



# City of Clarkfield

## Economic Development Authority

### CARES Act Relief Grant Program

The City of Clarkfield has received CARES Act funding from the federal government through allocations made by Governor Walz. The city then transferred a portion of the funds to the EDA in order to reimburse small businesses and nonprofits with COVID related expenses.

These grants are designed to provide immediate relief to businesses and non-profits to help them remain in business through the COVID-19 pandemic.

Participating businesses must certify that expenditures requested for reimbursement were expended to specifically address the impact of the COVID-19 pandemic. Participating businesses must certify that any cost reimbursement request has not been paid for with any Federal or State funds associated with the COVID-19 pandemic.

The City of Clarkfield EDA reserves the right to modify the rules and process for this grant program at any time.

The City of Clarkfield EDA Board of Directors retain final authority to determine if an applicant is eligible or not, whether to approve a grant or not, and the grant amount.

# Guidelines

## Available Funding

- Applicants may request an unlimited amount of grant funds to reimburse expenses incurred between March 1, 2020 and November 1, 2020 at the business or non-profit location within Clarkfield city limits.
- Businesses that have applied for or have applications pending in any COVID-related state, federal or other local funding **cannot seek reimbursement for the same expenses** through this application. COVID related programs may include but are not limited to the Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP) or State of MN or DEED grant or loan program.

## Application Process

- Application Forms will be accepted beginning September 14 through October 21, 2020
- There will be several rounds of grants:
  - Due by 4:00pm on September 23, 2020: First round for businesses and non-profits. Disbursements will be voted on at the September 28<sup>th</sup> regular meeting.
  - Due by 4:00pm on October 21, 2020: Second round for businesses and non-profits. Disbursements will be voted on at the October 26<sup>th</sup> regular meeting.
- Employees for this grant may be either W-2 employees or independent contractors.
- Only one application submitted per business.
- Incomplete applications will not be accepted.
- Applications will be reviewed and awarded on a first come first serve basis.
- Completed applications must be submitted through the City of Clarkfield city offices.
- All applicants will be contacted via email regarding their award status.
- The data supplied for CARES Act funding will be governed by MN Statute 13.591.

## Eligible Applicants

- Businesses/non-profit with a physical location, whether owned or leased, within city limits.
- Nonprofits may have a larger service area, but the resources awarded in this program are intended for services within city limits.
- Must be current on property taxes prior to May 15, 2020, and if applicable any required licenses must be valid and in good standing.
- Be in good standing with the Minnesota Secretary of State and Minnesota Department of Revenue as of March 1, 2020.

## Ineligible Applicants

- Lobbying groups and political organizations.
- Businesses/nonprofits that restrict activity based on ethnicity, gender, orientation, ability.
- Businesses/nonprofits that derive any income from adult-oriented uses
- Businesses/nonprofits in default conditions prior to February 29, 2020
- Businesses/nonprofits deriving income from passive investments without operational ties to operating businesses
- Businesses/nonprofits primarily focusing on speculative activities based on fluctuations in price rather than the normal course of trade
- Businesses/nonprofits engaging in pyramid sales, where a participant's primary incentive is based on the sales of an ever-increasing number of participants
- Businesses engaging in activities prohibited by federal law or applicable law in the local jurisdiction of the business

## Eligible Expenses

- Funds awarded will be in the form of a reimbursement. Proof of eligible expense must be included with the application.
- Expenses must not have been reimbursed through any other state, local or federal program.

The grant can be used for:

- Outdoor business operations - The cost of constructing of outdoor facilities either temporary (i.e. tents) or permanent to allow service to customers with proper social distancing.
- Outdoor seating areas – The cost of conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating.
- Outdoor seating – The acquisition of chairs, tables and stands for a outdoor seating area.
- Signage – Acquisition of signage relating to the operation of the business in accordance with the Covid-19 guidelines.
- Checkout counter modifications – Installation of screens and buffers to allow for proper social distancing practices.
- Seating modification or storage – Costs associated with the reduction of seating in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating until the restrictions are lifted.
- Markings – Costs incurred to cordon off public spaces to conform to social distancing requirements.
- Computer Hardware – The cost for required computer hardware necessary to support remote work by employees.
- Software – The costs of software purchased to support remote work by employees or upgrades to existing Internet presence to support expanded e-commerce.
- Sanitation Station – Installation of enhanced sanitation equipment for employees or customers.

- PPE, Personal Protection Equipment – The cost to purchase necessary masks, gloves, face shields or protective garments to protect against the spread of the virus.
- Sanitation Supplies – The cost of disinfection supplies materials to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers.
- Disinfection Equipment – Purchase of equipment needed to dispense the disinfection agents.
- Disinfection Contracts – The cost of contracts for the disinfection of facilities and equipment necessary for operation of the businesses.
- The cost of rent payments, utilities, mortgage payments, insurance, etc.
- Other items as approved by the EDA Board

The grant can NOT be used for:

- Personnel – The salaries, fringe and related costs of permanent or part-time staff required to operate the business.
- Lost Revenues – The costs to the business related to the loss of revenues from lack of sales, cancelation of orders or cancelation of contracts.
- Other items as determined by the EDA Board

# Application

***Name of Business/Non-profit***

***Business Address:***

Mailing Address (if different than above)

City/Town

State/Province

ZIP/Postal Code

***Website:***

***Business Owner's or Non-profit Executive Director's Name***

***Title***

Phone

Email

***Contact Person regarding this application (if different than owner/director listed above)***

Name

Title

Email Address

Phone Number

***Business Type (select one):***

Limited Liability Company (LLC)

S-Corporation

Corporation

Sole Proprietorship

Partnership

501c3

Other Chapter 501 nonprofit entity (specify here: \_\_\_\_\_)

Current number of employees located in the City of Clarkfield (full-time or part time – please include owners if they are employed by the business):

Description of business or non-profit:

What is the impact that the COVID-19 pandemic and stay-at-home orders have had on your business/nonprofit organization (i.e., loss of revenue, loss of employees, inability to serve clients, increase in demand for services, etc.)?

How will the funds be used and what would be the long-term impact of these funds (eligible expenses include, but are not limited to, PPE, technology changes incurred for remote employees, lost revenue or fundraising events, programmatic costs for additional services, retraining staff)?

The request is to reimburse one or more of the following (mark one or more categories):

- Outdoor business operations - The cost of constructing of outdoor facilities either temporary (i.e. tents) or permanent to allow service to customers with proper social distancing.
- Outdoor seating areas – The cost of conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating.
- Outdoor seating – The acquisition of chairs, tables and stands for a outdoor seating area.
- Signage – Acquisition of signage relating to the operation of the business in accordance with the Covid-19 guidelines.
- Checkout counter modifications – Installation of screens and buffers to allow for proper social distancing practices.
- Seating modification or storage – Costs associated with the reduction of seating in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating until the restrictions are lifted.
- Markings – Costs incurred to cordon off public spaces to conform to social distancing requirements.
- Computer Hardware – The cost for required computer hardware necessary to support remote work by employees.
- Software – The costs of software purchased to support remote work by employees or upgrades to existing Internet presence to support expanded e-commerce.
- Sanitation Station – Installation of enhanced sanitation equipment for employees or customers.
- PPE, Personal Protection Equipment – The cost to purchase necessary masks, gloves, face shields or protective garments to protect against the spread of the virus.
- Sanitation Supplies – The cost of disinfection supplies materials to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers.
- Disinfection Equipment – Purchase of equipment needed to dispense the disinfection agents.
- Disinfection Contracts – The cost of contracts for the disinfection of facilities and equipment necessary for operation of the businesses.
- The cost of rent payments, utilities, mortgage payments, insurance, etc.
- Other items as approved by the County Board

Amount of grant funds requested:

Description of documentation of expenses attached: (ie; receipts for the purchase of PPE, invoices from contractor to build outdoor seating, bills from vendor for equipment)

## AUTHORIZATION & ACKNOWLEDGEMENTS

Grantee certifies that the submitting signature on this application has the authority to apply for this grant on behalf of the business/non-profit.

Grantee certifies that the business/non-profit has been negatively affected by the COVID-19 emergency as described herein.

Grantee certifies that the grant funds will be used for authorized business/non-profit expenses in accordance with the requirements and restrictions set forth in this application.

Grantee certifies that the expenses claimed in this application have not been reimbursed or are not pending reimbursement from any COVID-related state or federal or local funding source.

Grantee certifies that only one application for this business/non-profit is being submitted.

Grantee certifies that it is not prohibited from doing business/non-profit with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings.

Grantee certifies that the business/non-profit is in good standing with the State of Minnesota, Yellow Medicine County and the city in which the business is located, and registered with the state if required to do so by law as of March 1, 2020

Grantee agrees to cooperate with the City of Clarkfield or appropriate officials for grant auditing purposes.

Grantee acknowledge that representations made in this application will be relied on by the City of Clarkfield in its decision to grant such grant. City of Clarkfield is authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein.

Grantee agrees to promptly notify the City of Clarkfield if any subsequent changes would affect the accuracy of the information in this application.

Grantee understands that it is a crime to make a false representation as to my Business/non-profit's financial ability for the purpose of securing this grant. The applicant declares under penalty of perjury that all information provided herein is true in every detail and accurately represents the financial condition of the applicant and the business/non-profit on the date given below.

Grantee agrees that information submitted in this application is subject to the Minnesota Data Practices Act. Information such as the business/non-profit name, address and the amount of assistance you receive are considered public data

By typing my (our) signature(s) and date in the text boxes below, Grantee agree(s) that the applicant is electronically signing this application. Grantee understand and agree that my (our) electronic signature(s) is (are) the legal equivalent of a manual signature(s) and that Yellow Medicine County may rely on it as such in connection with any and all agreements that Grantee or the Business/non-profit may enter into with respect to this application

**Applicants Signature**

**Applicant Name**

**Title**

**Date**