

# King City ARPA Grant Program

## Overview

This program is for Eligible Employers that have Eligible Workers<sup>1</sup> who performed Essential Work in Accordance with H.R. 1319 Sec. 603(c)(1)(A & B)<sup>2</sup>

**IMPORTANT:** We highly encourage applicants to review the following information carefully prior to submitting a proposal:

Following is the [American Rescue Plan Act \(ARPA\)](#) - City of King City Grant Program for Eligible Employees (the "Program") overview, including purpose, eligibility, grant requirements, the application process, and criteria for selection. The Program funds will be used to support the eligible employees by allocating financial assistance specific to COVID-19 recovery efforts.

Who should apply? An eligible business that has eligible employees.

## PURPOSE

The purpose of the Program is *to assist* individuals who are employed by businesses within King City to *recover* from the COVID-19 pandemic.

## APPLICATION PROCESS

The intent of the program is to make the grant application process as simple and easy as possible while also gathering enough information to verify fund eligibility and to allow reviewers to make informed funding decisions. The application process shall be as follows:

1. **Application** – Eligible non-profits and businesses complete an [online application](#).

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<sup>1</sup>“(g) DEFINITIONS.— (H.R. 1319-224-5) In this section:

“(2) ELIGIBLE WORKERS.—The term ‘eligible workers’ means those workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as each Governor of a State or territory, or each Tribal government, may designate as critical to protect the health and wellbeing of the residents of their State, territory, or Tribal government.

<sup>2</sup>“(c) REQUIREMENTS.— (H.R. 1319-228-30)

“(1) USE OF FUNDS.—Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024—

“(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

“(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

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2. **Screening** – Staff screen applications for demonstrated eligibility to receive ARPA funding and ability to comply with all federal and Treasury guidelines. Applications will be evaluated based on objective pre-qualification questions.
3. **Review** – Eligible applications will be reviewed by the City Council. Grants will be considered and awarded on a nondiscriminatory basis in accordance with state, federal, and local law, as well as the criteria described below.
4. **Award** – The City Manager will enter into grant agreements. The total amount shall not exceed the amounts allocated for the program in Section 1(A) of Exhibit A, Resolution R-2021-10, attached to and made a part of this grant application.
5. **Contractual Agreement, Funding, & Reporting** – The grant agreement will outline general grant obligations and reporting requirements which will include, but are not limited to: general legal principles, reporting guidelines, access to financial records, audit provisions, and federal single audit compliance.

## **ELIGIBILITY**

1. The employer is a registered business in King City.
2. The employer must have been operating prior to March 2020.
3. The employer is in compliance with all federal, state, and local laws and regulations.
4. The employee works in King City Limits.
5. The employee is an Eligible Worker - defined as those workers whose personal presence was needed to maintain the continuity of operations, those workers providing essential in-person services throughout the pandemic, those workers considered at risk of exposure to the Covid-19 virus through job duties that provide in-person services to the public.
6. The employee worked from April 1, 2020, to September 30, 2022.

## **PRE-QUALIFICATION SCREENING**

Applications will first be screened by City staff to ensure they are complete and meet ARPA and Treasury guidelines. The City reserves the right to reject applications not meeting City or ARPA requirements before their presentation to the City Council, or to request additional documentation showing eligibility, or if an application is not complete. The applications will be screened as follows:

1. Did the applicant submit proof of non-profit or business status?
2. Did the applicant submit the W9 form?
3. Did the applicant submit the I9 form?
4. Did the applicant complete all fields?
5. Has the employer been operating prior to March 2020?
6. Is the applicant receiving a duplicate benefit from other sources for the same purpose?
7. Is the employer located in King City limits?
8. Did the applicant submit a list of eligible workers with the following information?
  - a. Name of the employee
  - b. Date of hire
  - c. Current hourly rate

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- d. Eligible in-person hours worked from April 1, 2020, to September 30, 2022
  - i. Eligible in-person hours are those workers whose personal presence was needed to maintain the continuity of operations, those workers providing essential in-person services throughout the pandemic, those workers considered at risk of exposure to the Covid-19 virus through job duties that provide in-person services to the public.
  - ii. Total hours worked
9. Are the employees on the list eligible workers?
  - a. Do the employees meet the definition of "eligible workers" in accordance with H.R. 1319 Sec. 603(c)(1)(A & B)?
  - b. Did they work between April 1, 2020, to September 30, 2022?
  - c. Does the list have all the required information?

## **CONTRACTUAL AGREEMENT**

Applicants approved for funding will be required to enter a contractual agreement with the City that outlines general grant obligations and reporting requirements. ARPA includes language that may require grant recipients to meet additional financial compliance guidelines, including the need for a formal audit if certain thresholds are met. Recipients are expected to be familiar with these requirements and able to comply with all terms.

If an organization spends over \$750k of federal funds in a fiscal year, they may be required to have an audit of not only those funds but also their financial statements, internal controls, and compliance. Successfully funded organizations should seek their own legal counsel for all impacts related to this grant funding.

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## **APPLICATION**

All applicants must complete the [online application](#) form and submit all required supporting documentation.

All grant applications must clearly and concisely identify eligibility.

ADA Accessibility Application Form

Applications will be accepted until the funds have been depleted.

Eligibility:

- The employer is a registered business in King City.
- The employer must have been operating prior to March 2020.
- Business is in compliance with all federal, state, and local laws and regulations.
- The employee works in King City Limits.
- The employee is an Eligible Worker - defined as those workers whose personal presence was needed to maintain the continuity of operations, those workers providing essential in-person services throughout the pandemic, those workers considered at risk of exposure to the Covid-19 virus through job duties that provide in-person services to the public.
- Worked from April 1, 2020, to September 30, 2022.

Before proceeding with the grant application, have the following documents ready to upload:

- I-9, Employment Eligibility Verification form for each employee;
- Employee Paystubs
- Employee timesheets
- List of eligible workers to whom the grant money will be passed to:
  - Name of the employee
  - Date of hire
  - Current hourly rate
  - Eligible In-person hours worked from April 1, 2020, to September 30, 2022
    - Eligible in-person hours are those workers whose personal presence was needed to maintain the continuity of operations, those workers providing essential in-person services throughout the pandemic, those workers considered at risk of exposure to the Covid-19 virus through job duties that provide in-person services to the public.
  - Total hours worked.
- King City Business License
- W9, "Request for Taxpayer Identification Number and Certification" Form  
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>;

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Priority will be given to the lowest wage earners and hours worked and should be equitable amongst employees.

For assistance in this grant application process, please email: [rsmith@ci.king-city.or.us](mailto:rsmith@ci.king-city.or.us)

### **Nondiscrimination Policy:**

The City of King City does not discriminate on the basis of race, ethnicity, color, religion, gender, gender identity or expression, sexual orientation, ability/disability, age, status as a veteran, national origin or any other protected class. Applicants for the 2022 King City ARPA Grant must hold similar standards in the provision of services.

### **Funds Available:**

In 2022, the City of King City set aside \$225,000.00 to disperse in small to medium-sized grants to eligible employers with eligible workers who performed essential work in Accordance with H.R. 1319 Sec. 603(c)(1)(A & B) and resolution R-2021-10.

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## **Grant Application**

**All fields are required**

### **BUSINESS OWNER INFORMATION:**

Federal Employer Identification Number \_\_\_\_\_

State Payroll Tax Identification Number (Business Identification Number, or BIN)  
\_\_\_\_\_

King City Business registration number:  
\_\_\_\_\_

Non-profit or Oregon Business Registry Number, for example, if you are registered as an LLC  
(If none, please explain.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you the owner of the business? Yes No

### Authority Attestation

I attest that I have the authority to submit this application.

\_\_\_\_\_  
Signature

Business Entity Type \_\_\_\_\_

Is your organization located in King City limits? Yes No

Number of Employees: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Business Owner Name: (Last, First) \_\_\_\_\_

Business Owner Phone Number where they can be reached: \_\_\_\_\_

Physical Business Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

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Business Phone Number: \_\_\_\_\_

Website if you have one: \_\_\_\_\_

Please describe how your organization is providing services to the public.

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Is your business or organization currently receiving other funding sources for "Eligible Workers" who performed "Essential Work"? If yes, please list and describe.

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Please provide the following documents:

- I-9, Employment Eligibility Verification form for each employee
- Employee Pay subs
- Employee timesheets
- List of eligible workers to whom the grant money will be passed to
  - Name of the employee
  - Date of hire
  - Current hourly rate
  - Eligible In-person hours worked from April 1, 2020, to September 30, 2022
    - Eligible in-person hours are those workers whose personal presence was needed to maintain the continuity of operations, those workers providing essential in-person services throughout the pandemic, those workers considered at risk of exposure to the Covid-19 virus through job duties that provide in-person services to the public.
  - Total hours worked.
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<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

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## **Signature Page**

I certify that my answers are true and complete to the best of my knowledge.

I certify that I have read the eligibility requirements and that my business is eligible for this grant.

I understand that the business will have to pass this grant to the employee(s) who are eligible.

I understand that my application does not guarantee that my business will be awarded any funds.

I understand that false or misleading information in my application may result in denial of the grant and that I understand the disclaimer information below.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

### Additional Disclaimer Information:

- This application is for eligible King City Business who have eligible employees
- This funding is not a loan.
- This funding does not have to be repaid.
- The amount of each grant will be dependent on the number of applicants and the volume of applications.
- Funds may be limited and are available until used.
- This application does not guarantee that the business will be awarded funds.