



# **American Rescue Plan Act (ARPA)**

*Signed into law by the President of the United States on March 11, 2021*

## **Funding Application**

### Village of Plain City, Ohio

Local Businesses, Non-Profit Organizations or Governmental Offices/Entities wishing to be considered for funding must fully complete and submit this application.

Applications will be accepted starting September 15, 2023.

Funding decisions will begin to be announced in November 2023, if not sooner.

Applications will be accepted and considered for funding until funds are exhausted.

Please submit completed applications via email to: [village@plain-city.com](mailto:village@plain-city.com)

Or by mail to:  
Village of Plain City  
Attn: Haley Lupton  
800 Village Blvd.  
Plain City, Ohio 43064

## GENERAL INFORMATION

The Village of Plain City was recently awarded funding under the American Rescue Plan Act (ARPA) to promote the continued resurgence of our community. The purpose of ARPA funding is to address a public need that has been created or worsened by the COVID-19 pandemic and meets the usage and timing requirements of the ARPA legislation. Municipal and County governments have been given discretion to use the funding in the way they best believe addresses the issues of their specific community.

It is the desire of the Village of Plain City to ensure that this one-time relief is used responsibly and equitably to ensure that the greatest number of residents are benefited. To further this community goal and address the greatest community need, the Village of Plain City administration is inviting Local Businesses, Non-Profit Organizations and Governmental Offices/Entities to submit proposals for American Rescue Plan Act (ARPA) funding consideration.

### I. **ARPA Funds Eligibility:**

ARPA funding must be used for eligible projects only, or the funding is subject to recapture by the Village. To see a list of eligible uses, please visit the following website:  
<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

### II. **Application Timeline:**

September 15, 2023 – October 13, 2023:  
 November 1, 2023 (if not sooner):

Applications will be accepted.  
 Village of Plain City Council will begin  
 awarding funds to grantees.

Note: The Village Council have absolute discretion about approving applications for funding. The Village may request additional documents or information from an applicant prior to making a funding decision. The Village Council may prioritize applications for funding based on community need, or other factors it deems necessary and relevant. Expenditures must have been incurred during the time period beginning March 3, 2021 through December 31, 2024.

### III. **Application Submission Instructions:**

1. Complete all the following forms by providing the requested information.
2. Ensure that all application sections are completed in their entirety. Incomplete applications will not be given consideration. If an application is incomplete, it will be returned to the applicant and may be resubmitted prior to the application deadline for consideration, if funding is still available.
3. Applications may be submitted via email or mail – electronic submission is preferred. Applicants will receive an email confirming receipt of the submission.
4. Email completed applications, and all supporting documents, with the subject line “ARPA Application – Organization Name” to [village@plain-city.com](mailto:village@plain-city.com) (example: ARPA Application – Plain City Project Club).

5. During the consideration process, the Village of Plain City may request additional documents or other information concerning the project or business submitting the application.
6. Applicants will be notified once a decision regarding their funding request has been made.
7. By submitting this application to the Village of Plain City, you are agreeing to allow the Village to make public all the information provided.

Note: Please verify all necessary documentation is included prior to application submission.

#### **IV. Frequently Asked Questions:**

Q: Are the grant monies taxable income?

A: *We cannot provide tax advice. Applicants should check with your accountant or tax professional. The applicant will be required to submit a W-9.*

Q: Do organizations have to have a FEIN to establish eligibility? What about sole proprietors needing a SSN? Or ITIN for non-citizens?

A: *The organization shall provide the tax identification number they use in submitting taxes to the federal government.*

Q: How will the Village Council decide whether to fund an allocation or not?

A: *The Village Council will consider numerous factors when considering an application for funding. These factors include, but are not limited to: amount of funds requested, whether the proposed project fits within eligible uses as set forth by the U.S. Department of Treasury and the ARPA legislation, the number of people affected by funding the project, does the project address a compelling Community need, are there other funding sources available to supplement Village funding, etc.*

Q: How often should an organization expect to receive reimbursement funds from the Village?

A: *This grant is on a reimbursement basis. A report of the project must be submitted with the proof of funds expended. The project report cannot be submitted without the required documentation of expenses incurred. The Village will not advance funding projects.*

Please direct any other questions to [village@plain-city.com](mailto:village@plain-city.com) or by calling 614-873-3527.

## BENEFITTING ORGANIZATION INFORMATION

### General Information:

1. Name of Project/Program: \_\_\_\_\_
2. Organization Name: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Authorized Signatory Contact Person: \_\_\_\_\_
5. Title: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Email: \_\_\_\_\_
7. Federal Tax Identification Number: \_\_\_\_\_
8. Unique Entity ID Number (Sam.gov): \_\_\_\_\_
9. Provide Mission Statement/Purpose of Business: \_\_\_\_\_
  
10. Bankruptcy: Has the firm, officers, or principals of the organization ever been involved in bankruptcy or insolvency procedures? No: \_\_\_\_\_ Yes: \_\_\_\_\_  
If yes, provide details: \_\_\_\_\_
  
11. Pending Lawsuits: Is the organization or any officers or principals of the organization involved in any lawsuits? No: \_\_\_\_\_ Yes: \_\_\_\_\_  
If yes, provide details: \_\_\_\_\_
  
12. Has this organization received federal or state funding (loans, grants, or other assistance including CARES Act) related to the COVID-19 emergency?  
No: \_\_\_\_\_ Yes: \_\_\_\_\_  
Funding program name: \_\_\_\_\_ Amount received: \_\_\_\_\_  
Funding program name: \_\_\_\_\_ Amount received: \_\_\_\_\_

## PROJECT INFORMATION

### Project Summary:

Provide a summary of the program or proposed project. This should include a brief description of the entity, e.g., type of firm, its product or service, and how long they have been in existence. In the response, applicants should consider including the following:

1. Briefly describe the program/project you are requesting funds for.
2. Describe the community need for your program/project.
3. Identify any other organizations in the Village of Plain City that currently address this need.
4. Describe your level of collaboration with other agencies on this project and any other sources of funding available for this project.
5. Is this a new, existing, or changed program?
6. Specifically, what will you use ARPA funds for?
7. Who will benefit and how?
8. Are there any groups or individuals who may be placed at a disadvantage as a result of your project?
9. How will you prevent the duplication of benefits to end users? (i.e., prevent waste)
10. How many individuals/families will be served by this program/project?
11. What percentage of those served will be Village of Plain City residents?
12. How will these funds help you respond to, or recover from COVID-19?
13. For existing programs: How many people are currently being served? How many are from the Village of Plain City?
14. For existing programs: Describe the measurable impact the program has achieved to date (please provide specific examples).
15. Projected time frame for program/project.
16. Include how the program/project will be continued following grant funding.

Please submit additional pages if necessary.

**Proposal Overview:**

Funds requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Annual Organization Budget: \_\_\_\_\_

What other funding sources have been procured to support this project?

**Describe the Agency's Auditing and Fiscal Controls:**

1. Briefly describe your agency's fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagement.
2. How does your agency plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting, and audit?

**Contingency Plan:**

1. If your grant request is not fully funded, what adjustments are you prepared to make?

**Project Budget:**

1. Provide proposed budget including project revenues and expenses related to this proposal.
2. Be specific about how ARPA dollars would be spent.
3. Method of funding request (reimbursement or advance).

Note: Please provide as much detail financial detail as possible. The Village may request additional financial information related to your business or the project presented for funding.

## **BENEFITING BUSINESS' CERTIFICATE OF GOOD STANDING**

This requirement does not apply if the benefiting business is a Sole Proprietorship, or a Governmental Entity. Should you have questions or concerns regarding this requirement, please contact the Village of Plain City, Haley Lupton at [hlupton@plain-city.com](mailto:hlupton@plain-city.com).

## **BENEFITING ORGANIZATION CERTIFICATION**

### **The Applicant Certifies to the Best of its Knowledge:**

1. The Applicant certifies that all information and documentation contained in this application, is accurate, complete, and true to the best of its knowledge.
2. The Applicant also certifies that no tax liens, including but not limited to, municipal, county, state, or federal, have been filed against the organization, any partners/owners of the organization, the majority shareholder of the organization, or in the name of a related business owned by the recipient.
3. The applicant must disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.
4. Adverse material impact includes, but is not limited to, lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project.
5. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.
6. The organization authorizes the Village of Plain City Government to verify in any manner deemed appropriate all items indicated in this application which includes information obtained through the Consumer Credit Bureau Services, business reporting services, and criminal history record check.
7. The Applicant certifies that it has read and understands the application and agrees to follow all applicable Federal procurement regulations contained in Federal Uniform Guidance.
8. The Applicant certifies that it is familiar with and agrees to comply with Ohio Ethics Commission requirements.
9. The Applicant certifies that funds will be obligated by December 31, 2024 and projects will be completed and payments finalized by December 31, 2026.
10. The applicant agrees to pay audit costs related to their award.
11. The Applicant agrees to reimburse the Village for unallowed expenditures associated with the payments made by the Village to the grantee.



**The Applicant Understands:**

1. This application and other materials submitted to the Village of Plain City may constitute public records subject to disclosure.
2. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.
3. Awards under this grant may require the recipient to participate in training to assure compliance with grant requirements.
4. This document must be signed by the Chief Executive Officer, Appointing Authority or Executive Director.

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Signature/Title

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Location Address: Street

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Typed Name/Title

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Location Address: City, State

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Date

For Village of Plain City Use Only:

Date received: \_\_\_\_\_

Reviewed by:

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Signature

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