

**American Rescue Plan
City of Cooper City
Intended Launch Date: Monday, January 31, 2022**

Key points:

- These are one-time grants that do not need to be repaid.
- The goal is to serve as many people/organizations possible and distribute all the funds available to qualified recipients.
 - According to the American Rescue Plan: Small businesses and nonprofits faced significant challenges in covering payroll, mortgages or rent, and other operating costs as a result of the public health emergency and measures taken to contain the spread of the virus. State, local, and Tribal governments may provide assistance to small businesses to mitigate financial hardship resulting from the COVID-19 public health emergency, including loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure.
 - According to the American Rescue Plan: Assistance to households or populations facing negative economic impacts due to COVID-19 is also an eligible use. In assessing whether a household or population experienced economic harm as a result of the pandemic, a recipient may presume that a household or population that experienced unemployment or increased food or housing insecurity or is low-or moderate-income experienced negative economic impacts resulting from the pandemic.
- These programs support small business, nonprofit organizations, and individuals who have experienced loss of income from 2019 to 2020 or from 2020 to 2021.
- Applications are to be submitted using the online form. The City will provide assistance to individuals who need assistance with submitting an application (process TBD).
- Applicants will be processed on a *first come, first qualified, first served basis*. Applicants who have a complete application, which includes all of the required supporting documentation, and are deemed eligible are considered qualified and will receive an award notification.
- Applications that are deemed incomplete due to missing documentation but appear to meet eligibility requirements will be handled on a case-by-case basis, process TBD.
- Applicants who do not meet eligibility criteria will be denied. Appeals will be handled on a case-by-case basis through a separate appeals form.
- In all cases, funding will be made by check to the approved applicant. Approved applicants will be required to sign a Grant Terms and Conditions document.
- While the programs are broken out by funding recommendations, there is one pot of money for all of these programs. The City may consider reallocating funds based on need. The goal is to distribute all funds to qualified recipients.
- This is a City program and the City has sole discretion to modify criteria and guidelines at any time to ensure best use of funding to qualified applicants.
- Program funding does not exclude organizations or individuals who have received funding through previous CARES programs, the Paycheck Protection Program, or other emergency relief funding sources. Organizations or individuals who received funding from the City's CARES program cannot use the same information to claim the same loss for the same period.

Program Guidelines and Criteria

<p>Program:</p>	<p>Small Businesses</p>	<p>Nonprofit Organizations</p>	<p>Assistance to Households</p> <ul style="list-style-type: none"> • Rent/Mortgage Assistance • Utility Assistance <p><i>This separates the residential and utility programs into two separate processes; this allows people who aren't the homeowner/rental but have overdue utility bills in their name the opportunity to apply, and also provides funding opportunities for those with overdue bills but who may not meet other requirements to apply (e.g., those who were not working prior to January 1, 2020 and thus not able to demonstrate loss of income after January 1).</i></p>
<p>Eligibility:</p>	<p>Any number of employees / annual <u>gross</u> revenue does not exceed \$2,000,000; sole proprietors are eligible if they have a non-residential business address</p> <p>Small businesses that faced significant challenges in covering payroll, mortgages or rent, and other operating costs as a result of the public health emergency and measures taken to contain the spread of the virus.</p>	<p>Any number of employees or revenue / <u>annual gross revenue does not exceed \$2,000,000</u></p> <p>Nonprofits that faced significant challenges in covering payroll, mortgages or rent, and other operating costs as a result of the public health emergency and measures taken to contain the spread of the virus.</p>	<p>Individuals who were aged 18 years or older on or before January 1, 2020</p> <p>Assistance to households or populations facing negative economic impacts due to COVID-19 is also an eligible use. In assessing whether a household or population experienced economic harm as a result of the pandemic, a recipient may presume that a household or population that experienced unemployment or increased food or housing insecurity or is low-or moderate-income experienced negative economic impacts resulting from the pandemic.</p>

Residence to Apply:	Physical address and business operations located in Cooper City on or before January 1, 2020; verified through any of the following documents: Broward County or Cooper City Business Tax Receipt, Sunbiz Record, or Tax Filing	Physical address and business operations located in Cooper City (allowed to be a local chapter of a larger organization with a different address) on or before January 1, 2020; verified through any of the following documents: Sunbiz Record or 990 form (tax filing)	Current residence and mailing address in Cooper City
Residency Requirements:	Currently open and operating at time of application and through the entire application and payment process, even if under reduced capacity; applicants will sign a verification statement and the payment will be made by check and mailed to the business address as listed on the application	Currently open and operating at time of application and through the entire application and payment process, even if under reduced capacity; applicants will sign a verification statement and the payment will be made by check and mailed to the business address as listed on the application	Must maintain this residence through the time the funds are distributed; exception will be made if moving to another address within Cooper City; applicants will sign a verification statement and the payment will be made by check and mailed to the home address as listed on the application
Operations:	<ul style="list-style-type: none"> • Be a for-profit business • Be legally registered and fully licensed during the periods 2019, 2020, and 2021 by demonstrating Broward County and Cooper City Business Tax Receipt and Sunbiz records 	<ul style="list-style-type: none"> • Be a non-profit organization providing a service to the general community • Be legally registered and fully licensed during the periods 2019, 2020, and 2021 by demonstrating Sunbiz records 	N/A
Ineligible Businesses/ Organizations:	<ul style="list-style-type: none"> • Home offices / Home businesses • Businesses engaged in gambling activities (excluding Florida Lottery ticket sales) • Businesses engaged in any illegal activity • Adult entertainment businesses • Businesses that are publicly traded (excluding individually-owned franchises) 	<ul style="list-style-type: none"> • For-profit organizations or those without a nonprofit, tax-exempt status <ul style="list-style-type: none"> ◦ All awarded organizations must be a Nonprofit/Not For Profit Corporation authorized to do business in the State of Florida • Organizations that discriminate on the basis of race, color, creed, 	N/A

	<ul style="list-style-type: none"> Lending and investment institutions (including check cashing stores), insurance companies, golf courses, gas stations, or chain stores that are corporate owned 	<ul style="list-style-type: none"> gender, sexual orientation or national origin Organizations or programs designed to influence legislation or elect candidates to public office Places of workshop that are not public / not open to all community members Private foundations Community or event advertising Athletic sponsorships or scholarships Student trips or exchange programs Telephone solicitations Recreational, sporting or athletic associations Individuals 	
Revenue Restrictions:	Gross revenue of \$2 million or less in 2019	No revenue restrictions <u>Gross revenue of \$2 million or less in 2019</u>	NA
Applicant Must Be:	Registered business owner or designee	CEO/Executive Director OR Board Chair/President in the absence of an executive staff position or in a volunteer-run organization or designee	Residence - Owner of the residence (mortgage or proof of ownership) OR Individual(s) listed on the lease (rental) Utility – Bill holder
Payee:	Payment will be made in the organization's name and mailed to the verified address	Payment will be made in the organization's name and mailed to the verified address	Residence – Payment will be made in the name of the applicant and mailed to the applicant's verified Cooper City address; in the event multiple names are listed on the mortgage/lease, the payment will be made to the verified applicant as listed on the application

			Utility – Payment will be made in the name of the applicant and mailed to the applicant’s verified Cooper City address; in the event multiple names are listed on the utility bills, the payment will be made to the verified applicant as listed on the application																
Application Restrictions:	Only one application per EIN number	Only one application per EIN number	Only one application for the Mortgage or Rental assistance program – this will be verified by Driver’s License or ID Card number Utility program is unique and individuals can apply whether or not they have applied for Mortgage or Rental assistance but can only apply for Utility assistance once																
Funding levels:	\$5,000, \$10,000 and \$15,000, depending on Gross Annual Income in 2019 <table border="1"> <thead> <tr> <th>Grant Award</th> <th>Annual Revenue</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$1,000,001-\$2,000,000</td> </tr> <tr> <td>\$10,000</td> <td>\$500,001-\$1,000,000</td> </tr> <tr> <td>\$5,000</td> <td>Up to \$500,000</td> </tr> </tbody> </table>	Grant Award	Annual Revenue	\$15,000	\$1,000,001-\$2,000,000	\$10,000	\$500,001-\$1,000,000	\$5,000	Up to \$500,000	\$5,000, \$10,000 and \$15,000, depending on Gross Annual Income in 2019 <table border="1"> <thead> <tr> <th>Grant Award</th> <th>Annual Revenue</th> </tr> </thead> <tbody> <tr> <td>\$15,000</td> <td>\$750,001-\$2,000,000</td> </tr> <tr> <td>\$10,000</td> <td>\$500,001-\$750,000</td> </tr> <tr> <td>\$5,000</td> <td>Up to \$250,000</td> </tr> </tbody> </table>	Grant Award	Annual Revenue	\$15,000	\$750,001-\$2,000,000	\$10,000	\$500,001-\$750,000	\$5,000	Up to \$250,000	Residence – Amount of current overdue mortgage/rent up to \$5000 OR grant of \$2500 with demonstration of approved loss of income (regardless of loss amount) Utility – Amount of current overdue approved utilities (electricity, gas, water/sewage, and trash removal) up to \$1500
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Loss of Income Date Range:	Loss after January 1, 2020	Loss after January 1, 2020	Loss after January 1, 2020																

Proof Required:	Proof of negative economic impact from 2019 to present (either through loss of income 2019-2020 or 2020-2021)	Proof of negative economic impact from 2019 to present (either through loss of income 2019-2020 or 2020-2021)	Proof of negative economic impact from 2019 to present for the homeowner/renter or adult family member living in the household (either through loss of income 2019-2020 or 2020-2021)
Forms of Loss:	Loss of annual <u>gross</u> income of 10% or greater after January 1, 2020	Loss of annual <u>gross</u> income of 10% or greater after January 1, 2020	Residence – applicant or adult household member must meet one or more of the following: <ul style="list-style-type: none"> • Proof of unemployment for 3 months since January 1, 2020 • Proof of inability to work due to COVID illness for 3 months since January 1, 2020 • Demonstration of loss of income of 10% or greater from 2019-2020 or 2020-2021 Utility: <ul style="list-style-type: none"> • Proof of current overdue approved utilities (electricity, gas, water/sewage, and trash removal) in applicant’s name
Supporting Documents Demonstrating Loss/Need:	<ul style="list-style-type: none"> • Annual Profit and Loss Statements for 2019, 2020, and 2021 • Tax documents showing annual income for 2019, <u>2020 and 2021 (if necessary)</u> 	<ul style="list-style-type: none"> • Annual Profit and Loss Statements for 2019, 2020, and 2021 OR other supporting documentation such as an operational budgeting demonstrating annual profit and loss for 2019, 2020, and 2021 • 990 form (tax filing) showing annual income for 2019, <u>and 2020, and 2021 (if necessary)</u> 	Residence - In order to verify your loss of income, you must provide one of the following items: <ul style="list-style-type: none"> • Tax returns showing loss of income of 10% or more from 2019-2020 or 2020-2021 • Unemployment/Reemployment documentation that shows approval of reemployment/unemployment assistance and payments after January 1, 2020 for 3 months

			<ul style="list-style-type: none"> • Letter from previous or current employer confirming job loss or reduction of hours for three months after January 1, 2020 • Medical documentation showing inability to work for three months due to COVID-related illness <p>Utility - In order to verify your eligibility, you must provide current overdue utility bills. Approved utility bills include: electricity, gas, water/sewage, and trash removal</p>
<p>Supporting Documents Demonstrating Active Status and Residency:</p>	<ul style="list-style-type: none"> • Signed W-9: Name of the business on the W-9 must match the business name in Sunbiz, on application, and on the Cooper City and Broward County Business Tax Receipts for 2021-2022 • Valid ID of the Business Owner: Scanned copy of the front of business owner’s driver’s license or identification card; name must match the applicant’s name for this application, as well as one of the names associated with the business in Sunbiz • Copy of active Sunbiz listing • Cooper City and Broward County Business Tax Receipts during the periods 2019, 2020, and 2021 	<ul style="list-style-type: none"> • Articles of Incorporation OR IRS determination letter • Signed W-9: Name of the business on the W-9 must match the business name in Sunbiz • Valid ID: Scanned copy of the front of ED/CEO/Board Chair’s driver’s license or identification card; name must match the applicant’s name for this application • Copy of active Sunbiz listing 	<p>Copy of Driver's License or ID matching application address. Acceptable documentation includes: Current Florida Driver's License with matching address OR Current Florida ID Card with matching address</p> <p>AND</p> <p>Proof of Homestead Exemption on the property, with name and address matching the Cooper City utility service address. Acceptable documentation includes: TRIM Notice or Property Tax Bill from 2020 or 2021 OR letter or email from the Broward County Property Appraiser Office indicating approval for 2020 or 2021</p> <p>OR</p>

			<p>Current Lease Agreement</p> <p><i>Please note: If applicant or household member demonstrating loss of income has a Homestead Exemption for another property, then application shall be denied.</i></p>
<p>Certifications:</p>	<ul style="list-style-type: none"> • I certify the business is not engaged in any illegal activity. • I certify the business is not an adult entertainment business. • I certify the business is not publicly traded (excluding individually owned franchises). • I certify the business is not a lending and investment institution (including check cashing stores), insurance company, golf course, gas station, or chain store that is corporate-owned. • I certify I understand this application and all supporting documentation is subject to public record. • I certify the information submitted in this application is true and correct to the best of my knowledge. • I certify I understand any false statements may result in denial or my approved program credit may be revoked. I further certify I understand submitting any false, 	<ul style="list-style-type: none"> • I certify the business is a Nonprofit/Not for Profit organization. • I certify the organization does not discriminate on the basis of race, color, creed, gender, sexual orientation or national origin. • I certify the organization is not designed to influence legislation or elect candidates to public office. • I certify the organization is not a place of workshop that is not public / not open to all community members • I certify the organization is not a private foundation. • I certify the funding is not going to be used for community or event advertising. • I certify the funding is not going to be used for athletic sponsorships or scholarships. • I certify the funding is not going to be used for student trips or exchange programs. • I certify the funding is not going to be used for telephone solicitations. 	<p>In order to complete the application, applicant must certify as follows:</p> <ul style="list-style-type: none"> • I certify that the property associated with the application is not used as an investment property for the account holder or household member. • I understand that this application and all supporting documentation may be subject to public record. • I certify that the information submitted in this application is true and correct to the best of my knowledge. • I further understand that any false statements may result in denial of my application or my approved program grant may be revoked.

	<p>fictitious, or fraudulent information or the omission of any material fact or duplication of funding requests may subject me to criminal, civil, and/or administrative penalties for fraud, false statements, false claims, repayment of funds, or otherwise.</p>	<ul style="list-style-type: none">• I certify the funding is not going to be used for recreational, sporting or athletic associations.• I certify the organization is not an individual and funding it not going to an individual for personal use.• I understand that this application and all supporting documentation may be subject to public record.• I certify that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial of my application or my approved program grant may be revoked	
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