

**Cherry Hill RISE**  
**American Rescue Plan Act**  
Recovery and Investment for a Stronger Economy

**Notice of Funding Availability**  
**RECOVERY Grant Programs and Guidelines**



**BACKGROUND AND GENERAL INFORMATION**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARPA) into law. The \$1.9 trillion Fiscal Recovery Funds package is intended to combat the COVID-19 pandemic, including public health and economic impacts. Of the entire \$1.9 trillion bill, \$350 billion was allocated to State and Local governments to enable them to address strategic economic and infrastructure investments and address governmental budget shortfalls. Cherry Hill Township has received a total of \$11.3 million to respond to the COVID-19 public health emergency and its economic impacts.

The mission of Cherry Hill Township, through its RISE program, is to provide residents, organizations, and community stakeholders with the resources and infrastructure necessary to recover, rebuild, and reinvest in our shared economic future in the wake of the COVID-19 pandemic. This goal is underpinned by a foundational commitment to both equity and inclusive prosperity. This mission will begin by investing in aging and critical water and stormwater infrastructure that serves all residents of Cherry Hill Township. Investments will also be made in the Township’s existing businesses, non-profits, and governmental agencies that continue to support the residents of Cherry Hill by providing access to a diverse collection of social and economic programs, but have been negatively impacted by the pandemic, impeding their ability to keep operations running. This mission statement is accompanied by six (6) guiding principles:

1. **Recovery:** Use funds to guide the community, businesses, nonprofits and local government out of the economic downturn and onto a path of financial recovery.
2. **Response:** Enhance community health response programs and initiatives.
3. **Alignment:** Integrate ARPA Funds with long-term financial strategies and comprehensive economic development planning.
4. **Sustainability:** Avoid one-time items and programs that incur unsustainable operational, maintenance, or other long-term legacy costs.
5. **Leverage:** Evaluate large water/wastewater infrastructure needs for a safer, healthier community.
6. **Transparency:** Accountability, communication, and collaboration.

## **GRANT FUNDING OPPORTUNITIES**

Cherry Hill Township is making grant funding available to the community in two (2) funding rounds. The first round of funding will be made available as negative economic recovery grants available as direct beneficiary awards for eligible non-profits, small and veteran owned businesses, hotels, and other impacted entities operating within the Township. These grants are intended to help support these organizations that have faced economic hardship resulting from or exacerbated by the COVID-19 public health emergency. The grants will assist them in recovering from these impacts so they may continue effectively and efficiently provide ongoing services to the Cherry Hill community.

Depending on the amount of grants awarded during the first round, a second round of funding may become available as subrecipient grants to community organizations, non-profits, and health service providers to develop community support programs to help combat the impacts caused by the pandemic. In general, these subrecipient awards will be provided to those eligible organizations that can (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a program that responds to that impact. Responses or programs should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted.

Below are definitions of a subrecipient versus a beneficiary, a summary of each program, and the eligibility requirements and documentation required for submission. Eligible organizations and applicants may apply for both funding opportunities, but must submit a separate application for each according to the grant timelines established below.

### **SUB RECIPIENT VS. DIRECT BENEFICIARY AWARDS**

Subrecipients are entities that receive a subaward from the Township of Cherry Hill to carry out a program or project on behalf of the Township. These subrecipient awards will be provided through a combination of an application process and form of legal agreement/contract between the subrecipient and the Township. Subrecipients must comply with the applicable requirements in the Treasury's Uniform Guidance, including the treatment of eligible uses of funds, procurement, and reporting requirements, including audit pursuant to the Single Audit Act and 2 CFR 200, Subpart F (see below).

In contrast, beneficiaries are entities that receive funds for the purpose of directly benefitting from the funds granted to combat the negative public health or economic impacts caused by the pandemic. Beneficiaries are not subject to the same monitoring and reporting requirements of a sub recipient.

Through these grant programs, the Township of Cherry Hill is making both subrecipient and direct beneficiary grants available to non-profits, small businesses, 3<sup>rd</sup> parties, and other governmental organizations.

## APPLICATION CAN BE MADE FOR THE FOLLOWING RECOVERY GRANT PROGRAMS:



### Non-Profit Direct Beneficiary Grants

**Intended Applicants:** Non-Profits with a 501(c)3 or 501(c)19 status

**Types of Awards:** Direct Beneficiary Awards

**Award Amounts Available:** Up to \$45,000 or to an amount of need that may be clearly demonstrated by applicants.

In accordance with the Cherry Hill Township ARPA mission, the Township is seeking applications for Non-Profit negative economic impact recovery grants. Funding may be applied for and used to support eligible nonprofits impacted by the pandemic to mitigate financial hardships. Financial hardships may include, but are not limited to, decreased revenue (e.g., from donations and fees), financial insecurity, increased costs (e.g. uncompensated increases in service need directly related to the pandemic), capacity to weather financial hardship, and challenges covering rent, mortgage, or other operating costs. Examples of these impacts may include evidence of canceled fundraising events during periods of closure or limited operations due to public health orders. Funding may be used to cover costs associated with these financial hardships, as well as for technical or in-kind assistance or other services that mitigate the negative impacts of the pandemic. This may include funding to cover unexpected expenses related to an increased demand for services or mitigation efforts to contain the spread of COVID, and/or other necessary costs including mitigation for social distancing, cleaning, barriers, and other health and safety investment/upgrades.



### Small Business Direct Beneficiary Grants

**Intended Applicants:** Eligible Small Businesses

**Types of Awards:** Direct Beneficiary Awards

**Award Amounts Available:** Up to \$45,000 or to an amount of need that may be clearly demonstrated by applicants.

In accordance with the Cherry Hill Township ARPA mission, the Township is seeking applications for Small Business negative economic impact recovery grants. Funding may be applied for and used to support eligible small businesses impacted by the pandemic to mitigate financial hardships including, but not limited to, decreased revenue, financial insecurity, capacity to withstand future financial hardship, increased costs, and challenges covering other costs, such as costs of mortgage, rent or utilities, and other operation costs, mitigation costs required for social distancing, COVID cleaning, barriers, and other health and safety investment/upgrades. Funding applications may also be submitted for technical assistance, counseling, or other services to support business planning as well as to retain employees. Business franchises are not eligible.



### Veteran Owned Small Business Direct Beneficiary Grants

**Intended Applicants:** Eligible Veteran Owned Small Businesses

**Types of Awards:** Direct Beneficiary awards

**Award Amounts Available:** Up to \$45,000 or to an amount of need that may be clearly demonstrated by applicants.

In accordance with the Cherry Hill Township ARPA mission, the Township is seeking applications for

Veteran Owned Small Business direct beneficiary grants. Funding may be applied for and used to support eligible veteran owned small businesses impacted by the pandemic to mitigate financial hardships including, but not limited to, decreased revenue, financial insecurity, capacity to withstand future financial hardship, increased costs, and challenges covering other costs, such as costs of mortgage, rent or utilities, and other operation costs, mitigation costs required for social distancing, COVID cleaning, barriers, and other health and safety investment/upgrades. Funding applications may also be submitted for technical assistance, counseling, or other services to support business planning as well as to retain employees. Business franchises are not eligible.



### **Other Impacted Entity Beneficiary Grants**

**Intended Applicants:** Hotels, Private Entities, Community Organizations, or other Impacted Organizations

**Types of Awards:** Direct Beneficiary Awards

**Award Amounts Available:** Up to \$45,000 or to an amount of need that may be clearly demonstrated by applicants.

In accordance with the Cherry Hill Township ARPA mission, the Township is seeking applications from other impacted entities and organizations within the community for direct beneficiary funding. Funding may be applied for and used to support eligible impacted entities to mitigate financial hardships caused by the pandemic. Eligible entities may include hotels, houses of worship, youth organizations, and other social club organizations that were negatively impacted. It may also include organizations that provide or administer community services related to food insecurity, domestic violence prevention, substance abuse, mental health, special needs, ADA support, senior care, childcare, after school programs, affordable housing, and emergency housing. Financial hardships may include, but are not limited to, decreased revenue, financial insecurity, increased costs (e.g., uncompensated increases in service need directly related to the pandemic), reduced capacity to weather financial hardship, and challenges covering rent, mortgage, or other operating costs. Funding may be used to cover costs associated with these financial hardships, as well as for technical assistance, counseling, or other services to support business planning. It may also be used to cover unexpected expenses related to mitigation efforts to contain the spread of COVID, and/or other necessary costs including mitigation for social distancing, cleaning, barriers, and other health and safety investment/upgrades.

### **GENERAL ELIGIBILITY REQUIREMENTS**

The Township's ARPA grant programs are designed to support residents, organizations, programs, and activities that benefit Cherry Hill residents. Below are general eligibility requirements that all organizations must meet:

- Organization must be physically located in Cherry Hill OR provide evidence that the organization directly serves the residents of Cherry Hill.
- Must have no current unpaid code enforcement liens or violations of any State, Federal or Local laws.
- Must be in compliance with all applicable Federal, State, and/or Local Laws.
- Must be current on all taxes including payroll, sales, unemployment, property, State, and Federal taxes.
- No owners, including all managing members and/or officers, have been convicted of financial crimes within the past three (3) years.
- Provide proof of insurance to the satisfaction of the Township prior to the receipt of any funding.

- If applying for round one (1) recovery grant funding, the applicant must demonstrate through the application process and its financial documentation, that it has sustained a negative financial impact directly related to the COVID-19 pandemic.
- During the period beginning on March 1, 2020 and ending on November 1, 2022, the applicant has not received alternate Federal, State or Local grant funding to cover the same costs, programs, and/or impacts identified in its grant application to the Township.

Note: Organizations that received other COVID-19 funding assistance such as, but not limited to, Federal CARES Act funding; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds are eligible to apply for ARPA funding, so long as expenses are not duplicated.

## **RECOVERY GRANT SPECIFIC ELIGIBILITY REQUIREMENTS**

In addition to the general eligibility requirements, below are specific eligibility requirements for each program available for funding award:

### **Non-Profit Organizations:**

- Must be a non-profit with a current 501(c)(3) or 501(c)19 status.
- Must have been providing service for at least six (6) months at the time of application.
- Must be licensed to provide service in the County and/or Township.
- The grant must be used cover COVID-19 related costs and/or impacts.

### **Small Businesses and Veteran-Owned Small Businesses:**

- Business is a “for-profit” business.
- Be formally verified as a Veteran-Owned Small Businesses (VOSB) or Service-Disabled Veteran-Owned Small Businesses (SDVOSB) to participate (*if applicable*).
- Business is not a publicly traded company. Franchises may apply as long as they provide proof they are wholly independently owned and operated.
- Business is licensed to do business, and generate at least 51% of their revenues in the State of New Jersey.
- Business has an annual revenue of \$3 million or less.
- Business has 100 or fewer full-time equivalent employees.
- Business is currently in operation, and if required paid income taxes to the State and Federal government, as reported on individual or business tax returns.
- Business can clearly demonstrate and provide evidence of a negative economic impact caused by the pandemic, which may include evidence of:
  - Decreased revenue or gross receipts.
  - Financial insecurity.
  - Increased costs created directly by the pandemic.
  - Reduced capacity to weather financial hardship created by the pandemic.
  - Challenges covering rent, mortgage, and other operating costs.
- The grant must be used cover COVID-19 related costs and/or impacts.

### **Other Impacted Entities:**

- Must be a Hotel, 3<sup>rd</sup> party organization/entity, or Governmental Agency.
- Must have been providing service for at least (6) six months at the time of application.
- Must be licensed to provide service in the County and/or Township.

- Must clearly demonstrate and provide evidence of a negative economic impact caused by the pandemic, which may include evidence of:
  - Decreased revenue or gross receipts.
  - Financial insecurity.
  - Increased costs created directly by the pandemic.
  - Reduced capacity to weather financial hardship created by the pandemic.
  - Challenges covering rent, mortgage, and other operating costs.
- The grant must be used cover COVID-19 related costs and/or impacts.

## **RECOVERY GRANT REQUIRED DOCUMENTATION**

Below is a list of required documentation for round one (1) funding award applications. In general, all applicants shall provide evidence they have experienced negative economic impacts due to COVID-19, or that COVID-19 has created an economic impact that makes this grant request necessary to support the ongoing operations of the organization. Documents that are required to be submitted with your application include:

- Copy of 2019, 2020, and 2021 Tax Returns or 990 Forms (*whichever is applicable to your organizations Federal tax status*).
- Copy of 2019, 2020, and 2021 fiscal year audited financial statements for the organization including the following:
  - Statement of Financial Position
  - Income Statement
  - Cash Flow Statement
  - Statement of Activities
  - If audited statements are not available, unaudited statements with a certification from the organization’s president, treasurer, or owner is required.
- Current copy of IRS W-9 Tax Form and Federal Tax ID Number.
- Articles of Incorporation.
- Disclosure Statement if Owner(s) hold greater than a 10% interest in the company/organization.
- Completed Exhibit 3 Duplication of Benefit verification worksheet (*If applicable*).
- Additional Evidence to demonstrate a negative economic impact was sustained:
  - List of monetary and/or in-kind donations from the Township (*if applicable*).
  - Copies of invoices showing an increase in admin/program cost since March 1, 2020 (*If applicable*).
  - Past-due Mortgage/Rent Statements (*If applicable*).
  - Past-due utility bills (*If applicable*).
  - Evidence of reduced or inhibited fund-raising activities due to COVID-19 (*if applicable*).
  - Copies of invoices or evidence of COVID-19 related expenses incurred (*if applicable*).
  - Evidence or statements of lost funds or income due to COVID-19 (*if applicable – must be certified by the organizations president, treasurer, or owner*).

### **Non-Profit Organizations**

- Proof of Nonprofit status under section 501(c)(3) or 501(c)(19) of the Internal Revenue Code:
  - Copy of IRS letter or certificate, verifying tax-exempt status.

- Copy of Annual IRS 990 Forms filed for 2019, 2020, and 2021.

### **Small Businesses and Veteran Owned Small Businesses**

- Proof of Veteran Owned Business Status (*If applicable*).
- M/W/DBE certifications (*if available*).
- Staffing documentation (W-3 Summary, IRS Form 1096, IRS Form 941, Employee Roster, or Sole Proprietor Statement).
- Copy of active State Business Registration, local business registration/license, or other documentation.
- Proof of Business physical location (tax bill, utility bill, or other).
- Proof of residency for business owner or operator (Driver's License or voter registration card).
- Proof of status on payroll taxes.
- Proof of status on sales and unemployment taxes.
- Proof of status on property taxes.
- Proof of status on Federal income taxes.
- Proof the business is wholly or partially owned or operated by a Cherry Hill resident.
- Proof the business had an annual revenue of \$3 million or less prior to the impact of COVID-19.
- Proof the business had 100 or fewer full-time equivalent employees as of March 1, 2020.
- Proof the business was in operation on March 1, 2020, and if required paid income taxes to the State and Federal government, as reported on individual or business tax returns.

### **INELIGIBLE COSTS**

- Loss that bears no relation or is grossly disproportionate to the type or extent of harm experienced due to the COVID-19 public health emergency.
- Contributions to rainy day funds, financial reserves, or similar funds.
- Payment of interest or principal on outstanding debt instruments.
- Inherently religious activities, such as worship, religious instruction, or proselytization, and/or those that promote or inhibit religious interest.
- Lobbying, support of candidates for public office, or other political activities.
- Economic hardship incurred for reasons other than the pandemic
- Direct reimbursement for invoices, receipts, or expenditures prior to March 3, 2021.

### **GRANT AWARD PERIOD**

Applicant and programs will typically be funded for programming beginning from January 1, 2023 through December 31, 2023. If awarded, all applicants must have funds fully expended by September 30, 2026.

### **APPLICATION PROCESS**

The Cherry Hill RISE Program applications will be available through the Township's website at [www.chnj.gov/RISE](http://www.chnj.gov/RISE) starting on October 31, 2022. Applicants are highly encouraged to utilize the digital application provided by ZoomGrants which can be found here: <https://www.zoomgrants.com/gprop.asp?donorid=2416&limited=4119>

If an applicant does not have computer access, a hard copy application can request by sending an email request to [RISE@chnj.gov](mailto:RISE@chnj.gov) or picked up from the Township's Community Development Office located at

820 Mercer Street, Cherry Hill, NJ 08002. When complete, hard copy applications must be submitted back to the Township's Community Development Office. All applications **must be submitted by January 31, 2023 at 5PM EST**. Late submissions will not be accepted.

The application packet must include the information listed below:

- Completed Application.
- Packet or uploads of all required documentation.

Staff is available to answer questions about the application requirements, eligible activities, or the funding process once the application is posted. Please contact [RISE@chnj.gov](mailto:RISE@chnj.gov) or (856) 910-9686 and leave a message with questions you may have. A team member will respond within 2-3 business days.

## **APPLICATION REVIEW PROCESS**

Township staff will review grant applications for completeness and eligibility. Applicants may be asked to revise proposals or provide additional information.

Complete and eligible applications will then be reviewed by a review panel. The panel will meet to discuss the applications and make a recommendation for funding to the Township Mayor and Council. The Mayor and Council will consider the panel's recommendations and make final award determinations.

## **APPLICATION REVIEW CRITERIA**

Award allocations will be based on the total number of applicants, completeness of applications, expense eligibility, organizational need, community benefit, and organizational operating budget size. No cash match is required.

Review panel members may consider the following factors in their evaluation:

- Organization is a qualifying and eligible entity.
- Financial impact of COVID-19 is clear and demonstrated and greater than or equal to the need or grant funding request submitted.
- Impact of other Federal, State, County, or Township assistance received, alone or in comparison to other applicants or if the applicant has received, or intends to receive, alternate funding from other Federal or State sources for the same request.
- Demonstrated need for financial assistance in order to remain operational.
- Grant narrative clearly defines the financial hardship incurred and can be supported through the financial documentation made available.
- Alignment of the request with the Township's mission and vision.
- Impact the funding request will have on under-served groups and local community.
- Applicants' ability and commitment to fully expend funds by September 30, 2026.
- Other factors as deemed appropriate by the panel members.



## APPLICATION TIMELINES

The Township anticipates the following schedule for reviewing submitted applications and determining funding awards:

### **Round One (1) Recovery Grant Funding**

October 31, 2022	Release of application
November and December 2022	Information Session and Assistance
January 31, 2023	Deadline for application submissions
November 2022 – February 2023	Application review period
March 2023	Township staff begin drafting grant agreements

## PUBLIC RECORD

Unless otherwise exempt under applicable law, applications and application materials are publicrecords. All information received from an applicant, whether received in connection with a grantapplication or in connection with any grant-funded activities performed, are subject to disclosure pursuant to the State of New Jersey Public Records Law unless otherwise exempt.

## AFFIDAVIT, WAIVER, AND RELEASE FORM

All nonprofit, governmental, and business organizations offered a grant who choose to accept the grant will be required to sign a non-negotiable affidavit, waiver, and release form prior to payment being made. The affidavit will require the applicant to declare that all information contained in the application is true and correct and can be used as admissible evidence in any legal proceeding against the company if the Township attempted to recoup any grant funds provided under false pretenses.

## AGREEMENT REQUIREMENT & MONITORING

Grant awards will be made in the form of an agreement executed between the applicant and the Township. The grant period, scope, allowable budget, and reporting requirements will be outlined in a grant agreement between the applicant organization and the Township. All awarded funds for new programming/activities must be expended no later than **September 30, 2026**. Failure to comply with this requirement may result in disqualification from future grant cycles. Additional information may be required at the Township's discretion, based on the usage of funds.

## EXIT REPORT

An Exit Report will be required at the end of each grant agreement. Awardees must submit the Exit Report within three (3) months following the expenditure of all awarded funds or by **September 30, 2026, whichever is sooner**. Failure to submit an Exit Report may result in disqualification from future grant cycles.

## PROGRAM CONTACT

Please contact [RISE@chnj.gov](mailto:RISE@chnj.gov) or (856) 910-9686 with all inquiries regarding the Cherry Hill RISE American Rescue Plan Act Grant Program Application.