

CITY OF KENMORE

City Manager's Office (ARPA)

Pandemic Recovery Grant (ARPA)

May 11, 2023



Welcome and Overview

- Made possible by Kenmore City Council allocation of American Rescue Plan Act funding
- Guidance and rules taken from “The Final Rule”
- WA State Constitution, Article 8, Section 7: No county, city...shall hereafter give any money, or property, or loan its money...to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm...
- Prohibition against Gifting of Public Funds, unless
 - Clear nexus between ARPA grants and either protecting the local economy or promoting compliance with public health guidelines
 - For Pandemic Recovery only, not for growing business
- Collecting questions at end of presentation



Agenda

1. Purpose of Pandemic Recovery (ARPA) Grants
2. Amount of Grant Funds Available
3. Public Disclosure Considerations
4. General Eligibility Requirements
5. Small Business and Nonprofit Eligibility Requirements
6. Examples of Eligible and Ineligible Uses of Funds
7. Steps to Apply & Receipt of Funds if awarded
8. Questions

Apply Now

**Pandemic Recovery
(ARPA) Grants
for Kenmore
Small Businesses
and Non-Profits**



Purpose of Pandemic Recovery Grants

- City recognizes that small businesses and nonprofit organizations in Kenmore are vital to sustainability of local economy – public benefit
- “To respond to the public health emergency with respect to COVID-19 or its negative economic impacts” (from Final Rule)
 - Reduce economic hardships caused by the pandemic
 - Recover from government-mandated closure and other requirements
 - Prevent business and nonprofit permanent closures
 - Help organization comply fully with public health guidelines
 - Support the local economy
- Support the fundamental purpose of government - to promote public health and welfare



Grant Funds Available (from ARPA)

- Approximately 1100 businesses registered in Kenmore
- \$185,000 total available
- Grants in ranges up to \$10,000
 - Will depend on number of applications received from eligible businesses and nonprofits
 - Interviews may take place before end of application period
 - No decisions will be made until after all applications reviewed, applicants interviewed, and application open period has closed



Public Disclosure Considerations

- Information that enters City is in public domain
- Subject to Revised Code of WA (RCW)
Chapter 42.56 WA State Public Records Act
 - Correspondence and attachments
 - Application and other documentation/information
 - Subject to disclosure to third party requestor
 - Regardless of assertions of confidentiality or privilege
- Evidence of pandemic loss may be required
- Important to redact (black out) account and other personal information



General Eligibility Requirements

- Physical location of business or nonprofit inside Kenmore city limits
- Current WA State business license and Kenmore business registration, including UBI
- Read and comply with all requirements of the grant award program as noted on the webpage and the grant application
- Attest to truth and accuracy of information submitted
- Spend funds on eligible uses only
- Spend funds in the year they are granted



Business/Nonprofit Requirements

- Direct negative economic impact from COVID-19 pandemic
- Applicant must be either
 - An active, current small business owned and operated independently from all others
 - WA State registered nonprofit (**501c3 or 501c19**) with sole location in Kenmore
- Attest to and, upon request, provide evidence of pandemic-related financial hardship
- Establishment date prior to March 3, 2021, and currently in active operation
 - Commercial location
 - Home-based
 - Small businesses and nonprofits
- In compliance with all codes and regulations (local, state, federal)



Examples - ELIGIBLE Uses

- Small Businesses
 - To address the public health impacts of COVID-19
 - Mitigation of financial hardship from the emergency
 - Supporting payroll and benefits costs
 - Costs to retain employees
 - Mortgage, rent, utility, or other operating costs
 - Technical assistance, counseling, or other related services
- Nonprofits (501c3 or 501c19 only per ARPA Final Rule)
 - To implement COVID-19 mitigation measures
 - To mitigate financial hardship caused by the pandemic
 - Technical assistance or other services to respond to the negative economic impacts of the COVID-19 public health emergency



Examples - INELIGIBLE Uses

- Any expenses incurred prior to March 3, 2021
- Any use for *growing* your business
- Political campaign contributions or donations
- Charitable contributions or gifts
- Replenishment of reserves
- Bonus payments to Recipient owners, officers, or employees
- Payment of wages to any member of Recipient owner or officer family who is not a bona fide employee
- Draws/salary to Recipient (business) owner that exceeds amount paid over a corresponding 2019 interval
- Paydown or payoff of debt
- Payroll or other costs for which other federal, state or regional funds have been received
- Damages covered by insurance
- Reimbursement to donors for donated items or services
- Severance pay / Legal settlements / IRS-ineligible expenses



Steps to Apply & Receipt of Funds

- Attend Info Session (encouraged, not required)
- Identify Eligible Expenses for reimbursement or payment
- Submit a completed application (Deadline May 31, 2023)
 - Online at www.kenmorewa.gov/ARPABusinessGrant
 - Paper copy at reception desk
 - Use browser to translate or request in other language if needed
- Staff Reviews Applications for Completeness & Eligibility
- Staff Schedules Interviews with eligible applicants
- If approved, applicant submits IRS Form W-9 to City
- Grant funds disbursed via check to eligible recipients (every other week cycle)

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For comments and questions:

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