

## Small Business Grant Program Guidelines

### Introduction

Welcome to the Idaho Rebounds – Small Business Grant.

The Governor’s Coronavirus Financial Advisory Committee (CFAC) created this grant to help local businesses and organizations affected by COVID-19 pandemic, enabling cities and counties to provide aid within their community.

Link to guidelines for approved Federal & State compliance guidelines for COVID 19 related requests.

- <https://transparent.idaho.gov/transparentidaho/Pages/CARES-ApprovedExpenses.aspx>

### General Application Information:

- Adhere to all Federal and State guidelines (see link above).
- Applications will be submitted and evaluated to the Economic Development department via Neighborly software-<https://portal.neighborlysoftware.com/NampaID/Participant>
- Application deadline will be October 30, 2020.
- Applicants will be emailed and neighborly will notify applicants when the application has been approved
- Awardees will be required to submit reimbursement requests by **December 2, 2020**

### Program Requirements and Details

**Eligible businesses/organizations may be awarded in grant funds through the - Municipal Business Grant application process. It is anticipated that the average grant will be \$5,000 and \$15,000. Any award greater than \$50,000 must be approved by the Nampa City Council.**

Business/Organizations must have a qualified business/organizational interruption or expense caused by COVID-19 related incidents or decisions, including but not limited to local closure orders, need for personal protective equipment, social distancing requirements, increased costs, disrupted supply network, etc.

- Business/Organization closed or interrupted pursuant to a local health district or local government decision made on or after June 20, 2020
- Business/Organization was not otherwise not eligible for a state small business grant (e.g., volunteer organizations, businesses created on or after January 1, 2020, etc.) \*please see further explanation below
- Business/Organization that have specific PPE needs in order to operate safely.
- Business/Organization has not received funds for the current purpose by other COVID-19 grant programs
- Adverse effects and expenses planned for the use of the grant must occur between June 20, 2020 and December 30, 2020
- Business/Organization does not exist for the purpose of advancing partisan political activities or the business does not directly lobby federal or state officials, defined as having had a registered lobbyist at any point during 2020.
- Business Business/Organization must be in good standing and not federally debarred from receiving funds
- Business/Organization is not currently in bankruptcy

- Business/Organization is current with property taxes, or has a payment plan in place with County
- Business/Organization is located in City of Nampa city limits
- Business/Organization liability insurance in place by date of executed agreement
- Registration with IRS, Idaho Business Registration Secretary of State
- Employed 500 employees or less or fewer employees.
- Valid SS #, EIN & DUNS
- Business will be required to submit reimbursement requests by December 02, 2020.

\*Business are eligible to apply for this program if they were eligible to apply for other State of Idaho programs and chose not to apply.

### **PROGRAM SERVICE AREA**

This program is available to businesses and organizations registered and located within the City of Nampa jurisdictional boundaries. The location of the business/organization will be considered the place of business administration and registration address. Funds will not be provided to businesses/organizations registered or located outside of City of Nampa jurisdictional boundaries.

### **ELIGIBLE APPLICANTS**

- Business/Organization that has 500 or fewer employees,
- Eligible applicants must have a registered business address in the City of Nampa jurisdictional boundaries
- Business/Organization closed or interrupted pursuant to a local health district or local government decision made on or after June 20, 2020
- Business/Organization was not otherwise eligible for a state small business grant (e.g., volunteer organizations, businesses created on or after January 1, 2020, etc.) \*please see further explanation below
- Businesses/Organizations that have specific PPE needs in order to operate safely.
- Business/Organizations must have a qualified business interruption or expense caused by COVID-19 related incidents or decisions, including but not limited to local closure orders, need for personal protective equipment, social distancing requirements, increased costs, disrupted supply network, etc.

### **INELIGIBLE APPLICANTS**

- An ineligible existing business/organization applicant is one that has a physical business location or registration outside of the City of Nampa jurisdictional boundary
- An ineligible applicant is a business/organization with more than 500 employees including the owner
- The business/organization received funds for the current purpose by other COVID-19 grant programs
- Applicants will review and sign and date Conflict Interest Form (Appendix A)

### **ELIGIBLE USE OF FUNDS**

The City of Nampa, Economic and Community Development Department will review the project scope of work submitted in the application.

- Operating capital for leasing space, insurance and/or utilities, or expense caused by COVID-19 related incidents or decisions, including but not limited to local closure orders, need for personal protective equipment, social distancing requirements, increased costs, disrupted supply network, etc.

- Necessary expenditures incurred due to the public health emergency **such as providing economic support** to those suffering from employment **or business interruptions due to COVID-19 related business closures** (June 30, 2020 p.1)
- Costs that are for a substantially different use from any expected use of funds (June 30, 2020 p.2)
- COVID-19 related expenditures to purchase inventory, supplies, accounting and inventory software, PPE, furniture, fixtures, and equipment
- Rehabilitation of owner-occupied or leased space (maximum \$2000 construction costs) to support social distancing or safety measures to combat COVID-19
- Equipment purchase (with or without installation costs) to support social distancing or safety measures to combat COVID-19
- Cleaning and sanitation supplies to adhere to CDC guidelines for disinfecting spaces
- Other Adjustments required to adhere to COVID-19 social distancing standards
- Purchase of PPE for employees or customers.
- Testing costs for employees for COVID-19

Applicants will submit receipts and invoices, and documentation of eligible expenses on a monthly basis to Economic and Community Development staff. Final documentation must be received by December 15, 2020.

#### **INELIGIBLE USE OF FUNDS**

- Funds received pursuant to this certification cannot be used for expenditures for which an entity has received funding from any other emergency COVID-19 or other federal and state funds;
- Pay off non-business debt, such as personal credit cards for purchases not associated with the business.
- Purchase personal expenses such as buying a new family car or making repairs to a participant's home.
- Direct financing to political activities or paying off taxes and fines.
- Purchase personal items or support other businesses in which the borrower may have an interest.
- Expenses associated with the provision of economic support in connection with COVID-19 public health emergency such as grants to small businesses to reimburse the costs of business interruptions caused by required closures (June 30, 2020 p. 4) or economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. Example: grants to business that are in need of assistance due to decreased customer demand as a result of the COVID-19 Public Health Emergency (August 10, 2020 p. 5).

Furthermore, funding recipients may not shift more than 10% of total project budget from one budget category to another without written approval from the City.

#### **APPLICANT CAPACITY**

The Economic and Community Development Department will confirm that the business and the applicant(s) possess the capacity to execute the project proposal to be successful with the use of the funds.

### APPLICATION TIMELINES

Applications deadline will be October 30, 2020.

### APPLICATION EVALUATION

The application will be evaluated based upon:

- Compliance will all conditions set forth above in sections 1.0 thru 2.6.
- The responses provided to the Project Summary and Project Summary financials
- Completion of the conflict of interest statement at the end of this document
- Upon the completion of the attached IDA-20 application form.

### OTHER SUPPORT

Other supporting documentation requests: **Awardees will be required to submit all reimbursement request by December 2, 2020.**

#### **Required Back-Up Documentation for Reimbursement of Expenses using Municipal Grant**

Payroll Information- Please provide one of the following:

- IRS Filing
- Idaho Department of Labor Withholdings
- Third Party Payroll records

Expenses:

- Third Party Invoices
- Mortgage/ Lease Information
- Legal Agreements
- Construction Estimates/Bids
- Other documentation as approved by City Staff