

Request for Proposals (RFP)

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 4th floor
Canton, Ohio 44702

American Rescue Plan Act (ARPA) 2024 Summer Program/Project
Request for Proposal

Item/Project

Community Development

Responsible Department

February 16, 2024 4:00pm

Proposals Due On or Before

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

Request for Proposals City of Canton

American Rescue Plan Act (ARPA) 2024 Summer Program/Project Request for Proposal

The Department of Community Development, on behalf of the City of Canton, is requesting proposals for the 2024 AMERICAN RESCUE PLAN ACT (ARPA) Summer Program/Projects for registered Stark County, OH agencies. This document provides instructions for submitting applications, criteria and eligible applicants. The project will be responsible for providing summer enrichment activities to mitigate summer learning loss for youth residing in Canton, Ohio. Activities may include any of the following: classroom instruction, enrichment, recreational activities, employment opportunities and administrative services for City of Canton youth during the traditional months of May – August 2024. Applicants who received previous City of Canton funds for summer projects are highly encouraged to apply. Please provide a detailed sustainability plan from other financial sources for future summer learning and enrichment projects for FY 2025.

Criteria – Applicants will provide summer enrichment activities to mitigate summer learning loss for youth residing in Canton, Ohio. Activities may include any of the following: classroom instruction, enrichment, recreational activities, employment opportunities and administrative services for City of Canton youth during the traditional months of May – August 2024. Applicants will be required to adhere to the eligibility requirements of ARPA, comply with United States Treasury guidance as laid out in the SLFRF Final Rule and related federal laws.

Need – Applicants will address a philosophy on mitigating summer loss for students. Identify population served, include area, location or targeted schools in Canton, Ohio. Address HUD’s income definition and numbers of low-moderate income (LMI) students expected to serve. Explain why the program or activity is necessary to assist students post COVID 19 pandemic.

Objectives – List a minimum of 3 attainable objectives using measurable outcomes.

Performance Plan – Identify a timeline of activities. Explain the plan of operation including recruitment and selection of Canton participants. Timeline must address objectives. Discuss curriculum, workshops, administration, monitoring and key personnel roles. If applicable, describe career development plan, including process to recruit and obtain community employers or supporters. Attach budget and budget narrative outlining activities. Insert leverage of funds and plans to financially sustain the program for summer activities in FY 2025.

Evaluation – Provide summative and formative evaluations for objectives and performance plan.

This RFP is not for product or curriculum development. Funding is for in-person programming for Stark County Agencies and youth residing in Canton, OH.

The total amount to be awarded is estimated to be \$500,000. The priority will be given to applications where there are matching funds that demonstrate continued sustainability without the use of ARPA funds.

The City of Canton – Request for Proposal
American Rescue Plan Act (ARPA) Summer Program/Project Request for Proposal

Questions

Please direct all questions regarding this RFP in writing by **4:00 PM local time on February 9, 2024**, to:

City of Canton Community Development Department
communitydevelopment@cantonohio.gov

Deadline and Submission Procedures:

ARPA Summer Program/Project applications are available online at:

<https://www.cantonohio.gov/264/Community-Development>. Applicants interested in being considered for funding must provide their proposals by **4:00 P.M. on February 16, 2024**. Submit your completed application to communitydevelopment@cantonohio.gov. All applications must be submitted prior to the deadline of Friday, February 16, 2024.

| | | |
|--------------------------------|--|--|
| RFP Contact | (330) 489-3330 communitydevelopment@cantonohio.gov | |
| Submitted Questions | Send submitted questions in advance to: purchasing@cantonohio.gov | |
| Application Submitted Timeline | Application Period Opens – Thursday, February 1, 2024 Application Period Ends – Friday, February 16, 2024. Program Year begins – Wednesday, May 1, 2024 | |
| Contract Dates | May 1, 2024 through August 31, 2024 | |

The City of Canton – Request for Proposal
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Evaluation and Award Process

The City of Canton reserves the right to reject any or all proposals and to waive any informalities or irregularities in applications/proposals received. Technical Assistance can be scheduled by calling 330-489-3330.

By order of the Director of Public Service
John M. Highman
Director of Public Service

Published in The Repository
January 15 and 22, 2024

City of Canton
Department of Development
Notice of Funding Available



Application
For
ARPA Funds

The American Rescue Plan Act was signed into law by
President Biden on March 11, 2021

2024

Mayor, William V. Sherer II
Sherice L. Freeman, Community Development Director

**2024 American Rescue Plan Act (ARPA) Application
Summer Youth Programs**

Legal Name of Organization: _____

Mailing Address: _____

Project Name: _____

Project Address/Location: _____
_____ Located in Council Ward#: _____

Agency Federal Tax ID# _____

Agency UEI number _____

Total Project Cost: \$ _____ Funding Requested: \$ _____

Mission Statement

Organization Mission Statement: _____

Project Summary

Additional pages may be added if needed.

Briefly describe the proposed project. The narrative should include the need or problem to be addressed, as well as the population to be served or the area to benefit.

Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method or approach, and the implementation schedule.

Describe clients to be served in terms of age, gender, ethnicity, income level, and other defining characteristics.

Who will carry out the activities?

What is the period over which the activities will be carried out?

For service programs, include how you propose to coordinate your services with other community agencies and leverage resources.

Sources and Uses of Funding

Estimated total project cost: \$ _____

Complete the detailed project budget below:

| Types of Funding Utilized | | | | | | |
|---------------------------|-----------|---------|---------|---------------|-------|-------|
| Sources (Examples) | City ARPA | Private | In-Kind | Other Federal | State | TOTAL |
| Personnel | | | | | | |
| Materials | | | | | | |
| Supplies | | | | | | |
| Student Support | | | | | | |
| Field Trips/Activities | | | | | | |
| Other | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

List other funding obtained or solicited for this project (including other public funds, private funds, and foundations). All projects must include funding from other sources.

| <u>Funding Sources</u> | <u>Committed Amount</u> | <u>Pending Amount</u> |
|------------------------|-------------------------|-----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total | _____ | _____ |
| _____ | _____ | _____ |

Agency Information

How many years has the agency been in service?

List the types of services the agency provides.

How many people does the agency serve? Provide a breakdown by characteristic, i.e., youth, elderly.

Describe the agency's experience with federal programs and the agency's capacity to carry out this program.

Attachment I ACTIVITY TYPES

| | |
|--|--|
| | Acquisition or Disposition of Real Property |
| | Public Facility Improvements |
| | Senior Centers |
| | Handicapped Centers |
| | Homeless Facilities |
| | Youth Centers |
| | Neighborhood Facilities |
| | Parks, Recreational Facilities |
| | Parking Facilities |
| | Sidewalks |
| | Child Care Centers |
| | Tree Planting |
| | Health Facilities |
| | Facilities for Abused and Neglected Children |
| | Asbestos Removal |
| | Facilities for AIDS Patients |
| | Operating Costs of Homeless/AIDS Patients Programs |
| | Providing public services |
| | Senior Services |
| | Handicapped Services |
| | Legal Services |
| | Youth Services |
| | Transportation Services |
| | Substance Abuse Services |
| | Services for Battered and Abused Spouses |
| | Employment Training |
| | Crime Awareness/Prevention |
| | Tenant/Landlord Counseling |
| | Child Care Services |
| | Health Services |
| | Services for Abused and Neglected Children |
| | Mental Health Services |
| | Housing Counseling |
| | Neighborhood Cleanups |
| | Food Banks |
| | Direct Homeownership Assistance |
| | Housing Rehab Program |
| | Economic Development |
| | Direct Financial Assistance to For-Profits |
| | Technical Assistance |
| | Micro-Enterprise Assistance |



Attachment II

(Complete and submit with application)

BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

I. INSTRUCTIONS

I. INSTRUCTIONS

- A. This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons regardless to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- B. City of Canton Codified Ordinance 507 and rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.
- C. Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrate compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the vendor and its subcontractors rests with the vendor or subcontractor. Such demonstration is a pre-requisite for continued eligibility for the award City contracts.

II. VENDOR OR BIDDER INFORMATION

| | | | |
|--|-------------------------|-------------|-----------------------------|
| 1. REPORTING STATUS | | | |
| a. Prime Contractor | b. Prime Sub-Contractor | c. Supplier | d. Other (<i>Specify</i>) |
| 2. NAME, ADDRESS, AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT: | | | |
| 3. NAME, ADDRESS, AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER: | | | |
| 4. NAME, ADDRESS, AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER: | | | |

EVALUATION

| | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Non-Compliance | <input type="checkbox"/> Follow-Up Needed _____ |
|-------------------------------------|---|---|

III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the applicable letter associated with each item below. The letters are interpreted as follows:

- A.** Current Practice unable to adopt policy **B.** Company will immediately adopt this policy **C.** Company is unwilling or is unable to adopt policy

| CIRCLE ONE | ITEMS | STATE REASON IF (C) IS CHECKED |
|-------------|--|--------------------------------|
| A B C | 1. The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity, with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment. This policy will be communicated in writing to all employees, subcontractors, recruitment sources and all relevant labor organizations and unions. | |
| A B C | 2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel. | |
| A B C | 3. The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis. | |
| A B C | 4. The Company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Codified Ordinance 507. | |
| A B C | 5. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel. | |
| A B C | 6. Company will take steps to integrate any position, departments, or plant locations which have no minority persons, or are almost completely staffed with one particular ethnic or racial group. | |
| A B C | 7. Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: Education, Experience, Tests, and Criminal Records. | |
| A B C | 8. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company. | |
| A B C | 9. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity. | |

IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law. Please provide truthful and accurate information. If information provided is found to be false, bidder/contractor will be subject to the loss of all future awards.

| | Overall Total Male & Female | Male | Female | MALE | | | | FEMALE | | | |
|------------------------------------|--------------------------------|------|--------|------------------|----------------|-----------------|----------|------------------|----------------|-----------------|----------|
| | | | | African American | Asian American | Native American | Hispanic | African American | Asian American | Native American | Hispanic |
| Officials, Managers, & Supervisors | | | | | | | | | | | |
| Professionals | | | | | | | | | | | |
| Technicians | | | | | | | | | | | |
| Part-Time Seasonal | | | | | | | | | | | |
| Office and Clerical | | | | | | | | | | | |
| Craftsmen (Skilled) | | | | | | | | | | | |
| Operatives (Semi-Skilled) | | | | | | | | | | | |
| Laborers (Unskilled) | | | | | | | | | | | |
| Service Workers | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |
| | | | | | | | | | | | |

REMARKS: Please explain any identification data appearing on the last report which differs from that given above. This includes major changes in employment, changes in composition of reporting units, and other pertinent information. Use a separate sheet if additional space is required.

V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other action taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, national origin, disability, sexual orientation, or sexual identity. Use separate sheet if additional space is required.

VI. POLICY STATEMENT

THE CITY OF CANTON, OHIO IN CONFORMANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS, REQUIRES EACH VENDOR, CONTRACTOR, AND MATERIAL SUPPLIERS WORKING ON CITY PROJECTS OR AWARDED CITY CONTRACTS BE SIGNATURES OF THE FOLLOWING STATEMENTS:

- 1) IT IS THE POLICY OF _____ THAT EQUAL EMPLOYMENT OPPORTUNITIES BE AFFORDED TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY.
- 2) IN SUPPORT OF THIS DOCUMENT _____ WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY.
- 3) _____ WILL TAKE AFFIRMATIVE ACTION TO INSURE THAT APPLICANTS FOR EMPLOYMENT AND CURRENT EMPLOYEES ARE TREATED FAIRLY WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY. SUCH ACTION WILL INCLUDE BUT NOT BE LIMITED TO RECRUITMENT, ADVERTISING, OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.
- 4) _____ WILL MAKE EVERY EFFORT TO COMPLY WITH MINORITY UTILIZATION GOALS AS FOLLOWS: (9%) NINE PERCENT MINORITIES IN YOUR WORKFORCE ON THE JOB, (6.9%) SIX POINT NINE PERCENT FEMALE UTILIZATION ON THIS JOB, AND (10%) TEN PERCENT OF CONTRACT AMOUNT EXPENDED WITH MINORITY BUSINESS ENTERPRISES, WOMEN-OWNED BUSINESS ENTERPRISES OR A COMBINATION OF BOTH.
- 5) _____ SHALL REQUIRE EACH SUBCONTRACTOR HIRED FOR THIS PROJECT TO ADHERE TO THIS STATEMENT.

VII. SIGNATURE

THE UNDERSIGNED CERTIFIES THAT HE/SHE IS LEGALLY AUTHORIZED BY THE VENDOR/BIDDER TO AFFIRM ALL INFORMATION AND STATEMENTS INCLUDED IN THIS EMPLOYMENT PRACTICES REPORT. THAT HE/SHE HAS READ ALL OF THE FOREGOING STATEMENTS, REPRESENTATIONS, AND AFFIRMATIONS AND THAT THEY ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF. THE UNDERSIGNED, UNDERSTANDS THAT IF ANY OF THE STATEMENTS AND REPRESENTATIONS ARE MADE KNOWING THEM TO BE FALSE OR THERE IS A FAILURE TO IMPLEMENT ANY OF THE STATED INTENTIONS OR OBJECTIVES, SET FORTH HEREIN, WITHOUT PRIOR NOTICE TO THE OFFICE OF COMPLIANCE, THE BIDDER/CONTRACTOR COULD BE SUBJECT TO LOSS OF CURRENT AND FUTURE AWARDS.

Firm or Corporation Name:

SIGNATURE

Title

Date of Signing

ENVIRONMENTAL CERTIFICATION

Attachment III

The business or organization understands and agrees that:

- All Federally funded projects must obtain environmental clearance prior to **any portion** of the project moving forward or project funds will be rescinded and/or repaid to the City of Canton Department of Development.
- The environmental review must cover the **entire scope of the project**, as presented in this application. The project is defined and includes all line items listed in the application and all aspects necessary for the successful completion of the project, including both **private** and **public**, on- and off-site investment, by any party.
- If the project involves construction, federal regulations may require that a public notice be published in the area’s newspaper of general circulation and that a public comment period be observed. This process will take a minimum of 45 days. If comments are received, this process may take longer.
- Local and regional governmental and civic bodies must be notified of the project’s potential effects on various aspects of the environment. In addition, the environmental review process may include coordination with several regulatory entities. These entities may have requirements such as archaeological studies, special permitting, and mitigation measures.
- If a purchase option is offered prior to the environmental review being completed, the option must contain contingency language indicating that there will be no transfer of the title to the purchaser until all environmental review procedures have been completed. Any deposits made must be nominal or refundable.

I certify that _____ (business or organization) understands the information provided and will not begin any portion of the project until a written clearance is obtained by the applicant. I further certify that I make this commitment on behalf of _____ (business or organization).

This certification is duly authorized and executed this _____ day of _____ 20 ____.

Signature

Witness

Authorized Business or Organization Representative
Typed or Printed Name and Title

Witness Name Typed or Printed

As a duly authorized representative of The City of Canton, I certify that I have explained the environmental review process to the authorized business or organization representative.

Signature

Environmental Review Analyst (Typed or Printed Name and Title)

FAIR HOUSING CERTIFICATION

Attachment IV

I hereby certify on behalf of the following agency:

_____, that there are no current, past, or unresolved fair housing violations. I also certify that if a Conciliation Agreement has been entered into with the City of Canton Fair Housing Commission, there are no past or current violations of non-compliance to any agreement.

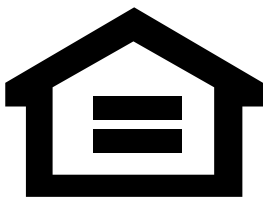
Printed Name
On behalf of the Agency

Signature
On behalf of the Agency

Date

On Behalf of the City of Canton Fair Housing Commission:

I have verified the above information and confirm that the above is accurate and that there are no current, past, or unresolved fair housing violations. I also certify that if a Conciliation Agreement has been entered into with the City of Canton Fair Housing Commission, there are no past or current violations of non-compliance to any agreement.



EQUAL HOUSING
OPPORTUNITY

Fair Housing Manager

Date

Handicapped Accessibility Statement
Required for projects involving public services
or rehabilitation of public facilities
Attachment V
(Complete and submit with application)

- _____ Yes _____ No There is sufficient accessibility so that persons with disabilities have an equal opportunity to participate in and benefit from the program.
- _____ Yes _____ No The same range of choices and amenities are offered to persons with disabilities as those offered to others.
- _____ Yes _____ No Steps are taken to assure that information regarding the availability of accessibility assistance reaches individuals with disabilities.
- _____ Yes _____ No Reasonable non-discriminatory steps are taken to maximize participation by eligible individuals.
- _____ Yes _____ No Are offices and facilities located on an accessible route and those which can be approached, entered, and used by individuals with physical disabilities?

The Federal Fair Housing Act (FHA) 42 U.S.C. §§ prohibits discrimination in housing practices on the basis of race, color, religion, sex, national origin, familial status, and disability. The Act prohibits housing providers from discriminating against persons because of their disability or the disability of anyone associated with them and from treating persons with disabilities less favorably than others because of the disability. The Act also requires housing providers "to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling." In addition, the Act requires that housing providers allow tenants to make reasonable modifications to units and common spaces in a dwelling. The Act applies to the vast majority of privately and publicly owned housing including housing subsidized by the federal government or rented through the use of Section 8 voucher assistance.

Mechanical rooms and other spaces that, because of their intended use, will not require accessibility to the public or beneficiaries or result in the employment or residence therein of individuals with physical disabilities are not required to be made accessible in projects.

