



**SHELBY COUNTY
BOARD OF COUNTY COMMISSIONERS**

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Shelby County Non-Profit Recovery Grant Program
Application Deadline 4:00 p.m. on September 30, 2022

The Commissioners have committed \$100,000 of ARPA funding to provide economic stabilization through a non-profit recovery grant program. This program will provide grants to reimburse eligible non-profit organizations for pandemic related expenses, which are defined in the following document along with eligible reimbursement costs and additional program guidelines.

Important note: only expenses incurred on or after March 3, 2021 are eligible.

- **Must be a non-profit entity with a location in Shelby County.**
 - Eligible organizations may apply for a one-time grant up to \$10,000 to reimburse for pandemic-related expenses

Award determinations will be based on a first-come, first-serve basis. The County may give priority to those organizations that did not receive other federal or state COVID-19-based financial assistance. **Applicants should be aware that this grant may be considered income for tax-reporting purposes.**

Applications will be accepted until September 30, 2022 at 4:00 p.m. Applications can be found on the County website, located at <https://co.shelby.oh.us/>. Completed applications can be submitted in one of the following manners:

- Email to ahamberg@shelbycountyrpc.com
- Drop off: Shelby County Annex Building, 129 E. Court St., Sidney
 - Monday thru Thursday: 8am to 4pm
 - Friday: 8am to 11:30am

Program details regarding eligibility requirement, eligible expenses, required documentation and final decision/notification process can be found in the following pages. For questions regarding the program, please contact:

Angela Hamberg, Regional Planning Commission, ARPA Grant Administrator
Phone: 937-498-7273 or email: ahamberg@shelbycountyrpc.com

I. Eligibility Requirements

In order to be eligible to apply for Grant Funds under the Shelby County Non-Profit Recovery Program, an organization must meet the following criteria:

1. Organizations eligible to apply include nonprofits that are corporations, associations, agencies, or faith-based with a 501(c)(3) or 501(c)(6) nonprofit status under the Internal Revenue Service Code.
2. Must have been negatively impacted by the COVID-19 pandemic
3. Must be a non-profit entity with a location in Shelby County, Ohio and demonstrate the grant funding will be used for expenses or projects for the Shelby County location and will serve Shelby County residents. This can be evidenced by records such as a mortgage statement, utility bill, insurance premium statement and property tax bills. Projects must have community impact and be self-sustaining.
4. Must have a Federal Taxpayer Identification Number for this type of organization and a UEI (Unique Entity ID). The organization must have the UEI number prior to being awarded grant funding.
5. Have been operational since January 1st, 2020
 - This can be evidenced, at a minimum, by:
 - filing(s) with the Ohio Secretary of State, such as articles of incorporation or other registration documents along with an Ohio Secretary of State Certificate of Good Standing;
 - or any other documents that demonstrate that the organization has been in operation as a non-profit entity since January 2020;
6. An organization receiving or have been approved for other federal assistance for lost revenue or expenses arising from the pandemic, including Paycheck Protection Program, Emergency Disaster Loan must disclose the federal assistance.
7. Must be able to attest the organization is:
 - in compliance with federal, state, or county and local requirements applicable to its type of organization
 - current with all federal, state, county and local taxes and fees
 - no outstanding tax liens or judgments
 - in good standing with all applicable government regulations related to building code or property maintenance issues
8. Submitted expenses must be incurred between March 3rd, 2021 through December 31st, 2023.

II. Ineligible Organizations

1. For-profit businesses
2. Schools and public agencies that would supplant tax-supported, mandated services
3. Nonprofits engaged in illegal activities under federal, state, or local laws
4. Nonprofits otherwise prohibited by federal or Ohio laws
5. Nonprofits ineligible or precluded to receive federal or State of Ohio funding due to federal laws (including but not limited to the ARPA Act) or Ohio laws
6. Owners or partners currently undergoing bankruptcy proceedings

7. Governmental entities
8. Nonprofits with the following concerns:
 - Real estate holding businesses
 - “Side gig” or "hobby" businesses (not your primary source of income)
 - Gambling businesses, including casinos, racing operations or other activities whose purpose involves gambling.
 - Lobbying organizations and political organizations subject to Internal Revenue Code 527
 - Sexually Oriented Businesses (live performances, product sales, items or materials)
 - Pawn Shops, Pawn Broker, Secondhand Goods Dealer

III. Eligible Expenses

The County’s grant assistance funding is federally sourced via ARPA funds and will be issued as reimbursements for eligible costs. The organization must submit receipts, accounting records and/or financial statements, documents or proofs of purchases, along with payment verification (cancelled checks, credit card statement, etc.) with its application.

Eligible expenses must align with Federal ARPA guidelines, all final awards will be validated against the Department of Treasury Final Rule.

1. General Expenses

- a. Salaries, wages or compensation paid to employees or 1099 workers.
- b. Mortgage/Rent
 - i. Mortgage costs for organizations that are located in or operated out of a personal residence are not an eligible expense
 - ii. Rent or lease costs for organizations that are located in or operated out of a personal residence are not an eligible expense
- c. Utilities
 - i. Expenses for utilities, such as electric, gas, sewer, water, trash removal. Utility costs for organizations that are located in or operated out of personal residence are not an eligible expense
- d. Operating Costs

2. Prevention Measures

- a. Purchase of items meant to protect the public and employees during the pandemic, such as protective masks and hand sanitizer, and other costs incurred by installing required safety measures.
- b. Virus mitigation related to air-quality and ventilation improvements and various other health and safety measures

3. Workforce Retention/Attraction
 - a. Eligible Costs associated with activities needed to address staffing needs.
4. Technical Assistance Counseling
 - a. Costs associated with 3rd party consultative services directly tied to recovery from financial hardship caused by COVID-19
 - b. Includes costs such as financial planning, space planning and configuration for the purposes of health/safety and marketing.

Ineligible Expenses

1. Cost of vehicle or equipment leased or purchased after March 3, 2021
2. Personal expenses of the director or any other staff members
3. Any tax, license or fee obligations payable to any governmental entity
4. Faith-based causes benefitting only members of a certain faith
5. Research
6. Fundraising
7. Scholarships
8. Payment of interest on outstanding debt instruments
9. Lobbying, support of candidates for public office, or other political activities
10. Deposit to pension funds or severance pay
11. Property taxes
12. Reimbursement to donors for donated items or services
13. Damages covered by insurance

IV. Required Documentation

1. Copy of last two (2) years' tax returns, including Form 1040 with Schedule C Profit or Loss from Business, Form 1120 (if corporation), or equivalent documentation.
2. Copy of most recent Form W-3 Transmittal of Wage and Tax Statements (showing number of employees).
3. Form W-9, signed in 2021.
4. At close-out, provide proof of reimbursable business expenditures (receipts, invoices) and a summary of the impact the funds had on the business and its operations.

V. Final Decision and Notification

1. Applications will be reviewed by the ARPA Grant Administrator and Shelby County Commissioners on a first-come, first-serve basis
2. Final authority for approval is the Shelby County Commissioners
3. Approved applicants will be required to sign a grant agreement within ten (10) days of notification of an approved grant
4. All grant funds will be distributed via Direct Deposit/ACH. Approved applicants will need to provide the business bank account/routing number for grant fund payment