

By: Finance Department  
Adopted: February 8, 2021  
Yes: Brown, Harvey, Johnson, Rausa, Velock  
No: None  
Absent: Burney

**City of Wasilla  
Resolution Serial No. 21-04**

**A Resolution Of The Wasilla City Council Approving The COVID-19 Relief And Recovery Grants Program Phase V Personal Protective Equipment (PPE).**

WHEREAS, through Resolution Serial No. 20-24 and Ordinance Serial No. 20-28, the City of Wasilla (City) accepted \$18,690,897.67 for Coronavirus relief funds through the Alaska Department of Commerce, Community, and Economic Development for costs that are for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, through Phase I, the City offered Small Business and Personal Protective grants from July 14, 2020, through July 31, 2020, with a total of \$714,913 expended; and

WHEREAS, through Phase II, the City offered Small Business and Personal Protective grants from August 18, 2020, through September 4, 2020, with a total of \$1,058,141 expended; and

WHEREAS, through Phase III, the City offered Small Business and Personal Protective grants from September 15, 2020, through October 2, 2020, with a total of \$746,916 expended; and

WHEREAS, through Phase IV, the City offered Small Business and Personal Protective grants from October 27, 2020, through November 30 2020, and offered housing assistance through Alaska Housing Finance Corporation (AHFC) from September 1, 2020, through December 15, 2020, and utility assistance for Matanuska Electric Association (MEA) and Enstar Natural Gas customers from April 1, 2020, through November 30, 2020, with a total of \$1,437,664 expended; and

WHEREAS, the City wishes to provide a COVID-19 Relief and Recovery Grants Program Phase V to provide further PPE support to for-profit and non-profit entities located within the City of Wasilla.

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council approves the COVID-19 Relief and Recovery Grants Program Phase V Personal Protective Equipment (PPE) to begin February 9, 2021, and end March 19, 2021, and directs Administration to administer the grant program.

ADOPTED by the Wasilla City Council on February 8, 2021.

  
Glenda D. Ledford, Mayor

[SEAL]

ATTEST:

  
Jamie Newman, MMC, City Clerk

**City of Wasilla  
Legislative Staff Report  
Resolution Serial No. 21-04**

**A Resolution Of The Wasilla City Council Approving The COVID-19 Relief And Recovery Grants Program Phase V Personal Protective Equipment (PPE).**

Originator: Troy Tankersley, Finance Director  
Date: 1/27/2021

Agenda of: 2/8/2021

Route to:	Department Head	Signature	Date
X	Finance Director		1-27-21
X	Deputy Administrator		1/27/2021
X	City Clerk		1/27/21
X	Mayor		1/27/21

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

**Account name/number:** 110-4181-499-45-16 Personal Protective Grant

**Attachments:** Resolution Serial No. 21-04 (2 pages)

Personal Protective Equipment Grant, Phase V Overview (1 page)

Personal Protective Equipment Grant Application, Phase V (5 pages)

Personal Protective Equipment Grant, Frequently Asked Questions (4 pages)

**Summary Statement:** From July 14, 2020 through December 15, 2020, the City of Wasilla has offered four different phases to assist the City with Coronavirus relief. The programs offered have been small business grants, personal protective equipment grants, housing relief (i.e., both mortgage and rental assistance), and utility relief. The financial information referencing the amounts provided through these grant programs are listed below:

<b>Summary:</b>	<b>Small Business</b>	<b>PPE</b>	<b>AHFC(\$720k)</b>	<b>Utilities(\$100k)</b>	<b>Totals</b>
Phase I	555,800.00	145,750.00	-	-	701,550.00
Phase II	792,800.00	250,500.00	-	-	1,043,300.00
Phase III	556,400.00	174,850.00	-	-	731,250.00
Phase IV	594,800.00	101,900.00	720,000.00	35,253.38	1,451,953.38
Sub-total:	2,499,800.00	673,000.00	720,000.00	35,253.38	3,928,053.38
Return of Funds (Phase IV)		(38,257.10)			(38,257.10)
Direct Expense	33,415.74	33,414.39	400.00	607.50	67,837.63
Total:	2,533,215.74	668,157.29	720,400.00	35,860.88	3,957,633.91

Administration now wishes to offer an additional round of Personal Protective Equipment Grants as part of Phase V that would mirror that of Phase IV, specifically including for-profit and non-profit entities located within the City of Wasilla. If adopted, the program would be offered from February 9, 2021, through March 19, 2021. This will allow the City to assess the current COVID19 impacts to the City of Wasilla through March 2021.

**Proposed Action:** Adopt Resolution Serial No. 21-04.



# Personal Protective Equipment Grants Phase V

Personal Protective Equipment grants will reimburse for-profit and non-profit entities with a bricks and mortar location of operation within City limits up to \$5,000 each for direct costs incurred to provide personal protective equipment for employees or customers during the COVID-19 public health emergency. Funding from these grants used for eligible expenses do not need to be repaid.

Qualifying entities must be in good standing and holding an active business license with the State of Alaska and the City of Wasilla. Entities must not be in bankruptcy proceedings or have filed a request to close operations with City or State of Alaska. Entity has not received funding during previous phases of the Personal Protective Grant program. Or, if an entity has received previous funding under earlier phases, entity must submit invoices demonstrating use of previous grants on eligible items.

Grant funds must be solely used for expenditures that occur between January 1, 2021 and December 31, 2021 and examples of eligible expenditures include the following:

- ✓ Masks, gloves, incremental cleaning and sanitation supplies, deep-cleansing service (excludes routine cleaning done in the ordinary course of business), plexi-glass or similar product for social distancing, COVID-related signage

Applicants must specify how the grant funds will be used. Additionally, applicants will be required to assert the following:

- ✓ Application is true and accurate.
- ✓ Knowledge of federal guidelines and eligible use of funds.
- ✓ Retention of records showing how funds were

expended.

- ✓ Prompt production of records upon request by the federal government, State of Alaska, or City of Wasilla.
- ✓ Requirement to return unspent funds or funds used for unauthorized purposes.
- ✓ Requirement to return funds if business closes or files bankruptcy prior to receiving funds or business fails to reopen within 60 days following the date grant funds are distributed.
- ✓ Signor holds authority to legally bind the entity.

The application period will be open for from February 9, 2021 through March 19, 2021 or until designated funding has been exhausted, whichever is shorter. The review committee shall begin processing applications upon receipt to determine completeness and eligibility based on the program requirements. Approved applications shall be batched with payments distributed weekly.

To expediate the distribution of funds, applications will be processed on a first come, first-serve basis. Submission of an incomplete or inaccurate application may result in ineligibility for program funding. Corrected applications may be resubmitted for consideration at any time during the application period. The City is committed to timely review and processing to ensure that recipients can use these funds to continue making our community safer.

The City reserves the right to publish names of businesses receiving grants and the amounts received. Any document deemed a public record by law or by Wasilla Municipal Code is subject to disclosure in response to a request.

The City reserves the right to amend the criteria or procedures of this program as may be required to conform to state or federal guidelines.

# PERSONAL PROTECTIVE EQUIPMENT GRANT APPLICATION PHASE V



## OFFICE USE ONLY:

Grant Application Number: \_\_\_\_\_

Date Approved: \_\_\_\_\_

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## QUALIFICATION QUESTIONS

If you answer **NO** to either of the following questions, then your business does not qualify for this grant.

1. Does the entity have a bricks and mortar location within the City limits?  
 yes    no
2. Is the business currently licensed with the State of Alaska and the City of Wasilla?  
 yes    no
3. Is the business in good standing with the City of Wasilla (no delinquent balances owed not under an approved and current payment plan, active code violation, lien, etc.)?  
 yes    no
4. If the entity received funds from Phase I, II, III, or IV of this PPE Grants Program, has the entity spent all previous funding received on eligible items?  
 yes    no    n/a, no previous PPE grants

If you answer **YES** to the following question, then your business does not qualify for this grant.

5. Is the entity in bankruptcy proceedings or filed an intent to close operations with the City of Wasilla or the State of Alaska?  
 yes    no

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## ENTITY PROFILE

All fields on this form must be completed. If field is not applicable, please indicate N/A or explain. The email address provided below will be used for all communication regarding status or questions about your application. Please verify the accuracy of the email address entered.

Email Address: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Entity Name: \_\_\_\_\_  
 Entity EIN or SSN: \_\_\_\_\_  
 City of Wasilla Business License Number: \_\_\_\_\_  
 State of Alaska Business License Number: \_\_\_\_\_  
 Entity's Physical Location in Wasilla: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Entity Website (if applicable): \_\_\_\_\_  
 Type of Business (type of service or product sold): \_\_\_\_\_  
 Do you own or lease your business site?       Own       Lease

Please indicate the business structure:

Sole Proprietorship     Limited Liability Company (LLC)     Corporation     Partnership  
 S-Corporation     Non-profit

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## GRANT SPECIFIC QUESTIONS

1. **Has the entity received other COVID-19 CARES Act funding to date, including loans and grants (i.e. EIDL, PPP, AK CARES, etc.)?**

yes     no

If yes, please list below and note that applicant is required to certify the completeness and accuracy of the information provided in this application. Copies of program applications are not required to be submitted, however the City reserves the right to request them if deemed necessary during our review.

PROGRAM TYPE	\$ AMOUNT	DATE RECEIVED
PPP		
EIDL		
AK CARES		
CITY OF WASILLA - SB GRANT (Phase I/II/III/IV)		
CITY OF WASILLA - PPE GRANT (Phase I/II/III/IV)		
OTHER -		
OTHER -		
<b>GRAND TOTAL</b>		



2. **Specify what will be purchased with the grant funds – please be specific (example, masks, plexi-glass, etc.):**

3. **How much grant funding is being requested?**

\$5,000 (maximum)     Less than maximum \$ \_\_\_\_\_

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### **PUBLIC RECORDS ACT DISCLOSURE**

I understand that any document deemed a public record by Wasilla Municipal Code or State of Alaska Public Records Act is subject to disclosure in response to a request. *(Please initial with your legal, inked signature).*

Applicant Initials: \_\_\_\_\_

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### **POSSIBLE INELIGIBILITY FOR OTHER GRANTS**

I understand that my application or acceptance of a grant under this program **may** make me ineligible to receive federal CARES Act funding from other programs depending on the terms of those programs. I understand that it is also my responsibility to ensure that this application or acceptance of this grant does not default the terms of any other grants you have previously accepted. *(Please initial with your legal, inked signature).*

Applicant Initials: \_\_\_\_\_

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### **ADDITIONAL CERTIFICATIONS**

By signing this application, I certify the following under penalty of perjury:

1. The information contained in this application is true and complete to the best of my knowledge, information, and belief.
2. I have read and understand the April 22, 2020 Guidance for State, Territorial, Local, and Tribal Governments posted at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf> and any amendments or supplements to that guidance, and agree to use any Personal Protective Equipment Grant funds received pursuant to this application for purposes that are authorized under the CARES Act. The funds must be solely utilized for expenditures that fall under one or more of the following categories:

- Masks
- Gloves
- Incremental cleaning and sanitation supplies
- Deep-cleansing sanitation service, excludes routine cleaning done in the ordinary course of business
- Plexi-glass or similar product for social distancing
- COVID-related signage

3. I agree to maintain documentation following generally accepted accounting principles for how the funds are expended, including but not limited to financial records, payroll records, or receipts.

4. I understand and agree that records of how grant funds are used must be produced promptly upon receiving a request from the federal government, the State of Alaska or the City of Wasilla and are subject to audit.

5. I understand and agree that if I receive a Personal Protective Equipment Grant and I do not use all of the funds for authorized purposes, I will return those funds.

6. I understand and agree that if I receive a Personal Protective Equipment Grant and it is determined that I have used the funds for a purpose which is not authorized by the CARES Act, I will return those funds.

7. I understand and agree that if the business, which is currently operating, closes permanently before receiving the Personal Protective Equipment Grant or, if the business is currently closed, it does not open within 60 days of the grant fund distribution date, I must return the Personal Protective Equipment Grant.

8. I agree to indemnify and hold harmless the City of Wasilla, its directors, officers and employees, for any Personal Protective Equipment Grant funds it receives from the City that the federal government, the State of Alaska or the City determines were not used for eligible expenditures.

9. I certify that I have the authority to legally bind the business.

If all of the above outlined requirements are not met in full or if any information provided on this application is found to be false or incorrect, the business will be deemed immediately in default and funds must be returned to the City within 30 days of written notification of default. I also agree that, if I accept a Personal Protective Equipment Grant, I will be bound by the obligations and liabilities described in this application and that the City of Wasilla shall have the right to enforce those obligations and liabilities in any manner provided by law. *(Please initial with your legal, inked signature).*

Applicant Initials: \_\_\_\_\_



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## APPLICANT SIGNATURE

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also understand that this application, combined with award of a Personal Protective Equipment Grant, constitute a binding contract and shall be deemed a valid original instrument if delivered electronically (e.g., facsimile, PDF, ink or digital stamp, etc.). *(Please sign with your legal, inked signature).*

Owner Signature/Authorized Signor \_\_\_\_\_

Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Business Name \_\_\_\_\_

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## APPLICATION CHECKLIST

- Fully completed application – inked signature on page 5.
- Inked initials - page 3 (2 sets) and page 4 (1 set).
- Completed W9 form with inked signature.
- If entity has received previous PPE grants, submit invoices demonstrating complete use of all previous funding on allowable items under the terms of this program.
- Submit application and required documents via email to [covidgrants@cityofwasilla.com](mailto:covidgrants@cityofwasilla.com) or mail/remit directly to City Hall at 290 E Herning Avenue, Wasilla AK 99654. Business hours are Monday-Friday, 8am-5pm. Drop boxes are available for your convenience.

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## QUESTIONS

Review the FAQ page at [www.cityofwasilla.com/covid19/Frequently-Asked-Questions](http://www.cityofwasilla.com/covid19/Frequently-Asked-Questions), or email [covidgrants@cityofwasilla.com](mailto:covidgrants@cityofwasilla.com).



## **Personal Protective Equipment Grant** **Frequently Asked Questions (FAQs)**

The City of Wasilla is providing a Personal Protective Equipment (PPE) Grant Program – administering federal CARES Act funds for the reimbursement of protective equipment and supplies due to COVID-19 public health emergency.

### **Does my business qualify?**

- May be a for-profit or non-profit entity.
- Must be bricks and mortar location within the City limits;
- Has not received PPE grants from previous phases (I, II, or III) of the program or entity must submit invoices demonstrating use of previous grants on eligible items.
- Must be licensed with the State of Alaska and the City of Wasilla.
- Must be in good standing with the City of Wasilla. A business with a City lien or balance due for sales tax would not qualify unless the balance owed is under an approved payment plan and payments are determined to be current.
- Must not be in bankruptcy proceedings or filed an intent to close operations with the City of Wasilla or State of Alaska.

### **What is used to determine if the entity has a bricks and mortar location within the City limits?**

The physical location of an entity is reflected on its City business license. If that physical address is inside the City limits, the entity would be considered bricks and mortar for the purpose of this program.

### **How long will the program operate?**

The application period will begin February 9th. It will end March 19, 2021 or until the dedicated funds have been distributed, whichever comes first.

### **What can I use the funding for?**

Purchase of the following items between January 1, 2021 and December 30, 2021 are considered eligible.

- Masks;
- Gloves;
- Sanitation supplies;
- Deep-cleansing, sanitation service, excludes routine cleaning done in the ordinary course of business;
- Plexi-glass or similar product for social distancing;
- COVID-related signage.

### **What can I NOT use the funding for?**

Funding may only be used for the uses expressly noted above. In addition, any personal protective equipment that was paid for by other CARES Act funding would not be eligible under

this grant. Please note that businesses will be liable for any misuse of funds and the grants are subject to audit.

**Will these funds be issued as loans or grants?**

These are grants and do not need to be repaid if the funds are spent on eligible expenses.

**Are there fees associated with these grants?**

There are no fees charged to the applicant.

**How can I access the application?**

You can access the application at <https://www.cityofwasilla.com/departments/finance/cares-act>.

**When can I submit the application?**

You can email the application and all required documents to [covidgrants@cityofwasilla.com](mailto:covidgrants@cityofwasilla.com) beginning February 9<sup>th</sup> at 8:00 a.m. All forms must be typed except where legal signatures are required.

**Will an electronic or typed signature be accepted on the application or W-9 form?**

No. A physical signature is needed on all forms.

**Can I apply for the Personal Protective Equipment Grant if the entity has already received a grant in previous phases of the program?**

Entities who have received funding under previous phases are generally not eligible to apply, unless they have a continued need and can provide documentation evidencing that previous grants(s) have already been spent on eligible expenses. That is, entity would need to remit invoices showing use of funds.

**What happens if I submit my application before February 9, 2021 at 8 a.m.?**

Applications and required documents WILL NOT be accepted prior to 8 a.m. on February 9<sup>th</sup>. Any attempted email submission before 8 a.m. on February 9<sup>th</sup> will not be held in the queue and must be resubmitted for consideration.

**How many employees do I need to have to qualify for this grant?**

For the Personal Protective Equipment Grant, there is no limit or minimum number of employees. This grant is designed to benefit an entity who expended funds to make our community safer with the use of protective equipment.

**Is there a required minimum or maximum revenue amount to qualify?**

No. This grant is designed to benefit an entity who expended funds to make our community safer with the use of protective equipment.

**What documentation do I need to submit?**

- Fully-completed application;
- Completed [W9 form](#)



- If entity received PPE grants in earlier phases (I, II, III, or IV) of the program and has a continued need, entity must submit invoices to demonstrate use of previous grant funds on eligible expenditures.

**What if I submit an incomplete application? Will I keep my place in line?**

If an incomplete application is received, the applicant will be notified of the issue regarding incompleteness and may be asked to resubmit the fully-completed application with all documentation depending upon the amount or nature of incomplete items. The applicant's place in the queue will not be saved as other completed applications will continue moving forward.

**Can Faith Based Organizations or Churches apply?**

Yes, if they are licensed with the State of Alaska and the City of Wasilla. Additionally, they must have bricks and mortar location of operation in the City and expend the dollars in accordance with the grant.

**If I have multiple locations in the City of Wasilla, can I apply for each location?**

Yes. If each location is licensed separately and considered a separate legal entity.

**If I have applied for other COVID-19 related assistance, can I still apply for this grant?**

Yes. As long as a business does not recover the same business expense twice, (i.e., using two different funding sources to cover the cost of the same box of masks). Additionally, if you have secured COVID CARES Act federal funding from other sources, you should ensure the terms of those agreement do not preclude you from applying for this grant.

**When will I receive my grant funds?**

Applications will be processed and funded as quickly as possible on a first-come, first-served basis.

**How many businesses will be awarded funds?**

Applications will be processed on a first-come, first-served basis. Eligible businesses will be awarded grants until all dedicated funds have been disbursed or the application period has expired.

**Is there a physical address where I can mail or drop off my application?**

Yes. You may mail or drop off your application to City Hall – Finance Department at 290 E Herning Avenue, Wasilla AK 99654. Hours of operation are Monday-Friday, 8am-5pm. A drop box is also available and checked regularly throughout the business day.

**How much is the grant award?**

An entity may request up to \$5000.

**Is a franchise eligible for this grant?**

Yes. The business must have a bricks and mortar location of operation in City limits and expend the dollars in accordance with the grant.

**Is the electronic data that I submit secure?**

If the applicant prefers to submit data securely, it is the sole responsibility of the applicant to submit through a secured or encrypted format. Once data has been received by the City of Wasilla, all data at rest is stored off-site, on a cloud server in a secure format.

**Who will be reviewing the grant applications?**

An extensive first-come, first-served process has been established involving City staff and contracted professionals. The process includes several stages of management review and oversight.

**What information and documentation submitted with the application is subject to public disclosure?**

Any document deemed a public record by the State of Alaska or the City of Wasilla Municipal Code is subject to disclosure in response to a public request. The City reserves the right to publish business names and award amount if desired to promote transparency.

**Who can I contact for assistance with the application?**

If you need assistance with assessing your eligibility or compiling the needed documents for your application, we advise that you consult with your financial or legal advisors. For general questions about the program, please contact us at [covidgrants@cityofwasilla.com](mailto:covidgrants@cityofwasilla.com).

**How can I find out the status of my application?**

Applications are reviewed in the order they are received by our review team. Once an application is submitted, you will receive a confirmation email that your application has been received and is under review. After all documents are reviewed for completion and accuracy by our team, you will receive notification through email concerning the status of your application. An application may be rejected or returned for one or more of the following reasons: the business is ineligible under program terms; information provided in required documentation is inaccurate, and/or; the application or required documentation are incomplete. In the event that the application was rejected but the business is eligible, your notification of status will clearly identify the reasons for returning the application and you will be able to resubmit a new application with the required adjustments if the application period is still open. Due to the large number of anticipated applications, we will not be providing individual updates of application status. As email will be the only method of communication, be sure to review the email address provided on your application for accuracy.