

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

**Notice of Funding Availability**  
**RECOVERY Grant Programs and Guidelines, Round II**

**Assistance Listing Number: 21.027**



**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 re-opening its RISE Recovery grant program specifically for eligible non-profits, swim clubs, and veteran-owned small businesses. 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 to provide ongoing services effectively and efficiently to the Cherry Hill community.

This program will provide direct beneficiary awards to these eligible entities, based on an application process and up to the amounts identified in the program descriptions below. 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.

### RECOVERY GRANT PROGRAMS, ROUND II:



#### **Non-Profit and Swim Clubs Direct Beneficiary Grants**

**Amount Allocated to this Program:** Approx \$140,000

**Intended Applicants:** Non-Profits with a 501(c)3 or 501(c)19 status and Cherry Hill Swim Clubs

**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. If you applied for and received Round 1 funding, please see the application review section below.

In accordance with the Cherry Hill Township ARPA mission, the Township is seeking applications for Non-Profit and Swim Club negative economic impact recovery grants. Funding may be applied for and used to support eligible nonprofits and swim clubs 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.



#### **Veteran-Owned Small Business Direct Beneficiary Grants**

**Amount Allocated to this Program:** Approx \$200,000

**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.

## **GENERAL ELIGIBILITY REQUIREMENTS**

These Township's ARPA grant programs are designed to eligible non-profits, swim clubs, and veteran-owned small businesses that provide services that benefit Cherry Hill residents. Below are general eligibility requirements that all applicants must meet:

- Applicant's organization must be physically located in Cherry Hill
- Must have no current zoning, code enforcement, property maintenance, and/or other local violations or liens, as well as no current violation 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.
- Must provide proof of insurance to the satisfaction of the Township prior to the receipt of any 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.
- The Applicant must be able to produce financial documentation (Taxes and Financial Statements including Profit and Loss statements) through the years of 2019 through 2022.
- During the period beginning on March 1, 2020 and ending at the time of application submission, 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, 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 and Swim Clubs:**

- Must be a non-profit with current 501(c)(3) or 501(c)19 status or a swim club located in Cherry Hill
- Must be licensed to provide service in the County and/or Township.
- The grant must be used to cover COVID-19-related costs and/or impacts.

### **Veteran-Owned Small Businesses**

- Provide evidence of a Veteran-Owned Small Businesses (VOSB) or Service-Disabled Veteran-Owned Small Businesses (SDVOSB) status.
- Business is a “for-profit” business.
- Business is not a publicly traded company and must be independently owned and operated. Franchises may apply if 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 current on income taxes to the State and Federal government, as reported on individual or business tax returns.
- The grant must be used to cover COVID-19-related costs and/or impacts.

### **RECOVERY GRANT REQUIRED DOCUMENTATION**

Below is a list of required documentation 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, 2021, and 2022 Tax Returns or 990 Forms (*whichever is applicable to your organization's Federal tax status*).
- Copy of 2019, 2020, 2021, and 2022 fiscal year audited financial statements for the organization including the following:
  - Statement of Financial Position
  - Income Statement (Profit and Loss)
  - 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 or organization.
- Completed Exhibit 3 Duplication of Benefit verification worksheet.

### **Non-Profit Organizations and Swim Clubs:**

- 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, 2021, and 2022
    - If you have submitted a round I application as a nonprofit or swim club and have already provided your tax and profit and loss information for 2019, 2020, and 2021, you do not need to provide that information again. You only need to provide your 2022 financial information.

## Veteran-Owned Small Businesses

- Proof of Veteran Owned Business Status.
- M/W/DBE certifications (*if applicable*).
- Staffing/employee documentation
  - IRS 1096 Forms, Employee Roster, OR Sole Proprietor Statement.
  - Proof of status on payroll taxes (2023 Quarter 2 IRS 941 form, and 2022 IRS 940 form).
  - 2022 W-3 Form
- Copy of active State Business Registration, local business registration/license, or other related documentation.
- Proof of business physical location (tax bill, utility bill, or other).
- Proof of status on property taxes (tax collector notice of Ad Valorem/Non-Ad Valorem Taxes Assessment Sheet).

## 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.

## 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 16th, 2023. 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 be requested 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 November 17<sup>th</sup>, 2023 at 5 PM 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 5 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.

Priority will be given to applicants that did not receive Cherry Hill RISE Recovery funding in Round 1. The Township will then make awards based on 1) priority first, then 2) the remaining total program allocation amount and number of remaining eligible applications received. If an applicant is applying for Round 2 Recovery funding and received funding in Round 1, they may still be eligible for an award up to their total demonstrated impact amount but capped at a \$49,999 aggregate award between both rounds. The Mayor and Council will then review the final award list and make final award determinations.

## **APPLICATION ELIGIBILITY REVIEW CRITERIA**

Awards may be based on the total number of applicants, or the completeness of applications received and applicant eligibility up to the amount of funding allocated to each program.

Grant reviewers may consider the following factors in their evaluation of an applicant's application and eligibility:

- Organization is a qualifying and eligible entity as defined above.
- The financial impact of COVID-19 is clear and demonstrated.
- Impact of other Federal, State, County, or Township financial 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.
- 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.
- Other factors as deemed appropriate by the grant reviewers.

## **APPLICATION TIMELINES**

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

### **Round Two (2) Recovery Grant Funding**

October 16<sup>th</sup>, 2023

October 16<sup>th</sup> – November 17<sup>th</sup>

November 17<sup>th</sup>, 2023

November 2023 – February 2024

TBD

Release of application

Application Assistance via [RISE@chnj.gov](mailto:RISE@chnj.gov) email

Deadline for application submissions

Application review period

Township staff begin drafting grant agreements

## **PUBLIC RECORD**

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

## **AFFIDAVIT, WAIVER, AND RELEASE FORM**

All nonprofit, swim clubs, 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.