

# Memorandum



DATE November 4, 2022

CITY OF DALLAS

Honorable Members of the City Council Economic Development Committee: Tennell  
TO Atkins (Chair), Carolyn King Arnold (Vice Chair), Adam McGough, Omar Narvaez, Jaime Resendez, Chad West, Gay Donnell Willis

SUBJECT **Upcoming Briefing Regarding American Rescue Plan Act Grant**

The purpose of this memorandum is to provide an update on the Coronavirus Local Fiscal Recovery Fund allocated to support and assist small businesses and nonprofits as approved by the City Council on September 22, 2021, through the American Rescue Plan Act.

These grants, supported by the American Rescue Plan Act in local funds, shall be provided to eligible grantees in an amount not to exceed \$200,000 per grant recipient. These grants are intended to provide support to small businesses and nonprofits who were negatively impacted by the coronavirus (COVID-19) and are experiencing economic and financial loss to their business and nonprofit operators.

Both the Small Business Assistance and Nonprofit Assistance programs are being administered by the Small Business Center with the responsibility of managing the eligibility process as noted in Exhibit A (Program Statement).

Should you have questions or need additional information, please feel free to contact me or Joyce Williams, Small Business Center Director.

Kimberly Bizor Tolbert  
Deputy City Manager

c: T. C. Broadnax, City Manager  
Chris Caso, City Attorney  
Mark Swann, City Auditor  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Robert Perez, Assistant City Manager  
Carl Simpson, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Directors

# **Exhibit A**

## **Program Statement**

### **City of Dallas American Rescue Plan Act (ARPA)**

#### **Small Business Assistance / Non-Profit Assistance**

**Program Purpose:** To provide financial support in the form of a grant for operational expenses, including, but not limited to expenses such as rent, utilities, staff salaries and benefits, product loss, and cleaning supplies incurred between March 3, 2021 and December 31, 2025, and resulting from COVID-19 and/or in response to needs caused by COVID-19, to Dallas-based non-profits that deliver social services programming to Dallas residents and small business for economic sustainability of privately owned business. Small business eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic. To demonstrate need, applicants will be required to provide documents demonstrating negative economic impacts directly related to the COVID-19 pandemic for the period of March 3, 2021, through December 31, 2025. Such negative economic impacts could be due to an increase in a contract or patronage provided, an inability to meet payroll obligations, loss of revenue from sales or loss of contracts, increased costs due to COVID-19, or costs of new products designed to assist those disparately impacted by the pandemic and its economic effects. For Non-profit assistance, negative impacts could be due to an increase in services provided, an inability to hold fundraising events, loss of revenue from donations, increased costs due to COVID-19, or costs of new programming designed to assist those disparately impacted by the pandemic and its economic effects. Applicants that are located within Qualified Census Tracts, as defined by the U.S. Department of Housing and Urban Development (HUD) or other communities determined to be highly impacted by the pandemic as outlined in Treasury guidance for use of ARPA State and Local Fiscal Recovery Funds, will be presumed to be disproportionately impacted by the pandemic (Disproportionately Impacted small business and non-profits).

#### **Eligible Participants for Small Business Assistance:**

- To receive Grant Funds, a recipient must be a business officially registered with the Texas Secretary of State and operate as a legal for-profit business ("Eligible Business"); classified as a small business under the size standards of the U.S. Small Business Administration.
- Physically located and operate in Dallas
- Must be in existence on or before March 1, 2018
- Must have documentation demonstrating loss of income, increased costs, and/or other negative economic impact due to the COVID-19 pandemic since March 3, 2021
- Must have documentation demonstrating short-term or temporary closures resulting from an exposure or need for facility cleaning due to a diagnosis of COVID-19 or due to staffing shortages resulting from COVID-19 diagnosis.
- Small Businesses that have received funding from the federal Paycheck Protection Program, may apply for support. However, the Small Business Assistance shall not provide funds for the same eligible expenses for the same period already funded by another local, state, or federal program.

**Ineligible Participants for Small Business Assistance:**

- Grants shall not be awarded to a business that have ceased operations or permanently closed excluding short-term or temporary closures resulting from an exposure or need for facility cleaning due to a diagnosis of COVID-19 or due to staffing shortages resulting from COVID-19 diagnosis or exposure
- Grant Funds shall not be awarded to a business that requires a sexually oriented business license under Chapter 41A of the Dallas City Code, or a liquor store, a pawn shop, a body piercing studio, or a tattoo studio as those terms are defined by the Dallas Development Code.
- Grant Funds shall not be awarded to a business that has outstanding city liens or tax liens, that is party to a lawsuit against the City, that is currently in default under any other agreement with the City, or that has, in the previous 5 years, been party to a contract with the City that was terminated due to default. All expenditures for services will be subject to state and local procurement laws.

**Eligible Participants for Nonprofit Assistance:**

Nonprofit organizations must be located within the City of Dallas (having their primary business office or a site of service delivery located in the City of Dallas) and serve primarily City of Dallas residents by providing direct to client social services to low- and moderate-income individuals with a focus on (health, economic security, safety and wellbeing, education, and social justice) programming in one or more of the areas outlined below:

- Organizations and programs focused on providing access to health services of all kinds, including those focused on addressing disparities; mental health services, and supporting COVID-19 testing and access to testing/tracing
- Organizations and programs focused on preparing people for living wage jobs (e.g., via rapid re-employment, upskilling or reskilling through partnerships with community colleges/schools and/or moving to online adult learning)
- Organizations and programs that provide supportive services for workers, such as childcare, food, or transportation
- Organizations and programs that provide services to re-entry populations to assist them as they are returning to the community
- Organizations and programs focused on public safety in the community and eliminating violence directed at people of color, disenfranchised and marginalized populations
- Organizations and programs working to reduce learning loss and close the racial academic achievement gap
- Organizations and programs addressing the digital divide
- In- and out-of-school engagement programs for children and youth
- Organizations and programs that provide basic needs and emergency assistance for low-income clients, such as food assistance, rental and utility assistance, transportation or similar
- Must primarily serve low- and moderate-income individuals and/or communities, as defined as those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or (ii) income at or below 65 percent of the Area Median Income for the county and size of household based on the most recently published data by HUD

- Must have been providing one or more of programming types outlined above for at least two (2) years prior to March 3,2021. Nonprofit organizations that have received funding from the City of Dallas's Small Business Assistance Program, Child Care Providers Micro-Grant Program, or other assistance programs, as well as those who have received funding from the federal Paycheck Protection Program, may apply for support. However, the Nonprofit Assistance Program shall not provide funds for the same eligible expenses for the same period already funded by another local, state, or federal program.

**Nonprofits must provide proof of the following:**

- Documentation demonstrating loss of income, increased costs, and/or other negative economic impact due to the COVID-19 pandemic since March 3,2021
- Documentation of nonprofit status and description of social services program delivery history, including:(a). Copy of IRS determination letter of tax-exempt status (b). Copy of Articles of Incorporation and Bylaws (c). Board of Directors Listing and Board Information Form (d). Minutes of the three most recent Board of Directors meetings (e). Organization chart (f). Current year operating budget (revenue and expenses) and year-to date financials
- Must be a nonprofit organization with registered 501(c)(3) tax exempt status in the state of Texas
- Currently in existence physically located, and operating in the City of Dallas, and serving residents of the City of Dallas
- Must primarily serve low-and moderate-income individuals and/or communities, as defined as those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or (ii) income at or below 65 percent of the Area Median Income for the county and size of household based on the most recently published data by HUD
- Must be in existence on or before March 1,2018
- Must be current on taxes

**Ineligible Participants for Non-Profit Assistance:**

- Nonprofit organizations that have ceased operations or are closed, excluding short-term or temporary closures resulting from an exposure or need for facility cleaning due to a diagnosis of COVID-19 or due to staffing shortages resulting from COVID-19
- Nonprofits organizations that do not provide direct-to-client social services programs in one or more of the outlined areas in the eligible requirements
- Non-profit organizations that primarily or solely provide scholarships and do not provide direct to client assistance programs

**Assistance Program.** Grants will be awarded in an amount not to exceed \$200,000.00 will be provided to one or small businesses and one or more non-profit organizations to support ability to continue operations considering revenue loss due to the COVID-19 pandemic. Assistance will be administered via an online application process during one or more established application periods to be awarded on first come basis. Should the level of funding requests exceed funding availability, priority will be given to small businesses and nonprofit organizations Disproportionately impacted, such as applicants that are located within Qualified Census Tracts

highly impacted by the pandemic as outlined in Treasury guidance for use of ARPA State and Local Fiscal Recovery Funds.

**Eligible Uses of Funds for Small Businesses:** An Eligible Business that receives Grant Funds must use in accordance with all applicable laws, regulations, and guidelines, including U.S. Department of Treasury laws, regulations, and guidelines and City guidelines related to Coronavirus State and Local Fiscal Recovery Funds. Grant funds may be used by the grant recipient for operational expenses, including but not limited to expenses such as rent, utilities, staff salaries and benefits, cleaning supplies, and programs supplies incurred between March 3, 2021, and December 31, 2025; such expenses may include but are not limited to expenses resulting from COVID-19 and/or in response to needs caused by COVID-19. Supporting documentation for all expenses is required

Eligible capital expenditures (as defined for tax purposes) that: (1) stimulate business, rebranding, and commercial activity; (2) attracts/retains employees; and/or (3) increases taxable personal or real property in Dallas ("Eligible Capital Expenditures"). Eligible capital expenditures include the costs of acquiring or producing any permanent structural alteration or other assets added to tangible real or personal property that improves it substantially, thereby increasing its overall property value to suit new needs and extending its useful life. A proposed expenditure must also be for a permitted use as it pertains to the property under the Dallas Development Code.

**Eligible Uses of Funds for Non-Profits:** Funds may support allowable administrative costs and grants to nonprofits, in accordance with all applicable laws, regulations, and guidelines, including U.S. Department of Treasury laws, regulations, and guidelines and City guidelines related to Coronavirus State and Local Fiscal Recovery Funds. Grant funds may be used by the grant recipient for operational expenses, including but not limited to expenses such as rent, utilities, staff salaries and benefits, cleaning supplies, and programs supplies incurred between March 3, 2021, and December 31, 2025; such expenses may include but are not limited to expenses resulting from COVID-19 and/or in response to needs caused by COVID-19. Supporting documentation for all expenses is required

\*Meeting eligibility requirements does not obligate the City to provide assistance to any nonprofit organization or small business.

**Grantee Reporting Requirements:** Participants will be required to submit documentation of planned use of funding during the application process, including any documentation of expenses incurred to date that are included within the grant request. Participants will be required to submit documentation of use of funds upon Small Business Assistance Program and Non-Profit Assistance Program closure. Additionally, participants may be subject to operational review and audit of fund use by City of Dallas and are required to agree to submit requested documentation to City of Dallas as requested and required by the ARPA and the United States Department of Treasury.

**Administration of Funds:** Funding will be administered by the Small Business Center through a published application on a first come first serve basis. Applicants can apply on-line beginning November 10, 2022.

**Amendments to Program Statement:** This Program Statement may be amended by the City Manager or designee as appropriate according to changes in applicable laws, regulations, and/or guidance documents, or to meet changing needs and funding requirements.

## Small Business Assistance Application ARPA Funding

COMPANY NAME:	DATE ESTABLISHED	Phone Number	WEBSITE URL:	
STREET ADDRESS:	CITY		STATE	ZIP
TYPE OF BUSINESS:	TYPE OF ENTITY: <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> LLC			

### Company Ownership

OWNER NAME	TITLE	OWNERSHIP
		%
		%
		%

### References

BANK NAME	ACCOUNT OFFICER	PHONE
ACCOUNTANT	FIRM NAME	PHONE

### Project Site Information

PROJECT STREET ADDRESS:	
PROJECT NAME:	
Anticipated project start date:	Anticipated project completion date:

USES OF PROJECT FUNDS		SOURCES OF PROJECT FUNDS	
Acquisition (Land/Building):	\$	Equity Investment:	\$
Building (Construction/Renovation):	\$	*Bank Loan:	\$
Machinery & Equipment:	\$	Government Loan:	\$
Infrastructure:	\$	Other:	\$
Soft Costs (Fees, Miscellaneous):	\$	Other:	\$
<b>TOTAL PROJECT COSTS:</b>	<b>\$</b>	<b>TOTAL PROJECT SOURCES:</b>	<b>\$</b>

\* Please provide all Commitment Letters for additional sources of financing

## Small Business Assistance Application ARPA Funding

### Employee Questionnaire: Complete attached employment worksheet

	# OF EMPLOYEES	# OF MINORITY EMPLOYEES	PAYROLL
Currently			\$
If Approved (Next 3 years)			\$ (Projected)

### Miscellaneous: Provide appropriate information for the following questions, if applicable

- Does your business, its owners or majority stockholders own or have a controlling interest in other businesses? If yes, please provide their names and the relationship with your company along with a current balance sheet and operating statement for each. If not applicable, check here ☐
- Do you or your spouse or any member of your household, or anyone who owns, manages, or directs your business or their spouses or members of their households work for the City of Dallas? If so, please provide the name and address of the person and the office where employed. If not applicable, check here ☐
- Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? If yes, please provide details. If not applicable, check here ☐
- Are you or your business involved in any pending lawsuits? If yes, please provide details. If not applicable, check ☐

### Unpaid Taxes: Attach tax lien

TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	IF FOR A PROPERTY, INDICATE ADDRESS
TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	IF FOR A PROPERTY, INDICATE ADDRESS
TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	IF FOR A PROPERTY, INDICATE ADDRESS

## Small Business Assistance Application ARPA Funding

**Business Debt Schedule:** Indebtedness- furnish the following information on all installment debts, contracts, notes and mortgages payable. Do not include accounts payable or accrued liabilities

Creditor	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent
NAME								
ADDRESS								
NAME								
ADDRESS								
NAME								
ADDRESS								
NAME								
ADDRESS								
NAME								
ADDRESS								
<b>Total Present Balance*</b>			<b>\$ 0.00</b>	<b>Total Monthly Payment</b>		<b>\$ 0.00</b>		

### Current Employment Profile Worksheet

COMPANY NAME	REPORT DATE
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<i>Job Classification</i>	<i>Salary Range</i>	<i>Number of Jobs</i>	<i>African Americans</i>	<i>Hispanics</i>	<i>Men</i>	<i>Women</i>	<i>City of Dallas Residents</i>

## Small Business Assistance Application ARPA Funding

<b>Total:</b>							

### Declaration of Number of Persons Employed by Applicant

#### Federal Law Compliance

The applicant shall comply with all applicable federal labor laws, including the National Labor Relations Act.

1. Is your company/organization for-profit ☐ or non-profit ☐ ?
2. Number of current/active employees on payroll? \_\_\_\_\_
3. Number of employees if grant is awarded? \_\_\_\_\_
4. If your company/organization is a non-profit entity, what is the highest amount paid to any employee? (please specify if amount is paid annually, biweekly, weekly or hourly). \_\_\_\_\_

### Current Contracts with City of Dallas

Provide the following information about any current City of Dallas contracts you or your company/agency may have with the City.

City Contract Number: \_\_\_\_\_

Type of Contract: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

Dollar Amount of Contract. \$ \_\_\_\_\_

## Small Business Assistance Application ARPA Funding

### Certifications

#### CERTIFICATION

It is hereby represented and certified that to the best of knowledge and belief of the undersigned, that the information contained herein and attached hereto is accurate and correct.

Applicant Name (Typed): \_\_\_\_\_

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

I authorize the City of Dallas, Texas to make inquires as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above statements contained in the attachments are true and accurate as the state date(s). These statements are made for the purpose of either obtaining financial assistance. I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provisions of the United States criminal Code

## Small Business Assistance Application ARPA Funding

All items indicated on the checklist below must be submitted or an explanation submitted in order to apply for small business assistance from the City of Dallas Small Business Center

Checklist			
<input type="checkbox"/>	<b>Business Information</b>	<input type="checkbox"/>	<b>Personal Information</b>
<input type="checkbox"/>	Audited business financial statements for the last 3 years	<input type="checkbox"/>	Provide for each owner of 20% or greater:
<input type="checkbox"/>	Business debt schedule	<input type="checkbox"/>	Management Resumes
<input type="checkbox"/>	Federal tax returns for the last 3 years (CPA prepared)	<input type="checkbox"/>	Personal credit report
<input type="checkbox"/>	Five year operating pro forma (CPA Prepared)	<input type="checkbox"/>	Proof of Equity injection
<input type="checkbox"/>	Articles of Organization and Operating Agreement (if LLC)	<input type="checkbox"/>	Partnership Agreement (if partnership)
<input type="checkbox"/>	Articles of Incorporation and by-laws (if applicable)	<input type="checkbox"/>	Franchise Agreement
<input type="checkbox"/>	Itemized list of new jobs and payroll amounts		
<input type="checkbox"/>	<b>Real Estate Information</b>	<input type="checkbox"/>	<b>Other Information</b>
<input type="checkbox"/>	Real Estate Purchase Agreement (if available)	<input type="checkbox"/>	Commitment for other funding
<input type="checkbox"/>	Construction cost budget	<input type="checkbox"/>	Detailed business plan
<input type="checkbox"/>	Legal description of project site	<input type="checkbox"/>	Machinery/Equipment liquidation appraisal (if applicable)
<input type="checkbox"/>	Settlement Statement (if available)	<input type="checkbox"/>	Detailed project description
<input type="checkbox"/>	Existing environmental studies	<input type="checkbox"/>	If tenants, provide leases, jobs associated with tenant and square footage
<input type="checkbox"/>	Five-year real estate pro forma		
<input type="checkbox"/>	Proof of Insurance		
<input type="checkbox"/>	Detailed project operating cost items, depreciation and projected debt service		
<input type="checkbox"/>	Explanation of green/sustainable building initiatives (if applicable)		
<input type="checkbox"/>	Line item project budget		
<input type="checkbox"/>	As-is appraisal (if available)		
<input type="checkbox"/>			

## Small Business Assistance Application ARPA Funding

Please complete the questions below related to the direct impact of the Novel Coronavirus (COVID- 19) had on your business:

1. Did you have to temporarily close your business because of COVID? Yes \_\_\_\_\_ or No \_\_\_\_\_
2. Did you have to lay off employees from your business because of COVID? Yes \_\_\_\_\_ or No \_\_\_\_\_
3. What was your small business percentage of financial loss because of COVID? \_\_\_\_\_
4. Was your business relocated because of COVID? Yes \_\_\_\_\_ or No \_\_\_\_\_

**\* Please provide additional comments regarding the impact that Novel Coronavirus (COVID-19) has had your business**

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### Certifications

#### CERTIFICATION

It is hereby represented and certified that to the best of knowledge and belief of the undersigned, that the information contained herein and attached hereto is accurate and correct.

Applicant Name (Typed): \_\_\_\_\_

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

I authorize the City of Dallas, Texas to make inquires as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above statements contained in the attachments are true and accurate as the state date(s). These statements are made for the purpose of either obtaining financial assistance related to ARPA funding, I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provisions of the United States criminal Code.

## Non-Profit Assistance Program Application ARPA Funding

Organization Name:	DATE Incorporated	Phone Number	WEBSITE URL:	
STREET ADDRESS:	CITY		STATE	ZIP
REGISTRATION Number	TYPE OF NONPROFIT <input type="checkbox"/> 501 (c) (3) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

Texas Registration Information		
LEADERSHIP	TITLE	Yrs. Served

**\* Please attach Board of Directors minutes of the recent three (3) meeting**

References		
BANK NAME	ACCOUNT OFFICER	PHONE
ACCOUNTANT	FIRM NAME	PHONE

Project Funding Requests		Service Funding	
Relocation Costs :	\$	Residential Donations:	\$
Building (Construction/Renovation):	\$	Rent /Utilities:	\$
Machinery & Equipment:	\$	Covid Testing:	\$
Infrastructure:	\$	Other:	\$
Soft Costs (Fees, Miscellaneous):	\$	Other:	\$
<b>TOTAL :</b>	\$	<b>TOTAL:</b>	\$

Employee Questionnaire:			
	# OF EMPLOYEES		PAYROLL
How many employees were displaced			\$
Current Employees			\$

## Non-Profit Assistance Program Application ARPA Funding

### Unpaid Taxes: Attach tax lien

TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	IF FOR A PROPERTY, INDICATE ADDRESS
TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	
TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	

### Non-Profit Debt Schedule: Indebtedness- furnish the following information on all installment debts, contracts, notes and Mortgages/lease payable. Do not include accounts payable or accrued liabilities

Creditor	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent
NAME								
ADDRESS								
NAME								
ADDRESS								
NAME								
ADDRESS								
NAME								
ADDRESS								
Total Present Balance*			\$ 0.00	Total Monthly Payment		\$ 0.00		

- Please attached the most recent IRS TAX filing

### Services Offered to Dallas Residents

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## Non-Profit Assistance Program Application ARPA Funding

<i>Type of Direct Client Service</i>	<i># Clients Served (2021-22)</i>	<i>Percentage meeting HUD Guidelines</i>	<i>African Americans</i>	<i>Hispanics</i>	<i>Men</i>	<i>Women</i>	<i>City of Dallas Residents</i>

### Declaration of Number of Persons Employed by Applicant

#### Federal Law Compliance

The applicant shall comply with all applicable federal labor laws, including the National Labor Relations Act.

1. Is your company/organization for-profit ☐ or non-profit ☐ ?
2. Number of current/active employees on payroll? \_\_\_\_\_
3. Number of employees if grant is awarded? \_\_\_\_\_
4. If your company/organization is a non-profit entity, what is the highest amount paid to any employee? (please specify if amount is paid annually, biweekly, weekly or hourly). \_\_\_\_\_

Provide the following information about any current City of Dallas contracts you or your

## Non-Profit Assistance Program Application ARPA Funding

company/agency may have with the City.

### Current Contracts with City of Dallas

City Contract Number: \_\_\_\_\_

Type of Contract: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

Dollar Amount of Contract. \$ \_\_\_\_\_

### Checklist

<input type="checkbox"/> Nonprofit Information	<input type="checkbox"/> Financial
<input type="checkbox"/> Audited business financial statements for the last 3 years <input type="checkbox"/> Business debt schedule <input type="checkbox"/> Federal tax returns for the last 3 years (CPA prepared) <input type="checkbox"/> Articles of Organization and Operating Agreement (if LLC) <input type="checkbox"/> Articles of Incorporation and by-laws <input type="checkbox"/> List of Board of Director <input type="checkbox"/> Board of Directors meeting minutes	<input type="checkbox"/> Provide current financial <input type="checkbox"/> Current budget <input type="checkbox"/> Funding needs to provide direct services <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Partnership Agreement (if partnership) <input type="checkbox"/> Franchise Agreement
<input type="checkbox"/>	<input type="checkbox"/>

**Please complete the questions below related to the direct impact of the Novel Coronavirus (COVID- 19) had on your business:**

1. Did you have to temporarily close or relocate because of COVID-19? Yes \_\_\_\_\_ or No \_\_\_\_\_
2. Did you have to lay off employees from your because of COVID -19? Yes \_\_\_\_\_ or No \_\_\_\_\_
3. Did you decrease services to low-moderate income Dalla residents because of COVID-19? Yes \_\_\_\_\_ or No \_\_\_\_\_
4. Did you have decreased revenue or gross receipts, financial insecurity, increased costs, decreased capacity to weather financial hardship, or challenges covering payroll, rent or mortgage? Yes \_\_\_\_\_ No \_\_\_\_\_

**\* Please provide additional comments regarding the impact that Novel Coronavirus (COVID-19) has had your business**

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## Non-Profit Assistance Program Application ARPA Funding

### Certifications

#### CERTIFICATION

It is hereby represented and certified that to the best of knowledge and belief of the undersigned, that the information contained herein and attached hereto is accurate and correct.

Applicant Name (Typed): \_\_\_\_\_

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

I authorize the City of Dallas, Texas to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above statements contained in the attachments are true and accurate as the state date(s). These statements are made for the purpose of either obtaining financial assistance related to ARPA funding, I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provisions of the United States criminal Code.

November 9, 2022

**WHEREAS**, the Novel Coronavirus Disease 2019 (COVID-19") pandemic has been declared a public health emergency; and

**WHEREAS**, the U.S. Department of the Treasury ("Treasury") has made funding available to the City of Dallas to cover expenses incurred due to the COVID-19 pandemic; and

**WHEREAS**, on June 23, 2021, the City Council authorized and acceptance of a direct allocation from the Coronavirus Local Fiscal Recovery Fund of the Treasury in the total amount of \$355,426,891.00, by Resolution No. 21 -1149; and

**WHEREAS**, on September 22, 2021, City Council approved the Fiscal Year 2021-22 Budget, which authorized the appropriation of \$355,426,891 .00 from the American Rescue Plan Act in Local Fiscal Recovery Funds, including \$16,000,000.00 to provide for the City Council (districts) specific needs; and

**WHEREAS**, City of Dallas small businesses which include nonprofits have experienced negative economic impacts or disproportionate impacts and continue to struggle with unmet needs, due to decreased revenue, increased costs, inflated products, costs and other financial hardships; and

**WHEREAS**, the City of Dallas has seen and continues to see significant demand for small business assistance, including nonprofit organizations, from financial institutions and governmental agencies, to close gaps for employee payroll, financial sustainability, and other essential operating costs. In underserved communities impacted by or during the COVID-19 pandemic; and

**WHEREAS**, the City of Dallas will benefit from providing financial support, through the Small Business Assistance Program, to Dallas-based small businesses including Nonprofits impacted by the COVID-19 pandemic because such support will mitigate financial impact and stimulate economic activities by enabling small businesses to remain operational, rehire or hire employees, and promote economic viability.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS**

**SECTION 1.** That the program statement for the American Rescue Plan Act (ARPA)/Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) – Small Business Assistance Program and Non-Profit Assistance Program, as shown in **Exhibit A**, is hereby approved, to provide financial support in the form of grants to Dallas-based small

November 9, 2022

businesses and non-profit organizations that were impacted by the COVID-19 pandemic and/or by needs caused by the COVID-19 pandemic.

**SECTION 2.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.