CITY OF
WEST ST. PAUL

PANDEMIC RESPONSE SMALL BUSINESS GRANT PROGRAM

HELPING WEST ST. PAUL SMALL BUSINESSES WEATHER THE COVID-19 PANDEMIC

CARES ACT

The City of West St. Paul has received an allocation of CARES Act Funding. CARES stands for the Coronavirus Aid, Relief and Economic Security Act. The CARES Act provides that Cities may allocate a portion of this funding toward Small Business Grants toward eligible expenditures. Guidance the City of West St. Paul has received regarding eligible expenditures and grant requirements follows.

ELIGIBLE EXPENDITURES

Governments have discretion to determine what payments are necessary. This program is tailored to assist small businesses with the costs associated with required closures. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The purpose of this program is to help small businesses cover costs incurred during required closures as well as costs that are necessary to ensuring the safety of employees and customers due to the COVID-19 pandemic.

Minnesota Department of Management and Budget requires expenditures satisfy the following three elements to receive CARES Act funds.

1 Necessary Expenditures

Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID 19).

"NECESSARY": Expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

"DUE TO": Expenditures must be used for actions taken to respond to the public health emergency; including expenditures incurred to respond directly to the emergency, as well as expenditures incurred to respond to second order effects, such as by providing economic support to those suffering from employment or business interruptions due to COVID 19 related business closures.

2 Unaccounted for Expenses

Costs not accounted for in the budget most recently approved as of March 27, 2020

"NOT ACCOUNTED FOR": (a) the COST CANNOT LAWFULLY BE FUNDED using a line item, allotment, or allocation within that budget; or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

"MOST RECENTLY APPROVED" budget: the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID 19 public health emergency.

3 Incurred During Covered Period

"INCURRED": Performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred.)

"COVERED PERIOD" for cities and townships: March 1, 2020 November 15, 2020.

GRANT CRITERION

1. Eligibility Tiers

To qualify for the WSP Pandemic Response Small Business Grant Program there are the following Priority Tiers for businesses with a physical location within the borders of WSP outside of a residential location (home occupations excluded).

TIER 1	TIER 2	TIER 3	TIER 4	TIER 5
Restaurants & Bars of any size with four or fewer business locations under the same ownership	Any retail, office, industrial or not for profit 501 (c)(3) business below $1 million in 2019 annual revenue and fewer than 20 FTE employees as of March 1, 2020	Any retail, office, industrial or not for profit 501 (c)(3) business below $2 million in 2019 annual revenue and fewer than 30 FTE employees as of March 1, 2020	Any retail, office, industrial or not for profit 501 (c)(3) business below $3 million in 2019 annual revenue and fewer than 40 FTE employees as of March 1, 2020	Any retail, office, industrial or not for profit 501 (c)(3) business below $10 million in 2019 annual revenue and fewer than 50 FTE employees as of March 1, 2020
	A ↓ B	A ↓ B	A ↓ B	A ↓ B

Tiers 2-5 are broken down into sub-tiers A & B. Sub-tier A indicates the business has not received Dakota County Small Business Relief Program funds. Sub-tier B indicates the business has received Dakota County Small Business Relief Program funds.

2. Eligible Grant Expenditures

Subject to Federal, State Guidance to the contrary:

A. Pandemic Related expenses that have been or will be reimbursed by any program of the Federal, State, or County government or any expense reimbursed by an insurance company or any other third party granter are not eligible

B. Upon the above, other costs directly related to pandemic related business closures and reopening activities would be considered eligible subject to contrary guidance from the Federal, State, or County government.

i. Costs which may be considered eligible are costs of "mothballing" the business location during the pandemic related closure to include utility, licensing, or similar costs incurred during the period that the business was not in operation. Periods of partial operation would be considered eligible for this line item if the partial operation was ordered by the Governor.

ii. Costs to retrofit the business to improve pandemic safety measures such as structural changes and safety barriers such as plexiglass barriers would be considered an eligible expense.

iii. Improvements to the building or land to respond to Government orders for distancing in order to provide for partial opening of the business would be considered an eligible expense.

iv. Minimum grant request is $1,000

v. Maximum initial grant request is $10,000; should receipt of grant applications by the City be below funding allocations the City reserves the right to increase grant maximum's. Likewise, should receipt of grant applications exceed funding allocations the City reserves the right to prorate requested funds. The City recommends application for funding beyond the current grant maximum, to the extent the business can demonstrate financial hardship resulting from the COVID pandemic in the case that said maximum may letter be increased.

C. The business requesting grant funds must certify that the grant is to be used for expenditures that

i. Are necessary and due to the public health emergency

ii. Are unaccounted for expenditures and not previously budgeted expenditures, and

iii. Have been incurred or will be incurred between March 1 and November 15, 2020

3. Process: To apply for grant funds the applicant must:

A. Include data to support which tier the applicant is applying under (Tiers A, B, C, D, or E from above)

B. Include proposal for expenditures for reimbursement that have occurred since March 1, 2020 or will occur prior to November 15, 2020. Support for the expenditure such as receipts, evidence of bill payment, and bid documentation are required.

C. Applicant must certify that any grant funds applied for under this program have not been reimbursed and will not be reimbursed under any other Federal, State, County, Insurance, or other third party funder.

D. Application Deadline: September 4, 2020 at 4PM

E. Amendments: City may allow for amendments of the request or granted amounts should such be deemed necessary except that amendments will not be permitted after October 31, 2020

F. Completion of Transmittal Cover Sheet (add as many attachments as necessary to support the request; receipts, bills, paid invoices, construction drawings, tax returns or bank statements)

CITY OF WEST ST. PAUL SMALL BUSINESS PANDEMIC RESPONSE GRANT APPLICATION

Both blue pages must be completed in full and submitted with each grant application. (Transmittal Page 1 of 2)

Submit applications to:
City of West St. Paul Finance Department
1616 Humboldt Avenue
West St. Paul, MN 55118

1. Grant Request Information

A. Qualifying Grant Tier (Tier descriptions are located on page 4 of this packet)
Check only one box.

TIER 1	TIER 2		TIER 3		TIER 4		TIER 5	
	A	B	A	B	A	B	A	B
☐	☐	☐	☐	☐	☐	☐	☐	☐

B. Description of Business

_____

_____

_____

C. 2019 Total Revenue at WSP Location(s)
$_____

D. Number of Full Time Employees at WSP Location(s) as of 3/1/2020 _____

E. Amount of Grant Request
$_____

NOTE: All grant requests must come with an attached detail of request and how request meets CARES Act funding requirements.

CITY OF WEST ST. PAUL SMALL BUSINESS PANDEMIC RESPONSE GRANT APPLICATION

All blue pages must be completed in full and submitted with each grant application. (Transmittal Page 2 of 2)

2. Applicant Information

Property Address _____
_____
Name of Business _____
Applicant Name _____
Owner of Property _____
Owner of Business _____

Contact information of applicant
Job Title _____
Phone number _____
Email _____
Mailing address _____
_____

3. Applicant Certifications

Certification by applicant that request is believed to be Federal CARES ACT compliant:

Applicant Signature _____ Date:_____

Certification by applicant that no part of this request has been funded or will be funded by any other Federal, State, County, other 3rd party granter or insurance company:

Applicant Signature _____ Date _____

Certification of understanding that any portion of a funded grant found out of compliance with Federal or State Law will be reimbursed within 45 days of invoice received by the City or other governmental agency:

Applicant Signature _____ Date _____

Notary Signature _____ Date:_____

NOTARY STAMP