

**AGENDA
ITEM**

15



CITY COUNCIL AGENDA STAFF REPORT

DATE: September 6, 2023

TO: Mayor and City Council

APPROVED BY: Esperanza Colio Warren, City Manager

PREPARED BY: Esperanza Colio Warren, City Manager

SUBJECT: Discussion/Action Ratification of Essential Workers Relief Program Guidelines, Funded with American-Rescue Plan Act (ARPA).

=====

Recommendation:

Discussion/Action Ratification of Essential Workers Relief Program Guidelines, Funded with American-Rescue Plan Act (ARPA).

Background:

The U.S. Department of the Treasury, the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorized by the American Rescue Plan Act, delivers \$350 billion to state, territorial, local, and Tribal governments across the country to support their response to and recovery from the COVID-19. ARPA funds can be used for any of the following activities:

- **Replace lost public sector revenue**, using this funding to provide government services up to the amount of revenue lost due to the pandemic.
- **Respond to the far-reaching public health and negative economic impacts of the pandemic**, by supporting the health of communities, and helping households, small businesses, impacted industries, nonprofits, and the public sector recover from economic impacts.
- **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.

In response to the ARPA guidelines, on March 16, 2022, the City of Calexico approved a spending plan of the American Rescue Plan Act (ARPA) funds for eligible activities. Among the activities approved by the city council was \$1,000,000 to be distributed among Essential

Workers that worked during the high peak of the Coronavirus pandemic period (March 17, 2020 – November 8, 2021).

Discussion & Analysis:

On July 31, 2023, the city council approved options presented to the Essential Worker Relief Program Guidelines draft, funded with American-Rescue Plan Act (ARPA). Included in this report are the guidelines developed with the approved options; the city council directed staff to begin taking applications from applicants two weeks after the July 31st meeting. The city began taking applications on August 16, 2023. The guidelines with the approved options include:

Eligibility:

1. Applicants must be residents of the City of Calexico.
2. Applicants must demonstrate they have worked in any of the eligible sectors located in the City of Calexico between March 17, 2020 – November 8, 2021.
3. Applicants must be 18 years old (minimum).

Restrictions:

4. There will be no more than two (2) checks per household. If two families live in the same house, only one check will be distributed to each eligible family.
5. Applicants will be eligible for cash grants of up to \$500 on a first-come, first-served basis with a complete application, and available until all funds are exhausted.
6. All applicants must submit a complete application and provide copies of the requested information.
7. This program is not available for Calexico city employees, any immediate family member of the Calexico City Council, City Manager, or city employee involved in the creation or implementation of this program. Immediate family members are grandmother, grandfather, father, mother, spouse, and children.
8. Eligible applicants will receive checks in person at city hall a week after approval on Thursdays from 1:30 pm to 5:00 pm.

Sectors eligible for assistance:

- **Healthcare and Public Health** – includes medical facilities, mortuary, and pharmacy employees.
- **Food** – includes restaurant, grocery, food service, and convenience store employees.
- **Transportation and Logistics** – includes delivery drivers, mail delivery, truck drivers, taxi/app-based drivers, and warehouse employees.
- **Other Essential Functions** – includes hospitality, manufacturing, construction/building professionals, electricians, plumbers, and childcare providers.

City staff has identified several potential issues with the application process. The following recommendations are being presented to council for consideration:

1. Complete applications will be accepted no later than September 13, 2023, at 4:00 pm.
2. Program should be limited to non-governmental employees, except for IHSS.
3. Program is not available for any person that received ARPA funds/bonus from the City of Calexico.
4. Checks to be delivered a week after September 13, 2023.
5. Individuals with rent agreements, including utilities, must show copy of payments made to landlord (Money order, checks, or wire payments – bank statements must show payments were subtracted from checking account).

Fiscal Impact:

\$1,000,000 from ARPA Allocated Funds.

Coordinated With:

City Manager,
Finance Department

Attachment(s):

Essential Workers Relief Program Guidelines English & Spanish
ARPA Essential Workers Program Check List English & Spanish



CALEXICO *California*

WHERE CALIFORNIA AND MEXICO MEET

Essential Workers Relief Program Funded with American Rescue Plan Act (ARPA).

CHECK LIST

1. Complete Program Application
2. Personal Identification that coincides with the applicant's address.
(Passport, CA Driver License, California ID)
3. W-9 Form – Taxpayer Identification Number and Certification
4. Proof of Calexico Residency (water, electricity and/or gas bill; Or copy of lease/rent contract if rent includes utilities)
5. Two Pay Stubs that demonstrate the applicant worked in any of the following eligible sectors located in the City of Calexico between March 17, 2020 – November 8, 2021:
 - Healthcare and Public Health – includes medical facilities, mortuary, and pharmacy employees.
 - Food – includes restaurant, grocery, food service, and convenience store employees.
 - Transportation and Logistics – includes delivery drivers, mail delivery, truck drivers, taxi/app-based drivers, and warehouse employees.
 - Other Essential Functions – includes hospitality, manufacturing, construction/building professionals, electricians, plumbers, and childcare providers.



CALEXICO *California*

WHERE CALIFORNIA AND MEXICO MEET

Essential Workers Relief Program Funded with American Rescue Plan Act (ARPA). Program Guidelines

The City of Calexico has allocated American Rescue Plan Act (ARPA) funds from the federal CARES Act, to assist essential workers who bared the greatest health risks during the pandemic, from March 17, 2020 - November 8, 2021. The city's program will provide grants of up to \$500 to eligible households following the eligibility criteria established by the City of Calexico.

ELIGIBILITY

To be eligible for ARPA funds, applicants must meet of the following requirements:

1. Applicants must be residents of the City of Calexico.
2. Applicants must demonstrate they have worked in any of the eligible sectors located in the City of Calexico between March 17, 2020 – November 8, 2021.
3. Applicants must be 18 years old (minimum).

PROGRAM RESTRICTIONS

1. There will be no more than two (2) checks per household. If two families live in the same house, only one check will be distributed to each eligible family.
2. Applicants will be eligible for cash grants of up to \$500 on a first-come, first-served basis with a complete application, and available until all funds are exhausted.
3. All applicants must submit a complete application and provide copies of the requested information.
4. This program is not available for Calexico city employees, any immediate family member of the Calexico City Council, City Manager, or city employee involved in the creation or implementation of this program. Immediate family members are grandmother, grandfather, father, mother, spouse, and children.
5. Eligible applicants will receive checks in person at city hall a week after approval on Thursdays from 1:30 pm to 5:00 pm.



CALEXICO *California*

WHERE CALIFORNIA AND MEXICO MEET

Essential Workers Relief Program Funded with American Rescue Plan Act (ARPA). Application

APPLICANT INFORMATION (The entire application must be completed and signed. Please print clearly.)

Applicant name		
Address:	State	Zip Code
Phone Number	Email Address	
Did you work in a business located in the City of Calexico during the following period: March 17, 2020 – November 8, 2021 YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please select the sector in which you worked during the above-mentioned period: Healthcare and Public Health <input type="checkbox"/> Food <input type="checkbox"/> Transportation and Logistics <input type="checkbox"/> Other Essential Functions <input type="checkbox"/>		
Do you attest that you are not a Calexico city employee, an immediate family member of the Calexico City Council, City Manager, or a city employee involved in the creation or implementation of this program? YES <input type="checkbox"/> NO <input type="checkbox"/>		

I certify that the information given on this form is true and accurate to the best of my knowledge. I am aware that there are penalties for willfully and knowingly giving false information on an application for Federal or State funds, which may include immediate repayment of all Federal or State funds received and/or prosecution under the law. I understand that the information on this form is subject to verification by state or federal personnel as part of compliance monitoring.

Signature _____ Date _____

Application Reviewed by:	Application Approved by:
Name: _____	Name: _____
Date: _____	Date: _____



CALEXICO *California*

WHERE CALIFORNIA AND MEXICO MEET

Programa de Asistencia Para Trabajadores Esenciales Financiado con Fondos de American Rescue Plan Act (ARPA).

Lista de Información Requerida

1. Solicitud Completa del Programa
2. Identificación Personal (Pasaporte, Licencia de Conducir, Identificación del Estado de California de USA que coincida con la dirección del aplicante).
3. Forma W-9 – Certificación y Número de Identificación del Contribuyente.
4. Comprobante de Residencia en la Ciudad de Calexico (Recibo de agua, electricidad, y/o gas; copia de contrato de renta si la renta incluye utilidades)
5. Dos comprobantes de sueldo que demuestren haber trabajado en alguno de los siguientes sectores localizado en el Ciudad de Calexico durante el periodo de marzo 17, 2020 – noviembre 8, 2021:
 - Cuidado de la Salud y Salud Publica – Trabajadores de centros médicos, funerarios, empleados de farmacias.
 - Comida – incluye tiendas minoristas que vendan comida/restaurantes, empleados de supermercados, servicio de comida, tiendas de conveniencia, y cocineros.
 - Transporte y logística – distribuidores, repartidores de correo, camioneros, taxistas/conductores basados en aplicaciones, trabajadores de almacén,
 - Otras funciones esenciales: hostelería, fabricación, profesionales de la construcción, contratistas, electricistas, plomeros, proveedores de cuidado infantil.



CALEXICO *California*

WHERE CALIFORNIA AND MEXICO MEET

Programa para Trabajadores Esenciales Financiado con American Rescue Plan Act (ARPA). Lineamientos del Programa

La Ciudad de Calexico ha asignado fondos de la Ley del Plan de Rescate Estadounidense (American Rescue Plan Act, ARPA), de la Ley federal CARES, para ayudar a los trabajadores esenciales que trabajaron durante la pandemia del 17 de marzo de 2020 al 8 de noviembre de 2021, y tuvieron los mayores riesgos para la salud debido a su servicio en sectores críticos. El programa de la ciudad otorgará asistencia de hasta \$500 a las personas elegibles siguiendo los criterios de elegibilidad establecidos por la Ciudad de Calexico.

ELIGIBILIDAD

Para ser elegible para los fondos ARPA, los solicitantes deben cumplir con los siguientes requisitos:

1. Los solicitantes deben ser residentes de la Ciudad de Calexico.
2. Los solicitantes deben comprobar que trabajaron en la ciudad de Calexico en los sectores elegibles durante el período de la pandemia del 17 de marzo de 2020 al 8 de noviembre de 2021.
3. Los solicitantes deben tener 18 años (mínimo)

RESTRICCIONES DEL PROGRAMA

1. No habrá más de dos (2) cheques por hogar. Si dos familias viven en la misma casa, solo se distribuirá un cheque a cada familia elegible.
2. Los solicitantes serán elegibles para asistencia en efectivo de hasta \$ 500 por orden de llegada y con una solicitud completa, y la asistencia estará disponible hasta que se agoten todos los fondos.
3. Todos los solicitantes deben presentar una solicitud completa y proporcionar copias de la información requerida.
4. Este programa no está disponible para empleados de la ciudad de Calexico, ningún miembro inmediato de la familia inmediata del Concejo Municipal de Calexico, Administrador de la ciudad o empleado de la ciudad involucrado en la creación o implementación de este programa. Los miembros inmediatos de la familia son abuela, abuelo, padre, madre, cónyuge y los hijos.
5. Los solicitantes elegibles recibirán los cheques en persona en la ciudad los jueves una semana después de la aprobación de 1:30 p.m. a 5:00 p.m.



CALEXICO *California*

WHERE CALIFORNIA AND MEXICO MEET

Programa para Trabajadores Esenciales Financiado con American Rescue Plan Act (ARPA). Solicitud

INFORMACION DEL CLIENTE (Toda la solicitud deberá ser completada y firmada. Por favor escriba con claridad)		
Nombre del Solicitante		
Dirección:	Estado	Código Postal
Numero de teléfono	Correo Electrónico	
¿Trabaja usted en un negocio localizado en la Ciudad de Calexico durante el siguiente periodo? Marzo 17, 2020 – Noviembre 8, 2021 SI <input type="checkbox"/> NO <input type="checkbox"/>		
Si así fue, por favor seleccione el sector en el cual trabajó durante el periodo antes mencionado Cuidado de la Salud y Salud Publica <input type="checkbox"/> Comida <input type="checkbox"/> Transporte y Logística <input type="checkbox"/> Otras Funciones Esenciales <input type="checkbox"/>		
¿Atestigua usted que no es empleado de la Ciudad de Calexico, un miembro de la familia inmediata del Concejo Municipal de Calexico, el Administrador de la Ciudad o un empleado de la Ciudad involucrado en la creación o implementación de este programa? SI <input type="checkbox"/> NO <input type="checkbox"/>		

Certifico que la información proporcionada en este formulario es verdadera y precisa a mi leal saber y entender. Soy consciente de que existen sanciones por dar información falsa deliberada y conscientemente en una solicitud de fondos federales o estatales, que pueden incluir el reembolso inmediato de todos los fondos federales o estatales recibidos y/o el enjuiciamiento conforme a la ley. Entiendo que la información en este formulario está sujeta a verificación por parte del personal estatal o federal como parte del control de cumplimiento.

Firma _____ Fecha _____

Application Reviewed by: Name: _____ Date: _____	Application Approved by: Name: _____ Date: _____
---	---