

Tustin Cares Program

COVID-19 Related

2022 Non-Profit Recovery Grant Program

Phase II: COVID-19 Response Efforts

Program Guidelines



Remembering what connects us.

Questions may be submitted
via email to NonProfitGrants@TustinCa.org through
5:00 p.m. on Wednesday, July 20, 2022

Applications must be submitted
via email to NonProfitGrants@TustinCa.org by
5:00 p.m. on Monday, August 8, 2022

Program Overview

About the Program

As a continuation of the Tustin Cares program, the City of Tustin plans to provide \$1 million of funding during calendar year 2022 to local non-profits to support COVID-19 response efforts and to address the economic impacts of the loss of revenue due to the pandemic. The program will be administered in three phases:

- **Phase I: Lost Revenue (Large Grants: \$15,001 - \$250,000)** – The grant application period for Phase I closed on May 16, 2022.
- **Phase II: COVID-19 Response Efforts** – \$250,000 has been allocated for Phase II, which provides grant funding opportunities to non-profits to support COVID-19 response efforts. **The program guidelines outlined herein define the terms and conditions for Phase II.**
- **Phase III: Lost Revenue (Small Grants Up to \$15,000)** – \$500,000 will be allocated for Phase III, which will provide grant funding opportunities for non-profits that, due to the pandemic, experienced a loss of revenue that is less than or equal to \$15,000. Detailed program guidelines for Phase III will be available this summer, and will define terms and conditions as it relates to eligibility and permitted uses of grant funds.

The program is based on the availability of funds, program guidelines, and submission of all required information and supporting documentation. The amount of grant funding awarded to each non-profit will be determined by the City based on recommendations provided by the Tustin Community Foundation. **Grant funds must be used to support eligible COVID-19 response efforts, which include but are not limited to COVID-19 prevention & mitigation, assistance to impacted households, and investments in disproportionately impacted communities.** Examples of eligible uses are outlined within the section titled “Eligible Activities”.

Funding Availability

In May 2021 the U.S. Department of Treasury allocated funds from the American Rescue Plan Act of 2021 (ARPA) to the City of Tustin for COVID-19 response, relief, and reinvestment. The City is allocating up to two-hundred and fifty thousand (\$250,000) for the Phase II of the 2022 Tustin Cares Non-Profit Recovery Grant Program. These funds are to be used to support eligible COVID-19 response efforts, which include but are not limited to COVID-19 prevention & mitigation, assistance to impacted households, and investments in disproportionately impacted communities.

The City’s Program Partner, the Tustin Community Foundation (TCF), will be responsible for reviewing grant applications for completeness and to determine whether the non-profit meets the eligibility guidelines. TCF will recommend grant recipients and grant award amounts. The amount of grant funding awarded to each non-profit will be determined by the City based on recommendations provided by the Tustin Community Foundation. The recommendations will be

based on factors including, but not limited to, the following:

- **General Experience & Capability.** Experience in implementing the type of activity being proposed for funding. Experience in providing services to the Tustin community. Ability to leverage other sources of funding for the program.
- **General Program Concepts & Approach.** Demonstration of critical need of program is clearly defined. Program goals are realistic and can be accomplished by June 30, 2024.
- **Experience with State and/or Federally Funded Programs.** Experience with administering State and/or Federally funded programs will be a factor in determining the amount of grant funding awarded to each non-profit. Applicants will be required to provide a schedule outlining State and/or Federally funded expenses and related programs for the past five years as well as grant monitoring reviews, if any.
- **Budget/Timetable.** Application clearly identifies how the grant funding will be spent. Ability of the program or activity to continue with a reduced allocation than that requested.

The City's Finance Department will be responsible for oversight of the Tustin Cares Non-Profit Recovery Grant Program and disbursement of funds. City staff is obligated to fulfill the terms and conditions established by these program guidelines and Federal rules and regulations.

City Reserved Rights

The City reserves the unqualified right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to modify the application deadlines; (4) to request additional information of the applicants as deemed necessary and appropriate by the City; (5) to conduct further due diligence with applicants or any third party; (6) to modify the City's objectives or the scope of the program; (7) to modify program requirements, general terms and conditions, or eligible activities; and/or (8) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City.

Eligibility

To be eligible to apply for Phase II of the 2022 Tustin Cares Non-Profit Recovery Grant Program, the non-profit must meet certain criteria that has been established by the City of Tustin and the guidelines set forth by the U.S. Department of Treasury for utilizing ARPA funds.

General Terms and Conditions

The non-profit applicant must meet the following minimum requirements to be considered for grant funding:

- Applicant must be a tax-exempt not for profit organization that provides direct assistance and services to Tustin residents;
- The Applicant must be in good standing with the State of California and the Internal Revenue Service ("IRS");

- The Applicant must not be suspended or debarred or otherwise excluded from receiving Federal funding;
- The non-profit must submit the application and all required supporting documentation.

Eligible Activities

Eligible activities for the use of funds should be used to cover eligible costs **incurred from July 1, 2021 through June 30, 2024**. Grant funds must be used to support eligible COVID-19 response efforts, which include but are not limited to COVID-19 prevention & mitigation, assistance to impacted households, and investments in disproportionately impacted communities.

- **COVID-19 Prevention & Mitigation**

Grant funds may be used to fund eligible costs to prevent and mitigate COVID-19. The following are examples of eligible uses:

- Vaccination & testing programs
- Medical & PPE/protective supplies
- Support for prevention or mitigation in congregate living facilities and schools
- COVID-19 prevention & treatment equipment, such as ventilators

- **Assistance to Impacted Households**

Grant funds may be used to provide aid to impacted households, including but not limited to:

- Job Training
- Childcare and Early Learning Services
- Food Assistance (e.g. child nutrition programs, including school meals & food banks)
- Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)

Impacted households include low-or-moderate income households with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household or (ii) income at or below 65 percent of the area median income for the county and size of household.

- **Investments in Disproportionately Impacted Communities**

Grant funds may be used for developing neighborhood features (e.g. parks, recreation facilities, community gardens, etc.) in disproportionately impacted communities that promote improved health and safety outcomes, such as projects that increase access to healthy foods, neighborhood cleanup, etc.

Attachment I contains a map for the City of Tustin, which identifies neighborhoods that are included within CDBG's Low/Moderate Income Census Tract Target Area ("Qualified Census Tract"). A neighborhood located within the Qualified Census Tract is considered to be a disproportionately impacted community.

Applicants will fill out a “Use of Funds” section of the application that will break down how the funds will be spent by their organization. Each applicant will need to sign and verify that funds will be spent on expenses or direct services as previously defined. Any use of funding other than as described herein is strictly prohibited.

The U.S. Department of Treasury has issued guidance on the use of funds, and the following is a nonexclusive list of expenditures that constitute Non-Eligible Expenses and shall not be funded by the grant amount:

- (1) Damages covered by insurance
- (2) Expenses or services that have been or will be reimbursed or recovered through other funding programs, such as the reimbursement from the federal government, the State of California or the County of Orange
- (3) Reimbursement to donors for donated items or services
- (4) Workforce bonuses other than hazard pay or overtime
- (5) Severance pay
- (6) Legal expenses or settlements
- (7) Debt service or loan repayment

Equal Opportunity Policy

The City of Tustin and the TCF shall not discriminate upon the basis of sex, age, race, creed, color, religion, national origin, marital status, ancestry, or physical handicap in accepting applications and processing program applications.

Application Process

Application

The Tustin Cares Non-Profit Recovery Grant Program application includes information about the non-profit services provided, number of Tustin’s clients served, and it will require the following:

- The non-profit must describe how the non-profit plans to use the grant funds, which must be used to support eligible COVID-19 response efforts, including but not limited to COVID-19 prevention & mitigation, assistance to impacted households, and investments in disproportionately impacted communities.
- The non-profit must acknowledge and agree that funds must be spent on eligible expenses incurred from July 1, 2021 through June 30, 2024 consistent with the Planned Use of Grant Funds (also known as the “Spending Plan”).
- Certification that spending records will be available for audit when requested. The non-profit must maintain records until December 31, 2029.

Application Period

The Tustin Cares Non-Profit grant application will be available at **9:00 am on Thursday, June 30, 2022** and can be obtained online at <https://www.tustinca.org/1271/Non-Profit-Grant-Program>.

Applications must be submitted via email to NonProfitGrants@TustinCa.org by **5:00 p.m. on Monday, August 8, 2022**. **The application period will close promptly at 5 p.m. on August 8, 2022. Applications received after this due date and time will be considered late and will not be accepted.**

Reports

Non-profit grant awardees may be required to submit progress reports to the City that identify expenses paid from grant funds and the balance of the grant amount that has not been expended.

Grant Review and Approval Process

Review

The TCF Grant Application Committee will review the application for completeness and eligibility, and will select and recommend to the City the grant recipient and the grant amount. It is expected that selected recipients will be notified by September 1, 2022.

Grant Disbursement

As each grant recipient submits a complete set of required documentation, it will be reviewed and verified. Prior to disbursement of the grant funds, the grant recipient will be required to sign a City of Tustin Grant Agreement. The frequency and timing of the disbursement of grant funds, which may be paid in multiple disbursements throughout the funding period, will be determined by the City of Tustin. **All grant funds shall be expended on eligible expenses no later than June 30, 2024.** Any portion of the grant funds not expended on eligible expenses shall be returned to the City no later than July 31, 2024.

Contact Information

For questions about the grant guidelines and the grant application, please contact the City of Tustin's Finance Department:

City of Tustin
Finance Department
300 Centennial Way
Tustin, CA 92780
(714) 573-3060
NonProfitGrants@TustinCa.org

For other questions or assistance with completing the application, please contact the Tustin Community Foundation at:

Erin Nielsen, Executive Director
Tustin Community Foundation
P.O. Box 362, Tustin, CA 92781
Office: (714) 393-8506
Cell: (714) 721-0337
erin@tustincommunityfoundation.org

CDBG Low/ Moderate Census Tract Target Area

2021

