
F. Application Instructions

F.1 COMMUNICATIONS REGARDING THIS PROJECT

Please direct all communications regarding the NOFO process to:
chattanooga@fedgrantassist.com

All communications/questions concerning this NOFO must be submitted via email referencing the specific paragraph and page number. A copy of this NOFO application and any additional documentation may be found at the City's website at: <https://recovery.chattanooga.gov/>

F.2 SCHEDULE

The following is the anticipated schedule for the NOFO Process:

Issue NOFO:	April 29, 2022
Applicant Informational Session – Recommended. Session will be taped and available on the website with 2 business days.	May 3, 2022 at 1:00 PM EST*
Applicant Informational Session – In-Person at The Edney Building - 5th Floor 1100 Market St, Chattanooga, TN 37402	May 9, 2022 at 5:00 PM EST
Deadline to Submit Questions & Request Feedback	May 20, 2022
Response to Questions and Feedback Requests	May 27, 2022
Final Application Submission Deadline	June 3, 2022 5:00 PM EST
Notice of Intent to Award	July 8, 2022
Recommended Awards Submitted to City Council	July 12, 2022
Funding Must Be Expended by	December 31, 2024

**Please register for ARPA Grant Applicant Informational Session on May 3rd, 2022, 1:00 PM at: <https://tinyurl.com/ARPATA>*

After registering, you will receive a confirmation email containing information about joining the webinar.

F.3 SUBMITTING AN APPLICATION

Each Organization seeking consideration for relief funds related to this NOFO must submit a response. All applications and supporting documents must be submitted electronically to:

chattanooga@fedgrantassist.com

Fax or hard copy applications will not be accepted.

Completed applications must be submitted in their entirety by 5:00 PM on

the HATTANOOGA EQUITABLE RECOVERY | NOTICE OF FUNDING OPPORTUNITY

date indicated in [Section 3.2](#) (Schedule). Applications received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the application.

F.4. REQUIRED APPLICATION CONTENTS

Proposers are required to submit the following information in their application:

1. Tennessee Secretary of State Business Filing (Certificate of Good Standing)
2. Previous Year Federal Business Tax Return (2021 if filed, or 2020 return if 2021 extension has been filed)
3. W-9
4. Complete the Application in Section H
5. Your organization's Policy on Equity and Diversity
6. Detailed budget for project/program, including all related proposed expenses
7. Any additional relevant documents regarding project/program.

F.5 REJECTION OF APPLICATION

The City reserves the right to reject any and all applications, to waive any irregularities in an application, or to accept the application(s) which in the judgment of proper officials, is in the best interest of the City. The City reserves the right to accept a part or parts of an application unless otherwise restricted in the NOFO or issue subsequent NOFOs. The City reserves the right to approve or reject any sub-Firms proposed for work under this application or waive any minor irregularities

F.6 COMPETITIVE AWARD

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this NOFO. The City does not guarantee that any contract will be awarded because of this NOFO. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

G. Evaluation Criteria

The selection committee will evaluate each application submitted based on the criteria identified Exhibit F. Also, see Section A, the CERC Framework Report, and Section I Exhibit I.4 for detailed information concerning the eligible activities.

Applicants shall not assume that any information shared with the City prior to this NOFO will be considered in the evaluation process of this NOFO. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed on the information submitted in response to the NOFO only; unless a presentation or clarification is requested. Should this occur, all of these factors will be used to determine the outcome.

See Evaluation Score Card Section I Exhibit I.4.

H. Application

PART 1 GENERAL INFORMATION

Primary Contact Person

First Name: Paul Last Name: Middlebrooks
Title within the Applicant Organization: Board President
Phone: 423-401-0503 Email Address: thenetresourcefoundation@gmail.com
Address - Line 1: 4001 HUGHES AVENUE SUITE 205
Address - Line 2: _____
City: Chattanooga State: TN Zip: 37410

Applicant Organization

Organization Name: Net Resource Foundation
Website: https://www.thenetresourcefoundation.org/
Phone Number: _____ Email Address: thenetresourcefoundation@gmail.com
SAM #: _____
Address - Line 1: _____
Address - Line 2: _____
City: Chattanooga State: TN Zip: 37410

Organization Mission Statement

The mission of The Net Resource Foundation is to challenge systemic issues through mentorship and community-building programs in the South Chattanooga Community. We strongly believe that by being an active part of the community and assessing the needs from within, we can better serve our citizens and deliver high-quality programs customized to impact our neighborhood. Since our initial outreach in 2015, we have successfully impacted families through our after-school, summer youth, community feeding, and civic engager programs.

Vision Statement

By being an active part of the community and accessing the needs from within, we can serve our citizens and deliver high-quality programs customized to meet the needs of our community and positively impact our neighborhood.

PART 2 PROJECT INFORMATION

1. Project Objective (Please state your project's overall objective in 100 words or less.)

The Net Resource Foundation proposes the "618 Project" with the purpose of revitalizing the Alton Park community and business district. The goal of the project is to turn an unsightly building situated in the heart of the community at the corner of 38th Street and Alton Park Boulevard, into a thriving coffee shop and bistro – a place for the neighborhood and visiting travelers to congregate. The property will be rehabilitated, both externally and internally, into a modern looking multi-purpose venue. The community investment project will become a catalyst for business growth in the area.

2. What is the location (address and neighborhood/neighborhoods) of your proposed project? Be as specific as possible. Preference will be given to those projects that are shown to benefit the City of Chattanooga residents and community partners.

Southside Coffee Shop & Bistro will be located at 618 West 38th Street, Chattanooga, TN 37410 in the Alton Park community.

The property will be rehabilitated, both externally and internally, into a modern-looking, multi-purpose venue. Southside Coffee Shop & Bistro will provide free Internet access and up-to-date technology tools for its patrons. Southside Coffee Shop & Bistro is seeking \$350,000 in funding to open this location. The funding will be dedicated to building design, leasehold improvements, equipment and furniture purchases, working capital, and opening inventory. Total cost of the project is \$450,000.

3. How many individuals of what type does your project seek to serve? Please describe the size and characteristics of the target population for your project using demographic criteria such as age, race, ethnicity, income level, gender, etc.

There are 2,167 residents in Alton Park, with a median age of 33. Of this, 44.76% are males and 55.24% are females. US-born citizens make up 96.68% of the resident pool in Alton Park, while non-US-born citizens account for 1.8%. Additionally, 1.52% of the population is represented by non-citizens. Relative to Race and Ethnicity as a percentage of the total Alton Park population, is as follows: Black 88.4%, White 7.26%, Mixed 2.05%, Hispanic 1.31%, Other .98%. The median household income for the area is \$17,000. 10.49% of the population earns between \$40,000 - \$100,000; 5.49% of the population have bachelor degrees between the ages of 35 - 64, while 29.9% of the overall population has some college. (Data Source: US Census Bureau). The yearly traffic count for Alton Park Boulevard in FY2021 is 24,932 (Source: City of Chattanooga Traffic Department).

4. Is this a new, existing, or changed project? New

PART 2 PROJECT INFORMATION (CONT.)

5. Please provide a comprehensive overview over your project in 500 words or less.

Southside Coffee Shop & Bistro aims to be a neighborhood storefront catering to local professionals, students from local universities, workers at area businesses and retired individuals that enjoy a friendly, welcoming atmosphere. With a simple yet sophisticated menu, Southside Coffee Bar & Bistro prides itself in providing coffee, food and extraordinary customer service. Signature food dishes and baking food products unique to the area will attract customers from all parts of the City.

Southside Coffee Shop & Bistro will pride itself on offering fresh brewed international roasted coffee from such areas as Jamaica, Hawaii, and Central America. Packaged ground coffee will be available for on-site pick-up and ordering through the company website. Specialty beverages such as ice coffee, energy drinks, and fruit smoothies will be available as well. The Café will offer signature food dishes made on-site and pastries made fresh by local bakers. The Southside Coffee Shop and Bistro will implement a rotating Chef incubator, allow new food chefs to begin their journey in the food service business at the location.

As the brainchild of the Net Resource Foundation (NRF), the location will also fill the need for an attractive meeting space in the area. The organization is looking to develop a neighborhood venue for professionals and workers to meet, while being the centerpiece for visiting travelers to the area. In addition, the location is projected to become a community venue - meeting the need for a modern gathering place for community networking by making available after hours and weekend community event space. The Southside Coffee Bar & Bistro will make the location available for rental after 6:00 pm and on weekends. This will be a hub for community engagement and entrepreneurial business development.

Technical and training assistance, focused on minority businesses, will be provided to develop new businesses and impact the growth of current businesses. The space will be also be available to allow minority construction firms to review project-building plans for bidding. The location will be available for business networking in creating teams and joint ventures on projects. Business training and technical assistance will encourage bidding on local government contracts. Two Part-time position - Minority Business Support Person and a Public Outreach Coordinator will be recruiting to implement these activities.

The proposed location is in an emerging neighborhood where business professionals, neighborhood commuters, tourists and college students canvas the area. The primary customer profile Southside Coffee Bar & Bistro will serve is: local residents, business professionals, governmental and business/skilled workers, nonprofit representatives, neighborhood commuters, college students, tourists and travelers in the community. Customer focused demographics include: ages 25 – 54, average household income \$20,000 – 49,999, education – high school graduate, some college, and college degree. In addition, the traffic count for the area (13,092) supports the number of visitors, driving to and through the community, which also brings dollars into the community to support business growth and sustainability.

PART 2 PROJECT INFORMATION (CONT.)

Framework Criteria

6. Select the Impact Area that best fits your organization's application

- Ensure Accessible Housing Options for All Chattanoogaans
- Build a Universal Path to Early Learning and Provide High Quality Childcare
- Close the Gaps in Public Health & Public Safety
- Build a Competitive Regional Economy

7. In 250-300 words, describe how your project will improve the impact area selected in question 6 and contribution to economic growth in the Black and Latin American origin or descent community.

This project impacts the improvement of the Alton Park neighborhood, directly and indirectly. The direct impact results from the renovation of the location, creation of jobs in construction, and the long-term impact of opening a new small business that will create up to 5 jobs to operate the business. The indirect impact of a renovated facility at this location will encourage redevelopment of and investment in other business properties in the area, thus creating more jobs and business income as a whole. Another impact is providing a platform for local food vendors from the community to become a part of the coffee shop supply chain by providing their food products.

In addition, there is a sense of community pride that will impact Alton Park indirectly. An underserved community that has seen limited commercial/retail investment in over 40 years, Alton Park is located less than a mile away from major commercial, tourism and housing development on South Broad Street. A greenway is proposed to bridge the Alton Park and St. Elmo communities, as well as the Tennessee Riverwalk and Broad Street commercial district. However, no plans are proposed to economically impact Alton Park through retail investment.

Lastly, the American Independent Business Alliance reports that local restaurants are more likely to buy from other local businesses for their ingredients and supplies, therefore keeping more money in the area. The independent retailers actually return over three times more money per dollar of sales than large chains do. This means, by supporting a local restaurant, consumers can create a trickle-down effect that spans many different businesses and industries.

8. Does this application involve construction or remodeling/ renovation? Yes No
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9. Does this application involve vehicle or equipment acquisition? Yes No
-
10. Does this application involve the provision of funds directly to subgrantees? (e.g. a lending program, revolving loan fund, grants to individuals or organizations, etc.) Yes No
-
11. Does the application involve funding a position within your organization? Yes No

12. Does this application involve funding a program that is envisioned to continue beyond 2024? Yes No

PART 2 PROJECT INFORMATION (CONT.)

13. What is the estimated completion date of your project? (Assume funding is awarded in Q3 of 2022) _____

14. In 250 words or less, how will you attract community buy-in or target group participation for your project?

Southside Coffee Bar & Bistro will collaborate with local community organizations and businesses to make the location attractive. The Net Resource Foundation will be aggressive in networking to encourage use of the facility by the community. Efforts will be made to hire employees and recruit diverse food suppliers that actually live in the area. Other strategies will include the use of advertising on local radio stations, the use of social media activities, and the sponsorship of community events. Also neighborhood leaders have voiced their support of Southside Coffee Bar & Bistro as part of their vision to secure opportunities that create generational wealth, sustainable revitalization, business growth and reinvestment, and community pride in Alton Park, as well as improve the image of the community to attract new, mixed-income residents.

ARPA Eligibility

15. Select the Federal “Funding Use” that best fits your organization’s application:

- To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
- To respond to the public health emergency with respect to its negative economic impacts,
- To provide assistance to households, small businesses, and nonprofits, or
- To aid to impacted industries such as tourism, travel, and hospitality.

16. In 250-300 words, describe how your project fits into the “Funding Use” selected in question 15.

The project will address the negative economic impact caused by lack of public and private investment in Alton Park and offer a sustainable and positive option for people who live in the area. The revitalization of the corner location – the heart of the community – will create pride in the neighborhood, jumpstart the development of retail businesses along this former African American commercial corridor, and support ongoing housing and population growth in the area. In addition, by implementing this much-needed investment, other investors will be attracted to Alton Park, fueling a sustainable and positive economic impact to members of the community.

PART 2 PROJECT INFORMATION (CONT.)

Please select the Expenditure Categories (you may choose more than one) that best fit your application.

COVID-19 Mitigation & Prevention

- 1.1 COVID-19 Vaccination
- 1.2 COVID-19 Testing
- 1.3 COVID-19 Contact Tracing
- 1.4 Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)*
- 1.5 Personal Protective Equipment
- 1.6 Medical Expenses (including Alternative Care Facilities)
- 1.7 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
- 1.8 COVID-19 Assistance to Small Businesses
- 1.9 COVID-19 Assistance to Non-Profits
- 1.10 COVID-19 Aid to Impacted Industries

Community Violence Interventions

- 1.11 Community Violence Interventions

Behavioral Health

- 1.12 Mental Health Services
- 1.13 Substance Use Services

Other

- 1.14 Other Public Health Services

Assistance to Households

- 2.1 Household Assistance: Food Programs*^
- 2.2 Household Assistance: Rent, Mortgage, and Utility Aid
- 2.3 Household Assistance: Cash Transfers
- 2.4 Household Assistance: Internet Access Programs
- 2.5 Household Assistance: Paid Sick and Medical Leave
- 2.6 Household Assistance: Health Insurance
- 2.7 Household Assistance: Services for Un/Unbanked
- 2.8 Household Assistance: Survivor's Benefits
- 2.9 Unemployment Benefits or Cash Assistance to Unemployed Workers
- 2.10 Assistance to Unemployed or Underemployed Workers (e.g. job training, subsidized employment, employment supports or incentives)
- 2.11 Healthy Childhood Environments: Child Care
- 2.12 Healthy Childhood Environments: Home Visiting
- 2.13 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System

- 2.14 Healthy Childhood Environments: Early Learning
 - 2.15 Long-term Housing Security: Affordable Housing
 - 2.16 Long-term Housing Security: Services for Unhoused Persons
 - 2.17 Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities
 - 2.18 Housing Support: Other Housing Assistance
 - 2.19 Social Determinants of Health: Community Health Workers or Benefits Navigators
 - 2.20 Social Determinants of Health: Lead Remediation
 - 2.21 Medical Facilities for Disproportionately Impacted Communities
 - 2.22 Strong Healthy Communities: Neighborhood Features that Promote Health and Safety
 - 2.23 Strong Healthy Communities: Demolition and Rehabilitation of Properties
 - 2.24 Addressing Educational Disparities: Aid to High-Poverty Districts
 - 2.25 Addressing Educational Disparities: Academic, Social, and Emotional Services
 - 2.26 Addressing Educational Disparities: Mental Health Services
 - 2.27 Addressing Impacts of Lost Instructional Time
 - 2.28 Contributions to UI Trust Funds
- ### Assistance to Small Businesses
- 2.29 Loans or Grants to Mitigate Financial Hardship^
 - 2.30 Technical Assistance, Counseling, or Business Planning
 - 2.31 Rehabilitation of Commercial Properties or Other Improvements^
 - 2.32 Business Incubators and Start-Up or Expansion Assistance
 - 2.33 Enhanced Support to Microbusinesses
- ### Assistance to Non-Profits
- 2.34 Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)
- ### Aid to Impacted Industries
- 2.35 Aid to Tourism, Travel, or Hospitality
 - 2.36 Aid to Other Impacted Industries

PART 3 PROJECT EVIDENCE AND IMPACT

The purpose of this section is to understand the evidence and research that the program is based upon to provide context for the basis of the program design and how success of these funds will be measured during the project duration and upon closing of the State and Local Fiscal Recovery Fund grant after 2024.

13. Please list four (4) key outcomes and metrics of the program along with relevant data for those outcomes.

EXAMPLE:

Outcome:	Premium pay for essential childcare workers will attract more workers to provide services to a larger number of children.
Metric:	Worker to child ratio (Currently 1:7)

13.1

Outcome:	SEE ATTACHED
Metric:	SEE ATTACHED

13.2

Outcome:	SEE ATTACHED
Metric:	SEE ATTACHED

13.3

Outcome:	SEE ATTACHED
Metric:	SEE ATTACHED

13.4

Outcome:	SEE ATTACHED
Metric:	SEE ATTACHED

PART 4 PROJECT SCHEDULE

14. Please list your milestones by quarter for the planned duration of your project in the chart below. If there will be no activity completed in the quarter, please leave the cell blank.

EXAMPLE:

Quarter 3 2022

Select an architectural and engineering firm to design 6 units of affordable housing at 80% AMI on 1 acre.

Quarter 4 2022

Complete Design Development phase documents and apply for any required variances with the City.

Quarter 3 2022

Architectural Rendering

Quarter 4 2022

External Construction started

Quarter 1 2023

External Construction Continued

Quarter 2 2023

External Construction completed

Quarter 3 2023

Internal Construction Started

Quarter 4 2023

Internal Construction Completed

Quarter 1 2024

Equipment Installation

Quarter 2 2024

Equipment Installation

Quarter 3 2024

Staff recruitment and training

Quarter 4 2024

Opening Date/Certificate of Completion

PART 5 FUNDING INFORMATION

Funding

15. Do you have any matching funding sources from other local governments, private entities, non-profits, or philanthropic entities for your project? If so please describe the source and list amounts of any other funding in the space below.

The "618 Project" is a new initiative by the Net Resource Foundation and does not currently have any matching funds. However, we will kick-off our capital campaign with the International Association of Black Professional Firefighters Gala on Saturday, November 5, 2022.

16. What percentage of the project are you asking the city to fund? 80.00%

17. Please use the space below to briefly describe how you arrived at the cost estimate for your project.

EXAMPLE: We considered that on average our staff is made up of single parents with 2 children. We collect average cost of living for 1 adult and 2 children within a 20minute driving radius, which aligns with the area in which our employees currently work. We assumed a full-time, 40/hr per week position to arrive at an hourly salary of \$X.

Southside Coffee Bar & Bistro is seeking \$350,000 in funding (80% of total project cost) to open the location. The funding will be dedicated for building design, leasehold improvements, equipment and furniture purchases, working capital, and opening inventory. Three bids were received from local construction firms, restaurant equipment, furniture and food suppliers, which provided the following breakout of total project costs:. The start-up expenses include the following:

• Building Design & Architectural Services	\$ 30,000
• Construction-Remodeling/Exterior & Interior	300,000
• Equipment & Furniture (see description below)	27,000
• Opening Inventory	20,000
• Other Expenses (see description below)	20,000
• Public Outreach/Minority Business Part-Time Personnel	38,000
• Working Capital	25,000
 Total Initial Capital Costs	 \$ 460,000

PART 5 FUNDING INFORMATION (CONT.)

APPLICATION BUDGET OVERVIEW

List the budgetary line items that will be used for this grant. Amount should be equal to or less than the grant award.

Line Item	Assumptions (See p. 35 for Instructions)	AMOUNT REQUESTED FROM THE CITY	Total Budget Amount
Salaries	Minority Business Support Position Public Outreach Coordinator	\$ 20,000.00	\$ 38,000.00
Fringe Benefits		\$	\$
Accounting / Audit fee	Professional Services, CPA, Legal Fees	\$ 0.00	\$ 5,000.00
Repairs and Maintenance	Repairs & Maintenance	\$ 0.00	\$ 2,500.00
Insurance	Property & Liability	\$ 0.00	\$ 2,500.00
Marketing/Advertising	Marketing &Supplies	\$ 0.00	\$ 2,000.00
Phone	Phone, Utilities	\$ 0.00	\$ 2,500.00
Postage		\$	\$
Printing		\$	\$
Rent		\$	\$
Supplies		\$	\$

Line Item	Assumptions (See p. 35 for Instructions)	AMOUNT REQUESTED FROM THE CITY	Total Budget Amount
Technology and Computer Equipment	Computer Equipment & Website	\$ 0.00	\$ 4,000.00
Training		\$	\$
Travel		\$	\$
Land Acquisition		\$	\$
Design Services	Architectural Design	\$ 30,000.00	\$ 30,000.00
Environmental Services	Construction & Remodeling	\$	\$
Construction (Material & Services)	Construction & Remodeling	\$ 300,000.00	\$ 300,000.00
Contingency		\$	\$
Other (specify):	Equipment, Furnitures, Inventory	\$ 0.00	\$ 73,500.00
Other (specify):		\$	\$
Total		<u>\$ 350,000.00</u>	<u>\$ 460,000.00</u>

PART 5 FUNDING INFORMATION (CONT.)

EXAMPLE: Budget Assumptions for the ARPA Grant Application Detailed Budget

Budgetary Line Item	Cost Principle Considerations	Assumption Examples
Personnel	Rates are reasonable. §200.430 Compensation: Personal Services	# of positions, pay rate, labor category, # of hours and employee years of experience.
Fringe Benefits	Reasonable rate, allowable fringe pool, §200.431 Compensation—Fringe Benefits.	Fringe pool (accounts), rate and effective date.
Travel	Reasonable (consistent with Federal Travel Regulations “FTR”), allowable purpose, allocable for the ARPA related activities, §200.474 Travel Costs	Purpose of travel, # of participants and itemized costs.
Supplies	Allowable, allocable for the ARPA related activities, reasonable costs/quantity	Itemized list (including quantity, unit, rate), use/purpose and costs.
Training	Allowable under §200.474 Training and Education and §200.432 Conferences	Purpose of training, rates, # of hours/fixed fee and services provided.
Equipment	Allowable consistent with §200.439 Equipment and other capital expenditures.	Itemized list (including quantity, unit, rate), use/purpose and costs.
Meals	Allowable, allocable for the ARPA related activities, reasonable (consistent with per diem requirements under FTR)	Purpose, # of participants and itemized costs.
Occupancy	Allowable under §200.465 Rental costs of real property and equipment, for the ARPA related activities, reasonable (FMV)	Rationale/justification, allocation methodology (based on square footage for # of individuals working on the ARPA grant) and FMV of rental costs.
Stipends	Allowable under Uniform Guidance Subpart E, allocable for the ARPA related activities, reasonable and necessary	Purpose, rates, # of participants and services provided.
Land Acq., Design & Environmental Services Construction	Allowable under § 200.439 Equipment and other capital expenditures.	\$ per SQ FT of acquired land, Construction type, proposed occupancy type, \$ per SQ FT of Finished Space, % for design services
Contingency	Allowable under § 200.433 Contingency provisions.	
All other Costs (Postage, printing, delivery, etc.)	Allowable under Uniform Guidance Subpart E, allocable for the ARPA related activities, reasonable and necessary	Rationale/justification, costs, allocation methodology and purpose.