



Ridgefield Non-Profit Food Bank Grant Program

I. Purpose

The purpose of this temporary emergency program is to assist Ridgefield-based not-for-profit entities to provide food, clothing, and personal care items to those in need during the COVID 19 Pandemic. . The Ridgefield City Council has committed a portion of CARES Act funding to the COVID-19 Ridgefield Non-Profit Food Bank Grant Fund, an emergency fund that provides grants to qualifying organizations that assist community members in need with food, clothing and other supplies.

II. Funding

The City Council has allocated \$12,000 of CARES Act funding for grants under this Program. The grant awards will be up to \$12,000 per organization in compliance with the organization and fund use criteria. Grants will be provided on a first come first served basis for eligible expenses incurred between March 1 and November 30, 2020. Applications can be submitted between November 23, 2020 and November 25, 2020. The program may be terminated on November 30th, or such date as allocated funding has been used, whichever is earlier. Program may be extended in the event additional funding is allocated or the CARES Act grant funding deadlines are extended.

III. Organization Criteria

- Organization must be a non-profit organization.
- Organization and/or any owner may not be suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal transactions.
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- Organization must be located within Ridgefield's city limits and assist the Ridgefield community.
- Organization must be current on all state licensing and other regulatory requirements, as applicable.
- Organization must have experienced a negative direct impact to its operations due to the COVID-19 pandemic and the regulatory response.

IV. Uses of Program Grant Funds:

1. Eligible Uses of Program Grant Funds

a.

Expenditures involved in typical operating costs, including the purchase of food, clothing, or other inventory for distribution to those in need or as otherwise set forth on an income statement as a regular, ongoing cost of operating the organization.

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B.Expenses for compliance with COVID-19-related public health measures, including personal protective equipment and supplies, plexiglass barriers or other similar equipment and expenses reasonably necessary for the protection of public health and the health of organization owners and employees.

2. Ineligible Uses of Program Grant Funds.

- a. Political campaign contributions or donations.
- b. Charitable contributions or gifts, excluding food, clothing, and personal items provided to clients in need.
- c. Bonus payments to Recipient owners, officers or employees.
- d. Payment of wages to any member of the Recipient owner's family who is not a bona fide employee.
- e. Draws or salary to Recipient owner that exceeds the amount paid over a corresponding interval, quarter, or year in 2019.
- f. Paydown or payoff of debt by more than the monthly amount required by the underlying debt instrument.
- g. Payroll and other employee- or business-associated costs for which the Recipient has received or expects to receive reimbursement from other federal, state or regional funds (e.g. Payroll Protection Program or unemployment insurance).
- h. Damages covered by insurance.
- i. Reimbursement to donors for donated items or services.
- j. Severance pay.
- k. Legal settlements.
- l. Any expenses not considered an eligible business expense by the Department of the Treasury Internal Revenue Service.

V. Application process and award process

1. Applicants must complete and submit a grant application to the City's Finance Department. Only one application per business. [*See Exhibit A--Application]
2. Applications will be reviewed on a first-come, first-eligible served basis. All required supporting documentation **MUST** be submitted with completed application in order to be considered for grant funding.
3. Applicants will be notified of their application's approval or rejection and funding amount, by City staff. Amount of funding awarded to a business will be based on eligible expenses with a maximum award amount of 12,000.
4. To receive the award, the Applicant must enter into an Agreement with the City governing the use of the funds. [See Exhibit B—Grant Award Agreement]

VI. Administration and internal control measures

The City will receive completed applications electronically at finance@ci.ridgefield.wa.us or in person at City Hall and will time and date stamp application upon receipt. The City will review each application for completeness and for organization eligibility and expense eligibility. The City will document each review and notify the applicant of their eligibility or ineligibility and the amount of the grant to be funded, if any. Upon notification, the applicant must execute an agreement with the City prior to receiving the funds.

All promotional materials must contain the following: "This program was supported by a grant awarded by the US Department of Treasury. Points of view in this document are those of the City and do not necessarily represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund through the Washington State Department of Commerce."