



AMERICAN RESCUE PLAN ACT GUIDELINES

On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA) to facilitate the recovery from the devastating economic and health effects of the COVID-19 pandemic. The City of Riverside is receiving two allocations of funding – the first allocation amount is \$36,767,594. A portion of that funding has been allocated to assist non-profit organizations.

Non-Profit Grant Assistance:
\$2 Million

Award Amount:

Non-Profit Assistance Program: From \$5,000 to \$24,999

Eligibility

1. **Non-profit, public benefit organizations and faith-based organizations with evidence of tax-exempt status under Section 501(c) (3) of the Internal Revenue Code and not classified as a private foundation. Fiscal sponsors are welcome.**
2. **Non-profit, veteran organization with evidence of tax-exempt status under Section 501(c)(19)**
3. **Non-profit must have been in operation prior to March 1, 2021**
4. **Non-profits must be headquartered or have an office in the City of Riverside**
5. **Impacted due to a negative economic impact due to COVID-19; OR Non-profit located within City of Riverside Qualifying Census Tract;**
6. **Non-profits must obtain a current City of Riverside Business License**



What CAN be funded?

1. Return to pre-pandemic service levels and/or meet current demands;
2. Contract labor;
3. Supplier payments;
4. Rent, lease or interest on mortgage payment (for real property used for business purposes, like storefront or warehouse, excluding personal residence);
5. Rent, lease or purchase payments for business property (e.g., delivery vehicle; food truck; equipment, technology, payment, and communications systems and equipment);
6. New or expanded technology applications and Wi-Fi services;
7. Utility payments for business properties, excluding personal residence (Utility & Trash services provided by the City of Riverside are non-eligible);
8. Cost of critical business operations (raw materials, food, marketing expenses, etc. payments); and
9. PPE, sanitation supplies and equipment.



What CANNOT be funded?

1. Damages covered by insurance
2. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to COVID-19 programming or work;
3. Reimbursement to donors for donated items or services;
4. Legal Settlements;
5. Severance Pay;
6. Workforce bonuses other than hazard pay or overtime;
7. Expenses for the State share of Medicaid;
8. Expenses that will be reimbursed under any other Federal program PPE, sanitation supplies and equipment; and
9. Fines incurred due to non-compliance with COVID-19 regulations.

Eligibility Period of Expenses: March 1, 2021 through February 28, 2023

All grant funds awarded to a non-profit organization must be spent on qualifying activities by February 28, 2023. All unspent funds must be returned by February 28, 2023.

How to Apply



1. Go to: **RiversideCA.gov/ARPA**
2. Complete all required fields on the Application
3. Submit your current 501(c)(3) or 501(c)(19) final determination letter from the IRS and your 2021 operating budget (current calendar or fiscal year)
4. Must be in good standing and authorized to transact business in the State of California and City of Riverside
5. Submit application and supporting documents to: **SpecialEvents@RiversideCA.gov**

Timeline



March 4
Application period opens



April 15
Deadline to submit



April 16 to June 15
Application review and decisions made



June 15
Grant notification



Decision Making Process:

1. Applications will be reviewed for eligibility
2. Review/Score sheet will be used to evaluate:
 - Addressing as many COVID-19 related community needs as possible
 - Requirements
3. If funds requested exceed total funding allocation:
 - Equity of awardees distributed through all City Council Wards
4. Submission of the application constitutes the organization's consent to allow the City of Riverside to use the name and description of the organization in promoting the program in interviews, media, webpages and/or social media accounts, etc.



Funds Disbursement:

Funds will be disbursed upon receipt of a signed, electronic one-page agreement and ACH payment form.



Required Report:

A one-page, fillable, PDF Final Report will be required with supporting financial documentation, which may include receipts, statements, etc., on how funds were used and the impact on your operations.



Verify if your non-profit is located within City of Riverside Qualifying Census Tract:

1. Visit HUDuser.gov/portal/sadda/sadda_qct.html
2. Under "**Map Options**"
Select "**Color QCT Qualified Tracts (Zoom 7+)**"
3. Check "**2022**" under "**Select Year**"
4. Enter **Address** at the top bar

If your address is highlighted in light purple, your organization falls within a Qualifying Census Tract.

Application Assistance

Application Trainings are available, visit RiversideCA.gov/ARPA for links.

Training Dates

Wednesday, March 9, 2022 • 12 pm
Thursday, March 17, 2022 • 2 pm
Wednesday, March 30, 2022 • 5 pm



Online step by step video at RiversideCA.gov/ARPA



For questions, contact:
SpecialEvents@RiversideCA.gov
(951) 826-5408