



## Social Services Economic Relief Grant (SOSERG) Program Policy

### GRANT PROCEDURES AND CRITERIA

#### Purpose

The Social Services Relief Grant (SoSERG) Program provides funds for eligible expenses incurred by organizations providing social services to residents within the City of Homer in excess of any other award offered by or received from the City of Homer. The City of Homer, using Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, has allocated \$200,000 to be distributed through this program in up to \$25,000 grants.

#### Eligibility Criteria

1. Applicant must provide social services to the residents of the City of Homer. *For the purposes of the SoSERG program, "social services" includes mental health services, child and family support services that are substantially different from providing direct childcare (which is funded through the CBERG program), substance use/misuse treatment and referral services, food/nutrition services, job training services, and housing assistance. An explanation of these services and the population served will be required for eligibility.*
2. Applicants must meet eligibility criteria under the City's Small Business Economic Relief Grant (SBERG) Program or the Nonprofit Economic Relief Grant (NERG) Program.

##### SBERG eligibility guidelines:

- Physically located in Homer City limits
- 50 or less employees
- Collects and reports taxable sales
- Negatively impacted financially by COVID-19
- Business **has not** filed for bankruptcy
- Business **is not** a marijuana related business

##### NERG eligibility guidelines:

- IRS designated 501(c)(3), (c)(4), (c)(5), (c)(6), (c)(19), 501(e) or, 501 (k) entity
- In good standing with State of AK Corporations database
- Provides regular, ongoing services to City of Homer residents since at least Jan 1, 2020
- Directed by a voluntary board or advisory group whose members are primarily Alaskan residents
- Negatively impacted financially by COVID-19.

3. Applicant must disclose, certify and document how the applicant suffered a loss of revenue and/or has or will incur additional expenses either through expansion of services or adaptation to serve the community or because of forced closure in the name of public health between March 1, 2020 and December 30, 2020.
4. Grantees receiving grant funds through the SBERG or NERG may also be eligible for SoSERG funds if:
  - a) all eligibility criteria are met and,
  - b) eligible expenses incurred have not already been or will not be reimbursed by other funding sources.*Receipt of SBERG or NERG funds is not a prerequisite to receive SoSERG funds.*
5. The funds cannot be used to reimburse an expense that was already covered by or anticipated to be covered by another grant.
6. The City reserves the right to interpret the terms of this program.



## Grant Spending Requirements

Grant funds received must be fully expended by December 30, 2020. *Please note: Grant proceeds are to be used for eligible COVID-19 emergency related expenses, whether those expenses were previously paid with grantee funds and not through another loan/grant, are currently unpaid, or are held in arrears between March 1, 2020 and December 30, 2020. The funds cannot be used to reimburse an expense that was already paid by or anticipated to be paid by another grant. Any misuse of funds or falsification in an application will result in repayment of the funds and potential fines and may result in criminal prosecution.*

### Grant funds may be used for:

1. Payment of rent or required monthly loan payments
2. Payments of essential wages, taxes, and normal benefits to employees
3. Normal operating costs that remain unpaid as a result of loss of revenue from COVID-19
4. Purchase of personal protective equipment and/or other measures recommended by the CDC to enhance COVID-19 safety measures in the workplace
5. Expenses incurred to replenish inventory, necessary re-opening expenses, temporary housing for quarantined employees, and hiring necessary additional staff or other expenses related to changes in the way services are provided due to the COVID-19 pandemic

### Grant funds may not be used for:

1. Any expense considered ineligible under the State of Alaska CARES Act grant program and any expense that would not be considered an eligible expense by IRS rules
2. Political contributions
3. Bonuses to owners or employees
4. Wages to any member of owner's family who is not a bona fide employee
5. Charitable contributions
6. Gifts or events
7. Draw or salary to owner that exceed the amount that they were paid on a weekly or monthly basis for the same period in 2019
8. Pay down or pay off debt by more than required in underlying debt instrument
9. Any expenses that have already been reimbursed by other funding sources (*grantees will be required to keep payment records to show how the funds were used*)
9. Any other activity not listed under the "Grant funds may be used for" section

## Process

1. An authorized agent must fill out the application available online at the City of Homer website or paper application available from the City Clerk's office. Applications submission deadline is 5:00pm, October 2, 2020.
2. The application must be submitted with a W-9 form from the Internal Revenue Service.
3. Upon completion of application and verification that the applicant meets the eligibility requirements, a grant payment covering eligible, documented expenses up to but not to exceed \$25,000 may be disbursed. Applicants will be notified via email once their application has been approved.
4. Applicants who submit incomplete applications will be notified by email. Applications may be amended before the deadline.
5. Applicants whose requests are denied will be notified via email. An applicant who is denied may appeal (in writing) to the City Manager no later than 5PM the 10th calendar day after the applicant receives notice from the City.
6. Information provided in the SoSERG application will be kept confidential to the extent authorized by law.
7. Grant funds received must be fully expended by December 30, 2020. If funds have not been expended, they must be returned to the City. Funds must be used in accordance with the guidelines of this program.
8. An IRS 1099 Misc. income form will be issued by January 31, 2021.
9. Grants received are subject to audit and may be randomly selected to produce documentation for program evaluation. Grantees are required to maintain records and receipts for grant expenditures for a period of 6 years and make them available upon request.
10. It is incumbent upon the applicant to determine whether the receipt of a grant under this program might preclude eligibility for any other grant or aid programs.