



City of Coeur d'Alene Small Business Relief Fund

Round One Grant Cycle: September 8 through October 8, 2020

Funding Focus: PPE's/Retrofits and Youth Services

1.0 INTRODUCTION

The City of Coeur d'Alene is implementing a small business grant program for COVID-19 relief. The program is modeled after the Idaho Rebounds - Business Grant program and uses a similar application. The Governor's Coronavirus Financial Advisory Committee (CFAC) created this grant to help local businesses and organizations affected by the COVID-19 pandemic, enabling cities and counties to provide aid within their communities. The funding for the program comes from the City's CARES Act CFAC funding allocation.

The City of Coeur d'Alene has requested a set aside of \$340,000 from our current CFAC funding allocation as the initial upper limit for this grant program. Should approved program applications exceed this limit, we may seek to use an additional allocation of our current CFAC allotment. The program will be available starting in September 2020.

In the first round of the grant funds, eligible expenses for businesses will be focused on keeping kids healthy and making Coeur d'Alene safer for residents and visitors. Eligible grant requests include:

- **PPE's and Retrofits for businesses responding to COVID-19**
- **Youth Services (daycare/childcare for newborns to school-aged kids and health-related activities for youth, including staffing for 3 months, background checks, licensing fees, PPE's and retrofits, fencing for outdoor play areas and other physical improvements needed to expand capacity)**

Applications for the first round are due by October 8, 2020 by 5pm. Applications can be submitted after October 8, but please note that the funding focus may shift. Any updates to the grant program will be noted on the City's website and social media posts.

Other Essential Information:

This program is intended to provide grants for small businesses/organizations that have 500 employees or fewer established prior to January 1, 2020.

This document addresses program guidelines, instructions for submitting an application, information needed and timeline for disbursement.

All applications must be submitted through the City’s webpage. Applications will be processed and reviewed for eligibility, with a final application deadline of December 1, 2020, or until the funds run out, whichever occurs first.

2.0 PROGRAM REQUIREMENTS

Eligible businesses/organizations will be awarded grant funds through the Coeur d’Alene Small Business Relief Fund.

Businesses/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. that took place **on or after June 20, 2020**. Any expenses incurred prior to June 20, 2020 are not eligible for reimbursement through this grant program.

All of the following requirements must be met in order to qualify for the grant program:

- Business/Organization closed, impacted, or interrupted pursuant to a local health district or local government decision made on or after June 20, 2020
- Business/Organization not otherwise eligible for a State of Idaho small business grant (e.g., volunteer organizations, businesses created on or after January 1, 2020, etc.)
- Business/Organization is eligible to apply for this program if it was eligible to apply for other State of Idaho programs and chose not to apply
- Business/Organizations that have specific PPE needs in order to operate safely
- Business/Organization has not received funds for the current purpose through 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 direct lobbying of federal or state officials, defined as having had a registered lobbyist at any point during 2020
- Business/Organization must be in good standing and not federally prohibited 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 within city of Coeur d’Alene city limits
- Business/Organization liability insurance is in place by date of executed agreement
- Registration with IRS and Idaho Business registration with the Secretary of State
- Employs/employed 500 or fewer employees.
- Valid SS #, EIN, or DUNS
- Applicants will review, sign and date Conflict of Interest Form

2.1 PROGRAM SERVICE AREA

This grant program is available to businesses and organizations (including non-profits and licensed in-home childcare providers) registered with the State of Idaho and located within the City of Coeur d’Alene jurisdictional boundaries. The physical 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 Coeur d'Alene jurisdictional boundaries.

2.2 ELIGIBLE USE OF FUNDS

The City of Coeur d'Alene, Finance Department and the Ad Hoc Grant Review Committee, which will be overseen by staff from Finance and Planning, will review the project scope of work submitted in the application to ensure it is an eligible request and that there is no duplication of benefits or conflict of interest that renders the grant application void.

The following are eligible uses of City of Coeur d'Alene Small Business Relief Funds:

- PPE's and Retrofits (COVID-19 related expenditures to purchase PPE, furniture, fixtures, and equipment necessary to continue business operations in light of the coronavirus)
 - - Purchase of PPE for employees or customers
 - Retrofits to a business to achieve social distancing and/or safety measures to combat COVID-19 (materials, supplies and labor costs are eligible)
 - Equipment purchased (with or without installation costs) to support social distancing or safety measures to combat COVID-19, if necessary, to continue safe operations
 - Cleaning and sanitation supplies to adhere to CDC guidelines for disinfecting spaces (NOTE: cleaning services are not eligible)
- Youth Services (daycare/childcare for newborns to school-aged kids and health-related activities for youth to continue or expand operations in light of the coronavirus)
 - Staffing for 3 months
 - Background checks
 - Licensing fees
 - Fencing for outdoor play areas
 - Other physical improvements needed to expand capacity
 - PPE's and Retrofits as noted above

Upon receiving notice of a grant award and entering into a letter agreement, applicants will submit all required receipts and invoices, and documentation of eligible expenses to the Finance Department staff.

2.3 INELIGIBLE USE OF FUNDS

- 2.3.1 Any expenses incurred prior to June 20, 2020
- 2.3.2 Funds requested pursuant to this grant cannot be used for the same expenditures for which an entity has received funding from any other emergency COVID-19 or other federal and state funds
- 2.3.3 Pay off non-business debt, such as personal credit cards for purchases not associated with the business
- 2.3.4 Personal expenses such as a new family car or repairs to a participant's home
- 2.3.5 Direct financing for political activities
- 2.3.6 Paying off taxes and fines

- 2.3.7 Support other businesses in which the borrower may have an interest
- 2.3.8 Operating capital for leasing space, insurance and/or utilities, staff/owner salaries or expenses caused by COVID-19-related incidents or decisions
- 2.3.9 PPE equipment for cleaning companies will not be considered

2.4 APPLICANT CAPACITY

The City's Finance Department and the Ad Hoc Grant Review Committee will confirm that the business and the applicant(s) possess the capacity to successfully execute the project

3.0 PROGRAM ADMINISTRATION

The Finance Department will:

- Originate the COVID-19 Response Small Business Relief Fund, which will require submitting the Coeur d'Alene Small Business Relief Program Policy, Procedures, Conflict of Interest and Supplemental Application Forms to the Coronavirus Financial Advisory Committee for final approval prior to any funding recommendations or awards
- Market the COVID-19 Response Small Business Relief Fund in partnership with the Planning Department and other community partners
- Accept and process applications
- Provide applications and funding request details to the Ad Hoc Grant Review Committee for review on a weekly or bi-weekly basis, depending on the number of requests received
- Review grant requests with assistance from the Ad Hoc Grant Review Committee
- Submit funding recommendations from the Ad Hoc Grant Review Committee to fund the request to the Coronavirus Financial Advisory Committee for final approval
- Ensure a timely grant review and disbursement of funds (if awarded)
- Maintain grant files and fiscal records
- Administer grants used to fund the program
- Ensure compliance with program guidelines

3.1 GRANT PAYMENTS

The duties of Finance Department staff will include the following:

- Process grant payments, and general accounting in City and Federal databases
- Report all grant payments to appropriate Grantee staff
- Obtain grant reimbursements requests from the applicants

Conflict of Interest

No member of the governing body and no official, employee or agent of the local government, nor any other person who exercises policy or decision-making responsibilities in connection with the planning and implementation of the program shall be eligible for this program either directly or indirectly. Additionally, no person applying for the grant shall contact any staff member, elected official, or member of the Ad Hoc Grant Review Committee to influence decisions. The City of Coeur d'Alene will verify and require each applicant to certify that a conflict of interest does not exist with respect to the business or applicant prior to any funding recommendation by the Ad Hoc Grant Review Committee.

3.2 DISBURSEMENT

Upon approval and receipt of the executed grant agreement and receipt of necessary documentation, funds will be awarded as soon as possible. Based on the turnaround time for CFAC to approve funding requests, letter agreements to be executed, and checks to be approved by the City Council, reimbursements/awards may take as long as a month or more.

City staff will review invoice requests and initiate the reimbursement payment process. Applicants will be required to submit receipts and invoices, and documentation of eligible expenses.

4.0 PROGRAM OPERATIONS

4.1 APPLICANT CONFIDENTIALITY

All personal and business financial information will be kept confidential to the extent permitted by law. Participant files with personal and business confidential information will be kept secure. The name of the business and the amount of grant funds received may be identified on the transparent.idaho.gov website.

4.2 DISPUTE RESOLUTION/APEALS PROCEDURE

Applicants whose applications are not selected or not deemed eligible have the right to appeal the decision. Appeals will be limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the Ad Hoc Grant Review Committee shall be final. An aggrieved applicant may, within seven (7) business days after notification of the decision, may file with the City Clerk an appeal in writing. The appeal must state all facts and arguments upon which the appeal is based. The duly appointed hearing officer will review the applicant's application and the facts which form the basis for the appeal. The hearing officer will render a written decision within thirty (30) business days of the receipt of the appeal. Such decision shall be final.

4.3 APPLICATION TIMELINES

Contracts for approved grant applications will be drafted by City staff and circulated for signatures to:

- Applicant
- City of Coeur d'Alene
 - Finance Department

Back-Up Documentation Requested to be Available Upon Request, for Reimbursement of Expenses using the City's Small Business Relief Fund

Payroll Information - Please provide one of the following for childcare/youth services requests:

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

Expenses:

- Third Party Invoices/Receipts
- Construction Estimates/Bids
- Other documentation as required by City Staff.