

American Rescue Plan Act (ARPA) Funding Application

Williamson County, Illinois



Any Business, Non-Profit, Community Group, Neighborhood Association, County Department, or other entity wishing to be considered for funding must fully complete and submit this application

Applications will be accepted, starting October 8, 2021.

Applications will be reviewed upon receipt.

Funding decisions will start to be announced in early 2022.

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

Please submit completed applications to:

**Williamson County Board of Commissioners
Attn: Stephanie Lenon, Administrative Assistant
407 N Monroe, Suite 220
Marion, IL 62959
618-997-1301 EXT 1135
618-997-4221 FAX**

GENERAL INFORMATION

Williamson County Government 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 exaggerated by the COVID-19 pandemic and meets the usage and timing requirements of the ARPA legislation. City 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 Williamson County to ensure that this one-time relief is used responsibly and equitably to ensure that the greatest number of residents are benefited. In an effort to further this community goal and address the greatest community need, the Williamson County Board of Commissioners is inviting County Departments, Child Care Providers, Non-Profit Organizations, Local Businesses and Other outside organizations 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 deferral government. To see a list of eligible uses, please visit the following website:

<https://www.naco.org/resources/featured/naco-recovery-fund-faqs>

II. Application Timeline

- **October 8, 2021:** **Applications Available / Applications may be submitted**
- **Early October 2021:** **County Board Application Review Begins**
- **Early January 2022:** **County Board Begins Awarding Funds**

Note: Applications will be reviewed and considered for funding on a rolling basis by the County Board until funding has been depleted. The County Board has absolute discretion about approving applications for funding. The County Board may request additional documents or information from an applicant prior to making a funding decision. The County Board may prioritize applications for funding based on community need, or other factors it deems necessary and relevant.

III. Application Submission Instructions

1. Fill out all of 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. All applications must be submitted electronically.
4. Email completed applications, and all supporting documents, with the subject line "ARPA Application – Business Name" to slenon@williamsoncountyil.gov (example: ARPA Application – Betty Sue's Nail Salon).
5. During the consideration process, Williamson County 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. Applicants who are awarded funds will be required to execute a Participation Agreement with Williamson County prior to the disbursement of any funds.
8. By submitting this application to Williamson County, you are agreeing to allow the County to make public all the information provided.

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. You should check with your accountant or tax professional.*

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

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

Q: How will the County Board make a determination whether to fund an allocation or not?

A: *The County Board will take into account 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, etc....*

Q: How often should a business expect to receive reimbursement funds from the County?

A: *A business can request funds from the Williamson County after costs are incurred and documentation is available*

Please direct any other questions to Stephanie Lenon, at the Williamson County Board

P: 618-997-1301 EXT 1135

E: slenon@williamsoncountyil.gov

Benefitting Business Information

GENERAL INFORMATION

1. Name of Project/Program: _____

2. Organization Name: _____

3. Address: _____

4. Authorized Signatory Contact Person: _____

5. Title: _____ PHONE: _____

6. E-mail: _____

7. Federal Tax Identification Number: _____

8. If applicable: DUNS number: _____

9. Provide Mission Statement/Purpose of Business:

10. BANKRUPTCY: Has the firm, officers or principals of the firm ever been involved in bankruptcy or insolvency procedures? ___ No ___ Yes

If yes, provide details:

11. PENDING LAWSUITS: Is the business or any officers or principals of the business involved in any lawsuits? ___ No ___ Yes

If yes, provide details:

12. Has this business received federal or state funding (loans, grants or other assistance) related to the COVID19 emergency? ___ No ___ Yes

If yes, provide details:

Funding Program Name: _____ Amount Received: \$ _____

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Project Information

PROJECT SUMMARY

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

- A. Briefly describe the program/project you are requesting funds for.
- B. Describe the community need for your program/project.
- C. Identify any other organizations in Williamson County that currently address this need.
- D. Describe your level of collaboration with other agencies on this project.
- E. Is this a new, existing, or changed program?
- F. Specifically, what will you use ARPA funds for?
- G. Who will benefit and how?
- H. Are there any groups or individuals who may be placed at a disadvantage as a result of your project?
- I. How will you prevent the duplication of benefits to end users? (i.e. prevent waste)
- J. How many individuals/families will be served by this program/project?
- K. What percentage of those served will be Williamson County residents?
- L. How will these funds help you respond to, or recover from COVID-19?
- M. For existing programs: How many people are currently being served? How many are from Williamson County?
- N. For existing programs: Describe the measurable impact the program has achieved to date (please provide specific examples)

Please submit additional pages as necessary.

PROPOSAL OVERVIEW

Funds Requested: _____

Total Project Cost: _____

Annual Organizational Budget: _____

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

DESCRIBE THE AGENCY'S AUDITING AND FISCAL CONTROLS

a) Briefly describe your agency's fiscal oversight / internal controls to minimize opportunities for fraud, waste and mismanagement.

b) How does your agency plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and audit?

CONTINGENCY PLAN

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

PROJECT BUDGET

a) Briefly explain project revenues and expenses related to this proposal.

b) Be specific about how ARPA dollars would be spent.

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

Benefiting Business' Certificate of Good Standing

The certificate can be printed from: <https://www.ilsos.gov/corporatellc/>

This requirement does not apply if the benefiting business is a Sole Proprietorship, or a department of the County Government. Should you have questions or concerns regarding this requirement, please contact the Williamsons County Board of Commissioners.

Benefiting Business's 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 Business, any partners of the Business, the majority shareholder of the Business, or in the name of a related business owned by the recipient.
3. The applicant is in compliance with applicable laws, regulations, ordinances and orders applicable to it 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 Business authorizes the Williamson County Government to verify in any manner deemed appropriate any and all items indicated in this application which includes information obtained through the Illinois Department of Employment Security, Consumer Credit Bureau Services, business reporting services, and criminal history record check.
7. The applicant has to close, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.
8. The Applicant certifies that all information and documentation contained in this application, is accurate, complete and true to the best of his/her knowledge.
9. The Applicant certifies that it has read and understands the application.

THE APPLICANT UNDERSTANDS:

1. This application and other materials submitted to the Williamson County may constitute public records subject to disclosure.
2. If the Applicant's application is approved for funding by Williamson County, the Applicant will be required to execute a participation agreement prior to receiving any funds.
3. 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

Signature of Chief Executive Officer

Business Address: Street

Typed Name of Chief Executive Officer

Business Address: City, State, ZIP

Date