



City of Allentown  
State and Local Fiscal Recovery Funds Application

Check below that your application is complete.

- Section II. Project Narrative
- Section III. Agency Information
- Section IV. Plan for Monitoring and Recordkeeping
- Section V. Budget Request Forms
  - A. Program Budget  
Budget Narrative
  - B. Listing of Other Resources  
Organization Budget Summary
  - C. Organization Budget and Sources Revenue
- Section VI. Standard Required Documents
  - A. IRS 501 (c) Determination Letter- *If applicable*  
Single Audit
  - B. List of Board Members- *If applicable*
  - C. Most recent IRS 990 report- *if applicable*
  - D. Diversity, Equity & Inclusion Statement

**PLEASE DOUBLE CHECK YOUR SUBMISSION TO ENSURE IT IS COMPLETE.**

Inquiries and completed applications should be  
submitted to: [ARPA@allentownpa.gov](mailto:ARPA@allentownpa.gov)

## **Introduction:**

The Coronavirus state and local fiscal recovery funds (SLFRF) is a part of the American Rescue Plan, these funds delivered up to \$350 billion dollars to state, local and tribal governments across the country. These funds were specifically disbursed in response to and recovery from the COVID-19 public health emergency. The program ensures that local governments have the resources needed to:

- fight the pandemic and support families and small businesses struggling with its public health and economic impacts.
- Maintain vital public services, even amid decline in revenue and
- Build a strong resilient, and equitable recovery by making investments that support long-term growth and opportunity.

The City of Allentown received 56 million dollars in (SLFRF) funds to be used for immediate pandemic response needs and begin building a strong and equitable recovery.

The Coronavirus state and local fiscal recovery funds (SLFRF) program provides substantial; flexibility for each jurisdiction to meet local needs within the four separate eligible use categories.

*The City of Allentown strongly suggests meeting with the SLFRF committee before submitting an application.*

## **Grant Requests**

Applicants who are requesting funds through the State and Local Fiscal Recovery Funds (SLFRF) must meet the minimum and maximum request amounts. Please note that the administration reserves the right to make an exception based on the impact of the applicant's program.

Minimum Request: \$100,000

Maximum Request \$ 1,500,000

## **Timeline for use of funds**

Under the SLFRF, funds must be used for costs incurred on or after March 3, 2021. Further, costs must be obligated by December 31, 2024 and expended by December 31, 2026.

**All applications, regardless of funding source, must meet the following criteria:**

1. The proposed activities must be conducted in a cost-effective manner.
2. The proposed activities must include in a significant flow of funds from other public or private sources.
3. The sponsoring organization must have the experience and expertise to meet the proposed objectives in the defined time.

4. The sponsoring organization must have the fiscal accountability and the commitment of other resources necessary to accomplish the proposed objectives.

**Eligibility Criteria:**

**RESPONDING TO THE PUBLIC HEALTH EMERGENCY**

COVID-19 mitigation and prevention. The pandemic has broadly impacted Americans and recipients can provide services to prevent and mitigate COVID-19 to the public or to small businesses, nonprofits, and impacted industries in general. Enumerated eligible uses include:

- Vaccination programs, including vaccine incentives and vaccine sites
- Support for prevention, mitigation, or other services in congregate living
- Testing programs, equipment and sites facilities, public facilities, and schools
- Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants)
- Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
- Public communication efforts
- Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
- COVID-19 prevention and treatment equipment, such as ventilators and ambulances
- Public health data systems (Temporary medical facilities and other
- Medical and PPE/protective supplies      measures to increase COVID-19 treatment capacity
- Support for isolation or quarantine
- Ventilation system installation and improvement
- Technical assistance on mitigation of COVID-19 threats to public health and safety
- Emergency operations centers & emergency response equipment (e.g., emergency response radio systems)
- Public telemedicine capabilities for COVID-19 related treatment
- Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations

## **Medical expenses**

Funds may be used for expenses to households, medical providers, or others that incurred medical costs due to the pandemic, including:

- Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals
- Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions
- Emergency medical response expenses
- Treatment of long-term symptoms or effects of COVID-19

## **Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services.**

Treasury recognizes that the pandemic has broadly impacted Americans' behavioral health and recipients can provide these services to the public to respond. Enumerated eligible uses include:

- Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support
- Enhanced behavioral health services in schools
- Services for pregnant women or infants born with neonatal abstinence syndrome
- Support for equitable access to reduce disparities in access to high-quality treatment
- Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
- Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
- Behavioral health facilities & equipment

## **Preventing and responding to violence**

Recognizing that violence – and especially gun violence – has increased in some communities due to the pandemic, recipients may use funds to respond in these communities through:

- Referrals to trauma recovery services for victims of crime
- Community violence intervention programs, including:
  - Evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance
- In communities experiencing increased gun violence due to the pandemic:
  - Law enforcement officers focused on advancing community policing
  - Enforcement efforts to reduce gun violence, including prosecution
  - Technology & equipment to support law enforcement response

## **Assistance to Households**

Impacted Households and Communities

The below are presumed households and communities that are impacted by the pandemic:

- Low- or-moderate income households or communities
- 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 the Child Care Development Fund (CCDF) Program, or Medicaid
- 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
- 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

## **Eligible projects to respond to impacts of the pandemic on households and communities**

- 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 workers, assistance to unemployed 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 development of affordable housing and permanent supportive housing
- Certain contributions to an Unemployment Insurance Trust Fund

### **Disproportionately Impacted Households and Communities**

The below are presumed households and communities are disproportionately impacted by the pandemic:

- Low -income households and communities
- 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

### **Eligible projects response to disproportionate impacts of the pandemic on households and communities:**

- 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 & facilities
- 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

### **Assistance to Small Businesses**

Small businesses have faced widespread challenges due to the pandemic, including periods of shutdown, declines in revenue, or increased costs. The final rule provides tools for recipients to respond to the impacts of the pandemic on small businesses, or disproportionate impacts on businesses where pre-existing disparities like lack of access to capital compounded the pandemic's effects.

Small businesses eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "small business," specifically:

Have no more than 500 employees, or if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates, and  
Are a small business concern as defined in section 3 of the Small Business Act<sup>8</sup> (which includes, among other requirements, that the business is independently owned and operated and is not dominant in its field of operation).

### **Impacted Small Businesses**

Recipients can identify small businesses impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

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

Assistance to small businesses that experienced negative economic impacts includes the following enumerated uses:

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.

### **Disproportionately Impacted Small Businesses**

The below are presumed small businesses that are disproportionately impacted by the pandemic:

- 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
- Assistance to disproportionately impacted small businesses includes the following:
- Rehabilitation of commercial properties, storefront improvements & façade improvements
- Technical assistance, business incubators & grants for start-up or expansion costs for small businesses
- Support for microbusinesses, including financial, childcare, and transportation costs

### **Assistance to Nonprofits**

Nonprofits have faced significant challenges due to the pandemic's increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees. Nonprofits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of **“nonprofit”—specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.**

### **Impacted Nonprofits**

Recipients can identify nonprofits impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- 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 Assistance to nonprofits that experienced negative economic impacts includes the following:
- Loans or grants to mitigate financial hardship
- Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic

### **Disproportionately Impacted Nonprofits**

Treasury presumes that the following nonprofits are disproportionately impacted by the pandemic:

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

Recipients may identify appropriate responses that are related and reasonably proportional to addressing these disproportionate impacts.

### **Aid to Impacted Industries**

Recipients may use SLFRF funding to provide aid to industries impacted by the COVID-19 pandemic. Recipients should first designate an impacted industry and then provide aid to address the impacted industry's negative economic impact.

This sub-category of eligible uses does not separately identify disproportionate impacts and corresponding responsive services.

1. **Designating an impacted industry.** There are two main ways an industry can be designated as "impacted." If the industry is in the travel, tourism, or hospitality sectors (including Tribal development districts), the industry is impacted.
2. If the industry is outside the travel, tourism, or hospitality sectors, the industry is impacted if:
  - A. The industry experienced at least 8 percent employment loss from pre-pandemic levels, or
  - B. 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.

Recipients have flexibility to define industries broadly or narrowly, but it is encouraged that recipients define narrow and discrete industries eligible for aid. State and territory recipients also have flexibility to define the industries with greater geographic precision; for example, a state may identify a particular industry in a certain region of a state as impacted.

### **2. Providing eligible aid to the impacted industry**

Aid may only be provided to support businesses, attractions, and Tribal development districts operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. Further, aid should be generally broadly available to all businesses within the impacted



industry to avoid potential conflicts of interest, and Treasury encourages aid to be first used for operational expenses, such as payroll, before being used on other types of costs.

Recognized projects as eligible responses to impacted industries.

- 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

**Provide premium pay for eligible workers performing essential work,**

\*Eligible workers are not to apply individually, an organization, business or nonprofit should apply on behalf of workers.

Premium pay is defined as offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.

Recipients may provide premium pay to eligible workers – generally those working in-person in key economic sectors – who are below a wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions, or if the recipient submits justification that the premium pay is responsive to workers performing essential work. Recipients should undergo the following steps to provide premium pay to eligible workers.

**1. Identify an “eligible” worker.** Eligible workers include workers “needed to maintain continuity of operations of essential critical infrastructure sectors.” This includes:

- Health care
- Emergency response research development, and testing necessary for COVID-19
- State, local, or Tribal government workforce
- Workers providing services to Tribes
- Educational, school nutrition, and other work required to operate a school facility
- Laundry
- Elections
- Solid waste or hazardous materials management, response, and cleanup
- Work requiring physical interaction with patients
- Dental care
- Transportation and warehousing
- Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment
- Sanitation, disinfection & cleaning
- Maintenance
- Grocery stores, restaurants, food production, and food delivery
- Pharmacy
- Behavioral health
- Medical testing and diagnostics
- Home and community-based health care or assistance with activities of daily living
- Family or childcare
- Social services
- Public health
- Mortuary

Beyond this list, the Mayor may designate additional non-public sectors as critical so long as doing so is necessary to protecting the health and wellbeing of the residents of such jurisdictions.

2. Verify that the eligible worker performs “essential work,” meaning work that: Is not performed while teleworking from a residence; and involves either:

- a. regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or
- b. regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.

3. Confirm that the premium pay “responds to” workers performing essential work during the COVID-19 public health emergency. Under the final rule, which broadened the share of eligible workers who can receive premium pay without a written justification, recipients may meet this requirement in one of three ways:

- Eligible worker receiving premium pay is earning (with the premium included) at or below 150 percent of their residing state or county’s average annual wage for all occupations, as defined by the Bureau of Labor Statistics’ Occupational Employment and Wage Statistics, whichever is higher, on an annual basis; or
- Eligible worker receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions; or
- If a worker does not meet either of the above requirements, the recipient must submit written justification to Treasury detailing how the premium pay is otherwise responsive to workers performing essential work during the public health emergency. This may include a description of the essential worker’s duties, health, or financial risks faced due to COVID-19, and why the recipient determined that the premium pay was responsive. Treasury anticipates that recipients will easily be able to satisfy the justification requirement for front-line workers, like nurses and hospital staff.

Premium pay may be awarded in installments or lump sums (e.g., monthly, quarterly, etc.) and may be awarded to hourly, part-time, or salaried or non-hourly workers. Premium pay must be paid in addition to wages already received and may be paid retrospectively. A recipient may not use SLFRF to merely reimburse itself for premium pay or hazard pay already received by the worker, and premium pay may not be paid to volunteers.

### **Restrictions on Use**

#### **Offset a reduction in net tax revenue**

States and territories may not use this funding to offset a reduction directly or indirectly in net tax revenue resulting from a change in law, regulation, or administrative interpretation beginning on March 3, 2021, through the last day of the fiscal year in which the funds provided have been spent. If a state or territory cuts taxes during this period, it must demonstrate how it paid for the tax cuts from sources other than SLFRF, such as by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be repaid to the Treasury.

#### **Deposits into pension funds**

No recipients except Tribal governments may use this funding to make a deposit to a pension fund. Treasury defines a “deposit” as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions connected to an eligible use of funds (e.g., for public health and safety staff). Examples of extraordinary payments include ones that:

- Reduce a liability incurred prior to the start of the COVID-19 public health emergency and occur outside the recipient's regular timing for making the payment.
- Occur at the regular time for pension contributions but is larger than a regular payment would have been

### **Additional restrictions and requirements**

No debt service or replenishing financial reserves. Since SLFRF funds are intended to be used prospectively, recipients may not use SLFRF funds for debt service or replenishing financial reserves (e.g., rainy day funds).

No satisfaction of settlements and judgments. Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding is itself not an eligible use. However, if a settlement requires the recipient to provide services or incur other costs that are an eligible use of SLFRF funds, SLFRF may be used for those costs.

Additional general restrictions. SLFRF funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (e.g., uses of funds undermine COVID-19 mitigation practices in line with CDC guidance and recommendations) and may not be used in violation of the Award Terms and Conditions or conflict of interest requirements under the Uniform Guidance. Other applicable laws and regulations, outside of SLFRF program requirements, may also apply (e.g., laws around procurement, contracting, conflicts-of-interest, environmental standards, or civil rights).

### **PROPOSAL FORMAT**

Organizations requesting funds under the State and Local Fiscal Recovery Funds must address the below items. Please be brief and concise. Format must follow this guideline.

- I. **Basic Information Form and Proposal Summary (one page each)** – Please complete the attached forms. Keep in mind that complete applications are reviewed by the city staff most involved in the application process. The city recommend you summarize your proposal in the most complete and succinct manner possible. City staff will not edit the Proposal Summary.
- II. **Project Narrative (two page maximum)**
  - a. **Need/Problem to be addressed** – Demonstrate the need for the program. Support this description with facts and statistics, indicating their sources. Identify the problems the program or business (NOT YOUR AGENCY) will address – note specifically how this is consistent with the state and local fiscal recovery funds eligibility criteria's. You must specifically document which program you will address and give a detailed description explaining how the Priority will be addressed and the outcome to be documented/achieved.
  - b. **Population/Area Served – discuss the population and the area to be served.**
  - c. **Statement of Outcome Based Objectives** – Briefly state the purpose of the program. Outline the specific outcome-based objectives that you hope to accomplish during the grant year. These objectives must be quantifiable whenever possible. These objectives form the basis of your contract and performance will be measured against these objectives. Describe how your outcomes will specifically address the state and local fiscal recovery funds eligibility criteria's.
- III. **Agency Information (one page maximum)**

A. Background – Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency and the type of corporation. Describe the type of services provided, the agency’s capabilities, the number and characteristics of clients served and license to operate (if appropriate).

B. Key Personnel – Briefly describe the agency’s existing staff positions and qualifications, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. Additionally, the applicant should specify if they pay their employees a living wage.

C. Any additional information.

IV. Plan for Monitoring or Recordkeeping– Briefly state what steps will be taken to monitor and evaluate the objectives noted in Section IIC. In particular, the city is interested in the long-term impact of the program and how the sponsoring organization will measure the impact. In addition, the city is required to monitor and evaluate a beneficiary’s performance. Monitoring is up the city’s discretion. The city’s requirements for recordkeeping by a beneficiary vary with each program due to the diverse nature of the activities. Please discuss how your agency will monitor and keep records for the particular program for which you seek funding.

V. **Budget Request Forms**

A. Complete the Attached Program Budget Form. For each line item, round to the nearest whole dollar.

B. Include a Budget Narrative that specifically explains each line item.

C. Include a listing of other resources for the program, by source and amount. Please indicate whether each funding source is committed or pending. Include letters of commitment for funding sources which are committed.

D. Funding Commitment Letters – optional

E. Complete the attached Organizational Budget Summary.

F. Include a copy of the organization’s budget and sources of revenue for the fiscal year 2021.

\*Please note: There will be a cap as to how much each beneficiary can apply for, the maximum amount each beneficiary receives is based off the scored application. \*

For example, if an agency applies for \$100,000 and their scored application totals 84/100, the applicant will receive 80% of their requested amount.

VI. Other Required Documents and Forms

a. Copy of the most recent audit along with the management letter (one copy)

b. List of Board members

c. Copy of most recent IRS 990 report. - nonprofits

d. Diversity, Equity & Inclusion Statement

**Beneficiaries that apply for premium pay must provide:**

- Timesheets
- Payroll Distribution Summary
- Current salary of employee and name.

Beneficiaries may add up to \$13.00 per hour of premium per employee- must be reflected in the budget.

- Regulations cap premium pay at \$25,000.00 per person- must be reflected in the budget and timesheets must be provided as back up documentation.

### **MINIMUM STANDARDS FOR MONITORING AND RECORDKEEPING**

Beneficiaries are required to comply with all federal, state, and local laws, ordinances, rules and regulations. This includes submitting mandatory periodic reports to the city to ensure program compliance, and progression. Funds used in violation of the final rule are subject to remediation and recoupment. As outlined in the final rule, Treasury may identify funds used in violation through reporting or other sources. Beneficiaries will be provided with an initial written notice of recoupment with an opportunity to submit a request for reconsideration before Treasury provides a final notice of recoupment. If the recipient receives an initial notice of recoupment and does not submit a request for reconsideration, the initial notice will be deemed the final notice. Treasury may pursue other forms of remediation and monitoring in conjunction with, or as an alternative to, recoupment.

- I. The beneficiary is required to allow periodic site visits by City staff to review project progress, effectiveness, and contract compliance.
- II. The beneficiary agrees to comply with Title VI of the Civil Rights Act of 1964, as amended; Title VIII of the Civil Rights Act of 1968, as amended; Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination Act of 1975, as amended; Executive Order 11063; and Executive Order 11246 as amended by Executive Orders 11375 and 12086.
- III. The beneficiary agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 706), which prohibits discrimination against the handicapped in any federally assisted program.

### **Board Members**

A Board member is an elected participant on the board of directors of a corporation or the supervisory committee of an organization. The board of directors of a company is defined as the governing body that is tasked with decisions pertaining to the company's heading. The key decisions for the business body as a whole come from the consensus of the Board.

Each applicant is required to submit a list of board members and must include their full name, title, and city and state of which they reside.

### **Diversity, Equity & Inclusion**

The city is requiring all organizations to submit a Diversity, Equity, and Inclusion statement along with list of all program employees, with demographic data included (race, disability, pay, township/City of residence).

This policy should be a guiding principle used to set direction regarding cultural equity. Cultural equity embodies the value, policies, and practices that ensure that all people, including but not limited to those who have been historically underrepresented based on race or ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion – are represented in the development of the support of staff and population served. This policy should include how an organization ensures individuals being served receive the most culturally responsive resources and services they need.

### **Diversity**

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

### **Equity**

Equity, in its simplest terms as it relates to racial and social justice, means meeting communities where they are and allocating resources and opportunities as needed to create equal outcomes for all community members.

### **Inclusion**

Inclusion is a state of being valued, respected, and supported. It's about focusing on the needs of every individual and ensuring the right conditions are in place for each person to achieve his or her full potential. Inclusion should be reflected in an organization's culture, practices and relationships that are in place to support a diverse workforce. Inclusion is the process of creating a working culture and environment that recognizes, appreciates, and effectively utilizes the talents, skills, and perspectives of every employee; uses employee skills to achieve the agency's objectives and mission; connects each employee to the organization; and encourages collaboration, flexibility, and fairness.

### **Misuse of Funds**

If the Beneficiary fails to fulfill in timely and proper manner its obligations within its application , or if the beneficiary violates any of the conditions within the application, the City has the right to terminate the executed contract by giving written notice to the Beneficiary of the termination, at least 5 days before the effective date of the termination. However, before a termination is declared, the city will give notice, in writing, to the Beneficiary of the violation, and the Beneficiary will have a reasonable length of time to correct the violation before a termination is declared. In such event, the Beneficiary will be required to repay all spent funds to the City of Allentown.

APPLICANT NAME:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

ORGANIZATION DUNS NUMBER:

\_\_\_\_\_

EXECUTIVE DIRECTOR:

\_\_\_\_\_

ORGANIZATION BOARD PRESIDENT:

\_\_\_\_\_

WHO WILL BE THE PERSON RESPONSIBLE FOR THE OVERALL OVERSIGHT OF THE PROPOSED PROJECT?

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL: \_\_\_\_\_

WHO WILL BE THE ALTERNATIVE PERSON RESPONSIBLE FOR THE OVERALL OVERSIGHT OF THE PROPOSED PROJECT?

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE  
NUMBER \_\_\_\_\_ EMAIL: \_\_\_\_\_

WHO WILL BE THE PERSON RESPONSIBLE FOR THE FINANCIAL OVERSIGHT OF THE EXPENDITURES AND FISCAL COMPLIANCE?

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE  
NUMBER \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROGRAM/PROJECT

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PRIMARY PROGRAM/ PROJECT  
LOCATION

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AMOUNT OF OTHER FUNDS NEEDED/AVAILABLE: \$ \_\_\_\_\_

AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_

TOTAL PROGRAM/PROJECT BUDGET: \$ \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_





<b>Impacted Industries</b>	Total Program Cost	Other Funding Sources	Requested from the City of Allentown
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			
COVID-19 mitigation and infection prevention measures			
Technical assistance, counseling, or other services to support business planning			

<b>Premium Pay</b>	Total Program Cost	Other Funding Sources	Requested from the City of Allentown
Premium Pay- Pay can be flexibly awarded up to \$13 per hour in installments or lump sums to hourly, part time, or salaried/non-hourly workers, and may not exceed \$25,000 for any single worker during the program			

<b>Provide Assistance to Non-Profits</b>	Total Program Cost	Other Funding Sources	Requested from the City of Allentown
Loans or grants to mitigate financial hardship			
Technical or in-kind assistance or other services to mitigate negative economic impact			
Responses that are related and reasonably proportional to addressing disparities that led to disproportionate impacts			
Food Assistance			
Reemployment/ Job Training			
Rent/Mortgage & Utility Subsidies			
Cash Assistance			
Health Insurance Coverage Expansion and paid sick & family leave			
Financial Services for Unbanked & Underbanked			
Affordable and Permanent Supportive Housing Development			
Childcare, early learning, and learning loss for K-12 students			
Addressing health disparities: e.g., community health workers, lead remediation, health facilities			
Investments in neighborhoods to promote health outcomes			
Addressing educational disparities: e.g., enhanced funding to high-poverty schools & educational facilities			

<b>Provide Assistance to Small Business</b>	Total Program Cost	Other Funding Sources	Requested from the City of Allentown
Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits			
Technical assistance, counseling or other services to support business planning			
Rehabilitation of commercial properties, storefront & façade improvements			
Technical assistance, business incubators & grants for start-up or expansions			
Support for microbusinesses (e.g., childcare, transportation)			

<b>Public Health Response</b>	<b>Total Program Cost</b>	<b>Other Funding Sources</b>	<b>Requested from the City of Allentown</b>
Covid-19 Mitigation			
Medical Expense			
Behavioral Health Care			
Preventing & Responding to Violence			
Improvements to vacant and abandoned property			

ORGANIZATION BUDGET SUMMARY

	2020	2021	2022
Total Expenses			
Total Income			
Surplus/(Deficit)	0	0	0

