

Mayor Ken
Miyagishima

WORK SESSION AGENDA

Monday, April 11, 2022 at 1:00 PM



City of Las Cruces®

CITY HALL
P.O. BOX 20000
LAS CRUCES, NM
88004

700 N. Main St.
PHONE (575) 541-
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Mayor Pro Tem
Kasandra Gandara

Councilors
Tessa Abeyta
Becki Graham
Johana Bencomo
Becky Corran
Yvonne Flores

City Council Chambers

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Council Work Session Summary

Meeting: Work Session - Apr 11 2022

TITLE: AMADOR HEALTH CENTER UPDATE.

PURPOSE(S) OF DISCUSSION: ☒ Inform/Update ☐ Direction/Guidance ☐ Legislative Development/Policy

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Amador Health Center staff will give an update of the services they offer our community.

PLAN(S):

None

COMMITTEE/BOARD REVIEW:

None



Council Work Session Summary

Meeting: Work Session - Apr 11 2022

TITLE: SUSTAINABILITY QUARTERLY UPDATE

PURPOSE(S) OF DISCUSSION: ☒ Inform/Update ☐ Direction/Guidance ☐ Legislative
Development/Policy

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Each quarter the Sustainability Office will provide an update on the progress and opportunities related to sustainability, most often through the lens of climate change. On October 5, 2020, the Council adopted the Las Cruces Climate Action Plan through Resolution R21-060. To initiate this ongoing series, in its first report to City Council the Sustainability Office will review climate change, its global and local impacts, and how the data was gathered and modeled in the Climate Action Plan. Future sessions will specifically cover greenhouse gas emission reduction strategies for one of the following sectors: transportation, energy, buildings, and waste sectors.

PLAN(S):

City Council Strategic Plan, Other, Elevate Las Cruces

COMMITTEE/BOARD REVIEW:

TSI PRC, None



Council Work Session Summary

Meeting: Work Session - Apr 11 2022

TITLE: ARPA

PURPOSE(S) OF DISCUSSION: ☒ Inform/Update ☒ Direction/Guidance ☐ Legislative
Development/Policy

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City of Las Cruces (City) is a recipient of American Rescue Plan Act (ARPA)/Coronavirus (COVID-19) State and Local Fiscal Recovery Funds (SLFRF) from the U.S. Department of Treasury (Treasury), and these resources are made available to the City to respond to the COVID-19 public health emergency and/or its negative economic impacts.

Treasury has charged the City with ensuring projects respond to the COVID-19 public health emergency and meet urgent community needs. Treasury recommends a swift and effective implementation process that balances facilitating simple and rapid program access widely across the community and maintaining a robust documentation and compliance regime; the City must ensure proper documentation supporting determinations of costs and applicable compliance requirements, satisfactory award management, internal controls, and subrecipient oversight and management.

The City had implemented a Request for Proposals (RFP) process for distribution of funds for Community and Economic Development Initiatives. That RFP was cancelled prior to the Tuesday, February 22, 2022, Las Cruces City Council meeting, and it was decided to go back to City Council to propose a new process.

Staff will discuss the new proposed process to replace the RFP process.

SUPPORT INFORMATION:

[Attachment "A", Proposed Eligibility Requirements](#)

[Attachment "B", Proposed Eligibility Process](#)

PLAN(S):

None

COMMITTEE/BOARD REVIEW:

None

Proposed ARPA Eligibility Requirements

BACKGROUND

Applicants may use the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.

The eligible use categories to respond to public health and negative economic impacts are organized around the types of assistance a recipient may provide and include several subcategories. One of the following subcategories needs to be addressed in an application in order to be eligible for funds: Assistance to households, assistance to nonprofits, assistance to small businesses, or impacted industry. Projects need to be designed to respond to the impact. Responses should be related and reasonably proportional to the harm identified and reasonable designed to benefit those impacted.

To identify eligible uses of funds in a subcategory, applicants should:

1. Identify a COVID-19 public health or economic impact on an individual or class
 - a. **Directly impacted** classes experienced the general, broad-based impacts of the pandemic
 - OR**
 - b. **Disproportionately impacted** classes faced meaningfully more severe impacts, often due to preexisting disparities.
2. Design a project that responds to the impact

STEP ONE

Capital Expenditures

If there are no capital expenditures in the application, **GO TO STEP TWO.**

If there are capital expenditures, do they fit into one of the eligible criteria?

- a. **Yes – FITS into one of the eligibility criteria – GO TO STEP TWO**
- b. **No – Does NOT fit into one of the eligibility criteria - INELIGIBLE**

Eligible Criteria

- Improvement or construction of Covid-19 Testing sites and labs, and acquisition of related equipment
- Improvements or construction of Covid-19 vaccination sites
- Improvements or construction of medical facilities generally dedicated to Covid-19 treatment and mitigation
- Expenses of establishing temporary medical facilities and other measures to increase Covid-19 treatment capacity, including related to construction costs

- Acquisition of equipment for covid-19 prevention and treatment, including ventilators, ambulances, and other medical or emergency operations center and acquisition of emergency response equipment.
- Installation and improvements of ventilation systems
- Costs of establishing public health data systems, including technology infrastructure.
- Adaptation, or mitigation measures, to congregate living facilities, including skilled nursing facilities, other long-term care facilities, incarceration settings, homeless shelter, residential foster care facilities, residential behavioral health treatment, and other group living facilities as well as public facilities and schools (excluding construction of new facilities for the purpose of mitigating spread of Covid-19 in the facility) and
- Mitigation measures in small businesses, nonprofits and impacted industries

STEP TWO

Sub-Category: Assistance to Households

For each question, please supply a justification as to why the project is or is not eligible.

1. Does this project directly impact households and communities?

- a. **Yes – Fits into one of the eligibility criteria - GO TO #2**
- b. **No – Does NOT fit into one of the eligibility criteria - GO TO #3**

Eligibility Criteria

- Low- or -moderate income households or communities
 - *Low-or-moderate-income household and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or (ii) income or at or below 65 percent of the area median income for the county and size of household based on the most recently published data.*
- Households that experienced unemployment
- Households that experienced increased food or housing insecurity
- Households that qualify for the Children's Health Insurance Program, Childcare Subsidies through Child Care Development Fund (CCDF) Program, or Medicaid
- *When providing affordable housing programs:* households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program

- *When providing services to address lost instructional time in K-12 schools: any student that lost access to in-person instruction for a significant period of time.*

2. Can this project be recognized as one of the projects eligible to respond to impacts of the pandemic on households and communities?

a. Yes – Fits into one of the following eligibility criteria – ELIGIBLE. GO TO STEP THREE

b. No – Does NOT fit into one of the eligibility criteria – GO TO #3

Eligibility Criteria

- Food assistance & food banks
- Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling and legal aid to prevent eviction and homelessness & emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- Health insurance coverage expansion
- Benefits for surviving family members of individuals who have died from COVID-19
- Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly-employed workers, subsidized employment, grants to hire underserved individuals to start small businesses & development of job and workforce training centers
- Financial services for the unbanked and underbanked
- Burials, home repair & home weatherization
- Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- Cash assistance
- Paid sick, medical and family leave programs
- Assistance in accessing and applying for public benefits or services
- Childcare and early learning services, home visiting programs, services for child welfare-involved families and foster youth & childcare facilities
- Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- Programs or services to support long-term housing security: including but not limited to development of affordable housing and permanent supportive housing
- Certain contributions to an Unemployment Insurance Trust Fund

3. Does this project assist disproportionately impacted households and communities?

- a. Yes – Fits into one of the eligibility criteria - **GO TO #4**
- b. No – Does NOT fit into one of the eligibility criteria – **INELIGIBLE. GO TO NEXT SUBCATEGORY**

Eligibility Criteria

- Low -income households and communities
 - *Low-or-moderate-income household and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or (ii) income or at or below 40 percent of the area median income for the county and size of household based on the most recently published data.*
- Households residing in Qualified Census Tracts
- Households that qualify for certain federal benefits
- Households receiving services provided by Tribal governments
- Households residing in the U.S. territories or receiving services from these governments

4. Can this project be recognized as one of the projects eligible to respond to disproportionate impacts of the pandemic on households and communities?

- a. Yes – Fits into one of the eligibility criteria – **ELIGIBLE. GO TO STEP THREE**
- b. No – Does NOT fit into one of the eligibility criteria – **INELIGIBLE. GO TO NEXT SUBCATEGORY**

Eligibility Criteria

- Pay for community health workers to help households access health & social services
- Remediation of lead paint or other lead hazards
- Primary care clinics, hospitals, integration of health services into other settings, and other investments in medical equipment & facilities designed to address health disparities
- Housing vouchers & assistance relocating to neighborhoods with higher economic opportunity
- Investments in neighborhoods to promote improved health outcomes
- Improvements to vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of

- environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup & conversion to affordable housing
- Services to address educational disparities, including assistance to high-poverty school districts & educational and evidence-based services to address student academic, social, emotional, and mental health needs
- Schools and other educational equipment and facilities

Sub-Category: Assistance to Nonprofits

For each question, please supply a justification as to why the project is or is not eligible.

1. Does this project directly impact nonprofits?

- a. **Yes – Fits into one of the eligibility criteria - GO TO #2**
- b. **No – Does NOT fit into one of the eligibility criteria - GO TO #3**

Eligibility Criteria

- Decreased revenue (e.g. from donations and fees)
- Financial insecurity
- Increased costs (e.g., uncompensated increases in service need)
- Capacity to weather financial hardship
- Challenges covering payroll, rent or mortgage, and other operating costs

2. Can this project be recognized as one of the projects eligible to respond to impacts of the pandemic on nonprofits?

- a. **Yes – Fits into one of the following eligibility criteria – ELIGIBLE. GO TO STEP THREE**
- b. **No – Does NOT fit into one of the eligibility criteria – GO TO #3**

Eligibility Criteria

- Loans or grants to mitigate financial hardship
- Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic

3. Does this project assist disproportionately impact nonprofits?

- a. **Yes – Fits into one of the eligibility criteria - GO TO #4**
- b. **No – Does NOT fit into one of the eligibility criteria – INELIGIBLE. GO TO NEXT SUBCATEGORY**

Eligibility Criteria

- Nonprofits operating in Qualified Census Tracts

- Nonprofits operated by Tribal governments or on Tribal lands
- Nonprofits operating in the U.S. territories

4. Can this project be recognized as one of the projects eligible to respond to disproportionate impacts of the pandemic on nonprofits?

- Yes – Fits into one of the eligibility criteria – ELIGIBLE. GO TO STEP THREE**
- No – Does NOT fit into one of the eligibility criteria – INELIGIBLE. GO TO NEXT SUBCATEGORY**

Eligibility Criteria

- Loans, grants, in-kind assistance, technical assistance or other services, that responds to the negative economic impacts of the COVID-19 public health emergency.

Sub-Category: Assistance to Small Businesses

For each question, please supply a justification as to why the project is or is not eligible.

1. Does this project directly impact small businesses?

- Yes – Fits into one of the eligibility criteria - GO TO #2**
- No – Does NOT fit into one of the eligibility criteria - GO TO #3**

Eligibility Criteria

- Decreased revenue or gross receipts
- Financial insecurity
- Increased costs
- Capacity to weather financial hardship
- Challenges covering payroll, rent or mortgage, and other cost

2. Can this project be recognized as one of the projects eligible to respond to impacts of the pandemic on small businesses?

- Yes – Fits into one of the following eligibility criteria – ELIGIBLE. GO TO STEP THREE**
- No – Does NOT fit into one of the eligibility criteria – GO TO #3**

Eligibility Criteria

- Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs
Technical assistance, counseling, or other services to support business planning.

3. Does this project assist disproportionately impact small businesses?

- a. Yes – Fits into one of the eligibility criteria - **GO TO #4**
- b. No – Does NOT fit into one of the eligibility criteria – **INELIGIBLE**

Eligibility Criteria

- Small businesses operating in Qualified Census Tracts
- Small businesses operated by Tribal governments or on Tribal lands
- Small businesses operating in the U.S. territories

4. Can this project be recognized as one of the projects eligible to respond to disproportionate impacts of the pandemic on nonprofits?

- a. Yes – Fits into one of the eligibility criteria – **ELIGIBLE. GO TO STEP THREE**
- b. No – Does NOT fit into one of the eligibility criteria - **INELIGIBLE**

Eligibility Criteria

- Rehabilitation of commercial properties, storefront improvements and façade improvements
- Technical assistance, business incubators & grants for start-up or expansion cost for small businesses
- Support for microbusinesses, including financial, childcare, and transportation costs

Sub-Category: Impacted Industry

For each question, please supply a justification as to why the project is or is not eligible.

1. Does this project assist a directly impacted industry?

- a. Yes – Fits into one of the eligibility criteria - **GO TO #2**
- b. No – Does NOT fit into one of the eligibility criteria - **INELIGIBLE**

Eligibility Criteria

- If the industry is in the travel, tourism, or hospitality sectors, the industry is impacted
- If the industry is outside the travel, tourism, or hospitality sectors, the industry is impacted if:
 - The industry experienced at least 8 percent employment loss from pre-pandemic levels, or
 - The industry is experiencing comparable or worse economic impacts as the national tourism, travel, and hospitality industries as of the date of the final rule, based on the totality of economic indicators or qualitative data (if quantitative data is unavailable)

and if the impacts were generally due to the Covid-19 public health emergency.

2. Can this project be recognized as one of the projects eligible to respond to impacts of the pandemic on industry?

- a. Yes – Fits into one of the following eligibility criteria – **ELIGIBLE. GO TO STEP THREE**
- b. No – Does NOT fit into one of the eligibility criteria – **INELIGIBLE**

Eligibility Criteria

- Aid to mitigate financial hardship, such as supporting payroll costs, lost pay and benefits for returning employees, support of operations and maintenance of existing equipment and facilities.
- Technical assistance, counseling, or other services to support business planning
- Covid-19 mitigation and infection prevention measures (see section Public Health)

The descriptions provided in this document summarize key provisions of the final rule but are non-exhaustive, do not describe all terms and conditions associated with the use of SLFRF, and do not describe all requirements that may apply to this funding. Any SLFRF funds received are also subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which incorporate the provisions of the final rule and the guidance that implements this program.

STEP THREE

Compliance and Reporting

Funding requested for each project must be evidence-based, so they must describe the goals of the project, and the evidence based for the interventions funded by the project. Applicants must specifically identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), and Public Health-Negative Economic Impact: Public Sector Capacity (EC 3) Expenditure Categories.

1. For each amount requested, designate which Expenditure Category (EC) it fits under. Document why it fits and if it does not fit in any, why not.

Expenditure Category	EC
1: Public Health	
COVID-19 Mitigation & Prevention	
COVID-19 Vaccination	1.1
COVID-19 Testing	1.2
COVID-19 Contact Tracing	1.3
Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools Child care facilities, etc.)	1.4
Personal Protective Equipment	1.5
Medical Expenses (including Alternative Care Facilities)	1.6
Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	1.7
COVID-19 Assistance to Small Businesses	1.8
COVID-19 Assistance to Non-Profits	1.9
COVID-19 Aid to Impacted Industries	1.1
Community Violence Interventions	
Community Violence Interventions	1.11
Behavioral Health	
Mental Health Services	1.12
Substance Use Services	1.13
Other	
Other Public Health Services	1.14
Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency	-
2: Negative Economic Impacts	
Assistance to Households	
Household Assistance: Food Programs	2.1
Household Assistance: Rent, Mortgage, and Utility Aid	2.2
Household Assistance: Cash Transfers	2.3
Household Assistance: Internet Access Programs	2.4
Household Assistance: Paid Sick and Medical Leave	2.5
Household Assistance: Health Insurance	2.6
Household Assistance: Services for Un/banked	2.7
Household Assistance: Survivor's Benefits	2.8
Unemployment Benefits of Cash Assistance to Unemployed Workers	2.9

Expenditure Category	EC
Assistance to Unemployed or Underemployed Workers (e.g. job training, subsidized employment, employment support or incentives)	2.1
Healthy Childhood Environments: Child Care	2.11
Healthy Childhood Environments: Home Visiting	2.12
Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System	2.13
Healthy Childhood Environments: Early Learning	2.14
Long-Term Housing Security: Affordable Housing	2.15
Long-Term Housing Security: Services for Unhoused Persons	2.16
Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities	2.17
Housing Support: Other Housing Assistance	2.18
Social Determinants of Health: Community Health Workers or Benefits Navigators	2.19
Social Determinants of Health: Lead Remediation	2.2
Medical Facilities for Disproportionately Impacted Communities	2.21
Strong Healthy Communities: Neighborhood Features that Promote Health and Safety	2.22
Strong Healthy Communities: Demolition and Rehabilitation of Properties	2.23
Addressing Educational Disparities: Aid to High-Poverty Districts	2.24
Addressing Educational Disparities: Academic, Social, and Emotional Services	2.25
Addressing Educational Disparities: Mental Health Services	2.26
Addressing Impacts of Lost Instructional Time	2.27
Contributions to UI Trust Funds	2.28

Expenditure Category	EC
Assistance to Small Business	
Loans of Grants to Mitigate Financial Hardship	2.29
Technical Assistance, Counseling, or Business Planning	2.3
Rehabilitation of Commercial Properties or Other Improvements	2.31
Business Incubators and Start-Up or Expansion Assistance	2.32
Enhanced Support to Microbusinesses	2.33
Assistance to Non-Profits	
Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)	2.34
Aid to Impacted Industries	
Aid to Tourism, Travel ,or Hospitality	2.35
Aid to Other Impacted Industries	2.36
Other	
Economic Impact Assistance: Other	2.37
Household Assistance: Eviction Prevention	-
Education Assistance: Other	-
Healthy Childhood Environments: Other	-
Social Determinants of Health: Other	-
3: Public Health-Negative Economic Impact: Public Sector Capacity	
General Provisions	
Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers	3.1
Public Sector Workforce: Rehiring Public Sector Staff	3.2
Public Sector Workforce: Other	3.3
Public Sector Capacity: Effective Service Delivery	3.4
Public Sector Capacity: Administrative Needs	3.5
4: Premium Pay	
Public Sector Employees	4.1
Private Sector: Grants to Other Employers	4.2
5: Infrastructure	
6: Revenue Replacement	
7: Administrative	
Administrative Expenses	7.1
Transfers to Other Units of Government	7.2
Transfers to Non-entitlement Units (States and territories only)	-

2. Is it a Direct or Indirect Cost?

- a. Direct Cost – Those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Typical costs charged directly to a Federal award are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the Federal award.
- b. Indirect Cost – For major non-profits organizations, indirect costs must be classified within two broad categories:
 - i. Facilities – Depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses.
 - ii. Administration – General administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures not listed specifically under one of the sub-categories of Facilities.

3. Are the costs reasonable and allocable?

- a. Reasonable costs – A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration must be given to:
 - i. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award
 - ii. The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the Federal award.
 - iii. Market prices for comparable goods or services for the geographic area
 - iv. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal Government.
 - v. Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.
- b. Allocable costs – A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable

to the Federal award or cost objective in accordance with relative benefits received. The standard is met if the cost:

- i. Is incurred specifically for the Federal award;
- ii. Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
- iii. Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.

DRAFT

SHEET 1 - CAPITAL EXPENDITURE		
CATEGORY	DOES IT FIT? (Y/N)	JUSTIFICATION
Improvement or construction of Covid-19 Testing sites and labs, and acquisition of related equipment		
Improvements or construction of Covid-19 vaccination sites		
Improvements or construction of medical facilities medical facilities generally dedicated to Covid-19 treatment and mitigation		
Expenses of establishing temporary medical facilities and other measures to increase Covid-19 treatment capacity, including related to construction costs		
Acquisition of equipment for covid-19 prevention and treatment, including ventilators, ambulances, and other medical or emergency operations center and acquisition of emergency response equipment.		
Installation and improvements of ventilation systems		
Costs of establishing public health data systems, including technology infrastructure.		
Adaptation, or mitigation measures, to congregate living facilities, including skilled nursing facilities, other long-term care facilities, incarceration settings, homeless shelter, residential foster care facilities, residential behavioral health treatment, and other group living facilities as well as public facilities and schools (excluding construction of new facilities for the purpose of mitigating spread of Covid-19 in the facility)		
Mitigation measures in small businesses, nonprofits and impacted industries		
AT LEAST ONE "YES", MOVE TO NEXT PAGE ALL "NO" - APPLICATION IS INELIGIBLE		

SHEET 2 - ASSISTANCE TO HOUSEHOLDS

IMPACT		YES/NO	CATEGORY	JUSTIFICATION
IF "YES", GO TO SHEET 6 IF "NO" CONTINUE ON THIS SHEET	Does it directly impact households & communities?			
	Can it be recognized as one of the projects eligible to respond to impacts of the pandemic on households & communities?			
IF "YES", GO TO SHEET 6 IF "NO" GO TO SHEET 3	Does it disproportionately impact households & communities?			
	Can it be recognized as one of the projects eligible to respond to disproportionate impacts of the pandemic on households & communities?			

SHEET 3 - ASSISTANCE TO NONPROFITS

IMPACT		YES/NO	CATEGORY	JUSTIFICATION
IF "YES", GO TO SHEET 6 IF "NO" CONTINUE ON THIS SHEET	Does it directly impact nonprofits?			
	Can it be recognized as one of the projects eligible to respond to impacts of the pandemic on nonprofits?			
IF "YES", GO TO SHEET 6 IF "NO" GO TO SHEET 4	Does it disproportionately impact nonprofits?			
	Can it be recognized as one of the projects eligible to respond to disproportionate impacts of the pandemic on nonprofits?			

SHEET 4 - ASSISTANCE TO SMALL BUSINESSES

	IMPACT	YES/NO	CATEGORY	JUSTIFICATION
IF "YES", GO TO SHEET 6 IF "NO" CONTINUE ON THIS SHEET	Does it directly impact small businesses?			
	Can it be recognized as one of the projects eligible to respond to impacts of the pandemic on small businesses?			
IF "YES", GO TO SHEET 6 IF "NO" GO TO SHEET 5	Does it disproportionately impact small businesses?			
	Can it be recognized as one of the projects eligible to respond to disproportionate impacts of the pandemic on small businesses?			

SHEET 5 - ASSISTANCE TO INDUSTRY

IF "YES", GO TO SHEET 6 IF "NO" APPLICATION IS INELIGIBLE	IMPACT	YES/NO	CATEGORY	JUSTIFICATION
	Does it directly impact industry?			
	Can it be recognized as one of the projects eligible to respond to impacts of the pandemic on industry?			

SHEET 6 - COMPLIANCE AND REPORTING

REQUEST	AMOUNT	DESCRIPTION	EXPENDITURE CATEGORY		INDIRECT/ DIRECT	COSTS		
			NUMBER	JUSTIFICATION		REASONABLE? (Y/N)	ALLOCABLE? (Y/N)	JUSTIFICATION
Permanent Position, Full Time								
Temporary Positions								
Other Employee Benefits								
Fees or Service Charges								
Advertising								
Miscellaneous Costs								
Training and Education								
Furniture and Fixtures								
Office Equipment								

IF "YES" TO ALL, PROJECT IS ELIGIBLE
IF "NO" TO ANY REQUEST, CAN PROJECT STILL HAPPEN
WITHOUT THAT ITEM?
IF PROJECT CANNOT HAPPEN WITHOUT INELIGIBLE EXPENSE,
PROJECT IS INELIGIBLE