



# Platte County CARES “Survive & Thrive” Small Business Grant Program Information Sheet

## 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 Economic Development Corporation (PCEDC).

## ROUND 2

## OVERVIEW

### \*\*\* IMPORTANT NOTE \*\*\*

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

### **Program Eligibility Requirements:**

- Entities that qualify are for-profit small businesses and non-profit organizations.
- 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 the 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.

### **Non-Profit Eligibility Requirements:**

- 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).

**Entities do not qualify if they are:**

- 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.

**Priority will be given to:**

- Entities that previously did NOT receive a grant award in 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).
- Reimbursement for expenses related to necessary protective equipment (PPE) for employees and customers and for exterior/interior cleaning needed to keep facilities sanitized.

**Grant Award Amount Limits:**

- \$250,000 limit for total grant funding for any one business entity (Combined total award for Round 1 and Round 2).

**Timeline:**

- **December 15, 2020** – Grant Application period begins
- **December 31, 2020** - Grant Application period ends at 11:59 p.m.

**Final Payment on ALL Grants:**

- All grant awards for Round 1 and 2 will be issued on or before March 1, 2021.

**Expense Reimbursement Period:**

- 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.

### **Eligible Expenses for Reimbursement:**

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

#### For-Profit BRICK & MORTAR Business and Non-Profits 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 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 Business:

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

### **Ineligible Use of “SURVIVE” Grant Funds:**

- Repayment of any federal or state loan programs related to Coronavirus COVID-19 relief funding.
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
- Damages covered by insurance or other third parties.
- Reimbursement to donors for donated items or services.
- Severance pay.
- Legal settlements.

### **Additional Information:**

- Grant award information as it relates to the name of entity, amount received, and completed application form is considered public information that can be published.
- Grant fund expenditures are subject to an audit at a future date.
- Platte County may request additional information, as necessary.
- These grant funds may be considered taxable income. Please contact your financial advisor for guidance.

## Required Supporting Documentation:

For-Profit Small Business (both brick and mortar and home-based 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
- ✓ Complete receipt package documenting the expenses for which you are requesting reimbursement
- ✓ For larger requested amounts additional information may be required

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
- ✓ A complete “Receipt Package” and “Expense Reimbursement Form (ERF)” documenting the expenses for which you are requesting reimbursement.
- ✓ IRS Tax Exemption Determination Letter

## Review Criteria, 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 COVID-19 impact.
  - Number of jobs retained and number of jobs added due to grant funding.
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