



Frequently Asked Questions

SOLDOTNA CARES (Phase I)
COVID-19 Relief and Recover Grants

Is the City offering a grant, or a loan? Do I have to pay these funds back?

SOLDOTNA CARES is a grant program, therefore funds that are spent on eligible expenses by November 30, 2020 do not need to be repaid to the City.

Does a business owner have to be a resident of the City of Soldotna, to qualify?

The individual applicant does not need to be a resident of the City of Soldotna, however the business itself must be physically located within the City of Soldotna.

How are individual grant awards determined?

Businesses are eligible to receive a grant award that is up to 5% of its gross sales from 2019, capped at a maximum award of \$15,000. The City will use Kenai Peninsula Borough sales tax filing to verify annual sales.

For nonprofit organizations, grant awards will be up to 10% of annual revenue from 2019, with a maximum cap of \$25,000. Nonprofits will be asked to submit a copy of their most recent IRS Form 990 or an audited financial statement.

Grants will be distributed at the end of the application window, and may be prorated equally if the demand exceeds the total amount allocated for the program (\$2,000,000 in aggregate for businesses, and \$750,000 for nonprofits).

Do I have to provide financial records to prove my economic loss from the public health emergency?

No. Applicants are only required to certify that their business or nonprofit was impacted by the public health emergency and is in need of economic assistance. Applicants will be asked to provide a brief description of the COVID-related impacts and how they intend to use the grant funds.

What expenses can the grant cover?

The grant can cover expenditures that occur between March 1, 2020 and November 30, 2020, and were necessary due to the public health emergency with respect to COVID-19. Questions about whether specific expenses are eligible can be directed to CARES@Soldotna.org or by calling 262-9107.

What if I received other CARES Act funding through the State of Alaska, Kenai Peninsula Borough, federal government, or other agency in regards to the COVID-19 emergency?

Applicants who have received economic support through other CARES Act funded programs are still eligible to apply for SOLDOTNA CARES, provided they continue to have an economic need that has not been met through the receipt of those other funds. SOLDOTNA CARES grant funds cannot be used for expenses that have already been covered through other CARES act funding (e.g. PPP, EIDL, or AK CARES).

When will I receive the money?

The City will begin disbursing funds to approved applicants by mailing checks an estimated 7-14 days after the close of the grant period (which ends Friday, July 31, 2020 at 5:00 pm).

How many grants will be awarded?

This grant program is not competitive (i.e. it is not 'first come, first served.') All applications that meet eligibility requirements and have submitted all necessary documentation, will be funded.

When must the grant funds be spent?

Grant funds must be spent by November 30, 2020 on eligible expenses, or else returned to the City of Soldotna by December 9, 2020.

Do I have to report on how I spend the funds?

Though there is no required reporting, the City of Soldotna does intend to audit a small percentage of grant recipients, and may ask for additional information on how a business or non-profit used SOLDOTNA CARES funds. All grantees are required to maintain records of how the funds were spent and be able to produce those records in a timely manner if requested by the city, state, or federal government.

Is this grant considered taxable income, that I will be required to pay taxes on?

Applicants are encouraged to consult with their financial advisors as to the tax implications of receiving any SOLDOTNA CARES grant funds. The City does require applicants to submit a W-9 with their application, and will report grant funds issued through this program to the IRS, if required.

Will the names of grant recipients be made public?

The City reserves the right to publish a list of names of businesses and nonprofit organizations that received SOLDOTNA CARES grants, which may include individual dollar amounts received. The release of any other information which may be provided to the City on a grant application or in communications with City staff, will be governed by Chapter 2.22 of the Soldotna Municipal Code, 'Access to Public Records.'

What constitutes a completed application?

- 1) Complete and signed application form
- 2) Complete and signed W-9 Form
- 3) For nonprofits, a copy of the most recent IRS Form 990

How can I check on the status of my application?

Applicants will receive confirmation by email that your application has been received by the City and is under review. An application may be returned or rejected for one or more of the following reasons: the applicant is ineligible under program terms, information provided in the application or documentation is inaccurate, and/or the application or required documentation is incomplete. In the event that an application is rejected but the applicant remains eligible, your notification of status will clearly indicate the reasons for returning the application. You will be eligible to correct and resubmit your application for consideration at any time during the application period.

Can I appeal the decision if my application is denied?

Applications that are denied funding may appeal to the Soldotna City Manager. Appeals must be filed in writing by 5:00 pm within ten (10) business days of the date of the notification.

How can I apply?

Applications may be completed and submitted online at www.soldotna.org/CARES or printed and hand-delivered or mailed to:

Soldotna City Hall
Attn: SOLDOTNA CARES Grant Program
177 N Birch Street
Soldotna, AK 99669

Applications will be accepted beginning Friday, July 17, 2020 at 8:00 am and must be received or postmarked no later than 5:00 pm on Friday, July 31, 2020 to be considered.

Who can I contact for assistance with the grant program?

For general questions about the program, please email CARES@Soldotna.org or call 907-262-9107.