



Platte County CARES “Survive & Thrive” Small Business Grant Program Frequently Asked Questions (FAQs)

ROUND 2

INTRODUCTION

Congress passed and the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27, 2020. On June 8, 2020, the Platte County Commission approved Order No. 2020-CO-090, providing CARES funding to small businesses for the cost of business interruption caused by required closures between March 1 - December 31, 2020 to address the COVID-19 pandemic.

The Platte County Commission established the CARES “Survive & Thrive” Small Business Grant Program on June 8, 2020 to be administered by the Platte County EDC.

FREQUENTLY ASKED QUESTIONS (FAQs)

***** IMPORTANT NOTE *****

If you applied for funding in Round 1, please read the eligibility requirements carefully as they have changed for Round 2.

Who is eligible for this grant?

To be eligible for this grant, applicants MUST meet the following requirements:

- Entity is a for-profit small business or a non-profit organization.
- Entity is physically located in Platte County, Missouri.
- Entity must have a current valid Business License from the appropriate municipality (if required).
- Entity is NOT currently in bankruptcy.
- Entity can demonstrate ongoing business operations as of date of the grant application.
- No owner, officer, partner, or principal actor of the entity has a felony conviction for financial mismanagement within the last two (2) years for which they are still serving a sentence (including prison, parole, and probation).
- Special consideration will be given to public-facing entities directly impacted by ‘Stay at Home’ orders such as retail, food service, arts and entertainment, hospitality, fitness, personal services, not-for-profits, churches, private schools, etc.

What are the eligibility requirements specific to Non-Profit organizations?

- The organization is a 501(c)3, 501(c)4, or 501(c)6 in good standing with the Missouri Secretary of State.
- The organization’s efforts benefit individuals living within the boundaries of Platte County.
- The organization has a physical location within the boundaries of Platte County.
- The organization is engaged in activities that are legal under the law (not operating in violation of any state, federal or local laws).

What entities are NOT eligible for this grant?

- National or multi-national corporate-owned franchises. Corporately owned chains are not eligible for the grant unless the business is individually owned by a franchise operator.
- Entities or individuals whose primary revenue is generated from rental properties.

Is there a maximum grant award?

The maximum total grant award is \$250,000 for any one business entity. If an entity was awarded grant funds in Round 1, the TOTAL COMBINED grant award for Rounds 1 and 2 must not exceed \$250,000.

What is the application period for Round 2?

Beginning December 15, 2020, the Platte County CARES Survive Grant application will be available for applicant to submit online at www.plattecountyedc.com. The application for Round 2 will close at 11:59 pm on December 31, 2020.

When would I receive the grant?

For approved applicants, all grant awards for Rounds 1 and 2 will be issued on or before **March 1, 2021**.

What expense reimbursement period will Round 2 cover?

- For New Applicants: All expenses submitted for reimbursement must be incurred and documented for **March 1, 2020 through December 1, 2020**. A “New Applicant” is an applicant who did not receive a grant in Round 1.
- For Previous Applicants Requesting new Round 2 Grants: All expenses submitted for reimbursement must be incurred and documented from **July 1, 2020 through December 1, 2020**. A “Previous Applicant” is an applicant who received a grant in Round 1.

What is a “Previous Applicant”?

A “Previous Applicant” is an applicant who was awarded a grant in Round 1.

Who will receive Priority processing for Round 2?

- Entities that previously did NOT receive a grant award in Platte County CARES Small Business Grant - Round 1.
- Entities with owners that are Platte County residents.
- Smaller, locally-owned entities.
- Entities that have been in operation since at least January 1, 2020.
- Entities that have NOT received any Federal COVID-19 related relief funding (e.g., Payroll Protection Program (PPP), Economic Injury Disaster Loan Emergency Advance, etc.).
- Entities or individuals who do NOT have current liens or fees owed to any municipality (county or city).
- First priority will go to businesses deemed "non-essential" under previous county or city health orders, requiring the closure of such businesses.

What expenses are eligible for reimbursement in Round 2?

The following are the only expenses reimbursable under the Round 2 “Survive & Thrive” grant program:

For-Profit Brick and Mortar Businesses and Non-Profit Organizations – 501(c)3, 501(c)4, or 501(c)6 only –

- Rent or mortgage interest payments for a single business location (including CAM, common area maintenance).
- Mortgage interest only.
- Payroll and salary (**W-2 wages only**). Note: 1099 subcontractor payments are NOT eligible.
- Utility costs for the business location, including only: Telephone, Internet, Cable, Water, Sewer, Electric, and Gas.
- Purchase of Personal Protective Equipment (PPE) and other workplace improvements directly related to mitigating the spread of COVID-19. (i.e. hand sanitizer, masks, services procured for COVID-related deep cleaning).
- Remote access equipment to allow employees to work safely from home. The purchase of this equipment must be related to promoting social distancing and mitigating the spread of COVID-19 and may include computers, software, and printers to enable telecommuting.

For-Profit Home-Based Businesses –

- Payroll and salary (**W-2 wages only**). Note: 1099 subcontractor payments are NOT eligible.
- Purchase of Personal Protective Equipment (PPE) and other workplace improvements directly related to mitigating the spread of COVID-19. (i.e. hand sanitizer, masks, services procured for COVID-related deep cleaning).

What is the review process for Round 2 applications?

- The applicant must complete the application process and provide all required documentation. Incomplete applications will not be accepted.
- After providing all required information the advisory review committee will check the information for accuracy and completeness. The staff of the advisory review committee may contact an applicant to request additional information.
- After verifying that the application is complete, the advisory review committee will verify the expenses are eligible for reimbursement. The staff of the advisory review committee may contact an applicant to request additional information.
- The advisory review committee will meet to review all applications and make recommendations to the Platte County Commission.
- The Platte County Commission will approve or deny all applications.
- All approved applications will be subject to final review and approval by the County. After such review, final payment will be made. All grants will be paid by March 1, 2021.

What supporting documents are required to apply for this grant?

For-Profit Small Businesses –

- ✓ Two forms of ID (each signer): 1 with picture + 1 with name only
- ✓ Valid copy of Business License (if applicable)
- ✓ 2019 Profit & Loss (P&L) Statement
- ✓ 2020 Year-to-Date (YTD) Profit & Loss (P&L) Statement
- ✓ A complete “Receipt Package” and “Expense Reimbursement Form (ERF)” documenting the expenses for which you are requesting reimbursement.

Non-Profit Organizations –

- ✓ Two forms of ID (each signer): 1 with picture + 1 with name only
- ✓ Valid copy of Business License (if applicable)
- ✓ 2019 financial statements
- ✓ 2020 Year-to-Date (YTD) financial statements
- ✓ IRS Tax Exemption Determination Letter
- ✓ A complete “Receipt Package” and “Expense Reimbursement Form (ERF)” documenting the expenses for which you are requesting reimbursement.

For larger requested amounts additional information may be requested.

When will I have to submit supporting documentation for my application?

After your application has been received and accepted through the County’s website, you will be contacted by email with a request for supporting documentation. All supporting documentation **MUST** be submitted **by 11:59 pm CDT Monday, January 4, 2021**. NO EXCEPTIONS.

What is to be included in a “Complete Receipt Package”?

Your submitted receipt package should include supporting documentation for expenses for which you are requesting reimbursement through the grant program. Proof of payment is required for each purchase. This may include receipts from the purchasing entity, bank statements or credit card statements. Two elements are especially important: (1) Documenting the Expense and (2) Demonstrating Payment of the Expense.

- Documenting the expense. This is typically done with a billing statement, invoice, receipt or other evidence that an expense has been incurred.
- Demonstrating that payment of the expense occurred. The County requires evidence that payment was made. For example, a credit card statement, bank statement or a cancelled check (showing front and back images) and invoices showing payment.
- NOTE: A QuickBooks, FreshBooks or ledger statement does not provide evidence of payment.
- Payroll Documentation. The County requires both of the following: (1) the payroll processor’s records showing individual calculations for employee payroll for each payroll period and (2) the bank records showing the payment of funds to the payroll processor or the employee (if checks or ACH transfers are made directly to employees).

What are the Review Criteria for Round 2?

The following items will be reviewed, including, but not limited to:

- Meeting the minimum thresholds for eligibility.
- Full and complete application (all required information MUST be submitted to complete an application).
- Viable, healthy, and strong operational business prior to Coronavirus COVID-19 impact.
- Number of jobs retained and number of jobs added due to grant funding.

When does the Round 2 application period close?

The last chance to submit an application is 11:59 pm (CDT) on December 31, 2020.

When will I receive the funds?

For approved applicants, grant funds for reimbursable expenses will be distributed to applicants before March 1, 2021.

I own more than one business in Platte County. Can I apply for more than one grant?

Yes, you can qualify for a grant for each separate business entity. Each business must have a unique business name and applicable licenses. You must provide separate financial statements and documentation for each location. If you are a private franchisee of a chain of food or retail establishments, you will qualify. However, corporate-owned locations of franchised chains do not qualify.

What if I have questions about the application or whether my business qualifies?

If you have a question that is not answered in the FAQs, please email your question to pccares@plattecountyedc.com. Questions sent will be answered in the order in which they are received.