

# CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9653

DATE 4-27-23

TITLE

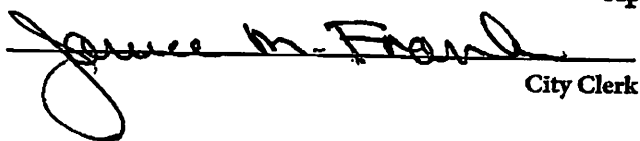
## RESOLUTION AUTHORIZING CREATION OF A SMALL BUSINESS AND NONPROFIT GRANT PROGRAM

**WHEREAS**, the City of Williamsport allocated American Rescue Plan Act dollars to create a Small Business and Nonprofit Grant Program;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Williamsport, Lycoming County, Pennsylvania, that attached Grant Applications and Guidelines are approved, and,

**BE IT FURTHER RESOLVED**, the Mayor and City Controller are authorized to execute any documents necessary to effectuate the Intent of this Resolution, and the City Clerk be authorized and directed to attest and seal same.

Approved

  
City Clerk

  
President

# **American Rescue Plan Act (ARPA) City of Williamsport Nonprofit Grant Program**

## **Program Description**

The Nonprofit Grant Program will provide grant funding that may be used for programs that provide direct aid to City of Williamsport households, employment programs, mental health/substance abuse programs, food/shelter insecurity assistance and other programs targeted to assist households impacted by the pandemic. The program also recognizes that many nonprofits suffered a negative economic impact and need assistance in recovery from the pandemic. The nonprofit may seek funds to help a nonprofit recover from the pandemic.

## **Funding Information**

### **Project Period**

The project period of performance begins the date of grant award to March 31, 2024. Projects must be completed by March 31, 2024. In the event awardees fail to demonstrate progress to ensure project completion by March 31, 2024, the City of Williamsport will cancel the grant contract and pursue return of any ARPA funding provided for the project to that point.

### **Release of Grant Funding**

The City will reimburse eligible grant funded project costs on a quarterly basis.

### **Grant Information Session**

A webinar will be held in advance of the application process to provide applicants with ARPA background and requirements for receiving ARPA funding. The webinar will be available as a recording.

Requirements expected to be covered in the webinar include but are not limited to:

- SAM.gov registration to obtain a Unique Entity Identifier (UEI)
- Records retention requirements
- Monitoring and reporting requirements
- Application requirements and documentation to provide to qualify for ARPA funding

## **Applicant Eligibility**

Nonprofits with 501(c)(3) approval from the IRS that provided services to Williamsport residents in January 2019 and are currently providing services, or have experienced a negative economic impact resulting from COVID-19 pandemic are eligible to apply.

## **Application Requirements**

A complete application package must include:

- Completed Application
- Copy of IRS 501(c)3 determination letter
- Copy of IRS Form 990 filed for 2019, 2020 and 2021, if required to file
- If not required to file 990, a copy of income statement for 2019, 2020, and 2021

Failure to submit a complete application package will result in application not being considered for funding.

## **Approval Process**

All applications for funding will be completed by the nonprofit. Complete submitted applications will be reviewed and evaluated by the City based on defined set of criteria and scoring rubric. The City reserves the right to accept, approve, and/or reject all applications submitted.

# **American Rescue Plan Act (ARPA)**

## **“Williamsport Business Improvement” Grant Program**

### **Program Description**

The *Williamsport Business Improvement Grant Program* helps small businesses complete capital improvement projects to improve the appearance and/or function of real property. “Real Property” is defined as the physical structure and permanent exterior assets occupied by a business. “Capital improvements” are defined as projects which:

- Substantially add to the value of real property, or appreciably prolong the useful life of the real property.
- Projects that become part of the real property or permanently affixed to the real property so that removal would cause material damage to the property or article itself.
- Projects intended to become a permanent installation.

Eligible projects may include but are not limited to:

#### **Interior Improvements**

- The upgrade of flooring, ceiling, wall systems, and similar aesthetic upgrades.
- Construction of permanent walls, office space, production space, retail displays, restrooms, and similar construction work.
- Plumbing and electrical upgrades.
- The purchase and installation of certain “fixed assets” which, if removed, would cause material damage to the space. This may include restaurant/food preparation equipment and certain manufacturing equipment.

#### **Exterior Improvements**

- Door, window, permanent lighting, awning, roofing, signage infrastructure, and other façade improvement projects.
- The paving/repaving of driveways and parking areas.
- Construction of outdoor dining areas, including permanent decks and patios.

### **Funding Information**

#### **Award Amounts**

The *Williamsport Business Improvement Grant Program* is a 50/50 matching program, with a maximum grant award of \$50,000. For example, if an eligible project has a documented cost of \$100,000, the applicant would request an amount up to \$50,000 in grant funding and be responsible

for the remaining \$50,000. If total costs increase during the course of a project, the applicant is responsible for costs above the original total project amount. If total costs for a project are below the total project amount, the City amount will be 50% of the total cost.

#### **Project Cost Matching**

Projects may be matched using private funding.

#### **Eligible Costs**

Grants may help fund the costs of materials, installation/construction, permitting, design, engineering and similar pre-development costs.

#### **Project Period**

The project period of performance begins the date of grant award to March 31, 2024. Projects must be completed by March 31, 2024. In the event awardees fail to demonstrate progress to ensure project completion by March 31, 2024, the City of Williamsport will cancel the grant contract and pursue return of any ARPA funding provided for the project to that point.

#### **Release of Grant Funding**

The City will reimburse eligible grant funded project costs on a quarterly basis. Only 50% of project eligible costs will be reimbursed. Final decision of release of funding is up to the discretion of the City.

#### **Grant Bidding Requirements**

Written quotes from at least three (3) appropriately licensed bidders are required and must be retained to justify expenditures for interior and exterior improvements. Grant awards will be based on the lowest responsible bid. "Do-It-Yourself" projects are not eligible for funding.

#### **Grant Information Session**

A webinar will be held in advance of the application process to provide applicants with ARPA background and requirements for receiving ARPA funding. The webinar will be available as a recording.

Requirements expected to be covered in the webinar include but are not limited to:

- SAM.gov registration to obtain a Unique Entity Identifier (UEI)
- Records retention requirements
- Monitoring and reporting requirements
- Application requirements and documentation to provide to qualify for ARPA funding

### **Applicant Eligibility**

**Businesses with operations in Williamsport, registered by the Commonwealth of Pennsylvania to conduct business since 2019, in good standing and current on taxes with the Internal Revenue Service, City of Williamsport, and Commonwealth of Pennsylvania, employing not more than 60**

employees in 2019, and having experienced a negative economic impact resulting from COVID-19 pandemic are encouraged to apply.

Applicants may be the owner of real property or the lessee. Lessees must provide a copy of their lease and demonstrate project approval by the building owner/landlord. Also, lessees must demonstrate that projects for which funding is sought are the sole financial responsibility of the applicant and not work funded by the property owner.

### Application Requirements

A complete application package must include:

- Completed Application
- Copy of Commonwealth of Pennsylvania Status Letter (~~Letter of Good Standing~~)
- Tax returns for 2019, 2020 and 2021 (redacted for personal information)

Failure to submit a complete application package will result in application not being considered for funding.

### Approval Process

All applications for funding will be completed by the applicant. Complete submitted applications will be reviewed and evaluated by the City based on defined set of criteria and scoring rubric. The City reserves the right to accept, approve, and/or reject all applications submitted.

Commented [AW1]: Not clear if this is an eligibility or preference (encouraged to apply) is not the same as eligible. Also this appears to include any business operating at any point in 2019, as opposed to the nonprofit which requires January 2019 operation date.

Additionally "registered by the Commonwealth to conduct business since 2019" technically would exclude any sole proprietor who operates a business under his/her name + their industry, because "registering to do business" is not required for individuals who are sole proprietors (e.g. Joe Smith Plumbing, Williamsport PA - not required to register to conduct business, contrast with Joe Smith Plumbing LLC would be registered). Is there an intent to exclude sole proprietors? If not then I would change this to something more inclusive, but depends on the rules ARPA uses for eligibility for this grant program.

Commented [AW2]: If this is a letter from the department of state for a registered entity, it would not be something a sole proprietor could obtain (see previous comment).

This application, any information submitted in support thereof and any award and agreement are public documents subject to the Freedom of Information Act and/or Right to Know law, as applicable.

The City of Williamsport is relying on the accuracy of the application and all representations made by the Applicant.

The City may request additional information, financial or otherwise, in considering and approving any application.

The City of Williamsport retains the right to request applicant to provide an audit for funding awarded under this program.

The applicant must be able to comply with federal reporting guidelines. Periodic project reports will be required. By applying for this grant, the applicant is representing that it will comply with all applicable reporting requirements.

By checking "Yes", applicant affirms and acknowledges having read and understands the above statements.

Yes  No

**Applicant Certification**

THE UNDERSIGNED CERTIFIES THAT:

- a) Information contained in this document is true, complete, and accurate.
- b) All funds provided by the City of Williamsport will be utilized solely for the purposes set forth in the Application and as approved by the City.
- c) The terms and conditions set forth in the Subrecipient Award Agreement with the City to meet ARPA Final Rule and federal Uniform Guidance requirements will be met.
- d) Sufficient funds are available from applicant non-ARPA sources to complete the program as described by March 31, 2024, if ARPA funds are awarded to the applicant.
- e) Funds awarded by the City will be used only for eligible purposes approved by the City.
- f) The authorized signatory below has been granted the legal authority of the Applicant to submit this application.

\_\_\_\_\_  
**Signature of Authorized Applicant Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title**

## City of Williamsport Business Improvement ARPA Grant Assistance Program Application

<b>Business Name:</b>		
<b>Owner/Members:</b>		
<b>Business/Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Contact Name and Phone:</b>		<b>Website URL:</b>
<b>Contact Email Address:</b>		
<b>Federal Employer Identification Number (EIN) and Unique Entity Identifier (UEI):</b>		
<b>Month and year business/organization was incorporated/registered?    Month:                      Year:</b>		
<b>Years in Williamsport:</b>		<b>Years at current location:</b>
<b>Does your business own or rent its current location?    Own <input type="checkbox"/>    Rent <input type="checkbox"/></b>		
<b>Business/Organization structure (sole proprietorship, LLC, corporation, etc.)</b>		
<b>Number of full-time equivalent employees (FTE) on January 1, 2019:</b>		
<b>Number of full-time equivalent employees (FTE) currently on payroll:</b>		
<b>Describe your business and its products or services.</b>		
<b>Is your business currently open for business?    Yes <input type="checkbox"/>                      No <input type="checkbox"/></b>		



**Provide Gross Income for the following years:**

**2019:**

**2020:**

**2021:**

**Is your business currently in in good standing and current on all tax obligations with the Internal Revenue Service, City of Williamsport, and Commonwealth of Pennsylvania?**  
 Yes\*  No If no, please explain.

**Outstanding liens or judgments?  Yes  No**  
**If yes, please explain:**

**List any other funding sources and amounts the business has applied for, is pursuing, and/or received (i.e. federal, state, or revitalization assistance - PPP loans, EIDL loans, Restaurant Revitalization grants, donations, etc.). Provide details as to program and amount.**

<b>Amount of Funding Request:</b>
<b>Total Cost of Improvement (If the cost exceeds the grant, specify the source of the additional funds needed and state whether those funds have been secured):</b>
<b>Description of Proposed Improvement:</b>
Describe how you will use the funds.
<b>Budget/Justification</b>
Provide budget details for the intended use of the funds including required match.
<b>Timeline</b>
Include an anticipated timeline and completion date. Indicate whether the improvement is ready to begin and, if not, describe the remaining steps needed to be completed before improvements begin.

**Please submit the following:**

- Completed Application
- Copy of Commonwealth of Pennsylvania Status Letter (Letter of Good Standing)
- Tax returns for 2019, 2020 and 2021 (redacted for personal information)

**Affirmations and Acknowledgements**

Submission of a request that meets the requirements of this form, as well as any subsequent requirements, does not guarantee an award of ARPA funding and/or the support of the City of Williamsport.

This application, any information submitted in support thereof and any award and agreement are public documents subject to the Freedom of Information Act.

The City of Williamsport is relying on the accuracy of the application and all representations made by the Applicant.

The City may request additional information, financial or otherwise, in considering and approving any application.

The City of Williamsport retains the right to request applicant to provide an audit for funding awarded under this program.

The applicant must be able to comply with federal reporting guidelines. Periodic project reports will be required. By applying for this grant, the applicant is representing that it will comply with all applicable reporting requirements.

By checking "Yes", you affirm and acknowledge that you have read and understand the above statements.

Yes  No

**APPLICANT CERTIFICATION**

THE UNDERSIGNED CERTIFIES THAT:

- a) Information contained in this document is true, complete, and accurate.
- b) All funds provided by the City of Williamsport will be utilized solely for the purposes set forth in the Application and as approved by the City.
- c) The terms and conditions set forth in the Subrecipient Award Agreement with the City to meet ARPA Final Rule and federal Uniform Guidance requirements will be met.
- d) Sufficient funds are available from applicant non-ARPA sources to complete the improvement as described by March 31, 2024, if ARPA funds are awarded to the applicant.
- e) Funds awarded by the City will be used only for eligible purposes approved by the City.
- f) The authorized signatory below has been granted the legal authority of the Applicant to submit this application.

\_\_\_\_\_  
**Signature of Authorized Applicant Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title**

**CITY OF WILLIAMSPORT  
ARPA GRANT ASSISTANCE PROGRAM  
NONPROFIT APPLICATION**

<b>Name of Organization:</b>		
<b>Brief Description of the mission of the organization:</b>		
<b>Federal Employer Identification Number (EIN) and Unique Entity Identifier (UEI):</b>		
<b>Organization Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Contact Name and Title:</b>		<b>Contact Phone:</b>
<b>Contact Email Address:</b>		

**Nonprofit Program Proposal**

<b>Funding Request:</b>	<b>Total Cost of Project:</b>
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<b>Program Details: Describe program and impact program will have to support Williamsport in recovery from COVID-19 pandemic.</b>
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**Population served:** Please describe the Williamsport populations to be served including an approximate number of households anticipated to benefit from the Program.

**Program Goals/Outcomes:** Describe program goals and expected outcomes as well as how you will monitor program progress.

**Outreach:** Outline how you will reach out to the targeted population regarding the Program and how you will recruit their participation.

**Budget/Justification:** Please include a breakout of how the requested funding will be used and the total budget detailed for the Program. If funds beyond the grant are needed, specify the amount and source of the other funds.

**Timeline:** Please include a projected timeline for the Program, and a completion date for the Program (or the complete expenditure of grant funds).

**Partnering Organizations:** Please list any organizations with whom you will partner in this Program and describe their participation and financial contribution to the Program.

**Has your organization applied and/or received ARPA or any other government COVID relief funding? If so, please provide details and explain how those funds were used. (Duplication of funding is not permitted.)**

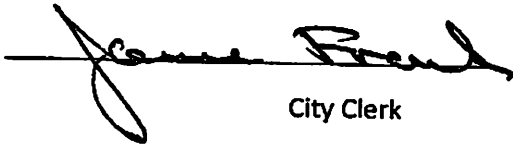
**Is the organization in good standing and current on all tax obligations with the Internal Revenue Service, Commonwealth of Pennsylvania, and City of Williamsport? If no, please explain.**

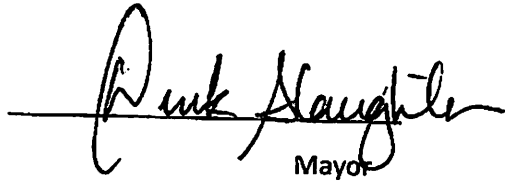
**Required Documents to be Submitted with Completed Application:**

- Applicant's IRS 501(c)3 determination letter.
- Applicant's IRS Form 990 filed for 2019, 2020 and 2021, if required to file.
- If not required to file 990, a copy of income statement for 2019, 2020, and 2021.

**Affirmations and Acknowledgements**

Submission of a request that meets the requirements of this form, as well as any subsequent requirements, does not guarantee an award of ARPA funding and/or the support of the City of Williamsport.

  
City Clerk

  
Mayor

  
Controller