

Small Business Relief fund Information

Sedgwick County has applied for the Small Business Relief Fund which will be received January 15, 2021 and distributed shortly thereafter. This fund is specific to restaurants, bars, theatres and gyms.

If you are interested in applying, ALL of the following documents HAVE to be turned in with no exceptions. For those who applied for the original cares act business grant, I have your application and W-9 already but I do not have the other documents. For those who are new to applying, Please fill out the application and send in your W-9 along with the following forms.

Because of this short turnaround, we will not be able to pay out any of these funds if we don't have all of the documentation by January 20th and the sooner you can get it to me the better!

REQUIREMENTS FOR THE NEW SMALL BUSINESS CARES ACT GRANT:

1. Verification of the small business's Colorado Income Tax account number or, for a small business that is exempt from filing a Colorado income tax return, the Colorado tax exempt certificate number
2. The small business's receipt from its most recent payment of unemployment insurance payroll taxes
3. NAICS code (North American Industry Classification System) verification that the business is engaged in an eligible industry category.
4. Demonstrate its intent to continue operating in the state for at least six months
5. Provide evidence of at least 20% revenue loss since March 26, 2020 due to the restrictions imposed on the businesses ordering Coloradans to stay at home.
6. Proof of valid business license and is in good standing with the agency that issued the business license.
7. Certifies to the local government providing the relief that the business has not applied for or received any other relief payments from the arts relief program and that they are in compliance with all executive and health orders pertaining to the public health emergency due to COVID-19

Please turn all documentation into the Clerk's office. If you have questions, please refer to the legislation on this link first:

<http://leg.colorado.gov/bills/sb20b-001> as it has all of the detailed information.

Otherwise, you can call the Clerk's office at 970-474-3346 or email cbeckman@sedgwickcountygov.net.

Reopen Safe, Reopen Strong Business Grant

GRANT PROGRAM OVERVIEW:

Sedgwick County is launching a grant program to assist our local business community as they begin to reopen their doors under new guidelines and regulations. The grant program is intended to assist our businesses that have been negatively impacted by the COVID-19 Pandemic. Funds for the grant are being provided by the Coronavirus Relief Fund as part of the CARES Act.

The Reopen Safe, Reopen Strong Business Grant provides five different categories of grant funds; applicants may apply for more than one category.

GRANT CATEGORIES:

Loan Pay Off

Businesses that took out a loan in response to the COVID-19 Pandemic to meet operational expenses can qualify to have their loan paid off in full, with a maximum grant award of \$30,000. Qualifying loans must be from federally insured depository institutions, federally insured credit unions. Loans must have been underwritten between March 1, 2020- June 30, 2020. Applicants will be required to include proper documentation regarding loan terms, history of payments (if applicable), lender information, and pay off amount at the time the application is submitted. Applicants seeking grant funds must also provide documentation that demonstrates financial hardship that led to taking out a loan; **see section 3.**

PPE Purchase

Businesses in need of personal protective equipment (PPE) for their employees and patrons can qualify for a reimbursement grant of up to \$5,000. Grant funds can reimburse previous PPE purchases dating back to March 1, 2020 or be used for future expenses and be reimbursed at the time of the expense through December 1, 2020. Applicants seeking reimbursement for PPE purchases must include receipts at the time the application is submitted. Applicants seeking grant funds for future PPE purchases must provide an outline of qualifying expenditures; **see section 4.**

Example of qualifying PPE includes (list is not all inclusive)

- Gloves
- Medical Masks
- Respirators (N95, FFP2 standard, or equivalent)
- Eye protection
- Gowns/Aprons

Indoor and Outdoor Infrastructure Modifications

Businesses that have to do modifications to their commercial property in order to meet Public Health Order guidelines related to COVID-19 can qualify for a maximum grant award of \$30,000. Qualifying expenses include modification to interior/exterior seating and/or social distancing measures (i.e.- expansion of outdoor seating, lobby area, etc.). Grant funds can reimburse modifications completed back to March 1, 2020 or for proposed modifications that will be completed by December 1, 2020. Applicants seeking reimbursement for indoor and/or outdoor modifications must include receipts at the time the application is submitted. Applicants seeking to do future indoor and/or outdoor

modifications must provide an outline of their proposed plans; **see section 5**. Applicants are responsible for contacting the planning & zoning and building department for applicable permits and inspections. Funds will not be granted should the applicant fail to meet County codes and requirements.

Operational Expenses

Businesses in need of working capital can apply for a maximum grant award of \$30,000. Qualifying expenses include lease/mortgage payments, utility expenses, employee payroll, inventory, marketing, liquor license fees (City/State fees only; yearly license renewal fees not eligible) etc. Grant funds can reimburse previous expenses back to March 1, 2020, or for future expenses and be reimbursed at the time of the expense through December 1, 2020. Applicants seeking reimbursement for operational expenses must include receipts at the time the application is submitted. Applicants seeking grant funds for future operational expenses must provide an outline of qualifying expenditures; **see section 6**.

ELIGIBILITY REQUIREMENTS:

Eligible businesses must meet ALL requirements below-

- ✓ Must be located within the boundaries that define Sedgwick County
- ✓ For-Profit and Non-Profit Organizations
- ✓ Employ 100 or less
- ✓ Business has been in operation prior to March 1, 2020
- ✓ Business has been forced to temporarily close or modify/limit operations due to the Public Health Orders related to COVID-19

Prohibited Use of Funds-

- ✗ Grant funds may not be used to pay Sedgwick County Real Property taxes
- ✗ Grant funds may not be used to pay State of Colorado Sales Tax
- ✗ Wages to any member of the owner's family who is not a bona fide employee
- ✗ Salary to the owner that exceeds the average amount paid on a weekly or monthly basis in a similar period
- ✗ Any expense not considered an eligible business expense by IRS rules

Ineligible Businesses Include-

- ✗ Businesses that continued to operate without restrictions during COVID-19 Pandemic (i.e.- essential businesses)
- ✗ Marijuana (medical and recreational)
- ✗ Liquor Stores
- ✗ Publicly traded businesses
- ✗ Corporately owned national chains (unless you are an individually owned franchise operator residing in Colorado and can demonstrate lack of franchisor support)
- ✗ Businesses employing more than 100 employees prior to COVID-19 or currently

APPLICATION PROCESS:

The application process for the Sedgwick County: Reopen Safe, Reopen Strong Business Grant will open November 20, 2020. The application process is designed to be quick and simple in order to facilitate a quick turn-around in reviewing, notifying, and disbursing grant funds. Applications will be accepted via email to cbeckman@sedgwickcountygov.net no later than midnight on November 30, 2020 or in person to the Sedgwick County Clerk office at 315 cedar Street in Julesburg by 4:00 PM on Monday November 30, 2020. Only complete applications will be accepted so please read the application rules thoroughly and complete all required sections.

Applications will be reviewed by Sedgwick County COVID task force, the Sedgwick County Board of Commissioners, and Sedgwick County Legal Service. Awards will depend upon the number of applicants, availability of funds, and demonstrated need. Applications will NOT be weighted on a first come, first serve basis. Once all applications are reviewed, all applicants will be notified on December 4, 2020 of their award status. Grant funds will begin to be disbursed via check on December 10, 2020 to those seeking reimbursement for current expenses. Applicants seeking reimbursement for future expenses will need to submit all required documentation in order to have their funds released. Funds will be earmarked for applicants seeking future reimbursement. All checks will be mailed to the address provided on the application. Please ensure this information is correct so as to avoid any delays in receiving your grant award.

All applicants who receive grant funds must follow the grant rules and submit required documentation. Failure to submit proper documentation by established deadlines will result in disqualification from applying for future County grants and any funds earmarked will be released back into the grant pool for other applicants. Should unforeseen circumstances come up please contact Sedgwick County Clerk office at 970-474-3346.

Should there be remaining funds after the first round, the County will reevaluate the program and begin accepting applications.

REQUIRED DOCUMENTATION:

All applicants must include in their application submittal-

- ✓ Completed and signed W-9 form

All required documents must be submitted together via email to cbeckman@sedgwickcountygov.net or in person to the Sedgwick County Clerk office at 315 cedar street Julesburg Colo. Incomplete or partial application submittals will NOT be accepted.

SECTION 1: CONTACT INFORMATION

NAME

PHONE

EMAIL

SECTION 3: LOAN PAYOFF

ARE YOU APPLYING FOR THE LOAN PAYOFF GRANT? *CIRCLE ONE*

YES *complete section 3*

NO *proceed to section 4*

Provide in detail reason for taking out loan by explaining financial impact due to COVID-19; documentation to substantiate impact is required and must reflect timeframe that loan application was submitted and funds received.

Date of Loan Underwriting

(must be between March 1, 2020- June 30, 2020)

Loan Amount

Loan Type *(i.e. - line of credit, signature loan, PPP, EIDL)*

Is your loan eligible for forgiveness? Yes/No; explain.

Name of Lender or Financial Institution

Address

Name of Bank Representative (if applicable)

Phone

The Loan Payoff Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

- ☐ Loan term/contract
- ☐ History of payments, if applicable (i.e.- bank statement)
- ☐ 15 and 30 day pay off amount
- ☐ Documentation substantiating financial impact (i.e.- income/profit loss reports, employee layoff letters, outstanding/delinquent payments)

SECTION 4: PPE PURCHASE

ARE YOU APPLYING FOR THE PPE PURCHASE GRANT? *CIRCLE ONE*

YES complete section 4

NO proceed to section 5

Reimbursement for previously purchased PPE? If yes, please list previously purchased PPE that you are seeking reimbursement from March 1, 2020 until now; include dollar amount. Do not list PPE purchases that have already been claimed in other grant and/or loan applications (i.e. PPP Loan).

Requesting funds for future PPE expenses? Please list expenses including dollar amount. Qualifying expenses will be covered up to December 1, 2020.

The PPE Purchase Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

- ☐ Receipts (if requesting reimbursement)

ARE YOU APPLYING FOR THE INDOOR AND OUTDOOR MODIFICATION GRANT? **CIRCLE ONE**

Requesting funds for future modifications? Will the modifications be indoor, outdoor, or both? Proposed completion date (must be completed by December 1, 2020)? Please describe in detail your plans. Include projected costs for materials, furniture, labor (other than the applicant), and any other expenses that will be incurred.

☐ Receipts (if requesting reimbursement)

SECTION 6: OPERATIONAL GRANT

ARE YOU APPLYING FOR THE OPERATIONAL GRANT? *CIRCLE ONE*

YES *complete section 6*

NO *proceed to section 7*

Reimbursement for previously paid operational expenses? Please list operational businesses expenses that you are seeking reimbursement from March 1, 2020 until now; include dollar amount. Do not list operational expenses that have already been claimed in other grant and/or loan applications (i.e. PPP Loan).

Requesting funds for future operational expenses? Please list expenses including dollar amount. Qualifying operational expenses will be covered up to December 1, 2020.

The Operational Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

- ☐ Receipts (if requesting reimbursement)

Section 8: Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If my grant application is approved, I understand that I must comply with all applicable rules and submit all necessary documentation within the stated timeframes. Failure to do so will result in forfeiture of grant funds.

Signature_____

Date_____