



City Of Fayetteville

ARPA - Economic  
Assistance to Non-Profit  
Organizations

# Purpose:

- ▶ Reimburse Non-Profits that experienced negative economic impacts resulting from the COVID -19 pandemic
  - ▶ Examples:
    - ▶ Increased costs
    - ▶ Increased demand for services
    - ▶ Changing operational needs
    - ▶ Declines in revenue sources
      - ▶ Donations and Fees



# Application Process

1. Qualifying nonprofit organizations complete the application. The responses in the application serve to describe the negative economic effect experienced by the nonprofit.
2. The application is submitted with all required documents to clearly show the negative economic effect or loss that was sustained (audited financial statements, approved budgets, IRS 990 forms, etc.). This would be the maximum reimbursable amount. This information will document the negative economic effect as a dollar amount.
3. This is a reimbursement program. The nonprofit organization will provide supporting documentation (paid invoices, receipts, etc.,) of operating expenses paid during the 3/3/20 – 3/2/21 time period. The City will provide “reimbursement” of these operating expenses up to the documented amount in step 2 above.

Applications will be reviewed on a first come, first served basis

- ▶ If all required documents are not included with the application at the time of submission, the application will be moved to the end of the line until the documentation is provided.



# Requirements for Eligibility

- ▶ Non-Profit must be:
  - ▶ 501(c)(3) or 501(c)(19) organization
  - ▶ Located in the City of Fayetteville
  - ▶ Serving the City of Fayetteville's residents
  - ▶ In good standing with the Arkansas Secretary of State
  - ▶ Maintain any required City licenses
  - ▶ Impacted negatively by the COVID-19 pandemic
  - ▶ Incorporated no later than June 30, 2019

# Deadline

- ▶ Applications must be submitted by 5:00 PM on March 10, 2023
  - ▶ All required documents must be included before any consideration begins
  - ▶ Payments under this program will be provided on a first come, first serve basis



# Required Documents

- ▶ Approved operating budget for 2019, 2020, and 2021, showing revenue and expenditure by category
- ▶ IRS form 990 for 2019, 2020, and 2021
- ▶ Current W-9 (Taxpayer ID number and certification)
- ▶ IRS Determination Letter Indicating Nonprofit Status
- ▶ Business Entity Certificate of Good Standing
  - ▶ Please include the filing number
- ▶ Financial Audits for 2019, 2020, 2021 if audits have been performed for those years
- ▶ SAM Unique Entity ID Number
- ▶ Bank Statements, Receipts, Cancelled Checks, and Other Supporting Documents
- ▶ All expenses requesting reimbursement must include associated invoices
- ▶ Signed Application



# Eligible Expenses

- ▶ All Expenses must have been incurred between March 3, 2020 and March 2,2021
  - ▶ Any expenses incurred before or after the above time period is ineligible
- ▶ Eligible Expenses Include:
  - ▶ Operating Costs
    - ▶ Rent
    - ▶ Payroll
    - ▶ Utility Bills
  - ▶ COVID-19 Related Expenses
    - ▶ improvements to ventilation system ...etc.
  - ▶ Supplies for COVID-19 Relief Activities
    - ▶ Food bank supplies, cost of donations ...etc.



# Ineligible Expenses (see application form)

- ▶ Expenses before March 3, 2020, or after March 2, 2021
- ▶ Expenses reimbursed through any other funding assistance program
  - ▶ Federal CARES Act Funding
  - ▶ Paycheck Protection Program (PPP) loans,
  - ▶ Economic Injury Disaster Loans
- ▶ Losses that are not related to the COVID-19 public health emergency
- ▶ Contributions to any rainy-day funds, financial reserves, or similar funds
- ▶ Payment of interest or principal on outstanding debt instruments
- ▶ Inherently religious activities
- ▶ Lobbying or other political activities
- ▶ Payment of any type of judicial settlement/judgment
- ▶ Any kind of fees (late fee, credit card fee ....)



# Frequently Asked Questions

- ▶ Will the City perform calculations on submitted records for my organization to determine the loss?
  - ▶ No, the nonprofit entity must clearly document the negative economic effect and provide documentation for that dollar amount. Please make sure the records you provide clearly show the loss or negative economic effect. Please provide a reconciliation or further explanation if needed.
- ▶ Are past due balances eligible?
  - ▶ No, past due balances are ineligible for reimbursement.
- ▶ Are leases an eligible expense?
  - ▶ Yes, leases are an eligible expense, but the lease agreement must be provided.
- ▶ What if the utility bill includes expenses outside of the appropriate date?
  - ▶ If enough information is given, we can potentially reimburse a portion of the expense.
- ▶ Are bank statements and check copies required to be included with the application?
  - ▶ Yes, complete bank statements and check copies are required to be included with the application.
- ▶ If the organization has received funds from this program previously, are they still eligible to apply?
  - ▶ Yes, the organization is eligible to apply for reimbursement for losses in this earlier time period.



# Info and Contacts

Applications are available on the City's website at <https://www.fayetteville-ar.gov/4110/ARPA-Nonprofit-Assistance-Programs> .

Applications will be accepted beginning Monday, Feb. 27, with a submission deadline of March 10 at 5 p.m.

## Contact:

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Steven Dotson

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Submit completed applications and all required documents to:

<https://documents.fayetteville-ar.gov/Forms/arpaassistance>



# Other Grant Opportunities

- ▶ For further information on other grant opportunities, please contact the Community Development Block Grant

Contact:

Yolanda Fields

[YFields@Fayetteville-AR.gov](mailto:YFields@Fayetteville-AR.gov)

479-575-8290

- ▶ You can also visit their website: [Community Development Block Grant | Fayetteville, AR - Official Website \(fayetteville-ar.gov\)](http://CommunityDevelopmentBlockGrant|Fayetteville,AR-OfficialWebsite(fayetteville-ar.gov))