

PROGRAM APPLICATION PACKAGE

Round 2



City of Elmwood Business Sustainability Grant

In response to the Coronavirus Disease 2019 (COVID-19) pandemic, the City of Elmwood has partnered with State of Illinois Department of Commerce and Economic Opportunity to create the Business Sustainability Grant to assist business owners who operate commercial businesses within the city limits that can show a 25% loss in revenue in 2020, compared to the same months in 2019.

Grant awards are offered as a reimbursement in an amount not to exceed \$3500 of total verified eligible commercial expenses for lease, mortgage, and/or utility payments incurred from March 1, 2020 – November 30, 2020. For any month for which the applicant is seeking reimbursement, they must be able to demonstrate a decrease of at least 25% in revenue from those same months in 2019. Documentation of revenue loss might include monthly profit and loss statements or bank statements. A second adaptability award may be given to businesses who have made an effort to change or expand their business models to include things such as, web development, e-commerce, online ordering, online shopping, delivery service, outdoor dining accommodations (ie. Outdoor seating, heaters, tents, etc.) The second award not to exceed \$500. Total Grant Award for Sustainability and Adaptability not to exceed \$4,000.

All applications are reviewed on a first-come-first-serve basis and approved subject to the availability of funds as authorized by the Department of Commerce and Economic Opportunity. All applications must be submitted **by 5 p.m on Friday, April 30, 2021**. Applications should be submitted to:

Elmwood City Hall C/O Amy Davis.

All required information to verify eligibility must be submitted along with the grant application.

For more information, please contact:

Amy Davis, Economic Development Director

742-8000

adavis.elmwoodil@gmail.com

Elmwood Business Sustainability Program

The immediate goal of the Business Sustainability Program (the “Program”) is to provide economic support to Affected Business Owners located within our corporate limits. To be funded, Affected Business Owners must have an approved application and have signed the Program Certification Agreement found at the end of this document. An awarded business will be required to repay the grant if it is found to be ineligible for funds.

Applications for the program will be accepted through April 30, 2021 or until funding is exhausted, whichever is first.

The Program uses funding from the Department of Commerce and Economic Opportunity’s Economic Support Payments Grant Program to provide support to Affected Business Owners who have suffered from economic loss and hardship. All Affected Business Owners are invited to apply for a Program Grant at the rate of one (1) grant per Affected Business Owner subject to verification of eligible commercial expenses, availability of funds, and approval of the City of Elmwood City Council. Each Grant awarded to an Affected Business Owner through application to the Grant Program shall be on a first-come-first serve basis, and

limited to a single, lump-sum maximum reimbursement of Maximum Grant Amount of eligible commercial expenses.

Expenses previously reimbursed by any other emergency reimbursement program will be ineligible. Any business that receives an award from the State of Illinois Downstate Business Interruption Grant is ineligible from receiving an award under the Business Sustainability Grant.

Definition of Terms

Affected Business Owner: a commercial business owner operating an eligible businesses, showing a 25% decrease in revenue, demonstrating economic loss and hardship attributable to COVID-19 and who had occupied a site and commenced commercial activities on or before March 1, 2020.

Eligible business: a legal business enterprise licensed by the State of Illinois eligible for financial assistance under DCEO's Local Cure Economic Support Program Grant Program, section 601(a) of the Social Security Act as added by section 5001 of the CARES Act, or other federal legislation addressing the COVID-19 emergency. *Please note: private clubs, businesses that restrict membership, businesses that derive more than 33% of their gross annual revenue from gambling activities (except restaurants with gaming terminals), businesses engaged in pyramid sales, and payday lenders are not eligible businesses under this Program.*

Economic loss and hardship: A decrease in monthly sales or receipts of at least 25% when compared to the same month(s) in 2019. For example, if a business is seeking reimbursement for rental payments in August and September of 2020 it must demonstrate that revenues in those two months were at least 25% less than August and September of 2019.

Eligible commercial expenses: lease, mortgage, or utility payments for a commercial location within the boundaries of the City of Elmwood incurred between March 1, 2020 – November 30, 2020. Expenses previously reimbursed by CARES funding, Local CURES funding, or any other emergency response program are not eligible for reimbursement. Businesses that receive an award from the State of Illinois Downstate Business Interruption Grant are ineligible from receiving an award under the Business Sustainability Grant.

Utility: water, electric, gas, waste disposal, sanitation, telephone, and / or internet services.

The application procedure is as follows:

1. Complete the Program Application, including all required attachments or supplemental information, and submit to Elmwood City Hall, C/O Amy Davis. All applications will be reviewed by Economic Development Director and final approved or denied by The Elmwood City Council. All awards or denials will be attested to by the Mayor acting on behalf of the City Council.
2. Applicants must provide documentation of all expenses requested for reimbursement. Charges must be incurred between March 1, 2020 and November 30, 2020. Requests for rent reimbursements must be accompanied by a written lease agreement. Requests for mortgage reimbursements must be accompanied by a copy of the mortgage statement from the financial institution holding the mortgage lien. Requests for utility reimbursements must include all invoices for the original charges.
3. Applicants must provide proof of payment for all requested reimbursements. Proof of payment can include copies of canceled checks, copies of bank statements, and/or copies of credit card statements.
4. Applicants must include a current copy of their State of Illinois business registration/IBT Number. [NOTE: Not all businesses require a license issued by the State of Illinois. However, any

business that issues payroll checks to employees must register with the Illinois Department of Revenue for an Illinois Business Tax Number (“IBT” No.)]

5. Applicants must provide proof of tax filings and payments for the preceding 12 months.
6. Applicants must provide a profit and loss statement, or other accounting statement, showing a decrease in revenues of at least 25% from 2019 to 2020 for any month(s) reimbursements are requested.
7. Applicants must sign and return a copy of the certification agreement for the Program.
8. The Affected Business Owner’s business location must be located at an address within the boundaries of the City of Elmwood.
9. The Affected Business Owner’s commercial activities must have been in operation as of March 1, 2020 at a location within the City Limits of The City of Elmwood.
10. The grant award shall be paid to the Affected Business Owner within ten (10) business days following verification of application and eligible expenses and approval, no later than June 30, 2021.
11. If a business’ Program application is rejected, a written explanation will be provided to the Applicant. The Applicant may then revise and resubmit the Application for a second review. There is no guarantee of award for corrected applications if funding has been exhausted.

All fields must be completed.

Business Name:

Business Owner(s) Name(s):

Business Site Address:

Business Mailing Address:

Daytime Business Phone: _____ Cell Phone: _____

Email Address:

Preferred contact method for questions about this application (select one):

Business phone Cell phone Email

Property Tax ID # _____ FEIN: _____ Business License No. _____

Requested reimbursements:

Lease Payment(s) Total \$ _____

Monthly Lease Payment: \$ _____ Month(s) covered: _____

Mortgage Payment(s) Total \$ _____

Monthly Lease Payment: \$ _____ Month(s) covered: _____

Utility Payment(s) Total \$ _____

Gas \$ _____ Month(s) covered: _____

Electric \$ _____ Month(s) covered: _____
 Water \$ _____ Month(s) covered: _____
 Telephone \$ _____ Month(s) covered: _____
 Internet \$ _____ Month(s) covered: _____
 Waste Disposal \$ _____ Month(s) covered: _____
 Sanitation \$ _____ Month(s) covered: _____
Total Amount of Grant Request: \$ _____

Adaptability Costs

Changes Made: _____

Cost: _____ (Please attach

Documentation)

NOTE: All grant awards are limited to \$4,000 of total verified eligible commercial expenses and adaptability expenses incurred by the Affected Business Owner between March 1, 2020 - November 30, 2020.

All grants awarded through the **Business Sustainability Program** (the "Program") shall be for eligible commercial expenses during the month(s) of documented economic loss and hardship between March 1, 2020 and November 30, 2020. Grants are approved and paid on a *first-come-first-served* basis, subject to the availability of funds and the approval of the City of Elmwood through June 30, 2021.

Please read the following requirements carefully.

ADDITIONAL REQUIREMENTS:

1. Only site addresses that are occupied and operated by the Affected Business Owner located within the City of Elmwood are eligible for the Program.
2. Affected Business Owners may apply for and receive Program grants only one time for eligible commercial and adaptability expenses incurred for the site on or between March 1, 2020 and November 30, 2020.
3. The maximum Program grant amount for each business site approved for the Program shall not exceed the total verified eligible costs up to a total of Maximum Grant Award per Affected Business Owner as identified by the Federal Employer Identification Number (FEIN).
4. Affected Business Owners applying for lease reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written lease in effect for reimbursement month(s), b) submit proof of payment of the amount owed to the site's Landlord for each month for which the applicant is seeking reimbursement of lease payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the City of Elmwood; and c) verify the Affected Business Owner does not owe any outstanding debts or fines payable to the City of Elmwood, the State of Illinois, or any other local, state, or federal agency.
5. Affected Business Owners applying for mortgage reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written mortgage statement(s) from the financial institution which holds the site's mortgage lien from the reimbursement month(s), b) submit proof of payment of the amount owed to the mortgage lien holder for each month for which the applicant is seeking reimbursement of mortgage payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the City of Elmwood; and c) verify the Affected Business Owner does not owe any outstanding debts or fines payable to the City of Elmwood the State of Illinois, or any other local, state, or federal agency.
6. Affected Business Owners applying for utility reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written utility billings from the reimbursement month(s), b) submit proof of payment of the amount owed to the utility company for each month for which the applicant is seeking reimbursement of utility payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the City of Elmwood; and c) verify the Affected Business Owner does not owe any outstanding debts or fines payable to the City of Elmwood, the State of Illinois, or any other local, state, or federal agency.
7. All Program Grants awarded through the Program shall be paid to the Affected Business Owner for the specified site address within ten (10) business days following grant approval, no later than June 30, 2021.
8. The City of Elmwood's obligation hereunder to award Program Grant funds for eligible commercial And adaptability expenses is a limited obligation to be paid solely based on awarded funding from the DCEO Economic

Support Payments Grant Program and is subject to the availability of such funds.

9. All Affected Business Owners receiving Program Grant funds must be in compliance with all local Municipal Codes, State laws, and State funding requirements.

10. The City of Elmwood reserves the right to approve Program Grant funds only to those Affected Business Owners engaged in commercial activities found to be compliant with the requirements of this Program. The rights and obligations of the Affected Business Owner under this Program Application shall not be assignable.

Applicant Certification:

The undersigned, individually and on behalf of the business entity for which this application is submitted (“Applicant”), hereby acknowledges and accepts all of the terms and conditions provided for herein, and further certifies and warrants that to the best of his/her knowledge, the information contained in and attached to this Application is true, correct and complete and the business for which this application is submitted was open and operating as of March 1, 2020. Nothing contained in this Application shall be construed by the City of Elmwood or the Affected Business Owner or any third person to create the relationship of a partnership, agency, or joint venture between the City of and the Applicant. The City of Elmwood is authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein.

Additionally, Applicant agrees that in the event funds are provided pursuant to this Application, the City of Elmwood or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements.

I certify that the funding will be used for business purposes only and not for household, personal, or consumer usage. I hereby certify that I have read the eligibility requirements, that the business identified below is eligible for the grant and that I will fully comply with all grant requirements as stated in the Local CURE Program (14 Ill. Adm. Code 700.10 through 700.110 and 20 ILCS 605/605-1045), the CARES Act (15 U.S.C. § 9001 *et seq.*) and the related guidance published by the U.S. Department of the Treasury. I understand that I may be asked to provide additional information in order to process this Application. I understand that eligibility does not guarantee aid, and that funding is limited. I understand that any willful misrepresentation on this statement could result in disqualification from program funding. I certify any funds requested/received will not be a duplication of benefits. I certify I have not received any public sources of funds to cover expenses for which I am requesting funds. The Applicant hereby acknowledges that, in executing this Application, the Applicant has had the opportunity to seek the advice of independent legal counsel and has read and understood all the terms and provisions of the Program. Subject to The City of Elmwood approval (*Appendix A*), this Program Application shall become a binding Agreement. The undersigned hereby warrants that he/she has full authority to execute this Application on behalf of the entity for which they are signing.

Applicant Signature: _____

Date: _____

Print Name: _____ Title: _____

Entity/Business

Name: _____

Privacy Protection Assertion:

____ Check here if you assert the following: “Pursuant to Section 7(g) of the Illinois Freedom of Information Act (5 ILCS 140/7(1)(g)). I hereby assert that the following information submitted with this application constitutes commercial or financial information that I am filing under a claim that this information is proprietary, privileged or confidential and that disclosure of such information would cause competitive hardship to my business.” This assertion applies to:

Please note: Signatures, Federal Employer ID Numbers or Social Security Numbers, tax return information, direct deposit routing numbers, signed W-9s and copies of driver’s licenses and IDs are not subject to Disclosure under the Illinois Freedom of Information Act.

(Name of Business Applicant)

BUSINESS SUSTAINABILITY GRANT PROGRAM

GRANT AWARD COMPLIANCE

As a sub-recipient and recipient of a grant award, you must remain in compliance with the terms and certifications set forth below. Please review the below items carefully, as your business and its representatives shall warrant that all material facts presented are accurate. If your business is unable to provide this assurance, it is ineligible to receive an Award under this Program.

1. I shall use the subaward for eligible losses exclusively for costs and losses incurred due to the business interruption or other adverse conditions caused by the Coronavirus Disease 2019 (COVID-19) pandemic, as established by the Department and the U.S. Department of the Treasury and further detailed by The City of Elwood program.
2. I have complied and will continue to comply with all relevant laws, regulations, and executive orders from the State and federal government, including the social distancing guidelines as promulgated by the Executive Orders of the Illinois Governor.
3. I will comply with all relevant laws and regulations concerning non-discrimination.
4. I will not pay appropriated funds to any person for influencing or attempting to influence an officer or employee of federal, State or local government, or an employee of a member of any federal, State or local government in connection with the awarding of any State and federal contract, the making of any State and federal grant, the making of any State and federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any State and federal contract, grant, loan or cooperative agreement.
5. I will prohibit employees, contractors, and subcontractors from using their positions for a purpose that constitutes or presents an appearance of personal or organizational conflict of interests or personal gain.
6. I will take all practical steps to remain viable, solvent, and in operation. Additionally, the subrecipient attests that the subrecipient has not taken any material steps to dissolve the subrecipient, permanently cease operations, or sell substantially all of its assets in 2020.
7. I will hold harmless the United States, State of Illinois, The City of Elmwood and all their agents and employees, from and against all claims, damages, losses, and expenses arising out of or resulting from the approval of work, regardless whether such claim, damage, loss or expense is entirely or in part by these agencies. I understand that the release of all information by the Department and the Grantee, in any manner, is hereby authorized whether such information is of record, and I hereby release all persons, agencies, firms, companies, and entities, from any damages resulting from such information.
8. I acknowledge the Illinois False Claims Act (740 ILCS 175/1, et seq.) applies to this certification, and any false claims or representations made by the subrecipient or its authorized representative in connection with the Program may subject the subrecipient or its authorized representative to liability under the Illinois False Claims Act and other applicable law.
9. I shall maintain for five (5) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with guidance provided by the U.S. Department of the Treasury labeled "Memorandum for Coronavirus Relief Fund Recipients" dated July 2, 2020, and the minimum requirements of 2 CFR 200.333. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken

As a subrecipient of grant funds I certify and agree to all the statements checked above.

Printed Name

Signature

Date

**APPENDIX A
City of Elmwood
Business Stabilization Program**

(For Use by the City of Elmwood, Illinois)

Business Name:

Business Site Address:

Business Mailing Address:

Contact info:

Date application received by the City of Elmwood: ____ / ____ / 2020 by

Admin:

Application signed: yes no

Certification signed: yes no

State business license: yes no

FEIN verified as valid: yes no

Tax filings included: yes no

Copy of lease: yes no

Copy of mortgage: yes no

Copy of utility bills: yes no

Finance:

Tax filings paid: yes no

Verified did not receive BIG funding: yes no

Verified did not receive other funding: yes no

Verified costs not reimbursed by Village: yes no

Verified decrease of at least 25%: yes no

Verified applicable bills: yes no

Verified proof of payment of all requests: yes no

Verified grant total: yes no

Request Verified as Eligible Commercial Expense: Yes No (reason:

_____)

Recommended by The City of Elmwood Staff: Yes, date: ____ / ____ / 2020 No (reason:

_____)

Grant approved by The City of Elmwood City Council: Yes _____ No (reason: *see attached letter of denial*)

APPROVED: _____ Date ____ / ____ / 2020

Title, Mayor of the City of Elmwood

ATTEST: _____ Date: ____ / ____ / 2020

Title, Mayor of the City of Elmwood

GRANT AWARD AMOUNT: \$ _____

Grant payment issued to applicant on ____ / ____ / 2020 Check No. _____