

MONMOUTH ECONOMIC SUPPORT REIMBURSEMENT PROGRAM

The City of Monmouth has received federal funds from the Illinois Local Coronavirus Urgent Remediation Emergency Support (CURE) Program to provide financial assistance to Monmouth businesses that have experienced an interruption of their enterprise due to the COVID-19 public health emergency. Businesses that have incurred additional expenses to protect the public health and safety of their employees and customers and/or have had to close or restrict capacity because of the Governor's Executive Orders for mitigation restrictions, may apply for reimbursement under this program.

Attached is a Project Narrative with details on businesses that would qualify and eligible expenses for grant funds, as well as an accompanying Economic Support Reimbursement Grant Request Application form. Please read through the narrative to determine if your business and expenses are eligible for funding. Please contact City staff if you have any questions or need assistance in completing the application form with supporting documentation.

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OR CALL 309-734-2141

MONMOUTH ECONOMIC SUPPORT GRANT PROGRAM PROJECT NARRATIVE

Businesses Served:

The City of Monmouth proposes to target small independently-owned private (both for-profit and not-for-profit) business enterprises that are considered non-essential by the Governor's Executive orders without the ability for employees to work remotely. Such businesses would include self-employed individuals and independent contractors and cover the sale of both goods and/or services. The primary focus is to financially assist retail establishments providing said goods or services to the general public, including bars and restaurants with liquor licenses that were significantly impacted by the Governor's Executive Orders.

Business Types Excluded:

Pursuant to Illinois Local CURE's Economic Support (ES) Payments Program regulations, the following types of businesses will not be allowed to receive financial assistance: private clubs or businesses that limit membership for reasons other than capacity, government-owned business entities, businesses engaged in pyramid sales, home-based businesses, businesses that derive a least 33% of their gross annual revenues from legal gambling activities, except the following restaurants with gaming terminals that are pre-approved by DCEO as part of this application (J.W. Clendenin Post No. 2301-Veterans of Foreign Wars, Niko & Baka, Inc., Andrew Waters, Butch Crain, Inc., Danny's Tap, Inc., Four Star Bar and Grill, Inc., DNC Gaming and Entertainment/GEM ILLC Pizza Hut, Marion B. Fletcher Post #136-American Legion, Tombstone Bowl Incorporated, and Varsity Club, Inc.).

The City will cross-check all business applicants against the Federal System for Award Management (sam.gov) excluded parties list to verify that they are not listed. Those businesses found to be on this list will be ineligible to apply for financial assistance under this program. Business types specifically listed under section 5001(b) of the federal CARE's Act are prohibited from receiving funds under the Illinois Local CURE's Economic Support Payments Grant Program and Monmouth's parallel grant program designed to mirror the guidelines and restrictions of both federal and state statutes.

Program Funding Orientation:

The City intends to apply for \$250,000 under the DCEO's Local CURE's Economic Support Payments Grant Program to provide local business support grant payments up to a maximum of \$10,000 each, to twenty-five (25) separate Monmouth businesses. These local grants would reimburse businesses for costs they have incurred to renovate and modernize their business property to enhance the public health and safety for employees and patrons alike, thus allowing the business to remain open and transact business in a more guarded environment and reduce the risk of exposure to coronavirus. Businesses would also be eligible for reimbursement of expenses associated with improvements to the building's ventilation system, the purchase of outdoor dining furniture and electric/propane outdoor patio space heaters as well as smokeless portable or permanent fire pits, and tents for outdoor service. Additionally, businesses which did not receive a loan that was subsequently forgiven under the Paycheck Protection Program (PPP), operating costs such as rent and utilities (not including city water/sewer bills or payroll) during the time period when the business was closed or under restricted capacity, and can demonstrate a decrease in sales revenue for the same time period from the previous year, may be eligible for reimbursement from these grant funds. The primary goal of the City's program is to rescue local businesses from the financial setbacks they have suffered because of the COVID-19 pandemic and to sustain them during this very difficult public health emergency to ensure their long-term economic viability as an ongoing business concern within the Monmouth community.

MONMOUTH CURE'S LOCAL ECONOMIC SUPPORT REIMBURSEMENT GRANT REQUEST APPLICATION

This grant program is intended to use federal/state funds to reimburse local Monmouth businesses for expenses incurred that were directly related to the COVID-19 public health emergency and the issuance of the Governor's subsequent executive orders. Eligible expenses include property renovation to enhance public health and safety for customers and employees, and may also qualify for reimbursement of certain operating costs if the business was closed and did not receive a forgivable PPP loan, up to \$5,000. The maximum grant amount is \$10,000. Interested business owners should read the Program Narrative for details of eligible businesses, priority business types, and eligible expenses before completing this application.

Legal Name of Business (W-9): _____ DBA Name: _____
(Important Note: Reimbursement check will be made payable to the legal name of the business)

Principal Business Address: _____

Applicant Name: _____ Owner? YES - NO

Primary Phone Number: _____ (Cell?) E-Mail Address: _____

Number of Full-Time Employees: _____ Part-Time Employees: _____

Taxpayer ID (FEIN, DUNS or Social Security Number): _____

USPS Mailing Address for Payment: _____

Did This Business Have Less Than \$2,000,000 In Annual Revenues in 2019? YES _____ NO _____

Is this business delinquent on payment of any State of Illinois or City of Monmouth tax obligation? YES _____ NO _____

Is this business engaged in any unlawful activity under Illinois or federal laws? YES _____ NO _____

Has this business received any financial assistance or received notice of award of assistance under the BIG Program? YES _____ NO _____

Is this business on the Federal System for Award Management excluded parties list? YES _____ NO _____

Does this business fail to meet any of the eligibility criteria identified in the Program Narrative? YES _____ NO _____

Amount of Funds Requested for Property Improvements: \$ _____ (eligible expenses described in Program Narrative)

Amount of Funds Requested for Operating Expenses: \$ _____ (eligible expenses described in Program Narrative)

Please Note: All Applications Must Include a Completed and Signed W-9 Form; AND: Supporting Documentation of ALL Eligible Expenses, including Invoices, Receipts, Canceled Checks, Bank Statements, Credit Card Charges and Payments, Fund Transfers, or other proof of expenses and payments. All Eligible Expenses must have been incurred between March 1, 2020 and December 30, 2020.

Does the Business Owner meet any of the following qualifications?

Minority YES _____ NO _____
Female YES _____ NO _____
Veteran YES _____ NO _____
Disabled YES _____ NO _____

Affidavit: I declare and attest that I have reviewed the responses in this grant reimbursement request application and that the information contained herein, including all supporting documentation, is true and accurate to the best of my knowledge; that I have reviewed and understand that contents of the Program Narrative; that the business had less than \$2,000,000 in annual revenues in 2019; that the business was open on March 1, 2020; that the business has not received any financial assistance from any other state or federal program under the CARES Act (except PPP loan recipients which cannot request reimbursement for operating expenses); that the business has not received any financial assistance under the State of Illinois Business Interruption Grant (BIG) Program; that expenses are directly connected to the COVID-19 public health emergency, were necessary for the operation of the business, did not fill a shortfall in any governmental revenues to either the City of Monmouth or State of Illinois; was not otherwise funded by budgeted revenues from any governmental unit; that the expenses would not have been incurred except for the COVID-19 public health emergency or would have been expended on costs associated with a substantially different purpose; that the costs were incurred between March 1, 2020 and December 30, 2020; that all expenses are eligible under the program requirements; that no expenses were paid through a private insurance policy claim; that none of these expenses were prohibited under section 5001(b) of the CARES Act; that none of these expenses were associated with reimbursing donated goods or services; that no workforce bonuses, severance pay, legal settlements or administrative costs for local government were paid with this reimbursement grant request; AND that all expenses were reasonably incurred due to the COVID-19 public health emergency. I further declare that the business is an eligible business as defined in 14 Illinois Administrative Code 700.60(b) and is obligated to comply with the administrative rules pursuant to the 14 Illinois Administrative Code Part 700.

Signature of Business Owner

Date

Please attach W-9 and invoices/receipts and proof of payment with a cover summary page listing each expense. E-mail the completed application and all documentation to annette.stledger@cityofmonmouth.com or mail to Annette St. Ledger, City of Monmouth, 100 East Broadway Avenue, Monmouth, IL 61462.