



City of La Habra Non-Profit

COMMUNITY GRANT PROGRAM

Funded through the Federal American Rescue Plan Act (ARPA)



Program Guidelines

INTRODUCTION

The *American Rescue Plan Act of 2021 (ARPA)* was adopted by the United States Congress and signed into law by President Biden on March 11, 2021. ARPA is a \$1.9 trillion federal economic stimulus package that provides a wide variety of public health and financial assistance programs intended to address the negative economic impacts created by the COVID-19 pandemic.

Funding was allocated to metropolitan cities, including the City of La Habra, under ARPA as a direct entitlement from the U.S. Treasury (Treasury) on a formulaic basis consistent with already established federal disadvantaged community guidelines. The City of La Habra received a total of \$ 15,828,149.

These funds may be used, subject to key prohibitions, to:

- Support public health expenditures, such as funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety expenses;
- Address the negative economic impacts caused by the public health emergency, including economic harm to workers, households, small businesses, impacted industries, and the public sector;
- Replace lost public sector revenue, using funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- Provide premium pay for essential workers, offering additional support to individuals who serve in critical infrastructure sectors;
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

The City of La Habra's City Council adopted an ARPA Allocation Plan consistent with their 2022 Goals and Objectives and included \$500,000 for assistance to local non-profits.

Pursuant to ARPA, assistance to non-profit groups can include, but is not limited to:

- Loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, including supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers, or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
- Technical assistance, counseling, or other services to assist with business planning needs.

It is important to note that recipients may not use funds for general economic development or workforce development. Recipients must be able to demonstrate that funding uses directly address a negative economic impact of the COVID-19 public health emergency.

PROGRAM OBJECTIVES

- To provide assistance to local non-profits who had or are experiencing economic harm resulting from the COVID-19 pandemic;
- To continue to encourage local non-profits to support community programs, activities, services, and events;
- To comply with all Department of the Treasury and related federal regulations regarding eligible expense, accounting procedures, and reporting requirements in accordance with 31 CFR Part 35 and the Coronavirus State and Local Fiscal Recover Funds Guidance on Recipient Compliance and Reporting Responsibilities.

PROGRAM FUNDING & PRIORITIES

- Grant amounts will be based on demonstrated organizational harm caused by the COVID-19 pandemic and the organizational response to the pandemic;
- Funding priority will be given to eligible non-profits physically located and/or headquartered within the City; and
- Non-profits located outside of the City, but serving La Habra residents are eligible, but will be considered secondary requests behind eligible local non-profits.

GRANT AMOUNT AVAILABLE

- A total of \$ 500,000 of one-time funds are available through this program
- Grants will range between \$ 1,000 and \$ 25,000 per non-profit, up to a maximum of 25% of the requesting non-profit's annual combined budget from 2020 to 2022.

ELIGIBLE APPLICANTS MUST BE

- La Habra-based, or non-La Habra based, but serving La Habra residents, tax-exempt, charitable organizations, in good standing;
- Focused all or in part on benefitting the lives of La Habra residents;
- Were in operation prior to the Federal declaration of Emergency due to the COVID Pandemic of March 13, 2020;
- Able to demonstrate the negative impacts of the COVID-19 pandemic on their organization. The application will provide an area for the non-profit organization to provide an explanation of impact, whether this is an estimated revenue loss, donation decline, service cost increase or other negative impact.

ALLOWABLE USE OF FUNDS

Funding per eligible non-profit is limited to no more than 25% of the non-profit's combined annual budget from 2020-2022. Funding may be used for:

- General operating funds to return to pre-pandemic service levels and/or meet current demands;
- Personal protective equipment and other health-related responses to the pandemic;
- Utility payments for business purposes (City of La Habra water payments are not eligible);

- Technology and equipment related to the group’s charitable purpose;
- Labor and supplier payments;
- Rent, lease, or mortgage payments;

NON-ALLOWABLE USE OF FUNDS

- Damages covered by insurance;
- Expenses, including payroll, not substantially dedicated to COVID-19 programming;
- Reimbursements of donations;
- Legal settlements or fines incurred due to non-compliance with COVID-19 guidelines;
- Severance pay or workforce bonuses other than hazard pay or overtime for essential employees;
- Expenses that have been or may/will be reimbursed through any other Federal, State, or Local Program;
- Endowments, private foundations, re-granting opportunities, fundraising events, political or lobbying activities, religious or doctrinal purposes (although faith-based organizations may apply for program support).

PROGRAM PROCESS / EVALUATION CRITERIA

- Grant applications will be available beginning August 1, 2022, and must be submitted by or before 6:00 p.m. on September 30th.
- Grant applications may be submitted in person or by email to LaHabraNonProfitRequests@lahabracaca.gov and will be reviewed in the order in which it is received and until funding is depleted.
- An application does not guarantee any funding.
- A three-member Grant Review Committee will consist of City staff and will meet on an as-needed basis to review submitted applications.
- Each application will be reviewed and scored on the following scale:
 - Established COVID-19 related negative impact (35pts);
 - Use of funds to directly benefit to the La Habra community (25 pts);
 - Number of La Habra residents served (25pts); and
 - Groups that address multiple COVID-19 related community needs (15 pts);
- Applications will be funded as follows
 - Scores of 69 or below will not be considered as eligible and will not receive funding
 - Scores 70 – 79 pts, up to \$ 5,000
 - Scores 80 – 89 pts, up to \$15,000
 - Scores 90-100 pts, up to \$ 25,000
- Awards cannot exceed 25% of the eligible non-profit’s annual budget.
- Scoresheets can be reviewed and grant award appealed by email to the City of La Habra at lahabranonprofitrequests@lahabracaca.gov or by USPS mail at 110 East La Habra Blvd, La Habra 90631 Attn: Non-Profit Grant Request. Appeals must be filed within 15 days of the grant decision and will be heard by the Community Services Commission. All decisions by the Community Services Commission will be final.

USE OF GRANT FUNDS

- Grant awards must be expended as soon as possible, but no later than June 30, 2023.
- Unspent funds must be returned by July 31, 2023.
- All expenditures must be consistent with the Program Objective, budget, schedule and conditions presented in the proposal approved by the Program Administer.
- The funds awarded must be used for the purpose outlined in the application. If a change in funding purpose or timeline is necessary, this must be immediately communicated to the Program Administrator prior to any modification for written approval or said change.

CONTRACTUAL AGREEMENT

Applicants that are approved for funding will be required to enter in to a contractual agreement with the City that outlines general obligations and reporting requirements.

- A subrecipient will be required to submit a report outlining how the funds were utilized and may be required to meet additional financial compliance and reporting guidelines.
- If an organization spends over \$300,000 of federal funds in a fiscal year, they may be required to have an audit of not only those funds but also their financial statements, internal controls, and compliance. Please seek legal counsel for advice.

CITY RESERVED RIGHTS

The City reserves the unqualified right, in its sole discretion at any time to

- Amend or terminate the program with no recourse for any proposing applicant;
- Choose or reject any or all applications received in response to this program;
- Modify the application deadlines or requirements;
- Request additional information of the applicants as deemed necessary and appropriate by the City;
- Conduct further due diligence with applicants or any third party;
- Modify the City's objectives or scope of the Program;
- Modify Program requirements, general terms, and conditions, or eligible activities;
- Disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City and/or;
- Audit recipients awarded grant funds to ensure program criteria are being followed.

All organizations applying for funding should recognize that the State of California laws stipulate that any correspondence or applications received by the City of La Habra are subject to public records requests.

QUESTIONS

For questions, please email lahabranonprofitrequests@lahabraca.gov or call 562 383-4200.

CITY OF LA HABRA

COMMUNITY GRANT PROGRAM

APPLICATION



Organizational Name _____

Registered Federal Tax-Exempt ID Number: _____

Executive Director/CEO _____

Contact Person Name/Title _____

Contact Person Title _____

E-mail Address _____

Organization Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Alt Phone _____

Affiliated with a "parent" organization or fiscal sponsor? Yes No

If yes, name of parent organization _____

Was Organization applying established before March 13, 2020? Yes No

Number of unduplicated La Habra residents served annually by Organization _____

Funds requested for Existing operations Revenue losses New programming
(check all that apply)

of Employees 2019-2020 _____ 2020-2021 _____

of Employees 2021-2022 _____ 2022-2023 _____

Annual Budget Amount 2019-2020 \$ _____ 2020-2021 \$ _____

Annual Budget Amount 2021-2022 \$ _____ 2022-2023 \$ _____

List other grants/awards received that replaced revenue lost during the pandemic (i.e. PPP loans/grants)

Was your organization forced to cease or significantly reduce its operations as a result of COVID-19? If yes, please explain _____

How did your organization help address the negative impacts caused by COVID-19 in La Habra _____

Describe intended use of grant funding (Check all that apply):

- Organizational Services _____

- Contract Labor _____
- Supplier Payments _____
- Rent/Lease Payments _____
- Technology _____
- PPE, Sanitation Supplies _____
- Utility Payments _____
- Equipment _____
- Other _____

Describe how COVID-19 has affected your organization and how your organization intends to use the funds, if awarded. Please be specific and provide details (e.g. loss of revenue from fundraisers, laid-off number of employees, type of purchases, etc.). *Add additional pages as needed.*

REQUIRED DOCUMENTS – Please provide the following documents with your application:

- Completed and Signed Application
- Copy of Valid City of La Habra Business License, if business is required to maintain one
- Copy of 501 c3 Designation
- Copy of official documentation verifying authorization to sign on behalf of the non-profit
- W9

AGREEMENT

I/we understand that in administering the federally-funded ARPA Grant Program, the City of La Habra has the authority, based on reasonable grounds, to request additional information and/or documentation that is relevant to the organization that I represents eligibility to receive funding.

I/we hereby certify that if awarded a grant, my/our organization must agree to and sign a sub-recipient agreement and follow all guidelines set forth in the agreement including that grant amount spending reports will be filed with the City and grant records will be available for audit when requested.

In addition, I/we certify that I/we have read and understand the attached guidelines, am authorized to apply for funding from the City of La Habra’s ARPA Grant Program on behalf of the non-profit, and that the information provided on this application and attachments is true and correct to the best of my knowledge, under penalty of law.

ORGANIZATION REPRESENTATIVE 1:

Printed Name _____ Title _____

Signature _____ Date _____

ORGANIZATION REPRESENTATIVE 2:

Printed Name _____ Title _____

Signature _____ Date _____

Please note that this is an application for grant funding and it does not in any way constitute a contract or a guarantee of funding in the amount requested or for less. Applications will be evaluated on a first-come, first-served basis and applicants will be notified of funding decisions within 30 days of submission.

