



# **TOWN OF RIVERHEAD**

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[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

## **2021-2022 American Rescue Plan Assistance to Business Entities and Not-for-Profits Related to:**

### **ARTS, ENTERTAINMENT, LEISURE AND HOSPITALITY**

#### **INFORMATIONAL OVERVIEW**

On March 11th, President Biden signed into law the American Rescue Plan Act of 2021. This \$1.9 trillion federal stimulus package known as the American Recovery Plan Act (ARPA) included \$360 billion in direct financial relief for state and local governments, including \$65 billion for America's cities, villages and towns, as well as \$65 billion for counties. The Town of Riverhead shall receive \$3,671,320 with the money paid to the State of New York and disbursed in two equal installments over a two-year period. The ARPA provides guiding principles to follow for consideration and commitment to use of the funds, dictates on projects/plans eligible for use of ARPA funds, and sets forth reporting requirements.

The Town tasked staff members to study regarding general operation of town government, needs and demands of each department, necessary improvements to town facilities, long term and short term projects impacting revenue, funding ability, or bonding, and other financial strains, negative impacts related not simply to town government but community related organizations. This research included funding/relief provided to the Town, School, local businesses and not-for-profits through other federal, state, and county programs/grants, including CARES Act, Community Development Block Grant, ARPA to Riverhead Central School District and Restaurant Revitalization Fund, to access portion(s) of programs and segments of the community that did not receive or may not be eligible for funding/adequate funding. In addition, research and consideration was provided to potential future funding opportunities, including grants, community benefit funds, and Town actions ie. outdoor dining, waiver of permit fees, etc.

The Town did receive recommendation from Town staff and strong support for funding for programs for the Assistance to Business Entities and Not-For-Profits related to Arts, Entertainment, Leisure, and Hospitality. According to the U.S. Bureau of Labor Statistics, All Employees, Leisure and Hospitality, retrieved from FRED, Federal Reserve Bank of St. Louis, <https://fred.stlouisfed.org/series/USLAH> (last visited May 8, 2021) and Bureau of Economic Analysis, News Release: Gross Domestic Product (Third Estimate), Corporate Profits, and GDP by Industry, Fourth Quarter and Year 2020 (Mar. 25, 2021) from February 2020 to April 2021, employment in "Leisure and hospitality" has fallen by approximately 17 percent and from 2019 to 2020, gross output (e.g. revenue) in arts, entertainment, recreation, accommodation, and food services has fallen by approximately 24 percent, respectively. Our Town of Riverhead boasting bucolic rivers, bays, and Long Island Sound plus agricultural landscape, together with arts,



culture, and entertainment (i.e. East End Arts, Suffolk Theatre, host of community events, Country Fair, Polish Town Fair, Alive on 25, Art in the Park) and our Argi-Toursim and Entertainment were severely impacted by the COVID pandemic. COVID required some entities to temporarily close and/or cancel programs and events, and in countless ways negatively impacting the social, educational, recreational and general welfare of this segment of our community. As such, we recommend the Town authorize use of the ARPA funds for \$150,000.00 permitting entities and not-for-profits to apply for these funds by demonstration of the negative economic impact and the need to mitigate financial hardship or implement programs responsive to COVID.

**IMPORTANT:** To be considered, please complete the application form attached hereto. The maximum grant request is \$25,000. There is no guarantee of full or partial funding for any application. Funding will be allocated based on number of approved applications received. Applications are due by **September 15, 2022**. Please mail applications to: Assistance to Business Entities and Not-For-Profits related to Arts, Entertainment, Leisure, and Hospitality c/o Town Clerk, 200 Howell Avenue, Riverhead, NY 11901 or email at: [townclerk@townofriverheadny.gov](mailto:townclerk@townofriverheadny.gov).

Applications will be reviewed by the Assistance To Business Entities and Not-For-Profits Related To Arts, Entertainment, Leisure, And Hospitality American Rescue Recovery Grant Fund Review Committee, which consists of the Town Finance Director and/or his designee, Community Development Director and/or her designee, and Planning Director and/or his designee. The Review Committee will make recommendations to the Town Board, who will have final authorization to award grants.

**NOTE:** The American Rescue Plan Act funding is provided by the Federal Government and has various requirements associated with its use. In order for an application to be considered, the Statement on Use of Funds must be signed. It is important that subrecipients of the Town's funding adhere to all grant requirements. Failure to follow outlined requirements can result in loss of grant funding.



## ELIGIBILITY AND REPORTING REQUIREMENTS

**ELIGIBILITY** - Only business entities and not-for-profits located and operating within the boundaries of the Town of Riverhead shall be eligible to apply for these funds. In addition, the primary purpose of the business entity must qualify as Art, Entertainment, Leisure, or Hospitality.

**ASSESSMENT** - All eligible applications submitted to this program are subject to evaluation by the review committee. The review committee will award funding at its discretion, based upon its review of all of the applications submitted. Note, The Town does not provide assistance for business owners to submit the application and documentation, pre-award and post award, relating to application of approval of application. Important, proposals that best adhere to the spirit of addressing issues relate to COVID-19 or the resultant economic down turn will score higher in the "Consistency with Legislation" category.

**EXISTING VIOLATIONS** – To the extent that owner and/or applicant has any outstanding code violations related to the business operating within the Town of Riverhead, ALL outstanding code violations must be addressed in the proposed scope of work or prior to submitting this application.

### TIMELINE

- Sixty (60) day reviewing period once application is received.
- Once reviewed, a conditional letter will be sent out stating the applicant has either been awarded funds (in whole or in part) OR the application did not meet the requirements with feedback as to why the applicant did not receive funds.

**REPORTING REQUIREMENTS:** Generally, businesses and Not-for-Profits will have to report the following items:

- 1) Applicants must report to the Town any past funds received from any government agency to combat the negative effects of the pandemic, including but not limited to CARES funding, payroll assistance through the federal Paycheck Protection Program or a similar program.
- 2) The Owner/Operator, Board or Executive director of each business/non-profit must send a letter to the Assistance to Business Entities and Not-For-Profits Related to Arts, Entertainment, Leisure, And Hospitality American Rescue Recovery Grant Fund Review Committee outlining the negative effect the pandemic has had on their business/non-profit. The letter should be accompanied by either a 990, 990EZ, 990, Schedule C of your 1040 or 1040SR, 1120 or 1120S or statement from a Certified Public Accountant attesting to the cost increases, loss of revenue or financial hardship.
- 3) If you are using funds to reimburse your business or non-profit's personal protective equipment ("PPE") purchases, new equipment or technologies, additional costs to implement COVID compliant programs, please provide an estimated total of cost of purchased items to mitigate the effects of the COVID-19 pandemic and please attach all receipts and/or invoices relating to such purchases:



- a) If your business or nonprofit previously received financial assistance for PPE, new equipment or technologies, additional costs to implement COVID compliant programs please disclose below:
- 4) If you are using funds to reimburse your business or nonprofit for keeping employees on payroll during the pandemic or subsequent economic downturn, please provide payroll data in the form of Form W-3 or Form 1099-MISC about all employees that were kept or will be kept on the payroll using these funds:
  - a) If your business or nonprofit previously received payroll assistance through the federal Paycheck Protection Program or a similar program, please disclose below:
- 5) If you are using funds to reimburse your business or nonprofit's revenue losses due to the pandemic or subsequent economic downturn, please provide gross receipts (990, 990EZ, 990, Schedule C of your 1040 or 1040SR, 1120 or 1120S) from all quarters in 2019 and 2020 showing a loss in revenue. If you started your business or nonprofit in 2020 prior to the COVDD-19 pandemic, you are required to provide gross receipts beginning from the last quarter of 2019 or first quarter of 2020 onward, whichever is applicable:
- 6) If you are using funds for structural improvements relating to the prevention or mitigation, of COVID19 to your business or nonprofit, please provide:
  - Two (2) cost estimates for the scope of work eligible for reimbursement, and
  - Visualizations of the proposed scope of work; drawings, sketches, renderings, to help describe the visual impact of the work on the location, convey adherence to the spirit of the 2021 American Rescue Plan and provide a basis for final inspection at the completion of the project.

### **\*PRIORITY REVIEWING\***

The review committee will accept applications for Assistance To Business Entities and Not-For-Profits Related To Arts, Entertainment, Leisure, And Hospitality American Rescue Fund support until there the funds designated for this category are fully exhausted. Note, it is anticipated that there shall be only one round of funding. Notwithstanding same, to the extent the Town determines to advertise for a second round of funding, Businesses and Nonprofits that did not receive funding the first time will have their applications reviewed prior to those applicants who received the first round of funding and are reapplying for second round of funding.



## APPLICATION

Business/Not-For-Profit Name & Address:

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\*Note, only business entities and Not-For-Profits located and operating within the boundaries of the Town of Riverhead are eligible for these funds. In addition, the primary purpose of the business must be to promote and provide services related to Arts, Entertainment, Leisure and Hospitality.

Describe Entity Type (i.e. Sole Proprietorship, Corporation, and 501(C) (3)):

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Describe Business Operation (i.e. school and/or educational, social, recreational programs):

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Proposed Use of Funding\*:

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\*Attach additional sheet, if necessary. NOTE: Use of funding is limited to mitigate financial hardship (costs for personal protection equipment/safety social distancing barriers, computer/electronic equipment to aid in communication with staff, guests, invitees and program participants, loss of revenue or loss of grant funding-see and reference recording requirements).

Grant Amount Requested: \_\_\_\_\_

Name & Title/Position of Individual completing application

Applicant Contact Information (Telephone/Email)

State of New York )

) ss:

County of Suffolk )



## CERTIFICATION

The undersigned, personally and on behalf of the applicant does hereby state and certify to the Town of Riverhead that the information given above is true, accurate and complete. It is further acknowledged that the Town of Riverhead will rely upon the information contained herein and in any attached pages for purposes of evaluating the application for funding and the Town of Riverhead may, in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein. It is further acknowledged that the submission of false or misleading information may result in disqualification or rescindment of an award.

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Name of Business

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Signature of Officer

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Address

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Print Name of Signature Officer

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City, State, Zip

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Title

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public: \_\_\_\_\_ Registration No.: \_\_\_\_\_

State: \_\_\_\_\_



## FUNDING STATEMENT ON USE OF FUNDS

I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_, agree to the following terms and conditions of Town of Riverhead American Rescue Plan Assistance to Business Entities and Not-For-Profits Related to Arts, Entertainment, Leisure, and Hospitality Grant via funding through use of Town of Riverhead American Rescue Plan Act.

### Funds:

1. Use of Funds: Funds received under this program will be used solely for the project/purpose outlined in the grant application.
2. Period of Performance: Grants funds awarded must be spent by December 31, 2023. Any grant funds unspent at this time must be returned to the Town of Riverhead.
3. Reporting: Recipient agrees to comply with any reporting obligations established by United States Treasury as they relate to this award.
4. Maintenance/Access to Records: a. The Town of Riverhead, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations. b. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to the Town, whichever is later.
5. Cost Sharing: Cost sharing or matching funds are not required to be provided by Recipient. Recipient hereby agrees, as a condition to receiving such payment from the Town of Riverhead, to the terms above.

### Recipient:

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Authorized Representative

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Date