

Public Works / Finance Committee



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, August 9, 2021

3:00 PM

**Council Chambers
206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to today's meeting. The meeting is open to the public but due to the continued presence of COVID-19 cases in our area, we encourage those that have not received the COVID-19 vaccination, to continue to keep 6-foot physical distance from non-household members and wear face coverings when distance is unable to be maintained. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Citizens wishing to comment on business on the agenda may also communicate with the City Council through email (council@ci.moscow.id.us). Please note that Council Committee meetings are televised, videotaped and/or recorded. The meeting is streamed on YouTube and Spectrum Cable 1301. A link to stream the meeting can be found on the City website (www.ci.moscow.id.us). Thank you for your interest in City government.

REGULAR AGENDA

1. Approval of July 26, 2021 Public Works/Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

2. Disbursement Report July 2021 (ACTION ITEM) - Sarah Banks

Presentation of the Accounts Payable Report for the month ending July, 2021.

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of July 2021.

3. American Rescue Plan Act – National Endowment for the Arts Grant (ACTION ITEM) - Alisa Anderson / Megan Cherry

The American Rescue Plan Act of 2021 ("Rescue Plan") is designed to fuel the nation's recovery from the devastating economic and health effects of the COVID-19 pandemic. Funds allocated to the National Endowment for the Arts ("Arts Endowment") represent a significant commitment to the arts and a recognition of the value of the arts and culture sector to the nation's economy and recovery. Grants will be made to eligible organizations to support operational costs. Rescue Plan funds are intended to support day-to-day business expenses/operating costs, and not specific programmatic activities. Eligible grant activities and costs include salary support for one or more staff positions and may be used to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due to the pandemic. Additional eligible costs include fees/stipends for artists and/or contractual personnel to support the services they provide for specific activities as part of organizational operations. Artist fees/stipends should be related to work with a tangible outcome, such as performances, presentations, workshops, and/or the creation of artwork. Funding may also be used for costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.) in addition to marketing and promotion costs. Awarded applications will be notified in November 2021 with the grant project period for two years starting January 1, 2022 and ending December 31, 2023. The Arts Department for the City of Moscow is

requesting to submit a grant request not to exceed \$100,000 to support staffing costs, marketing and promotions, and artist/fees and stipends.

PROPOSED ACTIONS: Recommend approval to submit a grant application under the American Rescue Plan Act through the National Endowments for the Arts for an amount not to exceed \$100,000, or provide staff further direction.

REPORTS

Staff Report (if needed)

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, July 26, 2021

3:00 PM

**Council Chambers
206 E. Third St.**

The meeting was called to order at 3:00 p.m.

PRESENT: Maureen Laflin, Anne Zabala, Art Bettge

OTHERS: Mayor Bill Lambert, Council Member Sandra Kelly, Council Member Gina Taruscio

STAFF: Gary Riedner, Bill Belknap, Bob Buvel, Aimee Henrich, Mia Bautista, Taylor Riedner, Tyler Palmer 3:37

REGULAR AGENDA

1. Approval of July 12, 2021 Public Works/Finance Committee Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Lot Division at 2209 Shelby Lane (ACTION ITEM) - Aimee Hennrich

The applicant, Wesley Michaels, is requesting a lot division located at 2209 Shelby Lane. The existing lot is 24,325 sf in size and the applicant is proposing to divide the lot into two lots of approximately 12,039 sf and 12,229 sf in size. The subject property is currently vacant and is located within the Low Density, Single Family Residential Zoning District (R-1). Within the R-1 Zoning District lots are required to be no less than 9,600 square feet in size and each lot must have a minimum lot width of 80 feet. Flag lots are required to be at least 20 feet wide and no more than 150 feet long for the flag pole portion of the lot. The proposed lots meet all of the minimum standards for lots located within the R-1 Zone.

PROPOSED ACTIONS: Recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.

Hennrich introduced the item as written above. The northern lot will have access from Holiday St, whereas the southern lot will have access from Shelby Ln. There is a 20-foot utility easement that runs on the eastern side of the 125-foot flag pole lot. An access agreement to the utility will be defined in the future development agreement. The City is responsible for surface restoration if access is needed to any utilities. The City has the right to access the utilities at any time and cannot deny the owner the ability to use the property for surfacing or landscaping. However, the development agreement will not allow structures or trees to be over the utilities. While accessing the utilities, residents may have limited access to the property, which may require parking on the street or arranging another agreement with the constructor.

Doug Schumacher (Moscow) expressed concerns about vehicle traffic, construction conditions for future developments, residential zoning changes, and stormwater drainage.

Cate Loiacono (Moscow) shared worries about the effects of property values, the access road for the southern proposed lot, water drainage issues, and residential zoning changes.

Belknap shared that a construction design has not yet been brought to the City for review. However, the access point to the southern lot would be feasible to construct. Access points to a public street are required to be a minimum of 20 feet, and the remainder of the driveway is a minimum of 12 feet. The R-1 and R-2 zoning districts are for single-family residences only, and this location would not be approved for rezoning to multi-family usage. City Code requires street frontage to prevent stormwater runoff to an adjacent

property. All properties are responsible for collecting and conveying stormwater within reason to the nearest stormwater conveyance system.

Riedner said that an additional lot split on top of the proposed ones would not be feasible due to the minimum lot size requirement. The sizes of the homes are up to the homeowner as long as it remains a single-family dwelling.

Bettge says the lot division meets all legal requirements and does not pose any issues in that regard. It will be up to the owners to design a dwelling fit for the lot.

Zabala mentions the lot split makes the residences more comparable to the surrounding lots and would be a good fit.

With no recommendation, the Committee placed it on the Council regular agenda.

3. South US95 Sewer Water Extension Bid Award (ACTION ITEM) - Bob Buvel

This project consists of the extension of public water and sewer mains south of the S. Fork Palouse River prior to the construction of the Idaho Transportation Dept. U.S. 95 Thorn Creek Project. The goal of the project is to install approximately 1,900 linear feet of sanitary sewer main and 950 linear feet of water main along the U.S. 95 right-of-way prior to construction of the ITD project to ensure utility services are available for future development in south Moscow and preventing future disruption to highway traffic and expensive surface restoration in the future once the highway project is complete.

Bids were opened on Thursday, July 8, 2021. Four bids were received, ranging from \$679,671 to \$1,285,543. Upon review, the apparent low bid from Western Construction was withdrawn by the bidder due to a mathematical error in their bid. Of the remaining responsive bids received, ML Albrights & Sons, Inc was found to be the lowest responsive bid with a bid total of \$1,208,190.40. The full bid tabulation and the non-responsive bid letter sent to Western Construction are attached.

PROPOSED ACTIONS: Recommend acceptance of the low bid from ML Albrights & Sons, Inc., award the contract for the bid amount of \$1,208,190.40 , and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount, or provide staff further direction.

Buvel introduced the item as written above and described the locations of the proposed water and sewer lines. Extending the utilizes allows for feasible future developments. The ITD Thorncreek project was set back in 2018 and prompted the extensions before its completion. ITD is planned to start at the beginning of the following construction season and start at the north end. By completing this extension before the ITD project, it would ultimately save the City a lot of money in restoration costs of the new highway and reduce traffic delays. Budgeting for the project has varied throughout the years, starting at a preliminary \$370,694 in 2018. The CIP program was updated in 2020, changing the budgeted amount to \$605,00. In 2021 the design was finalized, leading to additional costs causing the budget to increase to \$874,790. Other expenses included the need to deepen a gravity sewer line or add a booster lift station due to slope changes. It would add a cost of \$100,000 to \$200,000 more to make these lines deeper. A lift station would require double the pipe to maintain. One that goes into the lift station and a pressure line that comes out. Staff concluded that the best option would be to build the line deeper rather than add a lift station. Groundwater and crossing the south fork of the Palouse River will be monitored, and excess water will be pumped into the surrounding vegetation. Still, water displacement will not be enough to cause concern. PVC piping that will be used does not corrode, rust, or have reactions to soil chemistry and will not affect the area's groundwater. The most common component that breaks down the material is UV lights which will not be an issue. Another aspect of the project that became more expensive was the increased pipe size from 12 inches to 16 inches. The 12-inch main was based on the comp plan that was completed in 2012. Since then, the water model has been updated, and new developments need to be considered. \$501,000 will be deducted from the Sewer Capital Main Program Fund to cover the project's cost, and \$102,000 will be removed from the Water Capital Fund. With the recommendation of approval, the Committee placed the item on the Council consent agenda.

REPORTS

Staff Report (if needed)

ADJOURN

The meeting adjourned at 3:47 p.m.

DRAFT

COMMITTEE STAFF REPORT

DATE: Monday, August 9, 2021



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report July 2021 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending July 31, 2021. A summary of the major expenditures has been approximated by category and represents 97% of the total expenditure of \$4,532,871.31.

Payroll	\$1,704,874.00
Professional Services	\$118,217.00
Sanitation	\$314,734.00
Capital Outlay	\$599,897.00
Capital Outlay-Improvements	\$63,457.00
Capital Outlay-Buildings	\$714,635.00
Capital Outlay-Vehicles	\$29,380.00
Supplies	\$173,021.00
Utilities	\$77,314.00
Contractual Payments	\$545,123.00
ACH Wells Fargo	\$33,788.00
ACH	\$11,595.00
Total	\$4,386,035.00

STAFF RECOMMENDATION

Recommend approval and use of digital signatures to sign the Disbursements Report for the month of July 2021.

PROPOSED ACTIONS

ACTION: Approve and authorize the use of digital signatures to sign the Disbursements Report for the month of July 2021.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report July 2021
2. Revenue Report July 2021
3. Cash & Investments July 2021
4. Major Expenditures Report July 2021

DISBURSEMENTS REPORT FOR JULY 2021													
DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE ACH	ACH	VOID CHECKS	PAYROLL	PAYROLL	PAYROLL	GRAND TOTALS
BATCH #		7/1/2021	7/8/2021	7/15/2021	7/22/2021	7/29/2021	7/7/2021 7/19/2021 8/3/2021 AP 7.7.2021 AP 7.19.2021 AP 8/3/2021	7/2/2021 7/16/2021 7/29/2021 AP 7.2.2021 AP 7.16.2021 AP 7.29.2021		7/2/2021	7/16/2021	7/30/2021	
CHECK #'s		98516-98604	98605-98680	98681-98758	98759-98823	98824-98874	July's CC ACH's	July's ACH's		21472-21473	21475-21478	21480-21481	
Fund #													
101	GENERAL	12,057.33	23,026.96	19,885.21	5,857.51	207,314.09	10,990.44			323,714.50	345,695.95	279,085.32	1,227,627.31
105	STREETS	1,753.63	336.23	22,229.03	43,671.06	0.46	2,380.61			27,563.19	25,637.53	22,452.73	146,024.47
120	RECREATION AND CULTURE	12,035.91	21,522.27	26,663.09	5,531.65	11,798.78	6,835.09			102,683.28	97,147.35	91,132.93	375,350.35
121	MSD COMM. PLAY FIELDS			608.76	229.50					1,963.14	2,065.68		4,867.08
123	1912 CENTER		7,916.67										7,916.67
128	TRANSIT CENTER		140.69	205.48	982.61								1,328.78
220	WATER	13,805.21	215.90	58,724.81	4,514.26	13,343.98	352.14			47,372.64	47,458.61	38,797.32	224,584.87
230	SEWER	16,714.26	57,652.83	36,613.99	11,759.69	126,859.85	3,009.49	17,914.08		50,047.24	46,885.84	45,257.55	412,714.82
240	SANITATION	529.00	110,861.79	376.65	654.57	79,984.20	163.26	186,353.62		5,516.77	5,615.00	5,033.01	395,087.87
290	FLEET	2,303.32	6,347.71	6,677.81	700.87	30,609.74	502.86			11,475.40	11,999.35	11,375.00	81,992.06
295	INFORMATION SYSTEMS	8,306.86	25,534.98	45.00	8,102.75		8,401.74			20,425.66	20,406.29	18,066.94	109,290.22
320	WATER CAPITAL PROJECTS			30,454.40	40,745.14								71,199.54
330	SEWER CAPITAL PROJECTS			341,442.50	226.93	826.35							342,495.78
340	SANITATION CAPITAL PROJ												0.00
350	CAPITAL PROJECTS	68,554.82	714,634.99		327,088.57	9,366.28	1,152.34	11,594.49					1,132,391.49
355	LID CONSTRUCTION												0.00
380	HAMILTON - PARKS & REC												0.00
590	BONDS & INTEREST												0.00
	TOTAL	136,060.34	968,191.02	543,926.73	450,065.11	480,103.73	33,787.97	215,862.19	0.00	590,761.82	602,911.60	511,200.80	4,532,871.31

WIRE Transfers:

Maureen Laffin

Sarah L. Banks, Finance Director

Anne Zabala

Art Bettge

RECEIPTS REPORT FOR JULY 2021

Fund #	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
101	GENERAL	1,788,295.69	96,023.91	49,628.87	778,627.30	140,670.57	15,311.07	1,908.87	313,974.89	0.00	4,347.25	3,188,788.42
105	STREETS	301,733.45	0.00	0.00	312,975.16	21,792.46	0.00	0.00	184.00	0.00	0.00	636,685.07
120	RECREATION AND CULTURE	0.00	0.00	25.00	7,224.00	100,427.76	0.00	0.00	73.72	11,208.00	28.85	118,987.33
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	5,340.71	0.00	0.00	0.00	0.00	0.00	0.00	5,340.71
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	1,474.30	0.00	0.00	0.00	0.00	64.89	1,539.19
220	WATER	0.00	0.00	0.00	0.00	697,809.74	0.00	870.36	1,000.00	0.00	0.00	699,680.10
230	SEWER	0.00	0.00	0.00	0.00	892,528.53	0.00	289.70	804.94	0.00	0.00	893,623.17
240	SANITATION	0.00	0.00	0.00	0.00	460,382.69	0.00	0.00	0.00	0.00	0.00	460,382.69
290	FLEET	0.00	0.00	0.00	0.00	78,427.06	0.00	0.00	0.00	0.00	0.00	78,427.06
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	111,976.00	0.00	0.00	0.00	0.00	0.00	111,976.00
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	1,151.71	0.00	0.00	0.00	1,151.71
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	272.36	3,989.02	0.00	0.00	4,261.38
590	BOND & INTEREST	293,707.94	0.00	0.00	0.00	0.00	0.00	44.28	0.00	0.00	0.00	293,752.22
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	2,383,737.08	96,023.91	49,653.87	1,104,167.17	2,505,489.11	15,311.07	4,537.28	320,026.57	11,208.00	4,440.99	6,494,595.05

City of Moscow
Cash and Investments
Balances as of 7/31/2021

Fund		Year to Date Balance
General Fund	\$	12,125,890.51
Street Fund	\$	2,455,955.54
Culture & Recreation	\$	1,517,964.08
MSDCPF	\$	187,969.88
1912 Fund	\$	61,218.34
Transit Center	\$	99,894.90
Water Fund	\$	2,333,227.62
Sewer / WRRF	\$	4,043,537.32
Sanitation Fund	\$	2,941,839.30
Fleet Fund	\$	4,784,734.29
Information Systems	\$	2,728,327.57
Water Capital	\$	5,902,908.88
Sewer Capital	\$	14,896,608.43
Capital Projects	\$	6,566,725.05
Sanitation Capital	\$	6,681,134.30
LID construction	\$	26,565.51
Hamilton	\$	2,103,135.25
Bond & Interest	\$	1,025,860.37
LID Funds	\$	35,772.39
Payroll Service	\$	995,181.46
Total Cash & Investments	\$	71,514,450.99

COMMITTEE STAFF REPORT

DATE: Monday, August 9, 2021



RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Megan Cherry, Arts Program Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

N/A

AGENDA ITEM TITLE

American Rescue Plan Act – National Endowment for the Arts Grant (ACTION ITEM) - Alisa Anderson / Megan Cherry

DESCRIPTION

The American Rescue Plan Act of 2021 (“Rescue Plan”) is designed to fuel the nation’s recovery from the devastating economic and health effects of the COVID-19 pandemic. Funds allocated to the National Endowment for the Arts (“Arts Endowment”) represent a significant commitment to the arts and a recognition of the value of the arts and culture sector to the nation’s economy and recovery. Grants will be made to eligible organizations to support operational costs. Rescue Plan funds are intended to support day-to-day business expenses/operating costs, and not specific programmatic activities. Eligible grant activities and costs include salary support for one or more staff positions and may be used to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due to the pandemic. Additional eligible costs include fees/stipends for artists and/or contractual personnel to support the services they provide for specific activities as part of organizational operations. Artist fees/stipends should be related to work with a tangible outcome, such as performances, presentations, workshops, and/or the creation of artwork. Funding may also be used for costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.) in addition to marketing and promotion costs.

The Arts Endowment recognizes that the financial needs of the field far outweigh the available funds that will be awarded through this program and anticipates making approximately 800 awards. There is no pre-determined number of awards per grant amount. Therefore, it is recommended to choose the amount that makes the most sense for your organization's capacity and budget. Applicants may request a fixed grant amount for: \$50,000, \$100,000 or \$150,000. Cost share/matching funds are not required and it is encouraged that applicants select a grant amount that is reflective of their overall organization size and internal capacity. The grant application can be submitted through grants.gov between August 12-25, 2021. Awarded applications will be notified in November 2021 and the grant project period is for two years, starting January 1, 2022 and ending December 31, 2023. The Arts Department for the City of Moscow is requesting to submit a grant request not to exceed \$100,000 to support staffing costs, marketing and promotions, and artist/fees and stipends.

STAFF RECOMMENDATION

Recommend approval to submit a grant application under the American Rescue Plan Act through the National Endowment for the Arts for an amount not to exceed \$100,000.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval to submit a grant application under the American Rescue Plan Act through the National Endowments for the Arts for an amount not to exceed \$100,000, or provide staff further direction.

FISCAL IMPACT

No matching funds are required.

PERSONNEL IMPACT

Arts Department, Finance Department, and Grants Manager

ATTACHMENTS

1. Program Description

American Rescue Plan Grants to Organizations: Program Description

The Rescue Plan's Grants to Organizations program will be carried out through one-time grants to eligible organizations including, but not limited to, nonprofit arts organizations, local arts agencies, arts service organizations, units of state or local government, federally recognized tribal communities or tribes, and a wide range of other organizations that can help advance the goals of this program. See [Eligibility](#) for more information.

Grants will be made to eligible organizations to support their own operations. Unlike other Arts Endowment funding programs that offer project-based support, Rescue Plan funds are intended to support day-to-day business expenses/operating costs, and not specific programmatic activities. Cost share/matching funds are not required.

Support is limited to any or all of the following:

- Salary support, full or partial, for one or more staff positions. Staff positions funded may not conduct work independent of the organization receiving funds.
- Fees/stipends for artists and/or contractual personnel to support the services they provide for specific activities as part of organizational operations.
 - Artist fees/stipends should be related to work with a tangible outcome, such as performances, presentations, workshops, and/or the creation of artwork. This is considered a stipend to the artist for the work undertaken during the period of performance. Such work must not be performed independently of the organization receiving funds.
- Facilities costs such as mortgage principal, rent, and utilities.
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and promotion costs.

Rescue Plan funds may be used to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due to the pandemic.

The Arts Endowment does not fund direct grants to individuals.

Applicants may request a fixed grant amount for: \$50,000, \$100,000 or \$150,000. Cost share/matching funds are not required. We encourage applicants to select a grant amount that is reflective of their overall organization size and internal capacity. See [Award Information](#) for more details. A grant period of up to two years is allowed.

The Arts Endowment intends to make awards that will impact a broad constituency. We encourage applications from a variety of eligible organizations including:

- Organizations that serve populations that are underserved, such as those whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability.
- Organizations with small and medium-sized budgets.
- Organizations from rural to urban communities.
- Organizations that may be applying for federal support through the Arts Endowment for the first time.

The Arts Endowment is committed to diversity, equity, inclusion, and fostering mutual respect for the diverse beliefs and values of all individuals and groups, including:

- Historically Black Colleges and Universities,
- Tribal Colleges and Universities,
- American Indian and Alaska Native tribes,
- African American Serving Institutions,
- Hispanic Serving Institutions,
- Asian American and Pacific Islander communities, and
- Organizations that support the independence and lifelong inclusion of people with disabilities.

Proposals may focus on reaching a particular constituency; however, they may not be exclusionary under [national civil rights laws and policies](#) prohibiting discrimination. This extends to hiring practices and audience engagement activities.

Grantees will be required to report on funding received through this program. See [Award Administration](#) for more information.

We recognize that the financial needs of the field far outweigh the available funds that will be awarded through this program. We anticipate making approximately 800 awards. There is no pre-determined number of awards per grant amount, so please choose the amount that makes the most sense for your organization's capacity and budget. Grants will NOT be awarded on a “first come, first served” basis.

We understand that applying for federal funding and managing a grant can be a significant undertaking. Our staff strives to ensure that every applicant receives the support they need to understand every step of the process. We welcome the opportunity to speak with you about this program. [Contact us](#) with your questions.