

1 **City of Homer Social Services Economic Relief Grant Program Policy Draft**

2 **Purpose**

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

9 **Eligibility Criteria**

- 10 1. Grantees must meet eligibility criteria under the City’s Nonprofit Economic Relief
11 Grant (NERG) Program or the Small Business Economic Relief Grant (SBERG)
12 Program.
- 13 2. Must provide social services to the residents of the City of Homer. For the
14 purposes of the SoSERG program, “social services” includes mental health
15 services, child and family support services that are substantially different from
16 providing direct childcare (which is funded through the CBERG program),
17 substance use/misuse treatment and referral services, food/nutrition services, job
18 training services, and housing assistance. An explanation of these services and
19 the population served will be required for eligibility.
- 20 3. Must disclose, certify and document how the applicant suffered a loss of revenue
21 and/or has or will incur additional expenses either through expansion of services
22 or adaptation to serve the community or because of forced closure in the name of
23 public health between March 30, 2020 and December 30, 2020.
- 24 4. Grantees receiving grant funds through the SBERG or NERG may also be
25 eligible for SoSERG funds if:
26 a. all eligibility criteria are met and
27 b. eligible expenses incurred have not already been reimbursed by other
28 funding sources.
- 29 Receipt of SBERG or NERG funds is not a prerequisite to receive SoSERG
30 funds.
- 31 5. The funds cannot be used to reimburse an expense that was already covered by
32 or anticipated to be covered by another grant.

33 **Grant funds are eligible for:**

- 34 1. Payment of rent or required monthly loan payments
35 2. Payments of essential wages, taxes, and normal benefits to employees
36 3. Normal operating expenses (utilities, insurance, professional services, etc.) not
37 covered as a result of loss of revenue from Covid-19.

- 38 4. Purchase of personal protective equipment required by the grantee and/or any
39 other measures recommended by the CDC to enhance COVID-19 safety
40 measures.
41 5. Expenses incurred to replenish inventory, necessary re-opening expenses,
42 temporary housing for quarantined employees, and hiring necessary additional
43 staff or other expenses related to changes in the way services are provided due
44 to the COVID-19 pandemic.

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

- 52 1. Any expense considered ineligible under the State of Alaska CARES Act grant
53 program and any expense that would not be considered an eligible expense by
54 IRS rules.
55 2. Political contributions or lobbying.
56 3. Bonuses to employees or Directors.
57 4. Gifts or events.
58 5. Draw or salary to employees that exceeded the amount that they were paid on a
59 weekly or monthly basis for the same period last year.
60 6. Pay down or pay off debt by more than required in underlying debt instrument.
61 7. Any expenses that have already been reimbursed by other funding sources.
62 Grantees will be required to keep payment records to show how the funds were
63 used.
64 8. Any other activity not listed under the ‘Grant Funds are Eligible for’ section.
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66 **Application Process**

- 67 1. An authorized agent must fill out the application available online at the City of
68 Homer website or paper application available from the Clerk’s office. Applications
69 must be submitted within the advertised application period.
70 2. The application must be submitted with a W-9 form from the Internal Revenue
71 Service.
72 3. Upon completion of application and verification that the applicant meets the
73 eligibility requirements, a grant payment covering eligible, documented expenses
74 but not exceeding \$25,000 may be disbursed. Applicants will be notified via
75 email once their application has been approved.

- 76 4. Applicants who submit incomplete applications will be notified by email.
77 Applications may be amended before the deadline.
- 78 5. Applicants whose requests are denied will be notified via email. An applicant who
79 is denied may appeal (in writing) to the City Manager no later than 5PM the 10th
80 calendar day after the applicant receives notice from the City.
- 81 6. Information provided in the SoSERG application will be kept confidential to the
82 extent authorized by law.
- 83 7. Grant funds received must be fully expended by December 30, 2020. If funds
84 have not been expended, they must be returned to the City. Funds must be used
85 in accordance with the guidelines of this program.
- 86 8. An IRS 1099 Misc. income form will be issued by January 31, 2021.
- 87 9. It is incumbent upon the applicant to determine whether the receipt of a grant
88 under this program might preclude eligibility for any other grant or aid programs.
- 89 10. The City reserves the right to interpret the terms of this program.
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91 **Reporting**

92 In the application, grantees are required to provide a budget that documents how grant
93 funds are to be used to reimburse expenses associated with COVID-19. Grant funds
94 must be either fully expended or any unused portion returned to the City by December
95 30, 2020. When funds are fully expended, Grantees must submit a reporting form
96 provided by the City documenting how the funds were used.

97 Grants received under this program are subject to audit and may be randomly selected
98 to produce documentation for program evaluation. Grantees are required to maintain
99 records and receipts for grant expenditures for a period of 6 years and make them
100 available upon request.

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114 **City of Homer Nonprofit Economic Relief Grant Program Policy Draft**

115 **Purpose**

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

122 **Eligibility Criteria**

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

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149 **Grant funds are eligible for:**

- 150 1. Payment of rent or required monthly loan payments
- 151 2. Payments of essential wages, taxes, and normal benefits to employees

- 152 3. Normal operating expenses (utilities, insurance, professional services, etc.)
- 153 4. Purchase of personal protective equipment required by the nonprofit business
- 154 and/or any other measures recommended by the CDC to enhance COVID-19
- 155 safety measures.
- 156 5. Expenses incurred to replenish inventory, necessary re-opening expenses,
- 157 temporary housing for quarantined employees, hiring necessary additional staff,
- 158 or responding to additional non-budgeted needs related to COVID responses not
- 159 paid for by another grant.

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

165 **Grant funds ineligible for:**

- 166 1. Any expense considered ineligible under the State of Alaska CARES Act grant
- 167 program and any expense that would not be considered an eligible expense by
- 168 IRS rules.
- 169 2. Political contributions or lobbying.
- 170 3. Bonuses to employees or Directors.
- 171 4. Gifts or events.
- 172 5. Draw or salary to employees that exceeded the amount that they were paid on a
- 173 weekly or monthly basis for the same period last year.
- 174 6. Pay down or pay off debt by more than required in underlying debt instrument.
- 175 7. Any expenses that have already been reimbursed by other funding sources.
- 176 Grantees will be required to keep payment records to show how the funds were
- 177 used.
- 178 8. Any other activity not listed under the ‘Grant Funds are Eligible for’ section.

179 **Application Process**

- 180 1. An authorized agent for the nonprofit must fill out the application available online
- 181 at the City of Homer website or paper application available from the Clerk’s
- 182 office. Applications must be submitted within the advertised application period.
- 183 2. The application must be submitted with a W-9 form from the Internal Revenue
- 184 Service.
- 185 3. Upon completion of application and verification that the applicant meets the
- 186 eligibility requirements, a grant payment covering eligible, documented expenses
- 187 but not exceeding up to \$10,000 may be disbursed. Payments may be dispersed
- 188 to eligible applicants on a rolling basis. Grantees will be notified via email once
- 189 their application has been approved.

- 190 4. Grantees who submit incomplete applications will be notified by email.
191 Applications may be amended before the deadline.
- 192 5. Grantees whose requests are denied will be notified via email. A grantee who is
193 denied may appeal (in writing) to the City Manager no later than 5PM the 10th
194 calendar day after the applicant receives notice from the City.
- 195 6. Information provided in the NERG application will be kept confidential to the
196 extent authorized by law.
- 197 7. Grant funds received must be fully expended by December 30, 2020. If funds
198 have not been expended, they must be returned to the City. Funds must be used
199 in accordance with the guidelines of this program.
- 200 8. An IRS 1099 Misc. income form will be issued by January 31, 2021.
- 201 9. It is incumbent upon the applicant to determine whether the receipt of a grant
202 under this program might preclude eligibility for any other grant or aid programs.
- 203 10. The funds cannot be used to reimburse an expense that was already covered by
204 or anticipated to be covered by another grant.
- 205 11. The City reserves the right to interpret the terms of this program.

206 **Reporting**

207 In the application, grantees are required to provide a budget that documents how grant
208 funds are to be used to reimburse expenses associated with COVID-19. Grant funds
209 must be either fully expended or any unused portion returned to the City by December
210 30, 2020. When funds are fully expended, Grantees must submit a reporting form
211 provided by the City documenting how the funds were used.

212 Grants received under this program are subject to audit and may be randomly selected
213 to produce documentation for program evaluation. Grantees are required to maintain
214 records and receipts for grant expenditures for a period of 6 years and make them
215 available upon request.

216 **Matching Opportunities/Leveraging City Dollars**

217 The City is aware of at least one matching program to further leverage municipal
218 CARES Act dollars in the nonprofit sector. The City of Homer supports efforts to further
219 stabilize all sectors of the community, and will work in good faith with organizations to
220 assist to the extent possible with leveraging opportunities.

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229 **City of Homer Childcare Business Economic Relief Grant Program Policy Draft**
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231 **Purpose**

232 The Childcare Business Economic Relief Grant (CBERG) Program is designed to
233 provide additional economic relief to those organizations providing childcare services to
234 residents within the City of Homer. For childcare providers to be successful, they will
235 need some fiscal certainty to remain operational as they work to stabilize their workforce
236 and enrollment for reasons including: not all families feel comfortable immediately
237 bringing their children to childcare and providers need time to work with families to
238 determine if their childcare spots should be held or if the child will not be reenrolled;
239 additional staff may be needed to assure appropriate social distancing measures are
240 taken and to clean and sanitize the childcare spaces; and childcare centers may
241 anticipate a higher than normal need for substitute staff since employees who might
242 normally work through “a few sniffles” will need to stay home until their symptoms clear
243 up. Childcare facilities are necessary in order to allow the economy to begin to return to
244 normal. All grantees must certify they have suffered economic hardship due to the novel
245 coronavirus (Covid-19). The City of Homer, using Coronavirus Aid, Relief, and
246 Economic Security (CARES) Act funding, has allocated \$150,000 to be distributed
247 through this program in grants of varying amounts for different types of
248 businesses/nonprofits providing childcare services in the City of Homer.
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250 **Eligibility Criteria**

- 251 1. Businesses must meet the eligibility guidelines under the City’s Small Business
252 Economic Relief Grant program; nonprofits must meet eligibility guidelines under
253 the City’s Nonprofit Economic Relief Grant Program.
- 254 2. Grantees must provide regular, ongoing childcare services within City limits
255 active from at least January 1, 2020 until January 1, 2021. This may include
256 afterschool care for school-aged children, infants, and toddler care. An
257 explanation of these services and the population served will be required for
258 eligibility.
- 259 3. All grantees must disclose, certify, and document that they suffered a loss of
260 revenue and/or incurred additional expenses either through rapid expansion or
261 adaptation to serve the community or because of forced closure in the name of
262 public health between March 30, 2020 and December 30, 2020.
- 263 4. Licensed Child Care Providers are eligible for grant funds up to \$30,000. A copy
264 of the active license must be provided in the application. Detailed descriptions
265 and backup information to justify requested amount needed will be required.
- 266 5. Legally Exempt Providers are also eligible for grant funds up to \$5,000 and must
267 provide proof of approval to operate from the State of Alaska. Detailed
268 descriptions and backup information to justify requested amount needed will be
269 required.
- 270 6. Businesses/Non-Profits providing afterschool services are eligible for up to
271 \$10,000 grants specific to this aspect of their operation. Detailed descriptions
272 and backup information to justify requested amount needed will be required.

- 273 7. This is considered additional economic relief; grantees receiving grant funds
274 through the SBERG or NERG may still be eligible for CBERG funds if all eligibility
275 criteria are met.
276 8. Any misuse of funds or falsification in an application will result in repayment of
277 the funds and potential fines.
278 9. The funds cannot be used to reimburse an expense that was already paid by or
279 anticipated to be paid by another grant.
280 10. The City reserves the right to interpret the terms of this program.

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Grant funds are eligible for:

- 283 1. Payment of rent or required monthly loan payments
284 2. Payments of essential wages, taxes, and normal benefits to employees
285 3. Normal operating expenses (utilities, insurance, professional services, etc.)
286 4. Purchase of personal protective equipment required by the nonprofit business
287 and/or any other measures recommended by the CDC to enhance COVID-19
288 safety measures.
289 5. Expenses incurred to replenish inventory, necessary re-opening expenses,
290 temporary housing for quarantined employees, hiring necessary additional staff,
291 other expenses related to changes in the way services are provided due to the
292 COVID-19 pandemic, or responding to additional non-budgeted needs related to
293 COVID responses not paid for by another grant.
294 6. Childcare organizations that are currently open/active.
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296 Please note: Grant proceeds are to be used for eligible Covid-19 emergency related
297 expenses, whether those expenses were previously paid by the grantee personally and
298 not through another loan/grant, are currently unpaid, or are held in arrears between
299 March 30, 2020 and December 30, 2020; additional guidance is provided in the “Grant
300 Funds Ineligible For” section.

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Grant funds ineligible for:

- 304 1. Any expense considered ineligible under the State of Alaska CARES Act grant
305 program and any expense that would not be considered an eligible expense by
306 IRS rules.
307 2. Political contributions or lobbying.
308 3. Bonuses to employees or Directors.
309 4. Gifts or events.
310 5. Draw or salary to employees that exceeded the amount that they were paid on a
311 weekly or monthly basis for the same period last year.
312 6. Pay down or pay off debt by more than required in underlying debt instrument.

- 313 7. Any expenses that have already been reimbursed by other funding sources.
314 Grantees will be required to keep payment records to show how the funds were
315 used.
316 8. Any other activity not listed under the 'Grant Funds are Eligible for' section.
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318 **Application Process**

- 319 1. An authorized agent for the business/non-profit must fill out the application
320 available online at the City of Homer website or paper application available from
321 the Clerk's office. Applications must be submitted within the advertised
322 application period.
323 2. The application must be submitted with a W-9 form from the Internal Revenue
324 Service.
325 3. Upon receipt of a complete application and verification that the applicant meets
326 the eligibility requirements, the grant payment covering eligible, documented
327 expenses may be disbursed. Payments may be dispersed to eligible applicants
328 on a rolling basis. Applicants will be notified via email one their application has
329 been approved.
330 4. Grantees who submit incomplete applications will be notified by email.
331 Applications may be amended before the deadline.
332 5. Grantees whose requests are denied will be notified via email. An applicant who
333 is denied may appeal (in writing) to the City Manager no later than 5PM the 10th
334 calendar day after the applicant receives notice from the City.
335 6. Information provided in the CBERG application will be kept confidential to the
336 extent authorized by law.
337 7. Grant funds received must be fully expended by December 30, 2020. If funds
338 have not been expended, they must be returned to the City. Funds must be used
339 in accordance with the guidelines of this program.
340 8. An IRS 1099 Misc. income form will be issued by January 31, 2021.
341 9. It is incumbent upon the applicant to determine whether the receipt of a grant
342 under this program might preclude eligibility for any other grant or aid programs.
343 10. The City reserves the right to interpret the terms of this program.
344

345 **Reporting**

346 In the application, grantees are required to provide a budget that documents how grant
347 funds are to be used to reimburse expenses associated with COVID-19. Grant funds
348 must be either fully expended or any unused portion returned to the City by December
349 30, 2020. When funds are fully expended, Grantees must submit a reporting form
350 provided by the City documenting how the funds were used.

351 Grants received under this program are subject to audit and may be randomly selected
352 to produce documentation for program evaluation. Grantees are required to maintain

353 records and receipts for grant expenditures for a period of 6 years and make them
354 available upon request.

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399 **City of Homer Household Economic Relief Grant Program Policy Draft**

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401 **Purpose**

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

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408 **Eligibility Criteria**

- 409 1. At least one adult member (18 or older) of the household must be a City of
410 Homer resident, permanently living within the City of Homer prior to March 18,
411 2020.
- 412 2. Only one grant is available per household. A household is defined as a social unit
413 composed of those living together in the same dwelling for a primary place of
414 residence. All members of the household over the age of 18 must be listed in the
415 application.
- 416 3. Must disclose, certify, and document how the household has experienced, or
417 continues to experience, economic hardship as a result of the Covid-19
418 pandemic, with hardship incurred between March 30, 2020 and December 30,
419 2020. The individual on behalf of the household must agree the household was/is
420 negatively impacted by the COVID pandemic. If it is determined the HERG funds
421 were used for an ineligible purpose, the applicant may be required to return those
422 funds back to the City.
- 423 4. The funds cannot be used to reimburse an expense that was already covered by
424 or anticipated to be covered by another grant.
- 425 5. Any misuse of funds or falsification in an application will result in repayment of
426 the funds and potential fines.

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428 **Grant funds are eligible for:**

- 429 1. Payment of rent or required monthly loan payments
- 430 2. Payment of utilities
- 431 3. Childcare fees
- 432 4. Groceries and/or food delivery
- 433 5. Other expenses that are necessary for household stability that are not covered
434 by current wages or other forms of support (i.e., unemployment, SNAP, etc).
- 435 6. Purchase of personal protective equipment required by the grantee and/or any
436 other measures recommended by the CDC to enhance COVID-19 safety
437 measures.
- 438 7. Medical bills incurred as a result of COVID-19 (ie. testing for COVID-19,
439 treatment/hospitalization as a result of COVID-19, medical supplies needed as a
440 result of COVID-19, doctor's visits as a result of COVID-19) not reimbursable by
441 insurance or other government programs.

442 Please note: Grant proceeds are to be used for eligible Covid-19 emergency related
443 expenses, whether those expenses were previously paid by the grantee personally and

444 not through another loan/grant, are currently unpaid, or are held in arrears between
445 March 30, 2020 and December 30, 2020; additional guidance is provided in the “Grant
446 Funds Ineligible For” section.

447

448 **Grant funds ineligible for:**

449 1. Any expense considered ineligible under the State of Alaska CARES Act grant
450 program and any expense that would not be considered an eligible expense by
451 IRS rules.

452 2. Political contributions

453 3. Expenses above and beyond those needed for household stability

454 4. Gifts or events

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

456 6. Any expense considered ineligible under the State of Alaska CARES Act grant
457 program

458 7. Any expenses that have already been reimbursed by other funding sources.

459 Grantees will be required to keep payment records to show how the funds were
460 used.

461 8. Use of funds to support business operations/expenses.

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

463

464 **Application Process**

465 1. An individual 18 years of age or older application on behalf of the household
466 must fill out the available online at the City of Homer website or paper application
467 available from the Clerk’s office. Applications must be submitted within the
468 advertised application period.

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

471 3. All household members over the age of 18 must be listed on the application.

472 4. Upon receipt of a complete application and verification that the applicant meets
473 the eligibility requirements, a grant payment covering eligible, documented
474 expenses but not exceeding \$1,000 may be dispersed. Payments may be
475 dispersed to eligible applicants on a rolling basis. Applicants will be notified via
476 email once their application has been approved.

477 5. Applicants who submit incomplete applications will be notified by email.
478 Applications may be amended before the deadline.

479 6. Applicants whose requests are denied will be notified via email. An applicant who
480 is denied may appeal (in writing) to the City Manager no later than 5PM the 10th
481 calendar day after the applicant receives notice from the City.

482 7. Household information provided in the HERG application will be kept confidential
483 to the extent authorized by law.

484 8. Grant funds received must be fully expended by December 30, 2020. If funds
485 have not been expended, they must be returned to the City. Funds must be used
486 in accordance with the guidelines of this program.

- 487 9. An IRS 1099 Misc. income form will be issued by January 31, 2021.
488 10. It is incumbent upon the applicant to determine the tax ramifications and/or
489 whether the receipt of a grant under this program might preclude eligibility for any
490 other grant or aid programs.
491 11. The City reserves the right to interpret the terms of this program.
492

493 **Reporting**

494 In the application, grantees are required to provide a budget that documents how grant
495 funds are to be used to reimburse expenses associated with COVID-19. Grant funds
496 must be either fully expended or any unused portion returned to the City by December
497 30, 2020. When funds are fully expended, Grantees must submit a reporting form
498 provided by the City documenting how the funds were used.

499 Grants received under this program are subject to audit and may be randomly selected
500 to produce documentation for program evaluation. Grantees are required to maintain
501 records and receipts for grant expenditures for a period of 6 years and make them
502 available upon request.

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