

**PLEASE RETURN TO OUR OFFICE NO LATER THAN CLOSE OF BUSINESS ON  
Monday, June 27<sup>th</sup>  
Checklist for Proposals for ARPA funds from City of Valdosta**

Please drop off a digital and a hard copy to the Greater Valdosta United Way  
Located at: 1609 N Patterson St Valdosta GA 31602  
Email questions to: [arpa@unitedwayvaldosta.org](mailto:arpa@unitedwayvaldosta.org)

**All documents together in one zip file or jump drive**

- A.** Most recent approved Budget:
- B.** ARPA Funding Request:
  - 1. Program support needed for long-term community recovery due to COVID- 19  
Example: feeding, sheltering, youth mentoring, mental health access, learning loss support
  - 2. Economic Loss / unforeseen increased expenses from COVID-19
- C.** List of Board of Directors - No more than 50% can be family members
- D.** Agency must be located/office in Lowndes County, Georgia
- E.** Demographics of clients served  
Qualified Census Tracts focus area: Type Valdosta GA into search box  
[https://www.huduser.gov/portal/sadda/sadda\\_gct.html](https://www.huduser.gov/portal/sadda/sadda_gct.html)  
Census Tracts: 105, 108,109, 110, 113.01, 113.02, 114.02

**Provide one copy of each of the following:**

- F.** Copy of your **501c3** tax exempt status letter from the IRS
- G.** Signed Counterterrorism Compliance Form
- H.** Current IRS form 990, 990EZ, or other 990 Series documents for filings
- I.** Current Annual Registration from Secretary of State and local government filings

## **Admission Standards and Guidelines**

**In order to receive the ARPA funds allocated by the City of Valdosta for nonprofit support and scored by the GVUW committee you must agree to:**

**Be incorporated, in compliance with state regulations, not-for-profit, and hold I.R.S. tax exempt status and be registered before January 27<sup>th</sup> 2019 (Operational one year prior to the Pandemic).**

**Organizations receiving ARPA dollars from the City of Valdosta must be**

- **Properly registered with the Georgia Secretary of State Corporations Division as a corporation authorized to conduct business in the State of Georgia,**
- **Properly registered with the Georgia Secretary of State Securities and Business Regulation Division as a charitable organization, and**
- **A Not-for-profit organization that has been declared tax exempt by the U.S. Internal Revenue Service (I.R.S.).**  
**Current with all local filing requirements.**

**The organization:**

- **Must offer human service programs or show economic loss due to COVID-19**
- **Should address itself to an identifiable current need or demand in the community**
- **Have an active, rotating, volunteer leadership that represents the diverse elements of the community**
- **Must comply with non-discrimination and ethics laws.**
  - **Discrimination by race, creed, color, sex, age, handicap, veteran status or religion should be prohibited in programs, services, staffing and volunteer areas. A signed copy of a non-discrimination affidavit is required. The organization should have both ethics and diversity policies in place.**

**The agency's board of directors should consist of volunteers who participate in the policy-making processes, represent the diverse elements of the community, and periodically rotate off the board and meet, at least, quarterly. Members of the volunteer structure should not receive financial remuneration from the program(s) or service(s) they oversee.**

**Acknowledge you have read the Treasury guidelines for ARPA funding:**

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

\_\_\_\_\_ Executive Director  
\_\_\_\_\_ Date

**ELIGIBLE COSTS *(included but not limited too)***

- **Loss of earnings, decline in revenues, or impacts of cancelled fundraising events during periods of closure or limited operations due to COVID-19 public health orders.**
- **Costs associated with implementation of prevention or mitigation measures to contain the spread of the virus, such as physical changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing or contact tracing programs.**
- **Reimbursement of expenses related to the organization’s response to the COVID-19 public health emergency such as payroll and benefit costs; costs to retain employees; mortgage, rent or utilities costs; and other related operating costs. Verifiable documents required**
- **Funding for programs designed in response to the COVID-19 pandemic or those designed to serve a population disparately impacted by the public health emergency and its economic impacts, such as lower-income households.**

**INELIGIBLE COSTS *(included but not limited too)***

- **Loss that bears no relation or are grossly disproportionate to the type or extent of harm experienced due to the COVID-19 public health emergency.**
- **Contributions to rainy day funds, endowments, or similar funds.**
- **Payment of interest or principal on outstanding debt instruments.**
- **Economic Loss for inherently religious activities, worship, religious instruction, proselytizing faith nonprofits with a focused program / separate nonprofit for community support may apply**
- **Lobbying, support of candidates for public office, or other political activities**
- **Past infrastructure projects**
- **Funding for programs or organizations that do not serve core community needs**
  - **Fundraising events, such as golf tournaments, 5ks, and dinners**
  - **Grants to individuals**

**GRANT PERIOD**

**In general, applicants may apply for funds to cover COVID-19 related economic loss (Jan 27, 2020 – June 24, 2022) or costs incurred to keep ongoing programs sustained during the period beginning January 27, 2020 and ending June 30, 2023.**

*These terms may be extended by the US Treasury or City of Valdosta.*

**Have sound financial and program management**

**Demonstrated ability to manage the finances of the programs/services in accordance with generally accepted accounting principles.**

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**Executive Director**





**PROGRAM PURPOSE AND GOALS**

**Community Needs:**

1. Briefly describe the program being supported.

\*Collaboration between agencies for effectiveness and impact is encouraged.

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2. Which of our target areas does your program primarily address? (choose max of two)

- Strengthening and Supporting Families due to COVID
- Helping Children and Youth recover from COVID
- Helping Vulnerable and Aging Populations affected by COVID
- Fulfilling Urgent and Basic Human Needs due to COVID
- Improving Financial Stability for marginalized communities affected by COVID
- Promoting Individual, Family Health and Wellness due to COVID

3. Are services to clients free of charge or fee based? ( ) Free ( ) Fee Based

- a. What is the percentage of your clients who receive free services? \_\_\_\_\_
- b. If fee based: Flat fee or sliding scale fee? \_\_\_\_\_
- c. If sliding scale: What is the threshold for free services? \_\_\_\_\_



**Please fill out if you don't have a 990 or 990EZ:**

**In compliance with the Revised IRS Form 990, please answer the following questions.**

**Section A- Governing Body and Management**

- Number of voting members of the governing body \_\_\_\_\_
  
- Did any officer, director, trustee or key employee have a family relationship or a business relationship with any other officer, director, trustee or key employee? \_\_\_\_\_
  
- Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed? \_\_\_\_\_
  
- Did the organization become aware of a material diversion of the organization's assets? \_\_\_\_\_
  
- Did the organization contemporaneously document the meetings held or written actions undertaken during the year by a) the governing body and b) each committee with authority to act on behalf of the governing body? \_\_\_\_\_
  
- Was a copy of the Form 990 provided to the organization's governing body before it was filed? \_\_\_\_\_

**Section B- Policies**

- Does the organization have a written conflict of interest policy? \_\_\_\_\_
- Are officers, directors, trustees and key employees required to annually disclose interests that could give rise to conflicts? \_\_\_\_\_
- Does the organization regularly monitor and enforce compliance with this policy? If so, describe how this is done.

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- Does the organization have a written whistleblower policy? \_\_\_\_\_
  
- Does the organization have a written document retention and destruction policy? \_\_\_\_\_
  
- Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision: a) CEO, executive director or top management official, b) other officers or key employees of the organization? \_\_\_\_\_



**Section C- Disclosure**

- Does the organization make its governing documents, conflict of interest policy, and financial statements available to the public? If so, how?

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**ARPA Scoring Committee for Nonprofit COVID Relief**

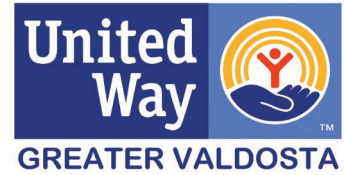
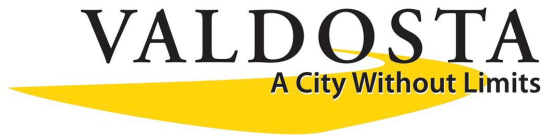
<b>Brittney Hull - GVUW Board Chair</b>	<b>County Resident</b>
<b>Marty Ellison - GVUW Vice Chair</b>	<b>City Resident</b>
<b>Andy Griffin – GVUW Treasure</b>	<b>City Resident</b>
<b>Jennifer Denham – GVUW Secretary</b>	<b>City Resident</b>
<b>Kent Patrick – GVUW Past Chair</b>	<b>County Resident</b>
<b>Joe Brownlee – GVUW Board Member</b>	<b>City Resident</b>
<b>A.C. Braswell- South Georgia Diversity Committee Chair</b>	<b>City Resident</b>
<b>Sam Allen – South Georgia Diversity Committee Member</b>	<b>City Resident</b>
<b>Greg Powell – South Georgia Diversity Committee Member</b>	<b>County Resident</b>
<b>Angela Ward – South Georgia Diversity Committee Member</b>	<b>City Resident</b>

**Valdosta City Oversight Team**

- Vivian Milled-Cody – City Councilwoman District 1**
- Andrew Gibbs – City Councilman District 6**
- Chuck Dinkins – Finance Director**
- Crystal McGhin- Accounting Manager**

**Scoring Criteria**

- Financials / Budget**
- Agency Management / Organizational Capacity**
- Program Results**
- Community Need**
- COVID Response**



### Anti-terrorism Compliance

In compliance with the USA Patriot Act and other counterterrorism laws, requires that each agency certify the following:

“I hereby certify on behalf of \_\_\_\_\_ that all funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statues and executive orders.”

Print Name: \_\_\_\_\_ Title: Treasurer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: Board Chair/President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COVID-19 Risk and Impact Assessment

1. Did your agency provide services for people in the community during the pandemic?  
**(March 2020- March 2022)** If YES how and if NO how long where you closed? (Explain in 350 or less)

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## Information Only US Treasury Guidelines

1 Treasury's Interim Final Rule is effective as of May 17, 2021, and public comments are due July 16, 2021. This guidance may be clarified consistent with the final rule. <https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

**Eligible and Restricted Uses of SLFRF Funds.** As described in the SLFRF statute and summarized above, there are four enumerated eligible uses of SLFRF award funds. As a recipient of an award under the SLFRF program, your organization is responsible for complying with requirements for the use of funds. In addition to determining a given project's eligibility, recipients are also responsible for determining sub recipient's or beneficiaries' eligibility and must monitor use of SLFRF award funds.

To help recipients build a greater understanding of eligible uses, Treasury's Interim Final Rule establishes a framework for determining whether a specific project would be eligible under the SLFRF program, including some helpful definitions. For example, Treasury's Interim Final Rule establishes:

- A framework for determining whether a project "responds to" a "negative economic impact" caused by the COVID-19 public health emergency;
- Definitions of "eligible employers", "essential work", "eligible workers", and "premium pay" for cases where premium pay is an eligible use;
- A definition of "general revenue" and a formula for calculating revenue lost due to the COVID-19 public health emergency;
- A framework for eligible water and sewer infrastructure projects that aligns eligible uses with projects that are eligible under the Environmental Protection Agency's Drinking Water and Clean Water State Revolving Funds; and
- A framework for eligible broadband projects designed to provide service to unserved or underserved households, or businesses at speeds sufficient to enable users to generally meet household needs, including the ability to support the simultaneous use of work, education, and health applications, and also sufficiently robust to meet increasing household demands for bandwidth.

Treasury's Interim Final Rule also provides more information on four important restrictions on use of SLFRF award funds: recipients may not deposit SLFRF funds into a pension fund; recipients that are States or territories may not use SLFRF funds to offset a reduction in net tax revenue caused by the recipient's change in law, regulation, or administrative

### **Coronavirus State and Local Fiscal Recovery Funds** Compliance and Reporting Guidance 5

Interpretation; and, recipients may not use SLFRF funds as non-Federal match where prohibited. In addition, the Interim Final Rule clarifies certain uses of SLFRF funds outside the scope of eligible uses, including that recipients generally may not use SLFRF funds directly to service debt, satisfy a judgment or settlement, or contribute to a "rainy day" fund. Recipients should refer to Treasury's Interim Final Rule for more information on these restrictions.

**2. Eligible Costs Timeframe.** Your organization, as a recipient of an SLFRF award, may use SLFRF funds to cover eligible costs that your organization incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs for projects incurred by the recipient State, territorial, local, or Tribal government prior to March 3, 2021 are not eligible, as provided for in Treasury's Interim Final Rule.

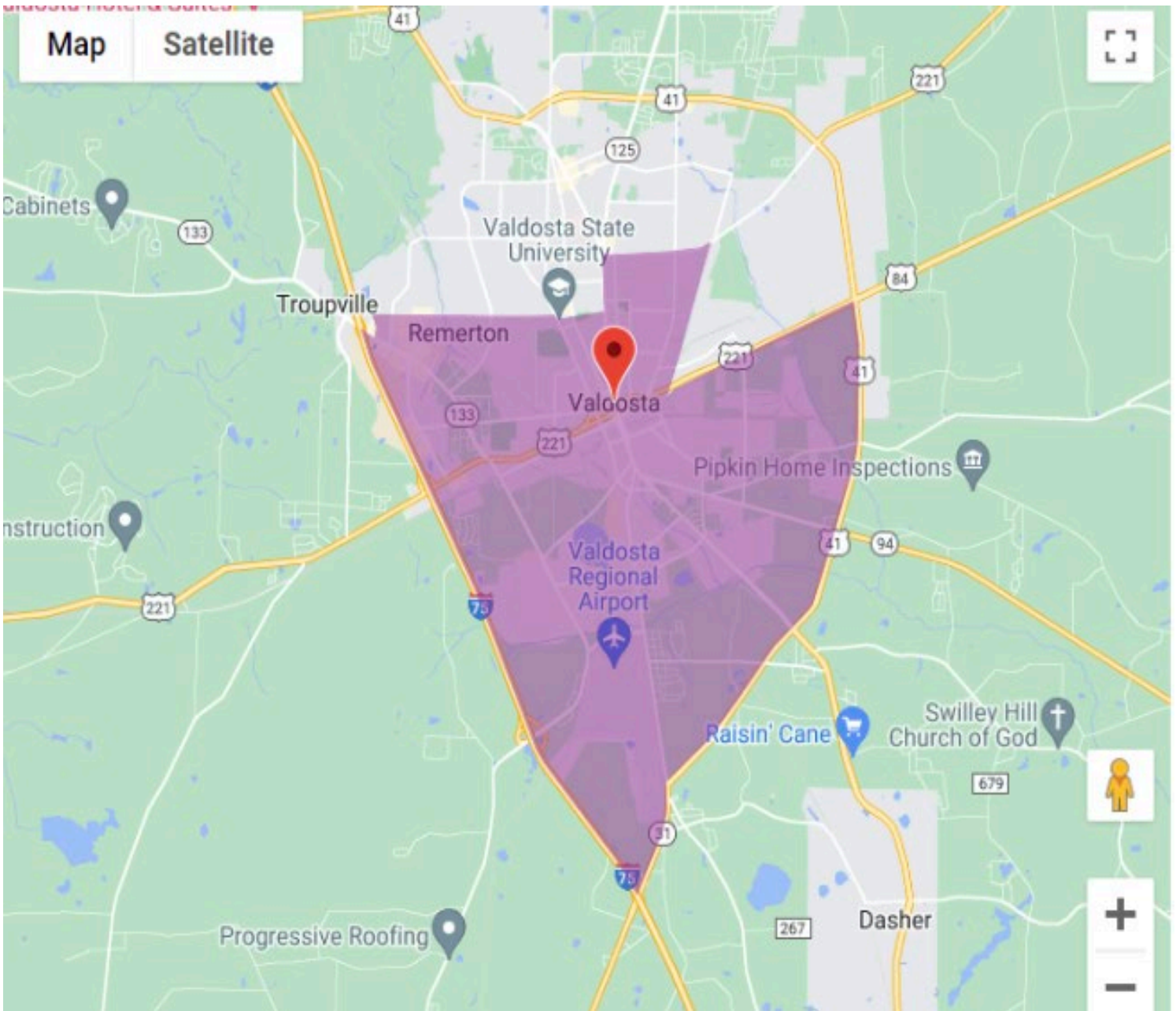
Recipients may use SLFRF award funds to provide assistance to households, businesses, and individuals within the eligible use categories described in Treasury's Interim Final Rule for costs that those households, businesses and individuals incurred prior to March 3, 2021. For example,

**a. Public Health/Negative Economic Impacts:** Recipients may use SLFRF award funds to provide assistance to households – such as rent, mortgage, or utility assistance – for costs incurred by the household prior to March 3, 2021, provided that the recipient State, territorial, local or Tribal government did not incur the cost of providing such assistance prior to March 3, 2021.

**b. Premium Pay:** Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be "in addition to" wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.

**c. Revenue Loss:** Treasury's Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. While calculation of lost revenue begins with the recipient's revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.

**d. Investments in Water, Sewer, and Broadband:** Recipients may use SLFRF award funds to make necessary investments in water, sewer, and broadband. Recipients may use SLFRF award funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the SLFRF award funds were incurred after March 3, 2021.



Qualified Census Tracts for 2022 & Difficult Development Areas  
CTs: 105, 108, 109, 110, 113.01, 113.02, 114.02