

Berkeley County, West Virginia American Rescue Plan Act Nonprofit Grant Program Guidelines

BACKGROUND AND GENERAL INFORMATION

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. The \$1.9 trillion Fiscal Recovery Funds package is intended to combat the COVID-19 pandemic, including public health and economic impacts. The Berkeley County Council is scheduled to receive a total of \$23,147,570 over two years to respond to the COVID-19 public health emergency and its economic impacts.

At the May 12, 2022 meeting, the Berkeley County Council approved an amount not to exceed \$2.5 million of ARPA funding to be made available as grants to nonprofits that have faced economic hardship resulting from or exacerbated by 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.

ELIGIBLE ORGANIZATIONS

Berkeley County Council's ARPA nonprofit grant program is designed to support organizations, programs, and activities that benefit Berkeley County residents. Organizations eligible to apply include nonprofits that are corporations, associations, agencies, or faith-based organizations with a 501(c)(3) nonprofit status under the Internal Revenue Service Code. For-profit entities and individuals are not eligible.

Eligible organizations shall meet the requirements below:

- Serve Berkeley County residents or businesses;
- Be in good standing with the West Virginia Secretary of State;
- Applicant must be a 501(c)3 non-profit organization;
- The non-profit must have been established long enough to have two complete tax filings for years 2019 and 2020;
- The non-profit must provide Equity Information as required in the Application;
- The non-profit must submit the application, and all the required supporting documentation;
- The amount requested cannot exceed the amount of economic loss due to COVID-19 minus any COVID relief grants that have already been received that are applicable to those costs;
- 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 disparately impacted by the pandemic and its economic effects;

- Provide proof of insurance to the satisfaction of the Berkeley County Council prior to the receipt of any funding.

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 Grant – Coronavirus (CDBG-CV) funds are eligible to apply for ARPA funding so long as expenses are not duplicated.

GRANT AWARDS

A total amount not to exceed \$2.5 million is available for eligible nonprofits. A minimum of \$5,000 and a maximum of \$200,000 is available per organization.

ELIGIBLE COSTS (*incomplete list*)

- Loss of earnings, decline in revenues, or impacts of cancelled fundraising events during periods of closure or limited operations due to COVID-19 public health orders.
- Costs associated with implementation of prevention or mitigation measures to contain the spread of the virus, such as physical changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing or contact tracing programs.
- Reimbursement of expenses related to the organization's response to the COVID-19 public health emergency such as payroll and benefit costs; costs to retain employees; mortgage, rent or utilities costs; and other related operating costs.
- Funding for new programs designed in response to the COVID-19 pandemic or those designed to serve a population disparately impacted by the public health emergency and its economic impacts, such as lower-income households.

INELIGIBLE COSTS (*incomplete list*)

- Loss that bears no relation or are grossly disproportionate to the type or extent of harm experienced due to the COVID-19 public health emergency;
- Damages covered by insurance;
- Contributions to rainy day funds, financial reserves, or similar funds;
- Legal expenses or settlements;
- Severance pay;
- Payment of interest or principal on outstanding debt instruments;
- Inherently religious activities, such as worship, religious instruction, or proselytization and/or those that promote or inhibit religious interest;
- Reimbursement to donors for donated items or services;
- Lobbying, support of candidates for public office, or other political activities.
- Past infrastructure projects;
- Funding for programs or organizations that do not serve Berkeley County residents.
- Economic hardship incurred outside of the period beginning January 27, 2020 and ending December 31, 2021;
- Expenses reimbursed or eligible for reimbursement through any other contract or agreement with the State of West Virginia and/or Berkeley County Council, including but

not limited to Community Service Grant, Community Development Block Grant, and CARES grants.

GRANT PERIOD

In general, applicants may apply for funds to cover COVID-19 related economic loss or costs incurred during the period beginning January 27, 2020 and ending December 31, 2021.

HOW TO APPLY

The ARPA Nonprofit Grants Program application will be available through/at website/Berkeley County Council Offices from **May 12, 2022 through June 30, 2022**.

Applicants will be required to submit the following information:

- Organization Overview
 - Organization name and contact information
 - Mission statement
 - Proof of nonprofit status
 - Length of time in existence
 - Non-profit organization 2019 & 2020 tax returns (must include 990 form)
 - Number of employees
 - Description of services provided to Berkeley County residents
 - Number of Berkeley County residents served in recent fiscal years
 - Description of how the organization typically raises funds
 - Description of how the organization has been negatively impacted by COVID-19
 - Steps the organization has taken to address financial impacts of COVID-19
- Grant Request
 - Amount requested
- Organizational budget
 - Agency budget, showing actual revenue and expenditures by categories for the following time periods:
 - January – December 2019
 - January – December 2020
 - January – December 2021
 - Current operating year budget, showing revenue and expenditure projections
 - Amount and description of use of Federal CARES Act and American Rescue Plan Act assistance received, including but not limited to, PPP, EIDL, CDBG-CV, and West Virginia CARES grant funds (if applicable)
- Insurance coverage information
- Conflict of interest documentation

- Any other supporting information the organization would like the review panel to consider (may be limited in size or length)

APPLICATION REVIEW PROCESS

A Committee appointed by the Council will review grant applications for completeness and eligibility. Applicants may be asked to revise proposals or provide additional information.

The Committee will meet to discuss the applications and make a recommendation for funding to the County Council. The County Council will consider the panel’s recommendations and make final award determinations in early FY2023.

APPLICATION REVIEW CRITERIA

Award allocations will be based on total number of applicants, completeness of applications, expense eligibility, organizational need, community benefit, and organizational operating budget size. No cash match is required.

Review Committee members may consider the following factors in their evaluation:

- Organization is a qualifying nonprofit
- Financial impact of COVID-19 is clear and demonstrated
- Impact of other Federal or City assistance received, alone or in comparison to other applicants
- Need for financial assistance in order to remain operational
- Program description and impact of program on communities and populations most disproportionately impacted by the pandemic, i.e. low-income and socially vulnerable communities
- Fiscal and administrative capacity to administer the funding in compliance with requirements
- Grant budget is provided, reasonable, and aligns with eligible expense categories
- Other factors as deemed appropriate by the panel members

APPLICATION TIMELINE

Berkeley County Council anticipates the following schedule for reviewing submitted applications and determining funding awards:

May 12, 2022	Release of application
June 30, 2022 at 5:00 pm	Deadline for application submissions
July 1, 2022 – July 31, 2022	Application review period
Date To Be Determined	County Council Meeting (award determinations)
Within 30-days of Award	Drafting grant agreements

PUBLIC RECORD

Unless otherwise exempt under applicable law, applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with any grant-funded activities performed, are subject to disclosure pursuant to the West Virginia Public Records Act, unless otherwise exempt.

AFFIDAVIT, WAIVER, AND RELEASE FORM

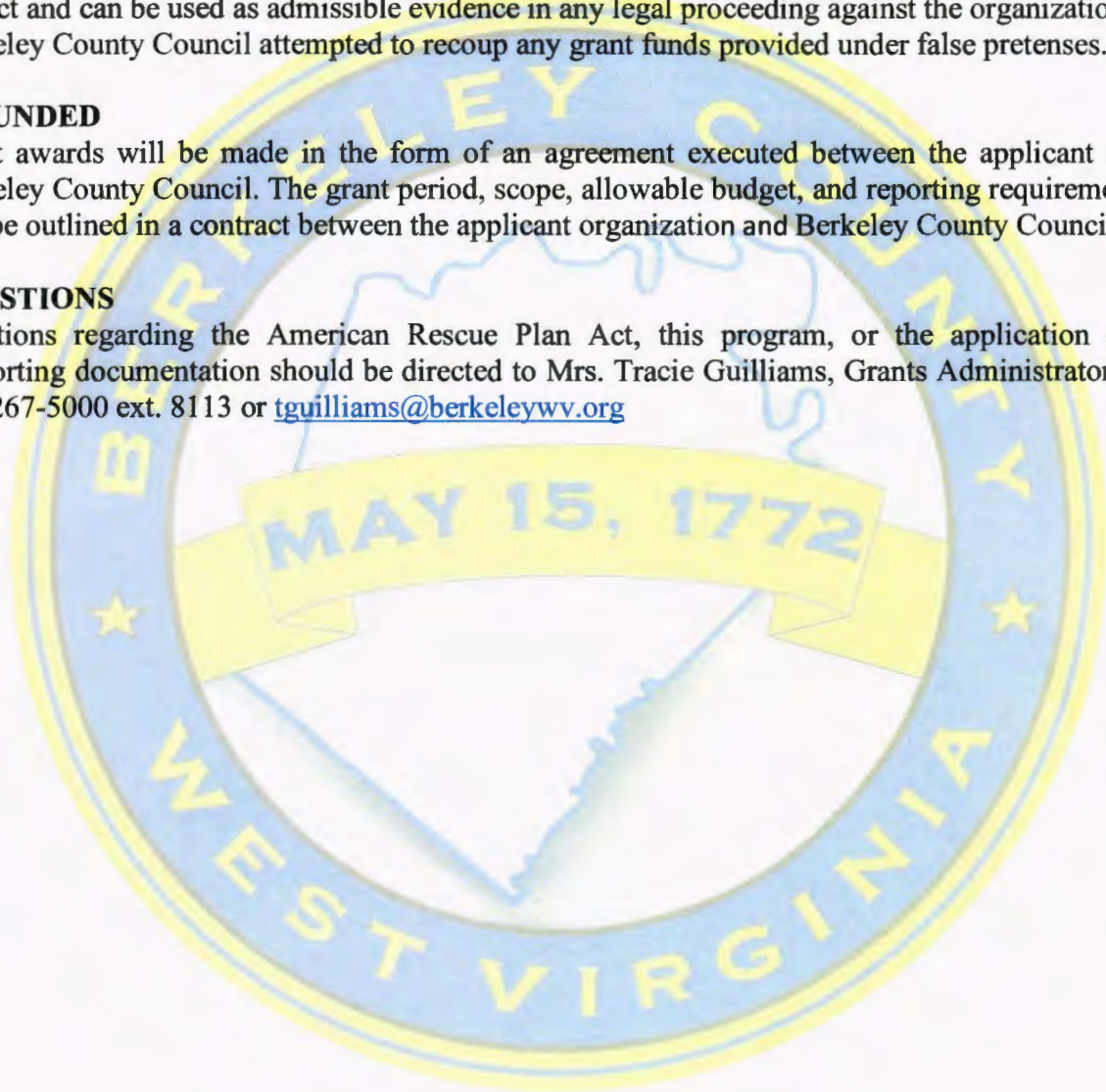
All nonprofit organizations offered a grant who choose to accept the grant will be required to sign a non-negotiable affidavit, waiver, and release form prior to payment being made. The affidavit will require the applicant to declare that all information contained in the application is true and correct and can be used as admissible evidence in any legal proceeding against the organization if Berkeley County Council attempted to recoup any grant funds provided under false pretenses.

IF FUNDED

Grant awards will be made in the form of an agreement executed between the applicant and Berkeley County Council. The grant period, scope, allowable budget, and reporting requirements will be outlined in a contract between the applicant organization and Berkeley County Council.

QUESTIONS

Questions regarding the American Rescue Plan Act, this program, or the application and supporting documentation should be directed to Mrs. Tracie Guilliams, Grants Administrator, at 304-267-5000 ext. 8113 or tguilliams@berkeleywv.org





BERKELEY COUNTY AMERICAN RESCUE PLAN ACT FUNDS APPLICATION SUMMARY

1. Legal Name of Organization*
2. DBA (if applicable)
3. Mailing Address*
4. Physical Address (if it is different and not confidential)
5. Organization Phone Number*
6. Website
7. EIN*
8. CEO/Executive Director Name*
 - a. Name
 - b. Title
 - c. Phone
 - d. Email
9. Primary Contact*
 - a. Name
 - b. Title
 - c. Phone
 - d. Email

ORGANIZATION INFORMATION

10. Year Founded*
11. Mission Statement*
12. Geographic Area(s) Served*

13. Tax Exemption Status*

- a. 501(c)(3)
- b. Other than 501(c)(3), describe:

14. *Is the organization registered and in good standing ("active" status) with the West Virginia Secretary of State?*

- a. Yes
- b. *No (If required by law, organization must be registered and in good standing prior to receiving grant funds.)*

15. Is the organization registered and in good standing ("current" status) with the State of West Virginia Office of the Attorney General?

- a. Yes
- b. *No (If required by law, organization must be registered and in good standing prior to receiving grant funds.)*

16. Are any of the organization's staff or Board members immediate family members of one or more elected/appointed officials of the Berkeley County Council?*

- a. Yes, explain:
- b. No

17. Number of Employees*

- a. Full-time:
- b. Part-time:

18. Describe the services the organization provides to Berkeley County, WV residents*

19. Describe the organization's target beneficiaries (e.g., seniors, youth, families, veterans, etc.)*

20. Does the organization count persons served or households served?*

- a. Persons
- b. Households

21. How many persons/households did the organization serve from July 1, 2020 through June 30, 2021?
*(Use persons/households based on answer to question 20)**

- a. Total:
- b. Berkeley County, WV residents:

FINANCIAL/INSURANCE INFORMATION

22. Projected revenue for current fiscal year*

23. Projected expenditures for current fiscal year*
24. Dates covered by organization's fiscal year*
25. Actual revenue for January 2020 – December 2020*
26. Actual expenditures for January 2020 – December 2020*
27. Actual revenue for January 2021 – December 2021*
28. Actual expenditures for January 2021 – December 2021*
29. Describe how the organization typically raises funds (pre-COVID)*
30. Please complete the types of insurance the organization carries and note the maximum amount per occurrence*
 - a. General liability \$ _____
 - b. Automobile liability \$ _____
 - c. Workers' compensation \$ _____

COVID-19 IMPACT

31. Describe the impact the COVID-19 public health emergency has had on the organization's programs/activities (e.g., increase/decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.)*
32. Describe the impact the COVID-19 public health emergency has had on the organization's finances (e.g., increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.)*
33. Describe any other impact the COVID-19 public health emergency has had on the organization (e.g., staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, etc.)*
34. What steps has the organization taken to address financial impacts of COVID-19*
35. Has the organization 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 Grant – Coronavirus (CDBG-CV) funds?*
- a. Yes, describe amount(s) and use(s):
36. Amount of Request*

37. Type of Grant Requested (select all that apply)*

- a. Funds to cover COVID-19 related economic loss (e.g., loss of fundraising revenues, reduction in program participant fees)
- b. Funds to cover direct expenses related to COVID-19 (e.g., purchase of PPE, staff costs related to increased demand for services)
- c. Funding for new programs/services for people disparately impacted by the pandemic and its economic impacts
- d. Other:

FUNDING REQUESTS FOR ECONOMIC LOSS AND/OR EXISTING PROGRAM EXPENSES (IF APPLICABLE)

38. Describe what the grant funds will be used for:

39. Describe how the requested funding will mitigate financial hardship experienced as result of the COVID-19 public health emergency and its economic impacts:

40. Provide any other information the organization would like the review panel to consider regarding this grant request:

CERTIFICATION

By entering my name below, I certify that the information I have provided on this application is true, accurate, and complete, to the best of my knowledge. If circumstances change, I will submit a revised application or additional information accordingly.*

a. Certification:

REQUIRED DOCUMENT

- Proof of IRS Federal Tax-Exempt Status (also called a Letter of Determination)*
- Operating budget for current fiscal year (showing projected revenue and expenditure by category)*
- Operating budget for 2020 (showing actual revenue and expenditures by category)*
- Operating budget for 2019 (showing actual revenue and expenditures by category)*
- If the funding request is for a program, also include a proposed grant budget, including line-item expenses for the program period (if applicable)
- Other supporting documentation (if applicable)