



AMERICAN RESCUE PLAN ACT
Community Service Agency - Funding Request

This fillable form is available on our website: www.leecountyil.com

Section 1: Program Overview/Eligibility

Coronavirus State and Local Fiscal Recovery Funds enable local governments to provide a wide range of assistance to individuals and households, including support for unemployed workers and aid to households facing food, housing or other financial insecurity, to help alleviate the economic hardships caused by the COVID-19 pandemic. Lee County is seeking partnerships with community service organizations to provide aid to individuals and households. Interested agencies should verify eligibility, complete the following application, and provide supporting documentation to apply.

A. Important Dates.

- Applications will be accepted via email between January 10-February 28, 2022.
• Notification of the grant award will be on or about March 15, 2022. The first (of two) payments will be on or about April 1, 2022.
• All grant money awarded must be expended by March 30, 2023.

B. Agency Eligibility. To be eligible for funding assistance:

- The Agency must be a not-for-profit agency registered with the Illinois Secretary of State.
• The Agency must be located within or serving individuals that reside within the corporate boundaries of Lee County.
• The Agency must agree to provide timely and accurate reporting of the funding uses for Lee County to comply with reporting requirements to the United States Treasury.
• The Agency must comply with all federal sub-award compliance requirements as listed in Page 3 of this document.

C. Program Eligibility.

- The proposed use of funding must deliver aid to Lee County unemployed workers, households facing food, housing, or other financial insecurity, or to support survivor's benefits for family members of COVID-19 victims. See Page 2 for more details on eligible uses. Include a description of the proposed program and any supporting documentation with this application.

B. Available Funding.

- Funding up to a maximum of \$10,000 is available per Agency. Funding may be allocated in increments over a specified period at the discretion of Lee County.

C. Program information.

- Email application to Sara Leisner, Lee County ARPA Grant Coordinator at arpa@countyoflee.org.

Section 2: Agency contact Information (please print)

Agency \_\_\_\_\_ Agency Tax ID# \_\_\_\_\_
Agency Phone Number \_\_\_\_\_ Agency Fax # (if available) \_\_\_\_\_
Agency Address \_\_\_\_\_
Agency Representative \_\_\_\_\_ Title \_\_\_\_\_
Representative Email \_\_\_\_\_ Phone \_\_\_\_\_

Section 3: Required Documentation (attach to this application)

1. Description of the intended use of the funding, including the total dollar amount of funding requested.
2. Copy of the Illinois Secretary of State registration as a not-for-profit agency
3. Completed Form W-9, Request for Taxpayer Identification Number

Section 4: Signature

I hereby depose and say that I am an authorized representative of the Agency, that I have read this application, that I have personal knowledge of the contents thereof, that the same is true in substance and fact, and that I will comply with all grant and reporting requirements to Lee County on behalf of the Agency.

Signature of Agency Representative

Date



## **ELIGIBLE USES**

The following are eligible uses of American Rescue Plan Act funds taken from the Interim Final Rule created and distributed by the Treasury Department. Should the Treasury Department update the Interim Final Rule to expand eligible uses, this list will be updated, distributed, and posted to the Lee County website at [www.leecountyil.com](http://www.leecountyil.com)

### **Assistance to Individuals and Households.**

Assistance is available to households facing negative economic impacts due to COVID-19. In considering whether a potential use is eligible under this category, an Agency must consider whether, and the extent to which, the household has experienced a negative economic impact from the pandemic. You may presume that a household or population that experienced unemployment or increased food or housing insecurity or is low-or moderate-income experienced negative economic impacts resulting from the pandemic. Examples include:

- Food Assistance (Maximum of \$1,000 per household)
- Rent, Mortgage and/or Utility Assistance (Maximum of \$1,500.00 per client)
- Counseling and Legal Aid to prevent homelessness (Maximum of \$2,000.00 per client)
- Cash Assistance (Maximum of \$1,400.00 per client)
  - Per the Interim Final Rule, Cash Assistance must be reasonably proportional to the negative economic impact they are intended to address. Cash transfers grossly in excess of the amount needed to address the negative economic impact identified by the recipient would not be considered to be a response to the COVID-19 public health emergency or its negative impacts. In particular, when considering the appropriate size of permissible cash transfers made in response to the COVID-19 public health emergency, State, local and Tribal governments may consider and take guidance from the per person amounts previously provided by the Federal government in response to the COVID-19 crisis. Cash transfers that are grossly in excess of such amounts would be outside the scope of eligible uses. In addition, an Agency could provide survivor's benefits to surviving family members of COVID-19 victims, or cash assistance to widows, widowers, and dependents of eligible COVID-19 victims.
- Emergency Assistance for burials (Maximum of \$5,000.00 per client)
- Home Repairs (Maximum of \$1,500.00 per client)
- Weatherization (Maximum of \$1,500.00 per client)
- Internet Access & Digital Literacy Assistance (Maximum of \$1,000.00 per client)

### **Assistance to Not-for-Profit Agencies**

Assistance is available to not-for-profit agencies who faced significant challenges in covering payroll, mortgages, or rent and other operating costs as a result of the COVID 19 Public Health Emergency, and measures taken to contain the spread of the virus. Assistance is also available to not-for-profit agencies to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID 19 public health emergency. Examples include:

- Grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs.
- Grants or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs.
- Technical assistance, counseling, or other services to assist with business planning needs that respond to the negative economic impact of the COVID-19 Public Health Emergency-subject to review and approval by the ARPA Committee



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### Federal Funding Subrecipient Guidelines

Lee County's Federal funds awarded through American Rescue Plan Act-State & Local Fiscal Recovery Funds are used for this award process for Community Service Agencies. \$250,000.00 of Lee County's Federal American Rescue Plan Act-State & Local Fiscal Recovery funds were allocated and made available for social service agencies allowing a funding maximum of \$10,000.00 per agency. In order to receive these funds, all applicants must comply with the following subrecipient guidelines.

A **subrecipient** is defined by the Federal Government as: an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity (Lee County is the pass-through entity) to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

When a subrecipient is awarded funds by Lee County they enter into what is called a **subaward** which is defined by the Federal Government as: an award provided by a pass-through entity (Lee County is the pass-through entity) to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The following are guidelines set forth by the Federal Government for compliance with recipients of a subaward of federal funds. In this case, Lee County's Federal funds awarded through American Rescue Plan Act-State & Local Fiscal Recovery Funds and offered as an assistance program for Community Service Agencies.

- a. Definitions used within this section and full details on these requirements can be located at 2 CFR 200.1 and 2 CFR 200.332 or <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- b. Funds awarded in this Agreement are not to be used for research and development purposes
- c. No indirect costs are allowed within this Agreement.
- d. These funds must be used in accordance with Federal statutes, regulations and terms and conditions of the Federal award.
- e. The subrecipient must permit Lee County and auditors to have access to the subrecipient's records and financial statements as necessary to meet requirements of this award.
- f. Subrecipient allows Lee County to monitor the activities of subrecipient to ensure that this subaward is used for purposes, in compliance with Federal Statutes, regulations, terms and conditions of the subaward including reviewing financial and performance reports as required by this Agreement, following up and ensuring that subrecipient takes timely and appropriate action on all deficiencies pertaining to federal funds detected through audits, on-site reviews, and written confirmation from subrecipient highlighting the status of actions planned or taken to address Single Audit findings related to the award.
- g. Evaluation of the subrecipients risk of non-compliance with Federal statutes, regulations, and terms and conditions of this subaward.
- h. Results of previous audits including whether or not the subrecipient receives a Single Audit and the extent to which the same or similar subaward has been audited as a major program.
- i. If the subrecipient receives Federal awards directly from a Federal awarding agency, the extent and results of Federal award agency monitoring.