

# CITY OF CONYERS ARPA GRANTS

For Residents & Businesses



# Residential Assistance

# RESOLUTION 707

- On December 15, 2021, the Mayor and City Council authorized the City to provide up to 250 City residents with \$1,000 in residential assistance awards using funds the City received as part of the American Rescue Plan Act of 2021, known as ARPA.
- To be eligible, a City resident must meet all the established residency, income and hardship requirements.
- Awards are limited to one (1) per household, based upon residential street address.

# RESOLUTION 707

- Awards are first come, first serve.
- Certain individual are not eligible. They include:
  1. *Individuals who work for a local, state, and federal government (including school boards).*
  2. *Elected officials.*
  3. *Immediate family members of a City of Conyers or Rockdale County employee who lives resides with the employee (Immediate family member is defined as being a: spouse or domestic partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent or grandchild).*
  4. *Individuals who have received any ARPA funds from Rockdale County, Georgia.*

# ELIGIBILITY REQUIREMENTS

- **Residency Requirement:** An individual must:
  1. Currently live within the city limits of the City of Conyers; **AND**
  2. Be a resident since May 1, 2021
- **Income Requirement:** Adjusted gross household income (AGI) of \$50,000 or less when considering household income and number of dependents.
- **Hardship Requirement:** An individual must have experienced a hardship due the corona virus pandemic.

# DOCUMENTS REQUIRED

## Proof of Residency

- A copy of a current signed lease agreement or a copy of a current mortgage statement or property tax receipt.\*
- Plus one of the following:
  1. Automobile registration with the same address; OR
  2. Current gas, electricity or water bill with the same address.

## Proof of Income

- A copy of the individual's Federal Tax Return (1040) for tax year past 2 years.
  1. Copies of 2019, 2020 and/or 2021 are acceptable.
  2. *Individual must submit pages 1 & 2 of the form 1040*

*\*Exception for residence who lost housing and was forced to live in a hotel or motel: Six (6) months of hotel/motel payment receipts for the dates of May 1, 2021 to November 1, 2021 may be presented*

# DOCUMENTS REQUIRED

## Proof of Hardship

- A copy of unemployment benefits at anytime from March 1, 2020 to November 1, 2021 **OR** a copy of past due bill on a utility\*\* or housing payment on at least two (2) occasions between March 1, 2020 to November 1, 2021.

## Other Required Documents

- A copy of a valid picture ID.

*\*\*For this program, utility will be defined as electric, gas, water, cable or telephone.*

# APPLICATIONS

- Residents were instructed to submit their applications online via the city's website.
- Residents needing assistance are instructed to come to City Hall for assistance in their application.

HOME | GOVERNMENT | RESIDENTS | BUSINESSES | VISITORS | I WANT TO...

About Conyers

- City History
- Directions & Maps
- Directory
- ARPA Funds Assistance

Calendar

City Government

Administration

Court Services

Planning & Inspection Services

Conyers Police

Public Relations & Tourism

Stormwater Services

Public Works & Transportation

Title VI Notice and Policy

Olde Town Conyers

Government » About Conyers

## ARPA Funds Assistance

Font Size: + - | + Share & Bookmark | [+ ] Feedback | Print

Eligible residents and businesses may apply for American Recovery and Reinvestment Act (ARRA) funds beginning Monday, January 3, 2022.

**Residents** may apply via this form:  
[https://conyers.seamlessdocs.com/f/resident\\_ARPA](https://conyers.seamlessdocs.com/f/resident_ARPA)

If a citizen does not have access to a computer, please visit City Hall at 901 O'Kelly Street in the Customer Service department for access to a kiosk where the application can be completed.

**Businesses** may apply via this form:  
[https://conyers.seamlessdocs.com/f/ARPA\\_business](https://conyers.seamlessdocs.com/f/ARPA_business)



# APPLICATION PROCESS

- We created an online application using SeamlessDocs by GovOS
  1. [https://conyers.seamlessdocs.com/f/resident\\_ARPA](https://conyers.seamlessdocs.com/f/resident_ARPA)
  2. There are many other platforms such as Formsite, SignNow, DocuSign, etc. that can be used.
- We created an “in-house” ARPA special project team.
- Flow chart of the process. (See attached)

# Business Assistance

# RESOLUTION 707

- On December 15, 2021, the Mayor and City Council authorized the City to provide up to 50 City residents with \$5,000 in business assistance awards using funds the City received as part of the American Rescue Plan Act of 2021, known as ARPA.
- To be eligible, a City business must meet several requirements under this program.

# RESOLUTION 707

- Awards are first come, first serve.
- Certain individual are not eligible. They include:
  1. *Business owners who work for a local, state, and federal government (including school boards).*
  2. *Owned by an elected officials.*
  3. *Business who received any COVID-19 related relief funds, such as PPP, EDIL or American Rescue Plan Act (“ARPA”) funds from any other entity, including Rockdale County, Georgia.*
  4. *Non-profit organizations.*

# ELIGIBILITY REQUIREMENTS

- **General Requirement:**

- Must be a current City business owner for at least the previous 2 years, as of November 1, 2021
- Must have less than 25 employees

- **Specific Requirements:**

- Must have a revenue loss of at least 35% since March 1, 2020

# DOCUMENT REQUIREMENTS

- Provide a valid picture ID with application
- Provided a completed W-9
- Copies of business license from 2019, 2020, and 2021
- Copies of 2019 & 2020 W-3 or Form 1096 to prove less than 25 employees or subcontractors
- Annual Profit and Loss (P&L) statement for 2019 & 2020
- Copies of 2019 & 2020 business tax return
  - 1040 Individual Income Tax Return with a Schedule C Profit or Loss from Business
  - 1120 US Corporation Income Tax Return
  - 1120-S US Income Tax Return for an S Corporation
- Copy of IRS transcripts for 2019 & 2020

# APPLICATION PROCESS

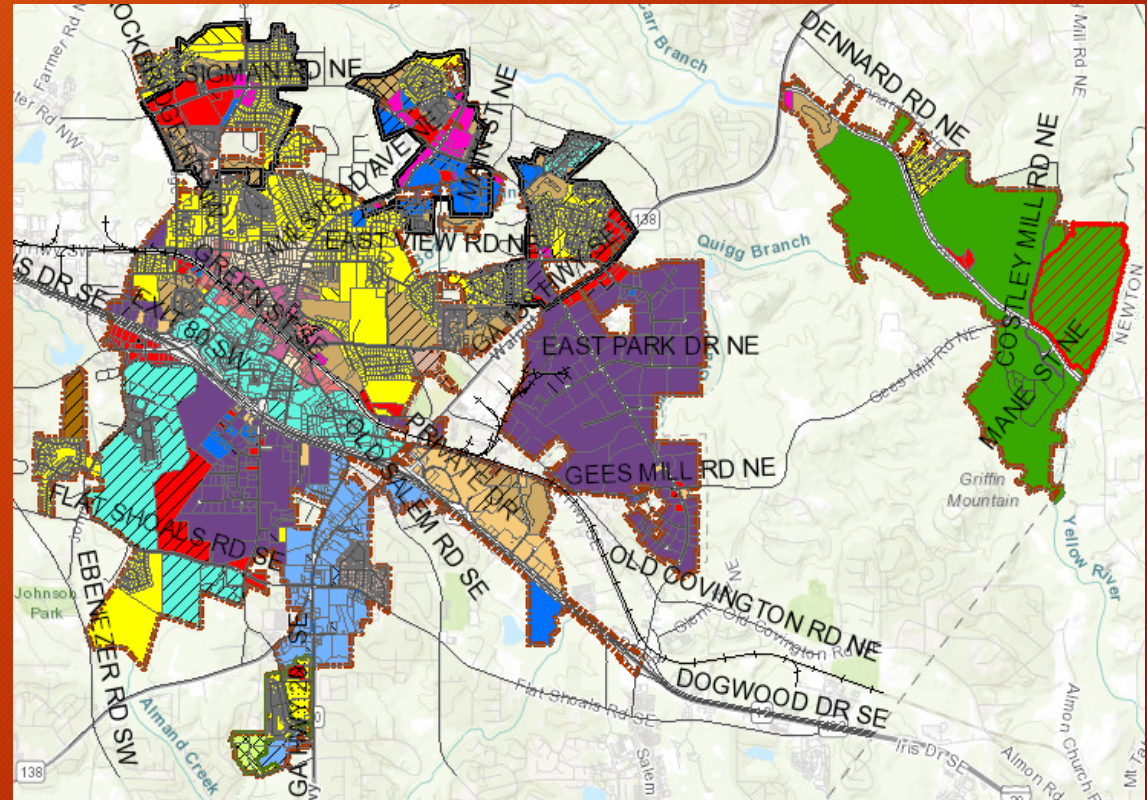
- Business application must be submitted online via the City's website
- We created an online application using SeamlessDocs  
[https://conyers.seamlessdocs.com/f/ARPA\\_business](https://conyers.seamlessdocs.com/f/ARPA_business)
- The flow chart process is very similar to the resident flowchart.

THINGS TO THINK ABOUT



# REJECTED RESIDENT APPLICATIONS

- The majority of rejected applications are for those who do not live in the city limits.
- People don't understand that just because their mailing address is "Conyers, GA" it doesn't mean they live in the city limits.
- If you are a city, be prepared to explain and educate those applicants.



# RESIDENTS WHO DON'T FILE A TAX RETURN



- Not everyone has to file a tax return, and whether you need to file depends on your age, filing status, income level, and the source of that income.
- If the resident is not required to file a tax return, simply get signed letter from the applicant stating he/she is not required to file a tax return.

# BUSINESSES WITH NO EMPLOYEES OR SUBCONTRACTORS

**DO NOT STAPLE**

<b>33333</b> * Control number		<b>For Official Use Only ▶</b> OMB No. 1545-0038	
<b>b</b> Kind of Payer (Check one)	<input type="checkbox"/> 941	<input type="checkbox"/> Military	<input type="checkbox"/> 943
	<input type="checkbox"/> CT-1	<input type="checkbox"/> Hybrid emp.	<input type="checkbox"/> Medicare gov't emp.
<b>b</b> Kind of Employer (Check one)	<input type="checkbox"/> None apply		<input type="checkbox"/> 501c non-govt.
	<input type="checkbox"/> State/local non-501c	<input type="checkbox"/> State/local 501c	<input type="checkbox"/> Federal govt.
<b>c</b> Total number of Forms W-2	<b>d</b> Establishment number		<b>1</b> Wages, tips, other compensation
<b>e</b> Employer identification number (EIN)		<b>3</b> Social security wages	<b>2</b> Federal income tax withheld
<b>f</b> Employer's name		<b>5</b> Medicare wages and tips	<b>4</b> Social security tax withheld
		<b>7</b> Social security tips	<b>6</b> Medicare tax withheld
<b>g</b> Employer's address and ZIP code		<b>9</b>	<b>8</b> Allocated tips
		<b>11</b> Nonqualified plans	<b>10</b> Dependent care benefits
<b>h</b> Other EIN used this year		<b>13</b> For third-party sick pay use only	<b>12a</b> Deferred compensation
<b>15</b> State	Employer's state ID number	<b>14</b> Income tax withheld by payer of third-party sick pay	
<b>16</b> State wages, tips, etc.	<b>17</b> State income tax	<b>18</b> Local wages, tips, etc.	<b>19</b> Local income tax
Employer's contact person		Employer's telephone number	For Official Use Only
Employer's fax number		Employer's email address	

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature ▶ Title ▶ Date ▶

Form **W-3** Transmittal of Wage and Tax Statements **2021** Department of the Treasury Internal Revenue Service

- If a business applicant has no employees, have the applicant submit a letter stating they have no employees.

# ADVERTISING

- Getting the word out is the hardest.
- We used the city website, the newspaper, social media, and an email blast to business with less than 25 employees.
- We also put flyers out in the community and at extended stay hotels in the city limits.