CITY OF LEBANON AMERICAN RESCUE PLAN ACT (ARPA) FREQUENTLY ASKED QUESTIONS

Who is eligible to receive funding? An organization will only be considered for funding if they are a 501(c)(3) as evidenced from a copy of a current IRS Determination Letter.

Is ARPA funding only for organizations that have not received CARES funding? All nonprofits with a 501(c)3 designation are eligible to apply for ARPA funds, regardless of other funding they received to support COVID-19 mitigation efforts.

What are the average grant amounts? There is not an average amount. Lebanon City asks that organizations be reasonable and realistic in their funding request.

Is there a cap on request amounts? There is no cap. Lebanon City askes that organizations be reasonable and realistic in their request.

What can I use the grant money for? Located on the grant application and in the appendix of the fact sheet is a list of the eligible categories organization's program or service must qualify under. Additionally, ARPA funding is to be used to prepare, prevent or respond to COVID-19. Be sure to include how COVID-19 has impacted your organization and the services you provide to the community in your application.

If an organization requests $30,000, will they receive that amount? Lebanon City cannot guarantee the applicant will receive their total grant request or any funding at all. The City of Lebanon anticipates that there will be more demand for funding than is available to meet the needs of every applicant. A scoring/ranking system, even split of allocated funding, first-come first-serve, or revised caps on funding support may all be used at the discretion of the city dependent upon the quantity of eligible applications received.

Is there a number of years the organizations be established for in order to be eligible? Lebanon City does not limit an organization from being eligible by the number of years in establishment. However, if an organization is less than 3 years old, they would be required to submit their business plan.

If an organization covers several cities or counties with an overall budget more than 4 million, could they just apply for Lebanon City, and only use the budget that it cost to run their organization in Lebanon? Lebanon City determines the eligibility of an organization size based off their IRS form 990. If the organization's 990 is over 4 million, they are not eligible.

My organization provides services to all of Lebanon County, can I apply? Yes, but the grant funding can only be used towards Lebanon City services. For example, an organization that

provides access to housing in Lebanon County, can only use this grant funding to increase housing access in Lebanon City. The organization will need to demonstrate how they are going to track the use of funding so it is only used in Lebanon City.

Can two organizations partner on an application? Yes, but the application must demonstrate what each organization's roles and responsibilities are and how the partnership will work.

If an organization has more than one program they would like to apply for, should they submit one application for all programs or separate applications for each program? For example, an organization wants to apply for funding to increase access to mental health services and also address housing needs. Lebanon City asks that the organization submits separate applications for each program or service they are applying for. Lebanon City did not put a limit on how many applications an organization can apply for. Know that each application will be evaluated separately and the City cannot guarantee that if an organization submits three applications, that all three or any will be funded. Each application will be reviewed by a review committee and evaluated on completeness and using a score card.

My organization's budget has been negatively impacted by the COVID-19 pandemic so our budget has decreased to provide needed services to our clients. Can I apply? Yes, as long as the service the organization provides falls under an eligible ARPA category. A list for the eligible categories can be found on the application and on the eligibility fact sheet. The organization must also explain how COVID-19 has negatively impacted the program/service.

There has been an increase in the need for the service my organization provides due to COVID-19 and we are in need of bringing on additional staff to be able to serve all those in need. Can I apply for payroll to hire additional staff? Yes, as long as the service the organization provides falls under an eligible ARPA category. A list for the eligible categories can be found on the application and on the eligibility fact sheet. The organization must explain how COVID-19 has increased the need for these services.

What are some helpful tips to give an organization when writing a grant application? Each application will first be determined eligible based off the completion of the application. Be sure to include all requested information when submitting the application.

The review committee should be able to answer the following questions after reviewing the application:

- Who – Who is the organization administering the program and who is being served?
- What – What type of program/ service is the organization providing?
- Where – Where will the program/service be taking place? And, where will people be able to access and find out about the program/service?
- When –When will the organization be ready to start offering the program/service? (Timeline)
- Why – Why is this program/service needed in Lebanon City?

- How – How are you going to execute the program/service? And, how does the program/service relate to the COVID-19 pandemic?

If you organization has a question that is not included on this FAQ, please contact the Community & Economic Development Administrator at jmendoff@lebanonpa.org or (717) 228-4484.