



CITY OF WEST HAVEN, CONNECTICUT
Department of Planning and Development
Office of Grants-In-Aid
355 Main Street
West Haven, CT 06516

Doug Colter, Grants Coordinator dcolter@westhaven-ct.gov 203.937.3620 ext 3010

June 14th, 2022

NOTICE OF FUNDING OPPORTUNITY

ARPA funds in support of food insecurity

Total of funds available: \$400,000

Mayor Nancy R. Rossi is pleased to announce that the City of West Haven is soliciting financial grant support proposals from charitable organizations that provide services to West Haven residents in support of combatting hunger.

Organizations that distribute food, (food banks) operate public feeding services (soup kitchens) or otherwise provide support services that seek to address food insecurity in West Haven are encouraged to apply for grants to be made from the American Rescue Plan Funds as they are made available to the City.

Overview

The City of West Haven has received a commitment for certain funds from the U. S. Department of Treasury to address inequities that were exacerbated by the COVID 19 pandemic. Addressing community food insecurity is an authorized use of these funds. The West Haven City Council has authorized Mayor Nancy Rossi to solicit proposals in pursuit of her ARPA spending plan from area charities that serve food insecurity and hunger needs in West Haven for grant requests to further their missions. The total funds anticipated to be expended under this opportunity is \$400,000.

Application Deadline

Application forms along with any supporting documents must be emailed in PDF format to dcolter@westhaven-ct.gov no later than 3:00 pm Thursday June 30th, 2022.

Applicant Qualifications

- 1.) **Non Profit Status:** Applicant agencies must be organized as a not-for-profit charitable organization, and have received an IRS determination letter indicating not for profit status. (eg: 501c3 or other applicable designation). Individuals, for-profit businesses, and organizations primarily engaged in political activities are not eligible to apply. IRS status and CT Secretary of State filing and report status must be current and not in default at the time of funding. Groups not duly registered with the IRS may partner with a qualified fiscal sponsor, provided the fiscal sponsor becomes the Applicant and maintains control of all funds and records.
- 2.) **History of Providing Services:** Applicant agencies must be able to demonstrate a history and mission success of providing anti-hunger and food insecurity services to West Haven residents.

Transparency

- 3.) **Public Inspection of Records:** Applicant Agencies shall agree to allow the City of West Haven, the U.S. Treasury, and their auditing contractors to inspect their financial books and records.
- 4.) **Required Disclosures:** Applicant Agencies shall agree to all of the terms and conditions of Federal Funding and the American Rescue Plan Act, including non-discrimination policies, disclosure of lobbying



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activities, bidding and contracting requirements, required financial reporting, and like activities that are deemed necessary in the sole opinion of the City of West Haven.

- a. In accordance with Federal civil rights law, the City of West Haven civil rights regulations and policies, the City of West Haven, its Agencies, offices, and employees, and institutions participating in or administering City funded programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by the City.
 - b. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the City of West Haven Office of Grants In Aid, via a TTY relay service at 203.937.3620 ext 3010, or by email to dcolter@westhaven-ct.gov. Program information may be made available in languages other than English upon request.
- 5.) Ethics Disclosure: Applicant Agencies shall provide a City of West Haven ethics disclosure report for the Agency, each of its directors, and each of its paid senior management staff. Such disclosure shall identify any relationships with immediate family, business, or membership to an elected official of the City of West Haven or to any Senior Management staff member of the City of West Haven, including appointed members of the Citizen's ARPA Review Committee.
 - 6.) Purchasing: Applicant Agencies shall comply with the City of West Haven purchasing ordinance for all activities funded by the City.
 - 7.) Advertising and Acknowledgement: Agencies who are chosen for award agree to allow the City of West Haven to publicize the award and the activities it supports. Agencies agree to provide credit to the City of West Haven and the ARPA funding plan in all publicity of activities funded in whole or in part by this funding opportunity.

Objectives

- 8.) West Haven Beneficiaries: Programs and activities funded by this opportunity shall demonstrate how they will benefit the citizens of West Haven.
- 9.) Mission: To address hunger and food insecurity issues in the City of West Haven that were exacerbated by the COVID 19 Pandemic, and to build capacity for agencies to address food insecurity beyond the performance dates of this funding opportunity.
- 10.) Performance Period All funds must be encumbered by June 1st of 2023, and expended by June 1st of 2024.



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Program Priorities:

- 11.) Applicants are encouraged to demonstrate how funding under this program will serve the hunger needs of the community beyond the funding timeline by enhancing infrastructure (eg: walk in cooler), building capacity (eg: paid staff, distribution facilities or vehicles) or build out of facilities.
- 12.) Applicants should consider means of food distribution via schools, faith organizations, delivery to persons who do not have means of travel, addressing language barriers, consideration of disabilities, and addressing cultural and religious needs.
- 13.) Applicants are encouraged to provide nutritional counseling and food education including food storage and cooking to program recipients.
- 14.) Funding priority will be given to programs where this funding will enable other matching funds to leverage an opportunity.
- 15.) Priority will be given to Agencies that are headquartered in West Haven.
- 16.) Agencies are encouraged to not duplicate services that have other funding sources, and to not propose activities that are covered by other organizations.
- 17.) Applicants may be requested to appear for an interview with the Citizen's ARPA Review Committee.
- 18.) Applicants shall make application for funding on a form provided by the City of West Haven, and understand that all documents submitted will become public record.