



Opportunity Details

Opportunity Information

Title

2021 ARPA Non-Profit Recovery Grant Program (COVID-19 Related)

Description

Opportunity Overview

The County of Kauai (the "County") has created a Non-Profit Recovery Grant Program, which will provide funding to non-profits demonstrating the need for financial assistance in overcoming the temporary loss of revenue due to the COVID-19 outbreak. The program is based on the availability of funds, program guidelines, submission of all required information and supporting documentation. Non-profits may be eligible to receive up to fifteen thousand dollars (\$15,000). The grant may be used for working capital to cover day-to-day operating expenses such as rent/lease payments, mortgage payments, utility expenses, payroll and benefits costs, Personal Protection Equipment (PPE) for internal organization use or other similar expenses that occur in the ordinary course of operations that have not been covered by other federally supported programs or an insurance claim.

Funding Availability

In May 2021 the U.S. Department of Treasury allocated funds from the American Rescue Plan Act of 2021 (ARPA) to the County for COVID-19 response, relief and reinvestment, under the program titled Coronavirus State & Local Fiscal Recovery Funds (CSLFRF). The County is allocating up to five hundred thousand dollars (\$500,000) for the Non-Profit Recovery Grant Program. These funds are to be used to mitigate financial hardship caused by declines in revenues such as the loss of donations or fundraising revenue due to the COVID-19 public health emergency.

The County of Kauai Office of Economic Development (OED) will be responsible for reviewing grant applications for completeness and to determine whether the non-profit meets the eligibility guidelines. OED will select and recommend grant beneficiaries and determine grant award amounts. Non-profits may be eligible to receive up to \$15,000.

County Reserved Rights

The County reserves the unqualified right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to modify the application deadlines; (4) to request additional information of the applicants as deemed necessary and appropriate by the County; (5) to conduct further due diligence with applicants or any third party; (6) to modify the County's objectives or the scope of the program; (7) to modify program requirements, general terms and conditions, or eligible activities; and/or (8) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the County, and (9) in the event it is discovered on credible information that a grant beneficiary has utilized grant funds for a purpose outside of the eligible activities described below, County reserves the right to seek a refund of grant funds.

Awarding Agency Name

County of Kauai Office of Economic Development

Agency Contact Email

oedgrants@kauai.gov

Fund Activity Category

Disaster Prevention and Relief

Category Explanation

COVID-19

Opportunity Posted Date

Announcement Type

Initial Announcement

Public Link



<https://www.gotomygrants.com/Public/Opportunities/Details/c60ef711-23ce-428b-b04a-d349ee68b3ea>

Funding Information

Funding Sources

Federal Or Federal Pass Through

Funding Source Description

\$500,000 in American Recovery Plan Act - ARPA Funds

Funding Restrictions

501c3 Non-Profit Organizations only

Award Information

Award Type

Competitive

Matching Requirement

No

Submission Information

Submission Window

09/29/2021 8:00 AM - 10/28/2021 4:30 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

All applications must be received by the Amplifund system by 4:30pm HST on October 28, 2021.

Other Submission Requirements

Tax Returns (including Form 990) for 2019 and 2020
Current Year Operating Budget
Current Certificate of Good Standing from DCCA
Current List of Board Members & Affiliations
Current By-Laws
Authorization for applicant to apply for Grant by Board (if not stated in By-laws)
Current IRS W-9 Form (Rev. 2018)

Question Submission Information

Question Submission Open Date

09/27/2021 8:00 AM

Question Submission Close Date

10/03/2021 4:00 PM

Question Submission Email Address

oedgrants@kauai.gov

Question Submission Additional Information

Please submit any and all questions in writing via oedgrants@kauai.gov prior to October 3, 2021 at 4:00pm for a formal response.

Attachments

- 2021-ARPA-Non-Profit-Grant-ProgramGuidelines-FINAL



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Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

09/30/2021 3:00 PM

Conference Info / Registration Link

https://us02web.zoom.us/webinar/register/WN_SrDwxCQ_RXSYFfb8uvYPeA

Eligibility Information

Eligibility Type

Public

Eligible Applicants

- Nonprofits with 501(c)(3) status (excludes institutions of higher education)

Additional Eligibility Information

Eligibility

To be eligible to apply for the County of Kauai Non-Profit Recovery Grant Program, the non-profit must meet certain criteria established by the County and the guidelines set forth by the U.S. Department of Treasury for utilizing ARPA funds under the CSLFRF program. The non-profit must also demonstrate the need for economic support resulting from financial hardship caused by declines in revenues such as the loss of donations or fundraising revenue due to the COVID-19 public health emergency.

The non-profit applicant must meet the following minimum requirements to be considered for grant funding:

- Applicant must be a 501(c)3 non-profit organization on Kauai and primarily provide direct assistance and services to Kauai County residents;
- The non-profit must have been established long enough to have two complete tax filings for years 2019 and 2020;
- The non-profit must be able to document that it experienced an economic loss due to COVID- 19 and its associated closures. For example, the non-profit may have experienced a reduction in donations or fundraising revenues due to COVID-19;
- The amount requested cannot exceed the amount of economic loss due to COVID-19 minus any COVID relief grants that have already been received that are applicable to those costs;
- The non-profit must submit the application, and all the required supporting documentation.
- The non-profit must be in good standing with the DCCA and provide a current Certificate of Good Standing; and
- The non-profit must provide Equity Information as required in the Application.
- The non-profit must submit a completed application along with the following documents:

- Non-profit organization 2019 & 2020 tax returns (must include 990 form)
- Non-profit organization current year operating budget
- Current Certificate of Good Standing from Hawaii DCCA
- Current List of Current Board Members and affiliations
- Current Non-Profit organization By-laws
- Authorization from the non-profit board that the person applying for the organization is eligible to apply for grants on behalf of the organization if this is not stated in the bylaws.
- Current W-9 Form (Rev 2018)

Eligible Activities

Eligible activities for the use of funds should cover fixed expenses for the organization. The primary fixed expenses include such items as rent or mortgage expense, utilities, inventory, PPE for the non-profit's internal use, or other operational expenses for the organization. Applicants will fill out a use of funds section of the application form that will breakdown how the funds will be spent by their organization. Each applicant will need to sign and verify that the use of funds was spent on expenses such as those expressed above. Any use of funding other than to support the organization or as described above is strictly prohibited.



2021 ARPA Non-Profit Recovery Grant Program (COVID-19 Related)

The U.S. Department of Treasury has issued guidance on the use of funds and the following is a nonexclusive list of expenditures that constitute Non-Eligible Expenses and shall not be funded by the grant amount:

- (1) Damages covered by insurance;
- (2) Expenses that have been or will be reimbursed or recovered through other funding programs, such as the reimbursement by the federal government pursuant to the CARES Act or contributions by States to State unemployment funds;
- (3) Reimbursement to donors for donated items or services;
- (4) Workforce bonuses other than hazard pay or overtime;
- (5) Debt Service;
- (6) Severance pay; and
- (7) Legal expenses or settlements.

Eligible Grants Amounts:

- Up to \$5,000 for qualified applicants without a dedicated building or facility open to the public for operations;
- Up to \$10,000 for qualified applicants with a dedicated building or facility open to the public and less than 10 Full-Time employees;
- Up to \$15,000 for qualified applicants with a dedicated building or facility open to the public and 10 or more Full-Time employees (Part-Time employees shall count as .5 of an employee);

Additional Information

Additional Information URL

www.kauai.gov/oed

Additional Information URL Description

Also posted at <https://kauaiforward.com/non-profit-recovery-grant/>

Award Administration Information

Reporting

Not Required



Project Information

Application Information

Application Name

Award Requested

Total Award Budget
\$0.00

Primary Contact Information

Name

Email Address

Address

Phone Number



Project Description

2021 ARPA Non-Profit Recovery Grant Program (COVID-19 Related)

ORGANIZATIONAL INFORMATION

Please be sure to review the Program Guidelines below prior to applying for this grant.

[2021-ARPA-Non-Profit-Grant-ProgramGuidelines-FINAL.pdf](#)

Organization Name:

Organization EIN/TIN (Enter Numbers Only)

Organization Legal Mailing Address

Organization Street Address, City, Zip (IF APPLICABLE)

Organization City

Organization State (Abbreviated)

Organization Zipcode

Organization Phone Number (Enter Numbers Only)

Organization Website

Name of Contact for this Grant

Title of Contact

Contact Email (award notification will be sent to this address)

Name of Person in the Organization who is authorized to apply for and submit this application.

Title of Authorized Person listed above.

Email of Authorized Person

Phone Number of Authorized Person (Enter numbers only)

1. Please provide your Organization's Mission Statement.
2. Please describe your Organization, the Programs & Services provided and how they benefit the people of the County of Kauai.
3. Has your organization received County Funds in the past?
 - Yes
 - No

3a. If yes, please list the last ten (10) grants awarded by the County including the name of the Grant, the Year of Award, the Amount Received and the Amount of Households Served

Name of Grant	Year of Award	Amount Received	Total Households or Individuals Served



Name of Grant	Year of Award	Amount Received	Total Households or Individuals Served

4. Choose one category below for your organization. This will determine your eligible grant amount (see Program Guidelines)

- My organization does not have a dedicated building or facility open to the public for operations.
- My organization has a dedicated building or facility open to the public and less than 10 Full Time Employees (a part-Time employees counts as .5 of an employee)
- My organization has a dedicated building or facility open to the public and 10 or more Full-Time employees (part-time employees count as .5 of an employee)

5. Please state the number of Full-Time Employees who work for your organization.

6. Please state the number of Part-Time Employees who work for your organization.

FINANCIAL NEED

7. Describe how your Organization has been harmed financial by COVID-19

8. Please briefly describe your planned use of proceeds from this grant.

9. Please list all funds that have or will be received through other funding programs to cover financial losses such as other ARPA funding, CARES Act Funding or contributions by States to State unemployment funds. Please include loans ONLY if they have not been forgiven.

Grant or Loan Name (only list a loan if it has been forgiven)	Date Received	Amount Received	Amount Expended	Purpose

10. Budget. Please list how you plan to spend your grant funds, your should your organization be awarded this grant.. Include Category, Category Description and Amount. Please be sure it adds up to your requested Grant amount above.

Category (i.e., Rent)	Category Description (i.e., Rent for June, July, August)	Amount



11. Does your organization currently have an equity strategy?

- Yes
- No

12. Does your organization leverage clear outcome measures and diverse data points by identifying and targeting support for specific groups disproportionately impacted by the pandemic?

- Yes
- No

13. How does your organization leverage clear outcome measures and diverse data points from beginning to end to identify inequity and ensure programs are prioritizing disproportionately impacted groups?

14. Does your organization analyze specific factors underlying inequity by considering the root causes or factors creating any social inequities directly or indirectly associated with the organization or project?

- Yes
- No

15. What inequities are observable across impacted populations by geography, race/ethnicity, income/ALICE, homeownership status, health status, English proficiency, etc.?

16. What is the historical, cultural, political and social context of the peoples and places impacted? How have past actions (by County or otherwise) impacted these communities? How does this proposal consider these historical disparities/impacts?

17. Does your organization include voices of community representatives by identifying, engaging, and incorporating input from representatives or individuals from the disproportionately affected groups?

- Yes
- No

18. How does your organization include voices from disproportionately impacted groups? How have community members been engaged in project development and/or evaluation?

19. How is your organization sharing information? Is it reaching people from disproportionately impacted groups?

20. Does your organization target resources and strategies to minimize burden & maximize access by identifying opportunities to advance equity when possible?

- Yes
- No

21. How will benefits and burdens be distributed? Are there potential disproportionate impacts on underserved groups? Identify opportunities to advance equity when possible, i.e. contracting, subcontracting requirements, hiring, material sourcing, etc.

22. Does your organization evaluate performance through defined metrics and reflection?

- Yes
- No

23. How does your organization evaluate performance through defined metrics and provide opportunities for reflection? How do you track data to submit in grant reports? What do the evaluation and reflection reveal and what changes may be needed?

ORGANIZATIONAL SURVEY

PLEASE CLICK ON THIS LINK TO COMPLETE AN ORGANIZATIONAL SURVEY. THIS SURVEY IS REQUIRED BY ARPA. FAILURE TO COMPLETE THIS SURVEY WILL INVALIDATE YOUR APPLICATION.

<https://arcp.is/j9vzi>

Required Attachments

Non-Profit Organization 2019 Taxes (must include Form 990)



Non-Profit Organization 2020 Taxes (must include Form 990)

Non-Profit Organization Current Year Budget

Current Certificate of Good Standing with DCCA (COGS)

List of Current Board Members and affiliations

Current Organization By-Laws

Authorization from Board that person applying for the organization is eligible to apply for grants on behalf of the organization if not stated in the By-Laws

Signed and completed IRS Form W-9 (Rev 2018)

Extra Attachment (not required).

Extra Attachment (not required)

CERTIFICATION

ORGANIZATION CERTIFICATION

By submitting this application, the person authorized to apply for this grant attests and certifies that:

- **The organization requested an amount that is less than or equal to the amount of revenue/funding the non-profit has lost by comparing total revenue for the organization for calendar year 2020 to total revenue for the organization for calendar year 2019 based on filed tax returns for 2019 and 2020;**
- **The organization has submitted a spending plan (Question 9 on the application) and certifies that funds were spent by November 23, 2021 or date of notification of approval of funding;**
- **The organization is able to produce financial records to show the economic losses, if requested; and**
- **The organization's financial loss and grant amount spending records will be available for audit when requested. The non-profit must maintain records for at least 5 years.**

