



City Commission Work Session

Agenda

June 8, 2021 @ 1:30 pm

Virtual

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Discussion Item(s)**
 - a. Continuation of discussion on ARPA funding for non-profit organizations 60 minutes
 3. **Adjournment**



City Commission Work Session

agenda item

item type Discussion Item(s)	meeting date June 8, 2021
prepared by Peter Moore	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

Continuation of discussion on ARPA funding for non-profit organizations

motion / recommendation

background

Staff has made changes based on comments from the last worksession on 6/3/21. The revised documents attached are up for review with the members of the Commission for continued edits and revisions.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Draft ARPA Organizational Support Program - 6-7-21.docx](#)

ATTACHMENTS:

[ARPA Non-Profit Support Application 6-7-21.docx](#)



American Rescue Plan Act Funding Non-Profit Support Program City of Winter Park

Purpose

The purpose of this Organizational Support Policy is to aid the maximum number of non-profit organizations and to ensure that the allocations of public funds derived from the American Rescue Plan Act (ARPA) are used strategically to offer services that are better provided by non-profit community partners while creating clear expectations and improved outcomes from the services rendered. It is important that all public funding assigned to outside organizations are distributed and monitored in a transparent and accountable manner on behalf of the citizens of Winter Park.

General Requirements for Eligibility

Any organization seeking financial support from the City of Winter Park must complete an application and meet the general requirements to be considered for funding. The city is under no requirement or expectation to provide funding to any organization and funding for Organizational Support may vary depending upon the financial priorities of the city. The City Commission has allocated a total of \$200,000 for this grant program and the cap for any one applicant will be \$25,000 or half of the annual operating expenses of the applicant organization, whichever is lower. The dollar amount of grants will be based on the number of qualified applications received. Policy amendments or modifications are at the sole discretion of the City Commission.

General requirements include but are not limited to:

- Must be a Non-Profit 501(c)(3) in good standing
- Headquartered within the Municipal boundaries of Winter Park
- Have been in operation for at least the last 3 years
- Annual operating expense does not exceed \$2 million
- Have a Board of Directors responsible for oversight
- Must demonstrate a detrimental impact caused by the COVID-19 Pandemic
- Must be a service providing non-profit, not a funding institution
- Must sign a funding agreement with the city that will include, but is not limited to: general legal principles, reporting, access to financial records, and audit provisions if applicable.

Application Process

Organizations that meet the general requirements must complete an application and submit it to the City Manager's office by (TBD) to be considered for funding from the ARPA funds. Only complete applications will be accepted. Complete applications must include answers to all questions and be accompanied by all requested supporting documentation. Applications will be reviewed by the city for completeness and complete applications will be sent to the ARPA Non-Profit Review Committee (the Committee) for consideration. The Committee will rank eligible applications and send a list of recommended recipients and grant amounts to the City Commission for final approval. A copy of the application is attached to this policy.

Contractual Agreement

Applicants approved for funding will enter a contractual agreement with the City that outlines general obligations and reporting requirements. The ARPA includes language that may require grant recipients to meet additional financial compliance guidelines including the need for a formal audit if certain thresholds

are met.¹ Recipients are expected to be familiar with these requirements and willing to comply with all terms.

Grant Disbursal & Reporting Requirements

Approved grants will be disbursed prior to September 30, 2021. Approved organizations will be required to submit a report outlining how funds were utilized. The report must be submitted by September 30, 2022 or earlier if additional guidance from the Federal government becomes available.

Non-Profit Status & Location

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. Any applicant must also be headquartered within the municipal boundaries of Winter Park. Organizations headquartered outside of Winter Park should seek ARPA support from their respective jurisdiction.

Funding as a Percentage of the Organization's Expenses

The city will not consider any funding request in excess of 50% of the organization's total annual expenses as noted on their IRS form 990. This ensures that public funding is not the sole support at risk in any organization's efforts and allows the city to provide a base leverage of at least 1-to-1. If an organization meets all program requirements and has annual operating expenses of less than \$50,000, the city may grant up to half of the organization's operating expenses as reported on the most recent IRS form 990.

Limited Term of Support

Applicants should understand that this grant application is for a one-time grant process as a result of the city's access to ARPA funding. The city is not obligated provide any funding commitments beyond this support cycle.

History of Service in Winter Park

Organizations applying for support must have at least a three-year history of service in the City of Winter Park. This helps ensure that applicants have been operationally viable and have a history of commitment to the city with a proven record of accomplishment.

Size of Organization

It is the City of Winter Park's assumption that larger organizations have more diverse funding and support options and that this program's support should be reserved for smaller non-profits in the city. Any organization with an annual operating budget as demonstrated on their most recent IRS form 990 that is larger than \$2 million, will not be eligible to apply.

COVID-19 Impact

The ARPA requires that any sub-recipient of funding would have to demonstrate detrimental impact from the pandemic. The application will provide an area for the submitting organization to provide their explanation of impact, whether this be estimated revenue loss due to closure, reduced capacity, reduced services, employee layoffs or reductions in grant revenues or some other explanation. Public Record

¹ If an organization spends over \$300k of federal funds in a fiscal year, they may be required to have an audit of not only those funds but also their financial statements, internal controls, and compliance. Please seek legal counsel for any impact.

All organizations applying for support should recognize that State of Florida laws stipulate that any correspondence or applications received by the City of Winter Park are subject to public records requests.

Award of Funds & Ranking Criteria

The City of Winter Park anticipates that there will be more demand for funding than is available to meet every applicant. A scoring/ranking system, first-come first-serve, or revised caps on funding support may all be used at the discretion of the city and all program guidelines are subject to change.

Below is a list of general characteristics that may be considered as part of the ranking process. This list may be refined by members of the Committee/City as deemed necessary:

- Preference will be given to organizations that:
 - o Provide services to Winter Park residents that are disproportionately impacted by the pandemic.
 - o Serve Winter Park's most vulnerable populations, low income, seniors, handicapped, unemployed or other underserved residents.
 - o Have partnered with or assisted other non-profits to provide needed services.
 - o Have actively provided needed services to Winter Park residents for the longest period of time.

APPLICATION FOR ORGANIZATIONAL SUPPORT FROM AMERICAN RESCUE PLAN ACT FUNDS CITY OF WINTER PARK FY 2020-2021

I. COVER SHEET & AUTHORIZATION PAGE

Legal Name of Organization:			
DBA:			
IRS NTEE Code:			
Headquarters Address: (must match IRS 990)			
CEO/President:		Email:	
Telephone:		Fax:	
Contact Person:		Title:	
Telephone:		Email:	
Organization Fiscal Year: (mm– mm)		Website:	

Authorization

Our signatures certify that to the best of our knowledge the information contained in this application is accurate, complete and consistent with our organization's Mission, Articles of Incorporation and By-Laws and that we have the legal authority to sign below. Florida has a very broad public records law. As a result, upon request, unless otherwise exempt, any written communication created or received by City of Winter Park officials and employees will be made available to the public and media. Furthermore, under Florida law, email addresses are public records.

Board Chairperson (type or print)

Director/CEO/President (type or print)

Board Chairperson (sign in blue ink)

Director/CEO/President (sign in blue ink)

Date

Date

Who will authorize any contractual agreements?

Name (Printed)

II. SUPPORTING DOCUMENTS CHECKLIST

Instructions: In the order listed below, attach the following items to the application. Place an “X” in all boxes indicating ***included*** or ***not included***. *(The City Manager or designee may grant written exceptions to any non-included documentation at his/her discretion.)*

	<u>Included</u>	<u>Not Included</u>
1. 501 (C)(3) Determination Letter from the IRS	_____	_____
2. Current By-Laws & Articles of Incorporation	_____	_____
3. IRS Form 990 for the most recent two years	_____	_____
4. Organization Chart or Staffing Description	_____	_____
5. Proof of operational history of at least three years	_____	_____
6. Any adverse correspondence received from the IRS in the last 12 months regarding tax exempt status	_____	_____

Please answer the questions below and provide a detailed explanation where necessary.

1. Provide an explanation for any requested documents not attached.

2. Is your organization (local chapter) involved in any pending litigation? Yes _____ No _____
(If yes, please explain) (Please use additional sheets of paper if needed)

III. ORGANIZATIONAL OVERVIEW

1. **Organization's History and Mission Statement:** Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location. *(Not to exceed 1 page)*

2. **Organization Affiliation:** Is your organization a part of a larger organization? If yes, please explain your affiliation.

3. **Major Organization Activities and Accomplishments during the Past Year:** Provide information on major activities such as special events and organization/program achievements. *(Not to exceed 1/2 page)*

4. **Major Changes during the Past Year:** Provide information regarding any major changes that your organization has experienced during the past year (*e.g., Board or Staff Changes, Mergers, Location, Policy*). *(Not to exceed 1/2 page)*

5. **Details of Direct Services:** Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.
6. **Service Recipients:** Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.
7. **Other Non-Profit Partnerships:** Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

IV. USE OF PUBLIC FUNDS

1. **Use of Grant Funding:** Outline what will be accomplished with this grant funding and how it benefits the Winter Park community. *(May attach supporting documentation as necessary.)*

2. **Need for Public Funding:** Outline the detrimental impact the COVID-19 Pandemic has had on your organization. Did revenues decline, or costs go up. Did you have to end services or lay off employees? Please answer the following questions as applicable and add any additional comment you deem helpful in evaluating impact.
 - a. Have you cancelled any events or gatherings as a result of COVID-19?

 - b. If you had to cancel events or gatherings what was the financial loss to your organization?

 - c. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

 - d. If you had to cancel services, what was the financial loss to your organization?

 - e. How will cancelling any programs affect your ability to achieve your mission?

 - f. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

 - g. Number of equivalent full-time employees as of January 2021.

- h. Have you had to reduce your staffing level due to detrimental impacts of COVID-19? How many employees were impacted?
- i. Will you be rehiring those employees?
- j. What services does your organization offer people who are disproportionately impacted by Covid-19?
- k. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?
- l. What services does your organization provide to those who have lost jobs?
- m. What services does your organization offer those who have suffered with the illness related to COVID-19?
- n. What services does your organization offer those who have suffered loss of family members due to COVID-19?
- o. Have you received specific support services from the City of Winter Park in the last 2 years? If so, how were they used and what was the total funding/value?

3. **Amount of Funding:** What is the total amount being requested and what percent of the total organization's budget does it represent? *(Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS form 990.)*
4. **Other Governmental Funding:** Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.
5. **Evaluating Success:** What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

By signing this application, the submitting organization is representing that it has provided the information in the most accurate manner possible and has read the city's American Rescue Plan Act (ARPA) Funding Non-Profit Support Program and will agree to abide by both the Program terms as well as any terms and reporting required by the ARPA.

The City of Winter Park is under no obligation to disburse any funding to any organization as a result of applying for this program. The city reserves the right to reject applications with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the city as non-responsive or irregular. The city reserves the right to reject any application for any reason, including, but without limitation, if the applicant fails to submit any required documentation.

For Official Use Only:

Date application was received by staff: _____

Date reviewed and approved for eligibility by staff: _____

Staff person reviewing application: _____