



AGENDA

Eau Claire County ARPA Committee
Monday, February 28, 2022, at 3 p.m.
Virtual Meeting via Webex

Dial In: 1-415-655-0001 **Access Code:** 2594 346 8010

**please remain muted when not speaking*

Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m96ed5e2040d4a4fe779a02937c4beee6>

Password: aUBnZ75xEF6

For those wishing to make public comment, please fill out and submit this form at least 60 minutes prior to the meeting: <https://www.co.eau-claire.wi.us/Home/Components/FormBuilder/FormBuilder/809983158d2f4a7dbb0d7b9032cf95ef/12242#>

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1. Call Meeting to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Review and approval of meeting minutes – **Discussion/Action**
 - a. February 7, 2022
 - b. February 21, 2022
5. Grant application/process update – **Discussion/Action**
 - a. Program Components Review
 - b. Process Review
 - c. Outreach Plan Review
 - d. ARPA Funding Committee Membership
6. Next Steps – **Discussion**
7. Adjourn



MINUTES

Eau Claire County
ARPA Committee
Monday, February 7, 2022, at 3 p.m.
Virtual Meeting via Webex

Present: Dane Zook, Jennifer Meyer, Kathryn Schauf, Jeneise Briggs, Scott Rogers, Norb Kirk, Tim Sullivan, Zoe Roberts, Pa Thao, Cortney Draxler, Connie Russell (3:05 p.m.), TJ Atkins (3:04 p.m.)

Others: Samantha Kraegenbrink – Committee Clerk

Public: Ryan Patterson – Leader Telegram, others present

Call Meeting to Order and Confirmation of Meeting Notice

Chair Briggs called the meeting to order at 3:00 p.m. and confirmed meeting notice.

Roll Call

The Committee Clerk called the roll, and it is listed above.

Public Comment

No members of the public wished to make comment.

Review and approval of meeting minutes from January 31, 2022

Motion by Administrator Schauf, seconded by Corporation Counsel Sullivan. No deletions, additions, or corrections. Minutes approved.

Grant Application/Process Update

Tobi LeMahieu and Lynn Nelson from WCWRPC provided a grant application and process update which included model grant application processes provided in the agenda packet. The committee commented and discussed in length the processes presented to them. A brief four question survey will be provided to the committee over the next couple of days to be submitted to WCWRPC to provide detailed input on the provided information.

Adjourn

The meeting was adjourned at 3:54 p.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator



MINUTES

Eau Claire County ARPA Committee
Monday, February 21, 2022, at 3 p.m.
Virtual Meeting via Webex

Present: Connie Russell, Nick Smiar (ex-officio), Jen Meyer, Dane Zook, Jeneise Briggs, Norb Kirk, TJ Atkins, Kathryn Schauf, Zoe Roberts, Tim Sullivan, Pa Thao, Mike Golat, Cortner Draxler, Scott Rogers (3:03 p.m.), Tim Sullivan

Others: Samantha Kraegenbrink (Committee Clerk), Tobi LeMahieu, Lynn Nelson, Sharon McIlquham

Public: Present

Call Meeting to Order and Confirmation of Meeting Notice

Chair Briggs called the meeting to order at 3:00 p.m. and confirmed meeting notice.

Roll Call

The Committee Clerk called the roll and it is listed above under present.

Public Comment

No members of the public wished to make comment.

Review and approval of meeting minutes

The February 7, 2022 minutes will be reviewed at the next meeting of the committee.

Grant application/process update

Lynn Nelson and Tobi LeMahieu reviewed the grant applications components and the results of the committee survey. For component one, it was suggested to allow landlords to apply for funding if they received \$200,000 or less in gross income. The majority vote was no to that suggestion. It was also asked to prioritize those who have received zero funding, followed by the highest percentage of impact. On hand vote, that ask passed. The committee also requested the removal of the match requirement, but instead to add an encouragement of a match.

Adjourn

The meeting was adjourned at 4:01 p.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

COMPONENT #1

EAU CLAIRE COUNTY

American Rescue Plan Act (ARPA) Recovery Assistance Grant Program

Grant funds for businesses and nonprofits to assist with pandemic relief.

Program Description

The Eau Claire County American Rescue Plan Act (ARPA) Recovery Assistance Grant Program is designed to assist **businesses and nonprofits** impacted by the COVID-19 pandemic by assisting with grant relief.

Grant Size

\$5,000

Funds Available

A total of \$1,000,000 is available within Component #1.

Eligibility

* To be eligible, **a business or nonprofit** must:

- Be located within Eau Claire County
- Have been in operation in Eau Claire County on or before March 25, 2020, and still in operation
- Have suffered an economic loss because of the COVID-19 pandemic, and provide documentation of COVID-19 pandemic impact

* **Businesses** must employ less than twenty (20) employees, including the owner(s); and the business cannot operate within one of the categories listed under *Ineligible Entities*

* **Nonprofit organizations** must have a 501(c)(3) charitable status and operate within one of the following categories:

- Affordable Housing and Homelessness
- Animal / Environmental
- Arts, Culture, and Humanities
- Early Childhood Education / Education
- Health
- Family, Children, and Human Services
- Low Income
- Mental Health and Addiction
- Underrepresented Populations / Minority Persons

Ineligible Entities

The following businesses or nonprofits are ineligible:

- Lessors of real estate (landlords) and property management companies
- Political organizations

Eligible Activity

Grant funds can be used for any business or nonprofit operating cost, including but not limited to wages and salaries, rent, mortgage payments, utilities, inventory/supplies, and/or for health and safety improvements.

Eligible entities will need to clearly define how the funds will assist with pandemic recovery.

Application Procedure

Advertising and application acceptance will occur over a six-week period.

Applicants who have not received any previous pandemic relief assistance will receive priority. Secondary priority will be based on percentage of total business sales or nonprofit revenue loss compared to pre-pandemic levels.

Questions regarding the application and eligibility can be directed to the West Central Wisconsin Regional Planning Commission (WCWRPC).

Interested applicants should submit applications, and required attachments, to the West Central Wisconsin Regional Planning Commission prior to or by 5:00 p.m. on the application due date.

COMPONENT #2 EAU CLAIRE COUNTY

American Rescue Plan Act (ARPA) Recovery Assistance Grant Program

Grant Funds for businesses and nonprofits for new or continued projects, programs, or efforts that will assist the greater community with recovery from the pandemic.

Program Description

Component 2 of the Eau Claire County ARPA Recovery Assistance Grant Program provides funds for forward-thinking and innovative projects, programs, or efforts provided by a business or nonprofit organization that will assist the greater community in recovering from the pandemic. The funds can be used for continuation of an existing project or a new project, program, or effort. Applicants can apply for both Components 1 and 2 if applicable.

Grant Size

\$10,000 to \$100,000

As part of the application, applicants will provide their requested funding amount as well as justification for the request.

Funds Available

Up to \$1,000,000 is available within Component 2.

Eligibility

To be eligible, **a business or nonprofit** must be located within Eau Claire County

* **Businesses** must employ less than twenty (20) employees, including the owner(s); and the business cannot operate within one of the categories listed under *Ineligible Entities*

* **Nonprofit organizations** must have a 501 (c)(3) charitable status and operate within one of the following categories:

- Affordable Housing and Homelessness
- Animal / Environmental
- Arts, Culture, and Humanities
- Early Childhood Education / Education
- Health
- Family, Children, and Human Services
- Low Income
- Mental Health and Addiction
- Underrepresented Populations / Minority Persons

Ineligible Entities

The following businesses or nonprofits are ineligible:

- Lessors of real estate (landlords) and property management companies
- Political organizations

Eligible Activity

Grant funds can be used to fund an innovative project, program, or effort that will assist with pandemic relief to the greater community.

Application Procedure

Advertising and application acceptance will occur over a two-month period.

Questions regarding the application and eligibility can be directed to the West Central Wisconsin Regional Planning Commission (WCWPRC).

Interested applicants will submit applications to the West Central Wisconsin Regional Planning Commission prior to or by 5:00 p.m. on the application due date.

Additional information may be requested.

Applications will be scored by a committee based on pre-determined scoring criteria.

Applicants may be required to participate in interviews to support and clarify their applications, if requested.

Implementation Timeline

Funded activities must be complete by December 31, 2024.

Evaluation Criteria – Maximum score is 125 points.

- 1) **Need for the project** – Describe the issue or need the project will address and why the grant funding is necessary. Provide documentation that clearly identifies the need for the project. The need must be related in whole or in part to one or more negative economic or health impacts of the COVID-19 pandemic. (25 points possible)
- 2) **Meeting the need** – Projects must meet an identifiable, quantifiable, community or county need. Describe how this project will meet the need/issue described in Question #1. State the estimated number of people expected to be served by the project. (25 points possible)
- 3) **Timing** – Proposed projects will begin in 2022 and be completed by December 31, 2024. Provide a narrative and timetable that describes the current status of the project, and future steps to implement the project. (15 points possible)
- 4) **Staffing and Partnerships** – Staff capacity to deliver and complete the project within the identified timeline is important. Identify what entity or organizations will be responsible to oversee implementation of the project, provide required reporting, and oversee all aspects of the project to completion. Identify staff, consultants, or contractors who will be key team members in the successful completion of the project. Partnerships with other organizations are encouraged. (10 points possible)

- 5) **Budget & Matching Funds** – Provide a detailed budget with all funding sources identified. Match is not required but is encouraged. Matching funds can include cash, in-kind donations, or other funding sources. Outline the status of all matching funds. (20 points possible)
- 6) **Disproportionality Impacted Communities or Populations** – Projects that serve a community or population disproportionately impacted by the COVID-19 pandemic will receive additional points. Describe the geographic or demographic community the project will serve and how it has been impacted by the COVID 19- pandemic. (30 points possible)

Awards

Awards will be made based upon the highest scoring applications. Eau Claire County reserves the right to negotiate, limit, or amend awards in accordance with objectives of the program and funding availability.

Grant Agreement Term

The Grant Agreement shall be effective on the execution date and shall be in force until all eligible activities are completed and all required documents are submitted to Eau Claire County. Expenses must be incurred between the date of the executed agreement with Eau Claire County and December 31, 2024, and all projects completed by December 31, 2024.

Reports Required

Grantees will submit quarterly reports summarizing the use of funds and describing recovery impacts from the pandemic. Eau Claire County will supply a reporting document for completion by grantees and prescribe the dates upon which the quarterly reports are due. Subsequent reports will be required beyond the grant agreement term.

Program Processes

Component One

Program is advertised beginning on March 14, 2022.

West Central Wisconsin Regional Planning Commission staff will be available to answer program/application questions.

Throughout the advertising/submission period

Applications can be submitted via email, regular mail, or physical delivery through April 22, 2022 at 5:00 p.m.

West Central Wisconsin Regional Planning Commission staff will sort eligible versus ineligible applications. Prioritization of eligible applications will then be based on entities that have not previously received recovery funding assistance, followed by prioritization based on percentage of total business sales/nonprofit revenue loss compared to pre-pandemic levels.

Complete by May 6, 2022

The ARPA Application Committee will meet to review and approve list of awardees.

Week of May 9, 2022

Eau Claire County will prepare and distribute checks to awardees.

By May 13, 2022

If funding runs out prior to prioritized and eligible applications receiving funds, Eau Claire County will consider adding ARPA dollars to the program. Likewise, if not all funding allocated to Component 2 is committed to submitted applicants, those funds will be transferred to assist unfunded applications under Component 1 if applicable.

*All dates are approximate.

Component Two

Program is advertised over a two-month period.

March 14, 2022 through May 15, 2022

West Central WI Regional Planning Commission staff will be available to answer program/application questions.

Throughout the advertising/submission period

Applications will be due by Monday, May 16, 2022 by 5:00 p.m. Applications can be submitted via email, regular mail, or physical delivery.

West Central WI Regional Planning Commission staff will sort eligible versus ineligible applications.

Complete by May 27, 2022

Applications will be provided to the ARPA Application Committee for review and scoring. West Central Wisconsin Regional Planning Commission will provide training related to guidelines to scoring the applications. Each Committee member will score applications on their own followed by a meeting to discuss (below).

Week of May 30, 2022

The ARPA Application Committee will meet to discuss, rank, and approve awarded applications. If interviews are needed in order for decisions to be made, the interviews will be set up following the meeting.

Week of June 6, 2022

Interviews by the ARPA Application Committee with applicants will take place as appropriate.

Week of June 13, 2022

Final awardees will be determined by the ARPA Application Committee following interviews if applicable.

Week of June 13, 2022

Agreements between funding recipients and Eau Claire County will be prepared and distributed.

Week of June 13, 2022

Awarded projects/programs can commence once signed agreements are in place.

Progress reports and progress payment requests will be submitted to Eau Claire County. If monetary advances are needed they can be arranged with the County. Payments will be made to recipients until all funds have been disbursed for individual projects.

All projects/programs/efforts must be complete by December 31, 2024.

*All dates are approximate.

Eau Claire County American Rescue Plan Act (ARPA) Recovery Assistance Grant Program Outreach Plan

Various methods of outreach will be used to inform businesses, nonprofits, and community partners of the Eau Claire County ARPA Recovery Assistance Grant Program. While the West Central Wisconsin Regional Planning Commission (WCWRPC) will prepare materials and lead these efforts, successful outreach relies on information also being shared by community partners.

Targeted outreach methods include:

- Press release for local media
- Social media (Facebook, LinkedIn) posts with reposting by other organizations
- Email or mailing to Eau Claire County and municipal (Town, Village, City) elected officials & County Board members
- MailChimp newsletter to WCWRPC contacts located in Eau Claire County
- Emails to Eau Claire County Chambers of Commerce and other appropriate organizations
- Work with County organizations, such as the Chippewa Valley COVID-19 Economic Recovery Task Force and Eau Claire Area Economic Development Corporation, to get information in appropriate newsletters