

**City of Oak Park Heights
Economic Assistance for Recovery -
COVID-19 Response**

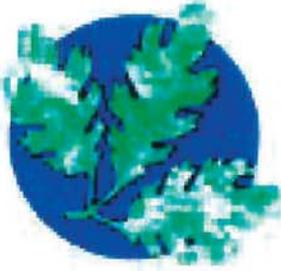
INFORMATION PACKET

***Rules & Requirements**

***Application Form**

Submissions Due May 29th 2020

UPDATED 5/19/20



Oak Park Heights Economic Assistance for Recovery

Grant Program Description

**Applications Must Be Submitted By 4:00 PM,
May 29th**

The Need for Assistance

The City Council has determined that the encouragement and the financial support of economic development and redevelopment in the City is vital to the orderly development and financing of the City and in the best interests of the health, safety, prosperity and general welfare of the citizens of the City. The City Council established its Economic Development Authority to address economic development and redevelopment issues facing the community. In 2020, the critical economic development issue is the impacts of the Coronavirus.

In March 2020, the World Health Organization declared the worldwide outbreak of Coronavirus to be a pandemic (the “Pandemic” or “COVID-19”). The Governor of Minnesota has issued a series of executive orders to help limit the spread of the Pandemic, including declaring a peacetime public emergency, directing the closure of all schools, and ordering the closure of bars, restaurants and other places of public accommodation (the “Executive Orders”). The U.S. Center for Disease Control and Prevention (the “CDC”) has issued a series of directives to limit personal interaction to slow the spread of the Pandemic. These actions have had significant adverse effects on local businesses, including closure, significant reduction in revenues, and loss of employees. The continuation of these events will have devastating short-term and long-term effects on the well-being of the community.

After evaluating alternative means of assistance to help local businesses adapt business practices to protect the health of customers and employees and thereby establishing the means for successful operation, the City has determined that this assistance conforms with state law governing business subsidies and advances the general health, safety and welfare of the community as a whole.

Program Description

Qualifying OAK PARK HEIGHTS businesses are eligible to receive a grant in an amount not to exceed \$2,500 to pay for changes in business practices for customer and employee safety due to COVID-19. The total amount of grant funds available is \$50,000.

Eligible Activities

The grant may only be used for costs directly related to activities needed to adapt the business to operations related to COVID-19. Eligible activities include:

- Building improvements, equipment and furnishings
- Personal protective equipment
- Sanitizing supplies
- Signage
- Employee training
- Transition to online sales
- Printing
- Advertising
- Supplies needed to restart operations
- Other extraordinary costs directly related to COVID-19 - provide data.

Grant funds may be used to reimburse for expenditures made for the activities after **March 25, 2020** (Governor's Stay at Home Order) and prior to the receipt of the grant if used for approved costs and can be documented.

Grant funds may not be used to pay for regular business expense including payroll, rent, utilities, and taxes. The grant application must include a description of the plan for operating under the restrictions of COVID-19, the proposed use of grant funds and the relationship to COVID-19.

Documentation of expenses requested for reimbursement must accompany the application if already incurred. In submitting the application, the business will commit to using the grant funds only for these approved uses.

The City Council or City EDA will make the final determination of eligibility and the amount of the requested grant to approve.

Eligible Businesses

Businesses that meet the following criteria are eligible to submit grant applications:

1. The business must be in operation at the current location within the City at the time of application.
2. The business must be registered with the Minnesota Secretary of State unless it is a sole proprietorship or partnership that is not required to file with the Secretary of State's Office to do business in Minnesota.

3. The business cannot be delinquent on any fees or charges with the City.
4. The business must have employed the equivalent of 50 or fewer full-time employees (FTE) on March 1, 2020. (A full-time employee = 1 FTE. Each part-time employee = 0.5 FTE.)
5. The grant application must be signed by the business owner.

Reporting

Grant recipients must agree to complete and submit a Grant Report Form provided by the City. The report will include documentation of activities paid for with grant funds and a description of how these activities affected operations and the response to COVID-19.

Application Process

The application form for the Grant will be available on the City website beginning on May 21st, 2020

Completed applications must be submitted via email to: eajohnson@cityofoakparkheights.com not later than 4:00 PM CDT on May 29, 2020. The City will extend or reopen this time-line and consider further applications if there are remaining funds. Only complete grant applications will be considered for funding.

The applications will be reviewed and evaluated by a Grant Review Committee established by City Council (and or may be the City Council or EDA). The Committee will decide the recipients and amounts of the grants. Businesses receiving grants are hoped to be contacted via email by June 4th, 2020. Grant funds will be available for disbursement promptly thereafter.

The Grant Review Committee will assign a score to each application based on the following factors:

- Overall completeness of grant application (maximum 15 points).
- Explanation of impact of COVID-19 on business practices (maximum 25 points).
- Description of plan to address these impacts (maximum 25 points).
- Effectiveness of proposed activities to be undertaken with grant funds (maximum 25 points).
- Lack of other financial assistance from Federal, State and City sources (maximum 10 points).

This score will be used to allocate grant funds in the event that the total amount of applications exceeds the established limit as outlined above. Any amounts may be prorated by the City so as to foster a wider allocation of benefit.



Oak Park Heights - Economic Assistance for Recovery Grant Application Form

Please read the Grant Program Description
Applications Must Be Submitted By 4:00 PM, May 29,
2020

Applicant Information

Business Legal Name: _____

Business Operating Name (if different): _____

Physical Street Address: _____

What City is your Business In ? : _____

Mailing Address: _____

Primary Contact Information:

Name: _____

Phone: _____

Email: _____

Legal Structure of Business->

| | |
|--|---|
| <input type="checkbox"/> __ Limited Liability Entity | <input type="checkbox"/> __ Corporation |
| <input type="checkbox"/> __ Sole Proprietorship | <input type="checkbox"/> __ Partnership |

Federal EIN: _____

State Tax ID Number: _____

Number of Employees on March 1, 2020 Full-time _____ Part-time _____

Please provide a brief description of your business:

You may attach separate sheets to respond to any questions.

How has COVID-19 affected your business?

Briefly, what is your plan to reopen/recover when the Governor lifts the current restrictions?

What changes to your business practices and facilities are needed to provide a safe environment for employees and customers and to otherwise operate in this environment?

| | |
|--|----------|
| Amount of grant requested (\$2,500 maximum): -----> | \$ _____ |
|--|----------|

How will you use the Grant?- please be as specific as possible.

Provide estimated costs and source of estimate. If any of the Eligible Activities are to reimburse for expenses made after March 25, please enter "Reimbursement" in the Source of Estimate column and attach appropriate documentation to this application.

| Eligible Activities | Estimated Cost | Source of Estimate |
|--|----------------|--------------------|
| Building improvements, equipment and furnishings | | |
| Personal protective equipment | | |
| Sanitizing supplies | | |
| Signage | | |
| Employee training | | |
| Transition to online sales | | |
| Printing | | |
| Advertising | | |
| Supplies needed to restart operations | | |
| Other extraordinary costs directly related to COVID-19 | | |
| Other | | |

Explain Purpose of Other:



Have you applied for any Federal or State assistance? If Yes, please complete the table.

| Program | Use of Program | If Submitted |
|---|---|---|
| Payroll Protection Program (SBA) | <input type="checkbox"/> Not aware of program <input type="checkbox"/> Chose not to apply <input type="checkbox"/> Not eligible <input type="checkbox"/> Submitted application | Amount requested \$ Amount received \$ |
| Economic Injury Disaster Loan (SBA) | <input type="checkbox"/> Not aware of program <input type="checkbox"/> Chose not to apply <input type="checkbox"/> Not eligible <input type="checkbox"/> Submitted application | Amount requested \$ Amount received \$ |
| Economic Injury Disaster Loan Advance (SBA) | <input type="checkbox"/> Not aware of program <input type="checkbox"/> Chose not to apply <input type="checkbox"/> Not eligible <input type="checkbox"/> Submitted application | Amount requested \$ Amount received \$ |
| Small Business Emergency Loan (DEED) | <input type="checkbox"/> Not aware of program <input type="checkbox"/> Chose not to apply <input type="checkbox"/> Not eligible <input type="checkbox"/> Submitted application | Amount requested \$ Amount received \$ |
| Small Business Loan Guarantee (DEED) | <input type="checkbox"/> Not aware of program <input type="checkbox"/> Chose not to apply <input type="checkbox"/> Not eligible <input type="checkbox"/> Submitted application | Amount requested \$ Amount received \$ |

Have you received any other financial assistance related to COVID-19? Yes No

If Yes, please describe.

Certification

By signing below, I certify that:

1. I have read the Grant Program Description and I agree to abide by all of the terms and conditions of the Program.
2. Grant funds will only be spent on the eligible activities described in this application and I will provide a report to the CITY on the use of grant funds no later than October 31, 2020.
3. The information provided in this application and in any supporting material that accompanies this application is true and complete to the best of my knowledge.
4. The CITY and its staff have the right to verify any information contained in this application, including credit reports on the individuals and the business, and may contact any individuals and institutions involved with the proposed project.
5. It is understood by the Applicant that all or part of this data submitted herein or may be required in the future may become public data and the Applicant releases the CITY from any and all claims or liabilities should that data be released for any reason or at any time.

Please email any questions to Eric Johnson at eajohnson@cityofoakparkheights.com

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Completed applications must be submitted via email to eajohnson@cityofoakparkheights.com no later than 4:00 PM CDT on May 29, 2020. Only complete grant applications will be considered for funding.

FOR INTERNAL USE ONLY

Application Number:

Application Received

Date:

Time:

Applicant is not delinquent on any City fees or charges.

Yes

No

Comments

Applicant is registered with Minnesota Secretary of State.

Yes

No

Comments

Amount requested: \$

Amount awarded: \$

Date notified of award:

Date grant funds disbursed:

Date report received: