

Pre-Proposal Questions and Answers

City of Fairbanks

Emergency Grant Administration Services for CARES Act Funds

RFP #20-05

1. Q: Will more detail be available regarding Section 2 – Scope of Work prior to the submission deadline? The Nature of Services Required is rather general and that will make it harder to provide an accurate cost proposal.

A: The City is hoping to contract with multiple financial institutions and organizations. The City believes partnering with financial institutions will provide a value-added service to their customers and assist the City in reaching businesses that have been adversely affected by COVID-19. The City believes partnering with organizations will allow us to reach the individuals/families affected by COVID-19 that were unable to receive assistance due to funding constraints.

The City anticipates the following services from financial institutions:

- (1) Notify customers that the City is offering grants for businesses affected by COVID-19
- (2) Provide customers with the application, if needed
- (3) Receive application with supporting documents and review for completeness
- (4) Provide documents to the City for eligibility approval and payment
- (5) City provides payment to businesses via ACH

The City anticipates the following services from organizations:

- (1) Notify individuals/families that the City is offering a grant for rental and utility assistance
- (2) Provide individuals/families with the application, if needed
- (3) Receive application with supporting documents and review for completeness
- (4) Provide documents to the City for eligibility approval and payment
- (5) City provides payment to rental and/or utility company

The City will also provide information to the community about the availability of the funds and will provide the application online with locations for submission.

2. Q: If there has been a determination of the amount of funding that will be made available to businesses, and to individuals and families, please provide.
- A:** The City is allocating \$5,250,000 for medical facilities, \$5,250,000 for businesses, and \$4,500,000 for individuals and families [subject to Council review].
3. Q: If maximum individual grant amounts have been determined, please provide.
- A:** The City is granting \$5,000 to \$100,000 for businesses and \$5,000 for individuals/families [subject to Council review].

4. Q: If there has been a determination of what information will be required with a grant request, please provide (including checklist, as applicable).
A: Please see attached pages; the City will develop a checklist with the selected contractor(s).
5. Q: What is the minimum and maximum grant size, if any?
A: See response to Question #3.
6. Q: Will applicants complete a grant application form, and if so, please provide the form?
A: See response to Question #4.
7. Q: What specific grantee documents and calculations are required?
A: The City anticipates the contractor to review the application and supporting documents for completeness; this may require calculating amounts of receipts. See response to Question #4.
8. Q: What is the required reporting format and timing?
A: The City will require the contractor to submit the application with supporting documents to process payment. The contractor can submit the applications daily or weekly. The City's goal is to address community needs as quickly as possible.
9. Q: What is the deadline for grantees to submit applications?
A: The grants will be on a first come first serve basis until allocated funds are expended.
10. Q: What is the process for handling an incomplete grant request from the grantee)?
A: The City anticipates that incomplete grants will be resolved by contractor before submitting to the City. If a grantee is not eligible, the City of Fairbanks will provide the notification and reason for the denial.



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CITY OF FAIRBANKS BUSINESS RELIEF AND RECOVERY GRANT

The City of Fairbanks is providing Coronavirus Aid, Relief, and Economic Security (CARES) Act funds to reimburse costs for business interruption caused by required closures due to COVID-19. The grants will be in the amount of \$5,000 to \$100,000 depending on eligible expenses.

Who can apply:

- Businesses with a 2020 City business license as of April 30
- Nonprofit Organizations

Who is not eligible to apply:

- Marijuana related businesses
- Businesses without a 2020 City business license as of April 30

What documents are required:

- Completed application form
- Completed W9 Form
- Completed ACH Form
- Copies of documents for reimbursement

What expenses will be covered:

Expenses incurred between March 1, 2020 to May 31, 2020 for the following:

- Payment for any debt or credit card debt incurred to support the business during the emergency;
- Rent or mortgage payments;
- Utilities payments;
- Purchase of personal protective equipment required by the business; and
- Expenses incurred to replenish inventory or other necessary re-opening expenses.

The business must certify that if it received CARES Act funds such as the Paycheck Protection Program (PPP) or the Economic Injury Disaster Loan Program (EIDL), these funds were not used for expenses in this grant application. Applicants must be aware that applying for this grant may result in not being eligible to apply for AK CARES grant.



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CITY OF FAIRBANKS FAMILY RELIEF GRANT

The City of Fairbanks is providing Coronavirus Aid, Relief, and Economic Security (CARES) Act funds for emergency financial assistance to individuals and families directly impacted by a loss of income due to COVID-19. The grants will be in the amount of \$5,000 depending on eligible expenses.

Who can apply:

- Individuals or families that reside within City limits
- Applicant must be the primary lease or mortgage holder

Who is not eligible to apply:

- Individuals or families that reside outside of City limits
- Individuals or families for a secondary location
- Businesses

What documents are required:

- Completed application form
- Copy of one of the following documents:
 - Unemployment Letter
 - Furloughed Letter
 - Employer Letter Reducing Hours due to COVID-19
 - Proof of inability to work due to COVID-19
- Copies of utility bills or shutoff notices
- Copies of lease from landlord OR statement from mortgage company

What expenses will be covered:

Bills incurred between March 1, 2020 to May 31, 2020 for the following:

- Rent or mortgage payments; and
- Utilities (electricity, water, and gas/propane) payments.

The City of Fairbanks will pay assistance directly to the landlord, property management company, financial institution, mortgage company and/or utility provider.