirmative Action, and mandatory insurance coverage. Awardees may be required to appear before the Community Services Committee members to share their work. If you have any questions about these requirements or processes, please contact the Community Development Division at 266-6520 or Nancy Saiz nsaiz@cityofmadison.com.