



## **Cherry Hill RISE Recovery Grants**

### **Duplication of Benefit Clarification and Examples**

This clarification is intended to provide applicants that have submitted an application, or intend to submit an application, with additional information regarding the duplication of benefits requirements and analysis. It provides clarity as to what grant reviewers will be looking for when conducting a duplication of benefit analysis to determine eligibility.

A duplication of benefits occurs when the applicant has applied for and received funding from more than one source (federal, state, county etc.) for the same benefit/need/impact and the amount of alternate funding received has meet the total need.

Applicants are to fill out Exhibit 3 with their application according to these instructions:

1. Identify the total value of your demonstrated impact, need or intended benefit.
2. Have you received any alternate State, Federal or local funding for the same impact, need or intended benefit (expense/loss of revenue)? If yes, please list the funding source, the amount received, the date received, and what the funds were used for. The amount received from other sources for the same impact/need/benefit will be deducted from the total value of the impact/need/benefit requested to determine if there is total unmet need. If there is a remaining balance, Cherry Hill Township's award will be based upon that information. If you received funding from other sources for a different purpose, please disclose this information as well.
  - Examples of other sources may include, but are not limited to, Federal CARES Act funding; Paycheck Protection Program (PPP) Loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant Coronavirus (CDBG-CV) funds.

To further clarify, below are some examples that may be helpful to reference. Each example includes a narrative and sample Exhibit 3 for reference.



**Example 1:** An eligible entity is applying for COVID-19 mitigation and prevention expense reimbursement for Fiscal Year (FY) 2021. In this example:

- The entity incurred \$30,000 of mitigation and prevention expenses including social distancing, PPE, cleaning, and other related services/expenses in FY 2021.
- The entity has invoices and proof of expenditure for these same costs, and each is dated post March 3, 2021.
- The entity has not received any alternate assistance from other funding sources for this same need or use.
- See the following Exhibit 3, Example 1 demonstrating how to complete and submit the Exhibit with the grant application.



**EXAMPLE 1**

**Cherry Hill Township**  
 American Rescue Plan Act  
 Notice of Funding Availability

**Exhibit 3**  
 Duplication of Benefit Verification

**Instructions:** Applicants that answered "yes" to receiving alternate funding in their application are required to fill out and submit this application. Applicants are to complete this form and upload a scanned or digital copy using their applicant account. Incomplete applications may result in application rejection.

Total value of need/impact, incurred in **FY 2021**

If applying for a Round One **RECOVERY GRANT**, the "Total Need" value inserted should be your organizations total estimated negative economic impact incurred since March 1, 2020 through the date of your application. You must then list all alternate funding sources that have been received and utilized to combat this negative economic impact (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

If applying for a Round Two **REINVESTMENT GRANT**, the "Total Need" value inserted should be the total value of the project/program (existing, new or expanded) you are proposing to help combat the impacts of COVID for the identified individual, group, or population. You must then list all alternate funding sources that have been received and utilized towards this proposed project/program (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

Funding Sources	Date Received	Amount Received	Total Need
<b>Total Need (\$value) of project, program or intended use of Township ARPA Funds</b>			<b>\$30,000</b>
Insurance proceeds		\$ -	
Charitable Contributions		\$ -	
Nonprofit Sources		\$ -	
Other Federal, State, or Local funding sources or grants received (list all below with name, date, and amounts received)		\$ -	
1.) None		\$ -	
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			
11.)			
12.)			
<b>SUBTOTALS</b>			<b>\$30,000</b>
<b>BALANCE ([Subtotal Column 2] - [Subtotal Column 1])</b>			<b>\$30,000</b>

Grant reviewer will review the subtotal calculation

Maximum potential amount remaining that is eligible for award, up to the grant cap amount



**Example 2:** An eligible entity is applying for COVID-19 mitigation and prevention expense reimbursement for FY 2021 that has received a CARES Act grant in that same FY for these same expenses. In this example:

- The entity incurred \$30,000 of mitigation and prevention expenses including social distancing, PPE, cleaning, and other related services/expenses in FY 2021.
- The entity has invoices and proof of expenditure for these same costs, and each is dated post March 3, 2021.
- The entity received a CARES Act grant in FY 2021 for these same expenditures, but only in the amount of \$20,000.
- See the following Exhibit 3, Example 2 demonstrating how to complete and submit the Exhibit with the grant application.



**EXAMPLE 2**

**Cherry Hill Township**  
 American Rescue Plan Act  
 Notice of Funding Availability

**Exhibit 3**  
 Duplication of Benefit Verification

**Instructions:** Applicants that answered "yes" to receiving alternate funding in their application are required to fill out and application. Applicants are to complete this form and upload a scanned or digital copy using their applicant account. In application rejection.

Total value of need/impact, incurred in **FY 2021**

If applying for a Round One **RECOVERY GRANT**, the "Total Need" value inserted should be your organizations total estimated negative economic impact incurred since March 1, 2020 through the date of your application. You must then list all alternate funding sources that have been received and utilized to combat this negative economic impact (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

If applying for a Round Two **REINVESTMENT GRANT**, the "Total Need" value inserted should be the total value of the project/program (existing, new or expanded) you are proposing to help combat the impacts of COVID for the identified individual, group, or population. You must then list all alternate funding sources that have been received and utilized towards this proposed project/program (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

Funding Sources	Date Received	Amount Received	Total Need
<b>Total Need (\$value) of project, program or intended use of Township ARPA Funds</b>			<b>\$30,000</b>
Insurance proceeds		\$ -	
Charitable Contributions		\$ -	
Nonprofit Sources		\$ -	
Other Federal, State, or Local funding sources or grants received (list all below with name, date, and amounts received)		\$ -	
1.) CARES Act Grant, Received FY 2021, Used for COVID-19 mitigation/prevention expenses	May, 2021	\$20,000	
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			
11.)			
12.)			
<b>SUBTOTALS</b>		<b>\$20,000</b>	<b>\$30,000</b>
<b>BALANCE ([Subtotal Column 2] - [Subtotal Column 1])</b>			<b>\$10,000</b>

Grant reviewer will review the subtotal calculation

Maximum potential amount remaining that is eligible for award, up to the grant cap amount



**Example 3:** An eligible entity is applying for COVID-19 mitigation and prevention expense reimbursement for FY 2021 that has received a CARES Act grant that was applied for and exhausted in FY 2020 for *similar expenses, but not the same expenses*. In this example:

- The entity incurred \$30,000 of mitigation and prevention expenses including social distancing, PPE, cleaning, and other related services/expenses in FY 2021.
- The entity has invoices and proof of expenditure for these same costs, and each is dated post March 3, 2021.
- The entity received a CARES Act grant in FY 2020 for similar expenditures in the amount of \$10,000, but that grant was completely exhausted and utilized in FY 2020, prior to incurring the \$30,000 of expenses in FY 2021.
- See the following Exhibit 3, Example 3 demonstrating how to complete and submit the Exhibit with the grant application.



**EXAMPLE 3**

**Cherry Hill Township**  
 American Rescue Plan Act  
 Notice of Funding Availability

**Exhibit 3**  
 Duplication of Benefit Verification

**Instructions:** Applicants that answered "yes" to receiving alternate funding in their application are required to fill out and upload a scanned or digital copy using their applicant account. Incomplete applications may result in application rejection.

Total value of need/impact, incurred in **FY 2021**

If applying for a Round One **RECOVERY GRANT**, the "Total Need" value inserted should be your organizations total estimated negative economic impact incurred since March 1, 2020 through the date of your application. You must then list all alternate funding sources that have been received and utilized to combat this negative economic impact (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

If applying for a Round Two **REINVESTMENT GRANT**, the "Total Need" value inserted should be the total value of the project/program (existing, new or expanded) you are proposing to help combat the impacts of COVID for the identified individual, group, or population. You must then list all alternate funding sources that have been received and utilized towards this proposed project/program (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

Funding Sources	Date Received	Amount Received	Total Need
<b>Total Need (\$value) of project, program or intended use of Township ARPA Funds</b>			<b>\$30,000</b>
Insurance proceeds		\$ -	
Charitable Contributions		\$ -	
Nonprofit Sources		\$ -	
Other Federal, State, or Local funding sources or grants received (list all below with name, date, and amounts received)		\$ -	
1.) CARES Act Grant, Received <b>FY 2020</b> , Used for COVID-19 mitigation/prevention expenses	May, 2020	\$ -	
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			
11.)			
12.)			
	<b>SUBTOTALS</b>	<b>\$ -</b>	<b>\$30,000</b>
	<b>BALANCE ([Subtotal Column 2] - [Subtotal Column 1])</b>		<b>\$30,000</b>

The CARES Act grant received is unrelated to the FY 2021 expenditures, and therefore, the amount received and applied in FY 2020 does not need to be added to the calculation in the "Amount Received" column.

Grant reviewer will review the subtotal calculation

Maximum potential amount remaining that is eligible for award, up to the grant cap amount. In this instance, the CARES Act grant received in FY 2020 is unrelated to the FY 2021 expenditures, and therefore does not reduce the applicants maximum potential amount of unmet need remaining.



**Example 4:** An eligible entity is applying for a COVID-19 negative economic impact recovery grant for impacts incurred from March 2020 through the time of application. In this example:

- The entity incurred a total of (-\$90,000) of a negative economic impact directly related to COVID-19 in the form of both reduced revenue and increased COVID-related expenses in FY 2020, 2021, and 2022.
  - The negative impacts were as follows:
    - (-\$40,000) in FY 2020,
    - (-\$30,000) in FY 2021, and
    - (-\$20,000) in FY 2022 for a total negative impact of (-\$90,000)
- The entity has provided audited financial statements that demonstrate a proportional reduction in revenue and increased expenses to justify the claims made above and their grant application narrative.
- The entity has invoices and proof of expenditure for the COVID related expenses it is requesting reimbursement for dated post March 3, 2021.
- The entity has not received any alternate assistance from other funding sources for this same negative economic impact.
- See the following Exhibit 3, Example 4 demonstrating how to complete and submit the Exhibit with the grant application.





**EXAMPLE 4**

**Cherry Hill Township**  
 American Rescue Plan Act  
 Notice of Funding Availability

**Exhibit 3**  
 Duplication of Benefit Verification

**Instructions:** Applicants that answered "yes" to receiving alternate funding in their application are required to fill out and submit this form with their application. Applicants are to complete this form and upload a scanned or digital copy using their applicant account. Incomplete forms will result in application rejection.

Total value of need/impact, incurred in **FY 2020, 2021, AND 2022**

If applying for a Round One **RECOVERY GRANT**, the "Total Need" value inserted should be your organizations total estimated negative economic impact incurred since March 1, 2020 through the date of your application. You must then list all alternate funding sources that have been received and utilized to combat this negative economic impact (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

If applying for a Round Two **REINVESTMENT GRANT**, the "Total Need" value inserted should be the total value of the project/program (existing, new or expanded) you are proposing to help combat the impacts of COVID for the identified individual, group, or population. You must then list all alternate funding sources that have been received and utilized towards this proposed project/program (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

Funding Sources	Date Received	Amount Received	Total Need
<b>Total Need (\$value) of project, program or intended use of Township ARPA Funds</b>			<b>\$90,000</b>
Insurance proceeds		\$ -	
Charitable Contributions		\$ -	
Nonprofit Sources		\$ -	
Other Federal, State, or Local funding sources or grants received (list all below with name, date, and amounts received)		\$ -	
1.) None		\$ -	
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			
11.)			
12.)			
<b>SUBTOTALS</b>		<b>\$ -</b>	<b>\$90,000</b>
<b>BALANCE ([Subtotal Column 2] - [Subtotal Column 1])</b>			<b>\$90,000</b>

Grant reviewer will review the subtotal calculation

Maximum potential amount remaining that is eligible for award, up to the grant cap amount



**Example 5:** An eligible entity is applying for a COVID-19 negative economic impact recovery grant for impacts incurred from March 2020 through the time of application and has received a PPP Loan in FY 2020 and CARES Act grant in FY 2021 for these same impacts. In this example:

- The entity incurred a total of (-\$90,000) of a negative economic impact directly related to COVID-19 in the form of both reduced revenue and increased COVID-related expenses in FY 2020, 2021, and 2022.
  - The negative impacts were as follows:
    - (-\$40,000) in FY 2020,
    - (-\$30,000) in FY 2021, and
    - (-\$20,000) in FY 2022 for a total negative impact of (-\$90,000)
- The entity has provided audited financial statements that demonstrate a proportional reduction in revenue and increased expense to justify the claims made above.
- The entity has invoices and proof of expenditure for the COVID related expenses it is requesting reimbursement for dated post March 3, 2021.
- The entity has received the following alternate assistance from other funding sources for this same negative economic impact:
  - A PPP Loan was received in FY 2022 in the amount of \$35,000 for this same impact.
  - A CARES Act grant was received in FY 2021 for \$30,000 for this same impact.
- See the following Exhibit 3, Example 5 demonstrating how to complete and submit the Exhibit with the grant application.



**EXAMPLE 5**

**Cherry Hill Township**  
 American Rescue Plan Act  
 Notice of Funding Availability

**Exhibit 3**  
 Duplication of Benefit Verification

**Instructions:** Applicants that answered "yes" to receiving alternate funding in their application are required to fill out and submit this Exhibit 3 with their application. Applicants are to complete this form and upload a scanned or digital copy using their applicant account. Incomplete forms are terms for application rejection.

If applying for a Round One **RECOVERY GRANT**, the "Total Need" value inserted should be your organizations total estimate incurred since March 1, 2020 through the date of your application. You must then list all alternate funding sources that have been received and utilized to combat this negative economic impact (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

If applying for a Round Two **REINVESTMENT GRANT**, the "Total Need" value inserted should be the total value of the project/program (existing, new or expanded) you are proposing to help combat the impacts of COVID for the identified individual, group, or population. You must then list all alternate funding sources that have been received and utilized towards this proposed project/program (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

Total value of need/impact, incurred in FY 2020, 2021, AND 2022

Funding Sources	Date Received	Amount Received	Total Need
<b>Total Need (\$value) of project, program or intended use of Township ARPA Funds</b>			<b>\$90,000</b>
Insurance proceeds		\$ -	
Charitable Contributions		\$ -	
Nonprofit Sources		\$ -	
Other Federal, State, or Local funding sources or grants received (list all below with name, date, and amounts received)		\$ -	
1.) CARES Act Grant, Received <b>FY 2021</b> , Used for COVID-19 negative economic impacts	Feb, 2021	\$ 30,000	
2.) PPP Loan, Received <b>FY 2022</b> , Used for COVID-19 negative economic impacts	June, 2022	\$ 35,000	
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			
11.)			
12.)			
	<b>SUBTOTALS</b>	<b>\$ 65,000</b>	<b>\$90,000</b>
	<b>BALANCE ([Subtotal Column 2] - [Subtotal Column 1])</b>		<b>\$25,000</b>

The CARES Act grant and PPP loan received is related to the same impact as the current grant application, and therefore, the amounts received must be disclosed and applied to the duplication of benefit calculation.

Grant reviewer will review the subtotal calculation

Maximum potential amount remaining that is eligible for award, up to the grant cap amount



**Example 6:** An eligible entity is applying for a COVID-19 negative economic impact grant for impacts incurred only during FY 2022 and has received a PPP Loan in FY 2020 and CARES Act grant in FY 2021. In this example:

- The entity incurred a total of (-\$20,000) of a negative economic impact directly related to COVID-19 in the form of both reduced revenue and increased COVID-related expenses in FY 2022.
- The entity has provided audited financial statements that demonstrate a proportional reduction in revenue and increased expense to justify the claims made above and in the grant application narrative.
- The entity has invoices and proof of expenditure for the COVID-related expenses it is requesting reimbursement for dated post March 3, 2021.
- The entity has received the following alternate assistance from other funding sources for a similar negative economic impact, but not the same impact:
  - A PPP Loan received in FY 2020 in the amount of \$35,000.
  - A CARES Act grant received in FY 2021 for \$30,000.
  - Both grants were fully utilized and exhausted for impacts and uses incurred in FY 2020 and 2021.
- See the following Exhibit 3, Example 6 demonstrating how to complete and submit the Exhibit with the grant application.



**EXAMPLE 6**

**Cherry Hill Township**  
 American Rescue Plan Act  
 Notice of Funding Availability

**Exhibit 3**  
 Duplication of Benefit Verification

**Instructions:** Applicants that answered "yes" to receiving alternate funding in their application are required to fill out and submit this Exhibit 3 with their application. Applicants are to complete this form and upload a scanned or digital copy using their applicant account. Incomplete forms are terms for application rejection.

If applying for a Round One **RECOVERY GRANT**, the "Total Need" value inserted should be your organizations total estimated negative economic impact incurred since March 1, 2020 through the date of your application. You must then list all alternate funding sources that have been received and utilized to combat this negative economic impact (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

If applying for a Round Two **REINVESTMENT GRANT**, the "Total Need" value inserted should be the total value of the project/program (existing, new or expanded) you are proposing to help combat the impacts of COVID for the identified individual, group, or population. You must then list all alternate funding sources that have been received and utilized towards this proposed project/program (e.g., CARES Act Funding, PPP loans, County COVID grants, etc.).

Total value of need/impact, incurred in **FY 2022 ONLY**

Funding Sources	Date Received	Amount Received	Total Need
<b>Total Need (\$value) of project, program or intended use of Township ARPA Funds</b>			<b>\$20,000</b>
Insurance proceeds		\$ -	
Charitable Contributions		\$ -	
Nonprofit Sources		\$ -	
Other Federal, State, or Local funding sources or grants received (list all below with name, date, and amounts received)		\$ -	
1.) CARES Act Grant, Received <b>FY 2021</b> , Used for COVID-19 negative economic impacts	Feb, 2021	\$ -	
2.) PPP Loan, Received <b>FY 2020</b> , Used for COVID-19 negative economic impacts	Aug, 2020	\$ -	
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			
11.)			
12.)			
	<b>SUBTOTALS</b>	<b>\$ -</b>	<b>\$20,000</b>
	<b>BALANCE ([Subtotal Column 2] - [Subtotal Column 1])</b>		<b>\$20,000</b>

The CARES Act grant and PPP Loan received in FY's 2020 and 2021 are unrelated to the FY 2022 impacts, and therefore, the amount received does not need to be added to the calculation in the "Amount Received" column.

Grant reviewer will review the subtotal calculation

Maximum potential amount remaining that is eligible for award, up to the grant cap amount. In this instance, the CARES Act grant and PPP Loan received are unrelated to the FY 2022 impacts, and therefore do not reduce the applicants maximum potential amount of unmet need remaining.