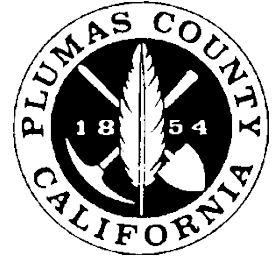


ARPA Grants Management Policy and Application for the County of Plumas

Business Assistance and Recovery Grant Program



Board of Supervisors

Chair Dwight Ceresola, District 1

Supervisor Kevin Goss, District 2

Supervisor Tom McGowan, District 3

Vice Chair Greg Hagwood, District 4

Supervisor Jeff Engel, District 5

Program Contact

Office of the County Administrator

Zachary Gately – Grant Manager

530.283.6414

ZacharyGately@countyofplumas.com

I. Program Overview

The U.S. Department of the Treasury has continued its programs to assist State, Local, and Tribal Governments through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF). \$350 billion were made available through the American Rescue Plan Act to state, local, territorial and Tribal governments. Plumas County has allocated \$540,000 of its federal American Rescue Plan Act (ARPA) funds to support small businesses facing negative economic impacts from the COVID-19 public health emergency.

Plumas County will provide grants up to \$10,000 to for-profit and non-profit entities with 25 or less employees based in Plumas County; \$270,000 will be allocated to for-profit businesses and \$270,00 will be allocated to non-profit organizations. Public entities are not eligible for this funding opportunity.

Grant funds under this program will be available until the deadline of April 30, 2023. Interested businesses must submit an application attached as Appendix A to this document. The County of Plumas (County) is committed to effective, efficient, and transparent management of ARPA funds. For this purpose, this program and document were created.

II. Funding Purposes and Description

COVID-19 state and federal policies negatively impacted Plumas County businesses. The County business community plays a vital role as the economic and employment engines and is the stabilizing factor for quality of life for visitors and residents alike. The County depends upon and values the success of our businesses.

Plumas County is a rural county that largely depends upon tourism for both the public and private sector vitality. COVID-19 was in place just prior to and after the County's tourism season and the impacts to businesses largely remained uncertain as many businesses were shuttered. Therefore, the business community has the need of overcoming the economic impacts imposed by public policy reactions to COVID-19. The County has an opportunity to assist the retention of the County business community through the ARPA program.

The purpose of the Business Assistance and Recovery Program ("Program") is to mitigate the negative economic effects of business operations during the COVID-19 public health emergency imposed by the state. This program will benefit the County by:

- Keeping businesses open and avoiding blight in small rural communities already struggling with California's business environment;
- Assisting businesses meet their obligations including, but not limited to:

utility bills, childcare, COVID-19 compliance & mitigation, modifications to establishments debt forgiveness, technology improvements and more;

- Helping businesses pivot to improve services and products in this new environment;
- Support businesses in employee training to improve and retain skilled labor in the County;
- Maintain unemployment in the County as low as possible;
- Maintaining the integrity of community programs wherein the business community supports through donations of money and time.

III. Contact Information

Direct all questions regarding this grant opportunity in writing or email to the Plumas County Grant Manager:

Zachary Gately

Plumas County Grant Manager

ZacharyGately@countyofplumas.com

530-283-6414

IV. Definitions

ARPA	The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan, is a US\$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Joe Biden on March 11, 2021, to speed up the country's recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession.
SLFRF	The Coronavirus State and Local Fiscal Recovery Funds program, a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.
Grantee	An individual, non-profit, business, or community-based organization, to whom a grant is awarded
Grantor	The grantor is the County, acting through staff in an assigned Department

V. Grantee Qualifying and Eligibility Requirements

- Eligible uses of ARPA monies include costs of business interruption caused by required closures due to the COVID-19 public health emergency and any necessary expenditures incurred during the period that begins on March 3, 2021, and ends by December 31, 2024.
- This program is for small businesses and non-profits only. Educational, special district, and other public agencies do not qualify.
- Qualifying general operating expenses to maintain business during the mandated

closures include, but are not limited to, Personal Protective Equipment, sanitizing products or other equipment purchased to maintain or shift business processes and procedures to sustain the economic impacts of COVID-19.

- Entities must be located within the geographic boundary of Plumas County. Businesses located within the city limits of Portola may participate.
- Any items purchased on behalf of businesses must be deemed as necessary expenditures incurred due to the public health emergency.
- Businesses being operated in the form of a corporation, limited partnership, or limited liability company (LLC) must be in good standing as shown by the California Secretary of State's Office. Verification of legitimate business existence may be verified through the Secretary of State's website or County records.
- Businesses operated by individuals (such as sole proprietorships or general partnerships) will need to show the legal names of individual owners or general partners in addition to the business' fictitious name, if any. Such businesses must be in good standing with the County.
- Non-profits must be registered and in good standing with the Attorney General's Registry of Charitable Trusts. Verification of legitimate non-profit status may be verified through the Attorney General's website.

VI. Grant Allocation

Grant funds under this program will be available until the funds are depleted. However, grantees must apply by the deadline of April 30, 2023.

If the available funds are not allocated or depleted by April 30, 2023, the remaining funds will be proportionally allocated to the businesses that successfully submitted an application until all remaining funds are depleted.

VII. Grant Application Information and Timeline

Plumas County will notify the business community of the Business Assistance and Recovery Grant Program through emails, digital media, phone calls, the County website and chambers of commerce as well as all other available means.

- Notice of the grant opportunity will be issued: March 27, 2023
- The deadline for grant applications to be submitted: April 30, 2023
- Application Review: May 1-5, 2023

VIII. Grant Recipient Selection and Award Process

Each application received will be reviewed by the ARPA Grants Management Team to provide a comprehensive and fair assessment of all applications.

When feasible, a risk assessment of the applicant may be conducted prior to awarding grant money. The risk assessment shall consider debarment, convictions of fraud, theft, or

embezzlement, as well as perceived or real conflicts of interest. By applying to this program, the applicant is stating that they have not been debarred.

Responses to applicants, whether the application has been accepted or rejected, will occur no later than May 12, 2023.

The County Auditor will issue grant funds to successful applicants under this program.

IX. Transparency and Records Management

The County and businesses should retain the receipts and other documentation of how funds were spent for at least 5 years. The recipients of the grant funds must incur costs by December 31, 2024. Grantees are required to comply with all ARPA requirements. More information can be found here: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

Grantees will also be required to provide regular reports to Plumas County. After awarded, a reporting form will be provided to include at minimum funds spent by category, brief summary of activities, and photos. Reporting frequency will be determined based on activities.

Documents submitted within this program are public documents. The County retains the right to publish data regarding a grantee(s) finances, performance metrics, and program evaluation. This includes but is not limited to, Board of Supervisors reports, completed audits by the County Auditor, and shared publicly through the County's website.

In accordance with generally accepted accounting practices, it is recommended the grantee maintain records of all matters related to the grant money. It is further recommended that the grantee retain records of:

- Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
- Receipts of purchases made related to addressing the public health emergency due to COVID- 19;
- Contracts and subcontracts entered into using and all documents related to such contracts;
- A copy of this grant award application and all other related documents;
- All documentation of reports, audits, and other monitoring of contractors, subcontractors, the grantee, and subrecipients;
- The County retains the right to request records showing the use of such funds.

Appendix A- PLUMAS COUNTY
American Rescue Plan Act (ARPA) Program Application Form
Business Assistance and Recovery Grant Program 2023

Please submit the Grant Application and Conflict of Interest forms electronically to Zachary Gately, Grant Manager at zacharygately@countyofplumas.com. Alternatively, applications may be mailed or hand delivered to: Zachary Gately, County Administrative Office, 520 Main St., Rm. 309, Quincy Ca, 95971.

Section 1. Business Information			
Business Name:			
Business Contact:		Title:	
House/Business Number:		PO Box:	
Street:			
City:	State:	Zip Code:	
County:		Country:	
Phone:		Ext:	
Fax:		Fax Ext:	
Email:		Website:	
Total # of Full-Time Employees:		Total # of Part-Time Employees:	
Legal Structure of Business:		Employer's Federal ID #:	
<input type="checkbox"/>	Sole Proprietor	CA Tax #:	
<input type="checkbox"/>	Partnership	Business License # (if applicable):	
<input type="checkbox"/>	Corporation		
<input type="checkbox"/>	Other: _____		
NAICS Code: Select your business' industry - https://www.census.gov/naics/?58967?yearbck=2022			
<input type="checkbox"/>	Accommodation and Food Service	<input type="checkbox"/>	Arts and Entertainment
<input type="checkbox"/>	Finance/Insurance	<input type="checkbox"/>	Administrative or Waste Management
<input type="checkbox"/>	Real Estate	<input type="checkbox"/>	Transportation and Warehousing
<input type="checkbox"/>	Health Care and Social Assistance	<input type="checkbox"/>	Agriculture, Forestry, Fishing, and Hunting
<input type="checkbox"/>	Retail Trade	<input type="checkbox"/>	Professional, Scientific and Technical Services
<input type="checkbox"/>	Education	<input type="checkbox"/>	Wholesale Trade
<input type="checkbox"/>	Information	<input type="checkbox"/>	Construction
<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Other Services
<input type="checkbox"/>	Manufacturing		

Please describe your business, products (s), and/or service(s):

Section 2. COVID-19 Impact
In what way has your business been affected by COVID-19? You may select more than one:
<input type="checkbox"/> Decreased revenue or gross receipts
<input type="checkbox"/> Financial insecurity
<input type="checkbox"/> Increased costs
<input type="checkbox"/> Limited capacity to weather financial hardship
<input type="checkbox"/> Challenges covering payroll, rent, mortgage, or other operation costs
<input type="checkbox"/> Other: _____
Please describe how your business has been affected and attach any relevant information:

Section 3. Use of Funds
In what way(s) will you use the funds? You may select more than one:
<input type="checkbox"/> Supporting Payroll and Benefits
<input type="checkbox"/> Costs to retain employees
<input type="checkbox"/> Mortgage, rent, utilities
<input type="checkbox"/> Other Operating Costs
<input type="checkbox"/> COVID-19 prevention or mitigation tactics
<input type="checkbox"/> Technical assistance, counseling, or other services to assist with business planning
Are you intending to use the grant for expenses that you have already incurred?
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Please describe how you will use the grant funds and what impacts this will have on your business. You may attach additional information and/or use additional pages if needed:

NOTE: expenses that have been or will be reimbursed under any federal program are not eligible

Section 4. Proposed Grant Usage

Use the below table to outline a simple budget using the categories from Section 3. Below is also an example of expected detail.

Budget Category	Description	Cost
(Example: COVID-19 prevention and mitigation)	(Example: purchase of 300 masks for staff and guests)	(Example: \$500)
(Example: Mortgage, rent, utilities)	(Example: 1 month of rent during period of business closure or limited operations)	(Example: \$4,500)
Budget Category	Description	Cost
Total Costs		

Section 5. Conflict of Interest

Conflicts of interest may occur, whether directly or indirectly, when an employee, officer, board member, or volunteer of the Applicant is related to, married to, involved in an intimate relationship with, or are living with an employee or elected official of the County of Plumas or if any of these individuals have an ownership or financial interest in the organization applying

for funding. While a conflict of interest may not disqualify the applicant from receiving funds under the ARPA grant program, any potential conflict of interest must be disclosed to the County Administrative Officer, or authorized designee, when the application is submitted and before grant funds will be awarded to a qualified Applicant.

Applicant acknowledges the following:

1. A conflict of interest may arise if an employee, officer, board member, or volunteer of the Applicant, is also an elected official or is employed by the County of Plumas or is the spouse, partner, dependent child, member of the household, or has an intimate relationship, with an elected official or employee of the County of Plumas.
2. A conflict of interest may arise if an employee, officer, board member, or volunteer of the Applicant has a financial or ownership interest in the Applicant’s organization, and that person is also an elected official or is employed by the County of Plumas or is the spouse, partner, dependent child, member of the household, or has an intimate relationship, with an elected official or employee of the County of Plumas.
3. Applicant shall disclose the names of any employees, officers, board members, or volunteers, who may give rise to a conflict of interest, to the County Administrative Officer when submitting the application.
4. Failure to disclose a conflict of interest, or potential conflict of interest, will be deemed a material misrepresentation by the Applicant.

Person or financial interest giving rise to possible conflict of interest	Brief description of nature of possible conflict of interest
1.	1.
2.	2.

Authorized Signatory Name

Date

Email

Phone

Signature

Section 6. Certification by Authorized Business Representative

I hereby certify that I am an authorized representative of the business named above, with the authority to commit the business to legally binding contracts and agreements. I intend to use the grant funds only as specified in the grant applications. I further certify that the information given as part of and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any funds approved through this program.

This application does not constitute a contractual agreement. If any portion of the application is approved, a formal agreement between parties will be executed to obligate funds for the approved expenditures. New activities may not start prior to the effective date of the agreement.

Print Name:	Title:
Signature:	Date:

COUNTY USE ONLY:

Was 'Authorized Representative' verified: yes no (circle one)

Conflict of Interest statement and application filled out completely and submitted on time: yes
no (circle one)

Application Accepted Rejected (circle one)

Date

Program Manager Signature