

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.

Application Review Criteria:

Business applicants must have a physical brick-and-mortar building location within the corporate limits of the City of Monmouth and the business owner must affirm by signature, that the business has annual revenues of less than two million (\$2,000,000) dollars and were open for business on March 1, 2020 before the Governor's first Executive Order was issued pertaining to the COVID-19 public health emergency. Additionally, the business must have at least two employees and is either currently open or intends to reopen once the Governor's Tier 3 Response Mitigations Executive Order is rescinded for Warren County. In order to be considered for reimbursement under the Monmouth ES Program, the business must not have received funding through the State of Illinois Business Interruption Grant (BIG) Program nor DCEO's CDBG Downstate Small Business Stabilization Program.

The City will review applications on a first-come, first-served basis and award reimbursement grants accordingly, up to a maximum of \$10,000 each. The following evaluation factors will be employed by the Monmouth City Administration, in determining the highest priority among business applicants.

1. Businesses that sell goods or services at the retail level, including lodging accommodations, restaurants and other establishments with a Class 1, Class 2, or Class 3 liquor license issued by the City of Monmouth, event venues and specialty shops.
2. Retailers that sell general merchandise, excluding food and packaged liquor.
3. Any business that was/is closed as a non-essential by Executive Order.
4. Preference will be afforded to minority, women, veteran and disabled business owners.

Please note, businesses that did not receive a forgivable PPP Loan and provide financial statements for the time period the business was closed in 2020 compared to the same time period for 2019, may be eligible to receive up to \$5,000 to replace lost revenues to cover certain operating costs incurred during the shut-down period, such as rent and gas/electric utilities (but not payroll expenses).

Adherence to State Guidance:

The City of Monmouth will follow Illinois Local CURE's Economic Support Payments Grant Program guidelines as it pertains to business types to be excluded from financial support, ineligible businesses that will not be allowed to apply for these grant funds, the reimbursement of eligible incurred expenses that satisfy the restrictions on the use of Local CURE Program funds and that are determined to be necessary due to the COVID-19 public health emergency, not accounted for in the budget most recently approved as of March 27, 2020 for the City, and that all such expenditures were incurred between March 1, 2020 and December 30, 2020. The City will further deny reimbursement requests for all ineligible expenditures specified and established under the Illinois Local CURE Program as stipulated in the Local CURE's ES Program Notice of Funding Opportunity.

Solicitation of Grant Applications:

The City will promote this ES Program through multiple channels to Monmouth local businesses, including but not limited to, the Monmouth Area Chamber of Commerce, community banks offering commercial bank accounts, Prairie Radio Communications (WMOI 97.7 FM and WRAM 1330 AM), the City's website, and personal outreach to individual local business owners based on established economic development and/or issued liquor license relationships. The City has prepared and attached a Monmouth Local CURE's Economic Support Reimbursement Grant Application form to the City's grant application submitted to DCEO, and in anticipation of a successful award, will immediately begin promoting this grant program upon official award by the State of Illinois to the City of Monmouth. Applications will be widely distributed throughout the business community and the City will begin scoring applications upon receipt thereof. The City will continue accepting applications until total requests reach or exceed the \$250,000 grant limit, with the maximum award of \$10,000 to any one individual business concern.

Reimbursable Expenditure Test:

The City's Economic Support Grant Program will administer the disbursement of Illinois Local CURE's Economic Support Payments Grant funds to eligible Monmouth small businesses, for reimbursement of eligible expenses, based on the affirmative compliance of those incurred expenses, to the following criteria:

1. The subject expense is directly connected to the COVID-19 public health emergency.
2. The subject expense meets the qualification as being "necessary" for the viable operation of the business.
3. The expense incurred by the business is not filling a shortfall in government revenues to either the City of Monmouth or the State of Illinois.
4. The expense incurred by the business is not funded by revenues that have been otherwise budgeted or allocated by the City of Monmouth or the State of Illinois.
5. The expense incurred by the business was not (or has not been) reimbursed through different federal, state or local emergency response programs.
6. The expense incurred by the business would not have been incurred except for the COVID-19 public health emergency, or those business funds would have been expended on costs associated with a substantially different purpose.
7. The business expense was incurred between March 1, 2020 and December 30, 2020.

Administrative Protocols To Be Used By The City:

The City of Monmouth has developed and attached a grant application form and will distribute it to targeted business types and will provide associated technical assistance to business owners in completing Grant Reimbursement Requests for submittal to the City. Businesses will be required to provide documentation of all eligible expenses, including invoices and proof of payment. The application will require the owner's signature below a statement that will attest that the reimbursement request does not include ineligible expenses, that none of the eligible expenses have been or will be reimbursed by another federal, state or local governmental program, that no expenses have been paid through a private insurance policy, that none of the expenses submitted for reimbursement are prohibited by section 5001(b) of the CARES Act, that none of the expenses are associated with reimbursing donated items or services, that no workforce bonuses were paid other than hazard pay or overtime, and no expenses were related to severance pay, legal settlements, administrative costs for local government, or any other cost not reasonably incurred are to the COVID-19 public health emergency. The completed grant application from the business, requesting reimbursement of eligible costs, must be submitted to, and approved by, the City of Monmouth prior to the disbursement of any City funds to the applicant business. The City will further include a statement on the Expense Reimbursement Request Grant Application form, to be signed by the Business Owner/Applicant, certifying and declaring that the applicant business is an eligible business as defined in 14 Illinois Administrative Code 700.60(b) and as stipulated in the Illinois DCEO Local CURE's Economic Support Payments Grant Program NOFO ID:2433-1681, and further acknowledging that the business is aware of its obligation to comply with the requirements of the Local CURE's ES Program as well as the related administrative rules pursuant to 14 Illinois Administrative Code Part 700. Funding in the amount of \$250,000 to administer the Monmouth Economic Support Program, will come from the City's General Fund which will be repaid from the State of Illinois Treasury upon receipt of reimbursement funds under the Illinois DCEO's Local CURE's Economic Support Payments Grant Program.

Attachment: Monmouth CURE's Economic Support Reimbursement Request Application Form.

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.