City of Homer Social Services Economic Relief Grant Program Policy Draft

**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. Grantees must meet eligibility criteria under the City's Nonprofit Economic Relief Grant (NERG) Program or the Small Business Economic Relief Grant (SBERG) Program.

2. 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.

3. 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 30, 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 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.

**Grant funds are eligible for:**

1. Payment of rent or required monthly loan payments
2. Payments of essential wages, taxes, and normal benefits to employees
3. Normal operating expenses (utilities, insurance, professional services, etc.) not covered as a result of loss of revenue from Covid-19.
4. Purchase of personal protective equipment required by the grantee and/or any other measures recommended by the CDC to enhance COVID-19 safety measures.

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.

Please note: Grant proceeds are to be used for eligible Covid-19 emergency related expenses, whether those expenses were previously paid by the grantee personally and not through another loan/grant, are currently unpaid, or are held in arrears between March 30, 2020 and December 30, 2020; additional guidance is provided in the “Grant Funds Ineligible For” section.

Grant funds ineligible 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 or lobbying.

3. Bonuses to employees or Directors.

4. Gifts or events.

5. Draw or salary to employees that exceeded the amount that they were paid on a weekly or monthly basis for the same period last year.

6. Pay down or pay off debt by more than required in underlying debt instrument.

7. 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.

8. Any other activity not listed under the ‘Grant Funds are Eligible for’ section.

Application Process

1. An authorized agent must fill out the application available online at the City of Homer website or paper application available from the Clerk’s office. Applications must be submitted within the advertised application period.

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 but not exceeding $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. 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.

10. The City reserves the right to interpret the terms of this program.

**Reporting**

In the application, grantees are required to provide a budget that documents how grant funds are to be used to reimburse expenses associated with COVID-19. Grant funds must be either fully expended or any unused portion returned to the City by December 30, 2020. When funds are fully expended, Grantees must submit a reporting form provided by the City documenting how the funds were used.

Grants received under this program 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.
The Nonprofit Economic Relief Grant (NERG) Program is designed to provide economic relief to the nonprofit sector operating within the City of Homer and/or providing ongoing services within the City of Homer. All grantees must certify they have suffered loss of revenue due to the novel coronavirus (Covid-19). The City of Homer, using Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, has allocated $1,250,000 to be distributed through this program in up to $10,000 grants.

Eligibility Criteria

1. Must be a 501(c)(3), (c)(4), (c)(5), (c)(6), (c)(19), 501(e) or 501(k) designated nonprofit entity under the Internal Revenue Service. Faith-based nonprofit organizations are eligible to apply as long as they provide services available to the general public regardless of religious affiliation. Nonprofit organizations that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities are not eligible (as per 13 CFR § 120.110(k) in the Code of Federal Regulations).
2. Must provide regular, ongoing services to the residents of the City of Homer, however nonprofits are not required to have their main office physically located within Homer.
3. Must have been in operation serving City of Homer residents since at least January 1, 2020.
4. Must be directed by a voluntary board of directors or local advisory board whose majority of members are residents of the state of Alaska. A local affiliate of a national organization must have a local advisory or governing board.
5. Must be in good standing within the State of Alaska Corporations database, and, unless Federally exempt, have a current or 2018 IRS Form 990 or a current year filing extension on file with the IRS.
6. All grantees must disclose, certify, and document that the nonprofit suffered a loss of revenue and/or incurred additional expenses either through rapid expansion or adaptation to serve the community or because of forced closure in the name of public health between March 30, 2020 and December 30, 2020.
7. Any misuse of funds or falsification in an application will result in repayment of the funds and potential fines.

Grant funds are eligible for:

1. Payment of rent or required monthly loan payments
2. Payments of essential wages, taxes, and normal benefits to employees
3. Normal operating expenses (utilities, insurance, professional services, etc.)

4. Purchase of personal protective equipment required by the nonprofit business and/or any other measures recommended by the CDC to enhance COVID-19 safety measures.

5. Expenses incurred to replenish inventory, necessary re-opening expenses, temporary housing for quarantined employees, hiring necessary additional staff, or responding to additional non-budgeted needs related to COVID responses not paid for by another grant.

Please note: Grant proceeds are to be used for eligible Covid-19 emergency related expenses, whether those expenses were previously paid by the grantee personally and not through another loan/grant, are currently unpaid, or are held in arrears between March 30, 2020 and December 30, 2020; additional guidance is provided in the “Grant Funds Ineligible For” section.

**Grant funds ineligible 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 or lobbying.

3. Bonuses to employees or Directors.

4. Gifts or events.

5. Draw or salary to employees that exceeded the amount that they were paid on a weekly or monthly basis for the same period last year.

6. Pay down or pay off debt by more than required in underlying debt instrument.

7. 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.

8. Any other activity not listed under the ‘Grant Funds are Eligible for’ section.

**Application Process**

1. An authorized agent for the nonprofit must fill out the application available online at the City of Homer website or paper application available from the Clerk’s office. Applications must be submitted within the advertised application period.

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 but not exceeding up to $10,000 may be disbursed. Payments may be dispersed to eligible applicants on a rolling basis. Grantees will be notified via email once their application has been approved.
4. Grantees who submit incomplete applications will be notified by email. Applications may be amended before the deadline.

5. Grantees whose requests are denied will be notified via email. A grantee 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 NERG 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. 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.

10. The funds cannot be used to reimburse an expense that was already covered by or anticipated to be covered by another grant.

11. The City reserves the right to interpret the terms of this program.

**Reporting**

In the application, grantees are required to provide a budget that documents how grant funds are to be used to reimburse expenses associated with COVID-19. Grant funds must be either fully expended or any unused portion returned to the City by December 30, 2020. When funds are fully expended, Grantees must submit a reporting form provided by the City documenting how the funds were used.

Grants received under this program 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.

**Matching Opportunities/Leveraging City Dollars**

The City is aware of at least one matching program to further leverage municipal CARES Act dollars in the nonprofit sector. The City of Homer supports efforts to further stabilize all sectors of the community, and will work in good faith with organizations to assist to the extent possible with leveraging opportunities.
Purpose
The Childcare Business Economic Relief Grant (CBERG) Program is designed to provide additional economic relief to those organizations providing childcare services to residents within the City of Homer. For childcare providers to be successful, they will need some fiscal certainty to remain operational as they work to stabilize their workforce and enrollment for reasons including: not all families feel comfortable immediately bringing their children to childcare and providers need time to work with families to determine if their childcare spots should be held or if the child will not be reenrolled; additional staff may be needed to assure appropriate social distancing measures are taken and to clean and sanitize the childcare spaces; and childcare centers may anticipate a higher than normal need for substitute staff since employees who might normally work through “a few sniffles” will need to stay home until their symptoms clear up. Childcare facilities are necessary in order to allow the economy to begin to return to normal. All grantees must certify they have suffered economic hardship due to the novel coronavirus (Covid-19). The City of Homer, using Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, has allocated $150,000 to be distributed through this program in grants of varying amounts for different types of businesses/nonprofits providing childcare services in the City of Homer.

Eligibility Criteria
1. Businesses must meet the eligibility guidelines under the City’s Small Business Economic Relief Grant program; nonprofits must meet eligibility guidelines under the City’s Nonprofit Economic Relief Grant Program.
2. Grantees must provide regular, ongoing childcare services within City limits active from at least January 1, 2020 until January 1, 2021. This may include afterschool care for school-aged children, infants, and toddler care. An explanation of these services and the population served will be required for eligibility.
3. All grantees must disclose, certify, and document that they suffered a loss of revenue and/or incurred additional expenses either through rapid expansion or adaptation to serve the community or because of forced closure in the name of public health between March 30, 2020 and December 30, 2020.
4. Licensed Child Care Providers are eligible for grant funds up to $30,000. A copy of the active license must be provided in the application. Detailed descriptions and backup information to justify requested amount needed will be required.
5. Legally Exempt Providers are also eligible for grant funds up to $5,000 and must provide proof of approval to operate from the State of Alaska. Detailed descriptions and backup information to justify requested amount needed will be required.
6. Businesses/Non-Profits providing afterschool services are eligible for up to $10,000 grants specific to this aspect of their operation. Detailed descriptions and backup information to justify requested amount needed will be required.
7. This is considered additional economic relief; grantees receiving grant funds through the SBERG or NERG may still be eligible for CBERG funds if all eligibility criteria are met.

8. Any misuse of funds or falsification in an application will result in repayment of the funds and potential fines.

9. The funds cannot be used to reimburse an expense that was already paid by or anticipated to be paid by another grant.

10. The City reserves the right to interpret the terms of this program.

**Grant funds are eligible for:**

1. Payment of rent or required monthly loan payments
2. Payments of essential wages, taxes, and normal benefits to employees
3. Normal operating expenses (utilities, insurance, professional services, etc.)
4. Purchase of personal protective equipment required by the nonprofit business and/or any other measures recommended by the CDC to enhance COVID-19 safety measures.
5. Expenses incurred to replenish inventory, necessary re-opening expenses, temporary housing for quarantined employees, hiring necessary additional staff, other expenses related to changes in the way services are provided due to the COVID-19 pandemic, or responding to additional non-budgeted needs related to COVID responses not paid for by another grant.
6. Childcare organizations that are currently open/active.

Please note: Grant proceeds are to be used for eligible Covid-19 emergency related expenses, whether those expenses were previously paid by the grantee personally and not through another loan/grant, are currently unpaid, or are held in arrears between March 30, 2020 and December 30, 2020; additional guidance is provided in the “Grant Funds Ineligible For” section.

**Grant funds ineligible 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 or lobbying.
3. Bonuses to employees or Directors.
4. Gifts or events.
5. Draw or salary to employees that exceeded the amount that they were paid on a weekly or monthly basis for the same period last year.
6. Pay down or pay off debt by more than required in underlying debt instrument.
7. 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.

8. Any other activity not listed under the ‘Grant Funds are Eligible for’ section.

**Application Process**

1. An authorized agent for the business/non-profit must fill out the application available online at the City of Homer website or paper application available from the Clerk’s office. Applications must be submitted within the advertised application period.

2. The application must be submitted with a W-9 form from the Internal Revenue Service.

3. Upon receipt of a complete application and verification that the applicant meets the eligibility requirements, the grant payment covering eligible, documented expenses may be disbursed. Payments may be dispersed to eligible applicants on a rolling basis. Applicants will be notified via email one their application has been approved.

4. Grantees who submit incomplete applications will be notified by email. Applications may be amended before the deadline.

5. Grantees 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 CBERG 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. 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.

10. The City reserves the right to interpret the terms of this program.

**Reporting**

In the application, grantees are required to provide a budget that documents how grant funds are to be used to reimburse expenses associated with COVID-19. Grant funds must be either fully expended or any unused portion returned to the City by December 30, 2020. When funds are fully expended, Grantees must submit a reporting form provided by the City documenting how the funds were used.

Grants received under this program 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.
City of Homer Household Economic Relief Grant Program Policy Draft

Purpose

The Household Economic Relief Grant (HERG) Program is designed to provide economic relief to households within the City of Homer that have suffered economic hardship due to the novel coronavirus (Covid-19). The City of Homer, using Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, has allocated $1,000,000 to be distributed through this program in up to $1,000 grants.

Eligibility Criteria

1. At least one adult member (18 or older) of the household must be a City of Homer resident, permanently living within the City of Homer prior to March 18, 2020.

2. Only one grant is available per household. A household is defined as a social unit composed of those living together in the same dwelling for a primary place of residence. All members of the household over the age of 18 must be listed in the application.

3. Must disclose, certify, and document how the household has experienced, or continues to experience, economic hardship as a result of the Covid-19 pandemic, with hardship incurred between March 30, 2020 and December 30, 2020. The individual on behalf of the household must agree the household was/is negatively impacted by the COVID pandemic. If it is determined the HERG funds were used for an ineligible purpose, the applicant may be required to return those funds back to the City.

4. The funds cannot be used to reimburse an expense that was already covered by or anticipated to be covered by another grant.

5. Any misuse of funds or falsification in an application will result in repayment of the funds and potential fines.

Grant funds are eligible for:

1. Payment of rent or required monthly loan payments

2. Payment of utilities

3. Childcare fees

4. Groceries and/or food delivery

5. Other expenses that are necessary for household stability that are not covered by current wages or other forms of support (i.e., unemployment, SNAP, etc).

6. Purchase of personal protective equipment required by the grantee and/or any other measures recommended by the CDC to enhance COVID-19 safety measures.

7. Medical bills incurred as a result of COVID-19 (ie. testing for COVID-19, treatment/hospitalization as a result of COVID-19, medical supplies needed as a result of COVID-19, doctor’s visits as a result of COVID-19) not reimbursable by insurance or other government programs.

Please note: Grant proceeds are to be used for eligible Covid-19 emergency related expenses, whether those expenses were previously paid by the grantee personally and
not through another loan/grant, are currently unpaid, or are held in arrears between March 30, 2020 and December 30, 2020; additional guidance is provided in the “Grant Funds Ineligible For” section.

**Grant funds ineligible 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. Expenses above and beyond those needed for household stability
4. Gifts or events
5. Pay down or pay off debt by more than required in underlying debt instrument
6. Any expense considered ineligible under the State of Alaska CARES Act grant program
7. 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.
8. Use of funds to support business operations/expenses.
9. Any other activity not listed under the ‘Grant Funds are Eligible for’ section.

**Application Process**

1. An individual 18 years of age or older application on behalf of the household must fill out the available online at the City of Homer website or paper application available from the Clerk’s office. Applications must be submitted within the advertised application period.
2. The application must be submitted with a W-9 form from the Internal Revenue Service.
3. All household members over the age of 18 must be listed on the application.
4. Upon receipt of a complete application and verification that the applicant meets the eligibility requirements, a grant payment covering eligible, documented expenses but not exceeding $1,000 may be dispersed. Payments may be dispersed to eligible applicants on a rolling basis. Applicants will be notified via email once their application has been approved.
5. Applicants who submit incomplete applications will be notified by email. Applications may be amended before the deadline.
6. 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.
7. Household information provided in the HERG application will be kept confidential to the extent authorized by law.
8. 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.

10. It is incumbent upon the applicant to determine the tax ramifications and/or whether the receipt of a grant under this program might preclude eligibility for any other grant or aid programs.

11. The City reserves the right to interpret the terms of this program.

**Reporting**

In the application, grantees are required to provide a budget that documents how grant funds are to be used to reimburse expenses associated with COVID-19. Grant funds must be either fully expended or any unused portion returned to the City by December 30, 2020. When funds are fully expended, Grantees must submit a reporting form provided by the City documenting how the funds were used.

Grants received under this program 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.