

TO: Mayor and Council Members
Marlene Best, City Manager
Shawn Hagerty, City Attorney

FROM: Annette Ortiz, CMC, City Clerk

DATE: April 13, 2022

SUBJ: Updated Council Meeting Materials – April 13, 2022

CONTINUED BUSINESS:

- (14) American Rescue Plan Act (ARPA) Expenditure Plan Update. (City Manager – Best)**

The attached document was not available when the Agenda was issued. It is now being provided for Council consideration as an attachment to the above-mentioned Item.





CITY OF SANTEE AMERICAN RESCUE PLAN ACT NON-PROFIT GRANTS PROGRAM

Grant Guidelines – April 2022

Overview

To address community needs due to the negative economic impacts of COVID-19, the City of Santee has allocated \$200,000 for a non-profit grant program, funded with a portion of the City's share of Federal American Rescue Plan Act (ARPA) funding.

Grant funds will be distributed to eligible non-profit organizations for the sole benefit of Santee residents and businesses, with a focus on supporting non-profits that have faced economic hardship resulting from or relating to the public health emergency. Such grants could include funds to cover a loss of earnings, decline in revenues, or impacts of cancelled fundraising events during periods of closure or limited operations due to public health orders; unexpected expenses related to an increased demand for services or mitigation efforts to contain the spread of COVID; and/or other necessary expenditures related to the COVID-19 public health emergency.

Grants to offset revenue losses to the organization due to COVID-19 will range from \$5,000 - \$20,000, depending on documented fiscal impact.

Eligibility Criteria

To qualify for funds, the non-profit organization must:

- Be a 501(c)(3), 501(c)(4), or 501(c)(6) tax-exempt organization in good standing, as described in Section 501(c) of the Internal Revenue Code.
- Be a Santee-based non-profit organization, operating in Santee for at least one year prior to March 1, 2020.
- Focus all or in part on benefiting the lives of Santee residents and businesses. Priority consideration will be given to organizations that addressed critical needs within the community, such as emergency food assistance, childcare and youth services, and other support services.
- Demonstrate financial impacts directly related to the COVID-19 pandemic. This could be due to an increase in services provided, an inability to hold fundraising events, loss of revenue related to government-mandated shutdowns, increased costs for complying with reopening requirements, or costs of new programming designed to assist those impacted by the pandemic and its economic effects.
- Be able to provide 2019 and 2020 tax returns or Form 990s, along with evidence of non-profit tax-exempt status.

- Organizations that received other COVID-19 funding assistance such as, but not limited to, Federal CARES Act funding, Paycheck Protection Program (PPP) loans, Economic Injury Disaster Loans (EIDL), or Community Development Block Grants – Coronavirus (CDBG-CV) funds, are eligible to apply for grant funding, so long as use of funds are not duplicated, and funding is disclosed.

Grants will not be awarded to:

- Individuals
- Endowments or endowment campaigns
- Private foundations or other re-granting organizations
- Debt retirement or to cover past operating deficits
- Fundraising events
- Political campaigns or lobbying activities
- Religious or doctrinal purposes or activities, although faith-based organizations may apply for program support if they are primarily focused on providing critical services to Santee residents.



CITY OF SANTEE AMERICAN RESCUE PLAN ACT NON-PROFIT GRANTS PROGRAM

Application Form [online process]

Disclosure of Information

The City of Santee also understands and supports the public's right to access public records. Information submitted through this application is considered a public record and may be subject to disclosure under the California Public Records Act (PRA). In addition, the City of Santee may be required to disclose information submitted through the application by some other legal process, such as a subpoena. In the event of required disclosure, please be assured that all identifiable personal information will be redacted from the City's response to any such request.

I agree that the City of Santee may determine in its sole discretion whether information submitted through this application is subject to disclosure under the California Public Records Act or through another legal process.

PRINTED NAME: _____

SIGNATURE: _____

INITIAL REGISTRATION

[requested at initial Profile Set-up*]

Organization Name: _____

Organization Email: _____

Organization Phone Number: _____

**Once an organization as registered with their contact information and set up a login, they can fill out their application incrementally, and save their application on each visit.*

APPLICATION

Organization Name: _____

Organization Address: _____

Organization Website Address: _____

Primary Contact & Title: _____

Primary Contact's Email: _____

Was your organization in effect and operating as of March 1, 2019? Yes No

How many years has this organization been operating in Santee? _____

Please describe the primary focus of your organization, and what types of services and assistance your organization provides to the Santee community: *[100 words maximum]*

Please describe types of services and activities your organization has provided to Santee residents or businesses to address impacts of the COVID-19 pandemic: *[100 words maximum]*

FINANCIAL INFORMATION

Federal Tax ID (EIN): _____

Type of 501(c) tax-exempt organization:

501(c)(3) 501(c)(4) 501(c)(6)

Please upload 1-2 pages of documentation attesting to your 501(c) tax-exempt status.

Please upload a completed W-9 Form. *(can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)*

Was your organization forced to cease or significantly reduce operations as a result of COVID-19?
Yes No

Please describe how the COVID-19 pandemic negatively impacted your organization, both operationally and financially: *[200 words maximum]*

Please upload your organization's 2019 and 2020 Form 990 tax forms. Both years are required.

Note: If the organizational has submitted their 2021 Form 990 tax form, and would like to include that, it may also be provided, but will be considered optional, not required.

If your organization has received other COVID-19 related funding assistance in 2020 or 2021, please indicate the amount of funding and year awarded:

Federal CARES Act grant funding: _____

Paycheck Protection Program (PPP) loans: _____

Economic Injury Disaster Loans (EIDL): _____

Community Development Block Grants – Coronavirus (CDBG-CV) funds: _____

If the funding was a Paycheck Protection Program (PPP) loan that was forgiven, please submit documentation of the loan forgiveness.

Additionally, if your organization was awarded Community Development Block Grant assistance in 2020 or 2021, please indicate the amount of funding and year awarded:

2020: _____

2021: _____

CERTIFICATIONS

- I hereby certify that the applicant is a 501(c) tax-exempt organization in good standing with the California Secretary of State and the California Attorney General’s Registry of Charitable Trusts, if required by law to be registered.
- I hereby certify that all of the information submitted in this application is true and correct and is subject to verification or audit by the City of Santee.

PRINTED NAME: _____

SIGNATURE: _____