

City Of Torrington

ECONOMIC DEVELOPMENT
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Torrington, CT 06790-5245

MEMORANDUM

TO:

City Council

CC:

FROM:

Rista Malanca, AICP

file

DATE:

JUNE 16, 2022

RE:

NW CT Community Foundation MOU – ARPA

☐ URGENT

☐ FOR REVIEW

☐ PLEASE COMMENT

☐ FOR YOUR USE

☐ PLEASE RECYCLE

NOTES/COMMENTS:

Dear Council Members,

As part of the strategic Spending Plan, the City Council earmarked \$1,750,000 to the Community Impact Grant and Partnership Project Program. Of these funds, \$500,000 was intended for mini-grants and \$1,250,000 was intended for larger community projects.

The details of this program were approved by Council on April 18th (Program details) and May 16th (Scoring Criteria).

NW CT Community Foundation has a proven track record of successfully implementing both small and large grants to local organizations in Torrington. They have the physical and digital infrastructure and capacity to effectively manage the proposed Community Impact Program mini-grants and larger community projects.

It is the recommendation of the City's Ad-Hoc ARPA Committee to enter into a Memorandum of Understanding with the NW CT Community Foundation for the administration and technical assistance of this grant program.



Memorandum of Understanding

Preamble:

The City of Torrington, (CIT) is requesting assistance from the Northwest CT Community Foundation, (NCCF) in managing a portion of the funds it will receive from the American Rescue Plan Act (ARPA). The CIT intends to distribute approximately \$1,750,000 in grants to local and regional nonprofit and for-profit organizations under the following eligibility guidelines:

- All funding must provide a direct benefit to the Torrington community;
- All funding must exhibit a positive impact on Torrington residents and/or Torrington-based businesses.

While funding uses are broadly connected to recovery, resilience and the fortification of programs and services to those residents and businesses who have been negatively impacted by the pandemic, the CIT has identified specific funding priority areas that:

- Engage and re-engage Torrington's Youth
- Increase and support child care capacity
- Provide mental health support
- Advance travel and tourism in the city
- Support Torrington's creative economy
- Develop the capacity and skills of Torrington's workforce
- Address drug and alcohol addiction or domestic violence
- Support basic human needs and social services

The CIT will earmark \$1,750,000 to be expended over two specific and limited grant time horizons. The first grant round will have an approximately \$875,000 allocation and will be divided into two separate classifications:



- 1) Grants under \$10,000
- 2) Grants over \$10,000

All applications will be reviewed by an Advisory Committee appointed by the Mayor at prescribed meeting intervals.

Depending on the complexity of the application and the amount requested, the Advisory Committee may schedule appointments with selected applicants in order to more fully determine the merits and efficacy of each proposal.

Upon the majority recommendation by the Advisory Committee, grant awards must be approved by City Council.

Intent:

Recognizing NCCF's demonstrated grant expertise and deep understanding of the strengths and weaknesses of the local and regional nonprofit network, the CIT is establishing through this Memorandum of Understanding (MOU) an administrative grant partnership with NCCF. This grant partnership is intended to ensure the best possible outcomes and impact for the earmarked ARPA funds, while providing cost efficiencies and a network opportunity for additional funders to join in to strategically make investments in the long term social and health equity of the Torrington community.

Nonprofit Partnership Services:

NCCF will:

- *design and launch an integrated "on-line" ARPA grant application with conditional logic that meets the informational requirements established by the CIT's designated Advisory Committee;*



- *make available links to the application that can be accessed on the CIT website and other key points of entry designated by CIT;*
- *assist in the publicity of “requests for proposals” utilizing NCCF’s targeted database of potentially eligible organizations that have demonstrated connections to the CIT’s funding priorities;*
- *manage inquiries from the nonprofit community addressing questions about eligibility and the grant protocols, in addition to assisting applicants throughout the application process;*
- *pre-screen all applications for all required application material (including project budgets and financials) and post them to a designated password protected portal for the Advisory Committee to review. Members of the Advisory Committee as readers/evaluators, will be instructed on how to use the electronic platform to review and evaluate the applications;*
- *host all Advisory Committee grant evaluation meetings and assist in the meeting coordination, meeting agenda development and recording and/or documentation of all meetings;*
- *manage and process all grant awards and denials, audit grant performance, and collect post grant reports;*
- *assist, as needed in the preparation of media releases connected to the grant awards and overall grant offering.*

CIT will:

- *select the members of the Advisory Committee and require those members to complete Conflict of Interest and Confidentiality forms in order to adhere to NCCF’s Code of Ethics;*



- *meet at prescribed intervals, set in advance, according to a schedule mutually agreed upon;*
- *maintain minutes of the meetings.*

Administrative Assessment:

- *An initial fee of \$3,000 will be assessed for the development, set up and hosting of a unique online application meeting CIT's application and eligibility requirements.*
- *An industry standard fee of \$36,000 will be assessed for organizational and administrative services covering both grant rounds, grant awards, grant contract compliance, and post grant reporting as delineated in this agreement (amount of approx. 2% of assigned grant funds).*

DRAFT