



**APPLICATION FOR AMERICAN RESCUE PLAN ACT  
(ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION**  
*(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)*

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**CONTACT INFORMATION**

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

NAME OF PRIMARY CONTACT: \_\_\_\_\_

ORGANIZATION MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY

STATE

ZIP

WEBSITE ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**PROJECT SUMMARY** (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- Address Negative Economic Impacts
- Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- Housing Assistance
- Water, Sewer, or Broadband Infrastructure
- Community and Social Services
- Support Public Health
- Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

5. Total project budget.

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

7. Amount of matching funds raised or committed by your organization.

8. Source of matching funds raised or committed by your organization.

9. Describe how the COVID-19 pandemic has necessitated this request.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

**ORGANIZATIONAL INFORMATION**

1. Please provide your organization’s mission statement and goals.

2. Describe the history of your organization and list any significant current programs and activities.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

4. List the staff involved with this project and describe their roles and responsibilities.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

**SUPPORTING DOCUMENTS** (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

**CERTIFICATION**

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILITY**

- Eligible for ARPA Funding                       Not-Eligible for ARPA Funding

Accounting Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHARLES TOWN CITY COUNCIL REVIEW**

- Approved                       Partially Funded                       Denied

City Council Meeting Date: \_\_\_\_\_

Amount of Funding: \$ \_\_\_\_\_

**Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023**

**ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS  
SUPPLEMENTAL INFORMATION**

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

**In the Final Rule, Treasury has added “nonprofits” in most cases whenever “small businesses” are mentioned as eligible for funding. Some units of governments were using the omission of “nonprofits” in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.**

**ELIGIBLE PROJECTS**

**Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods.** The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

**Address Negative Economic Impacts.** The Final Rule recognizes that the pandemic caused certain populations to be “impacted” or “disproportionately impacted”. Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not “grossly disproportionate” to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

**Capital Expenditures for Public Health or Economic Response.** The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

**Water, Sewer, and Broadband Infrastructure.** In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.