



# City of Lodi

## Non-Profit Assistance Program Guidelines

### OVERVIEW

The City of Lodi (City) is providing grant funding to non-profit organizations that were impacted financially by the COVID-19 pandemic. The Non-Profit Assistance (NPA) Program, funded by the American Rescue Plan Act (ARPA), reimburses non-profits' for eligible expenses up to their award amount. The minimum award is \$25,000 and the maximum award is \$50,000. Approximately \$200,000 is available through the program.

Please submit a completed application by email or FTP link (e.g., Google Drive, Dropbox) to [Austin.Knudsen@mbakerintl.com](mailto:Austin.Knudsen@mbakerintl.com) by **5 p.m. on August 29, 2022.**

Late applications will not be accepted.

### ELIGIBILITY

Non-Profits must meet all requirements listed below to be eligible for the program:

- Be a non-profit organization (501(c)(3) or 501(c)(19))
- Have an office located in the City of Lodi
- Possess a valid City of Lodi business license as of date of application
- Able to demonstrate a direct or indirect financial impact from COVID-19
- If you were awarded in the first round of application cycles, your organization would not be eligible at this time to reapply for additional funding.

### USE OF FUNDS

Funds will provide operating capital, such as payroll, insurance, lease/mortgage payments, inventory, marketing, accounting, and other supplies or loss of revenue related to the COVID-19 pandemic. Documented COVID-19 related costs or loss of revenue will have to have already be incurred by the non-profit to be reimbursed by the program. The NPA Program can reimburse costs from March 2020 or later.

### APPLICATION PRIORITIZATION

If the number of applications/funding requests exceed available funding, the City will prioritize applications from non-profits based on the scoring rubric provided on the next page.

### AWARDING THE GRANT

City staff will confirm eligibility of the non-profit and contact their representative via email. An agreement will be provided that outlines the terms and conditions of the award. Upon receipt of a fully executed agreement, the City will disburse funds directly to the

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non-profit upon completion of a federal W-9 Taxpayer Identification Form and receipt of documentation, according to ARPA Regulations.

### APPLICATION ASSISTANCE

If you would like assistance with the application, please contact Neighborhood Services at [NeighborhoodServices@lodi.gov](mailto:NeighborhoodServices@lodi.gov). Assistance does not guarantee an award.

### SCORING RUBRIC

Points will be awarded based on:

1. Revenue loss during the 2020 and 2021 calendar years as compared to pre-COVID revenues.
2. Benefit low-to-moderate income families, unsheltered, seniors, and/or youth.
3. How long the organization has been in operation.
4. Number of full-time equivalent employees.
5. Number of individuals from the Lodi community were assisted in 2019 prior to the COVID-19 Pandemic.
6. Prior grant performance.
7. Application clearly identifies the costs/expenses that the NPA Program will cover.
8. Organization Type (business development, event, education based, social service).
9. Completeness of application upon submission.