



COVID-19 Reimbursement Application

TO THE APPLICANT: East Grand Forks and Polk County are collaborating to provide grants to businesses with costs of business interruption caused by required closures, mandates, and the requirements imposed upon them because of the response to COVID-19. This application will provide us with the information we need for the grant program. The first phase of the grant program will be reimbursements for actual COVID-19 expenditures; such as PPE, plexiglass, outdoor dining, and similar things. A second phase, funds permitting, will address the similar needs of businesses missed in the first round and possibly the larger expenses incurred by some businesses, so please be prepared to respond promptly for a second round. Please review the eligibility criteria at the end of this application. Some businesses are not eligible for the program.

The information you provide on this application will be used to determine your eligibility for the COVID-19 Reimbursement Program, funds permitting. It is important that the information you provide on this application is complete and accurate. **PLEASE PRINT IN INK.** The intent of this program is to reimburse businesses for some of their actual COVID-19 expenses. The program is not designed to reimburse businesses for lost revenues.

BUSINESS INFORMATION:

Business Name: _____

FEIN: _____

Minnesota Tax Identification Number: _____

Business Address: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____ **Cell Phone:** _____

Type of Organization: (check one)

_____ **Sole Proprietorship** _____ **Partnership** _____ **Corporation** _____ **Limited Liability**

Did you receive a PPP loan? _____ **Yes** _____ **No**

If yes, how much did you receive? \$ _____ **Please provide documentation.**

Did you receive unemployment compensation? _____ **Yes** _____ **No**

If yes, how much did you receive? \$ _____ **Please provide documentation.**

Please attach all receipts and paid invoices for COVID-19 expenditures. The maximum reimbursement in the first round will be \$5000.

Total amount: \$ _____, excluding sales taxes

The City of East Grand Forks or its authorized representative shall have the right to review and verify the submitted expenses. The amount of reimbursement, if any, will depend upon the availability of funds and the verification of eligible expenses.

NOTE: The information requested in your Application is legally required to determine if you qualify for participation in this East Grand Forks Program. A portion of the data requested is classified as "private data on individuals" under Minnesota Statute 462A.065. Use of data obtained is limited to that necessary for the administration and management of this program by East Grand Fork City personnel or those under contract with the City of East Grand Forks, and, in instances where access to this data is authorized by state statute or federal law, it may be made available to other governmental entities, including, but not limited to, the United States Department of Housing and Urban Development.

The disclosure of your Social Security Number or Minnesota Tax Identification Number is mandatory for participation in the City of East Grand Forks Program, by virtue of the Minnesota Revenue Recapture Act of 1980 (Sections 270A.01 to 270A.12 of Minnesota Statutes), as well as Section 270.6 of said Statutes. Supplying these numbers could result in the application of state tax refunds to the payment of any delinquent indebtedness to the City of East Grand Forks resulting from this or any other city program. These numbers may be made available to state or federal tax authorities and state or federal personnel involved in the collection of obligations.

The City/EDA has absolute discretion and authority to accept or deny any application. The City/EDA is not responsible for any costs or expenses incurred by the Applicant in applying for the Grant Funds, and the funds can only be used for eligible expenses.

I, the undersigned, certify subject to penalty under law that the above information is true and correct to the best of my knowledge and belief and that the provisions stated above are accepted and agreed to.

Applicant's Signature

Date of Application

Program and Eligibility Criteria Round 1

Eligible Expenses:

- Investments that reduce repetitive touch, such as:
 - Touchless payment systems or document signing systems
 - Automatic faucets, toilets and door kicks
 - Technology to manage take-out, or drive-through orders
- Improvements that create distance between customers or employees
 - Expanded outdoor dining
 - Partitions between workers who cannot be socially distanced
- Purchases of items that directly controls infection, such as:
 - PPE » UV sanitizers
 - Temperature checking equipment
 - Equipment to allow working from home by the employee.

Ineligible Uses of Program Grant Funds:

- Political Campaign contributions or donations
- Charitable Contributions.
- Bonus to Recipient owners or officers.
- Paydown or payoff of debt by more than monthly amount required by the underlying debt instrument
- Payroll and other employee or business associated costs for which the Recipient has received or expects to receive reimbursement from other federal. State or regional funds (e.g. Payroll Protection Program or unemployment insurance).
- Damages Covered by insurance.
- Reimbursement to donors for donated items or services.
- Severance pay.
- Legal settlements.
- Any expense not considered an eligible business expense by the Department of the Treasury Internal Revenue Service.

Business Eligibility:

- The business must be located and operating within the City limits of the City of East Grand Forks as of March 1, 2020.
- The expenses must have occurred in the time period between March 16, 2020, and September 30, 2020.
- The business must be in good standing with the City of East Grand Forks by no later than March 1, 2020.
- The business must provide documentation from Polk County that the business is in good standing with the County by no later than March 1, 2020.
- The business must provide documentation from the State of Minnesota that the business is in good standing with the State.
- Ineligible businesses:
 - Corporate chains or multi-state chains
 - Businesses in default conditions prior to February 29, 2020
 - Businesses that primarily derive income from gambling
 - Businesses that derive income from adult entertainment
 - Businesses that primarily make income from pawned material
 - Businesses that derive income from real estate transactions, property rentals (except hotels), or property management, or lobbying

Grant Information:

- The program is a reimbursement program using funds from both the City's and the County's CARES Act allocations
- The reimbursement program is open to all businesses, whether for-profit or not-for-profit
- The application period opens today and closes October 2, 2020, closes at 5:00 p.m.
- The maximum grant amount in round 1 will be \$5000.
- The amount of the grant will be based upon the percentage of reimbursements requested and funds available.
- The funds shall not be used to reimburse the business for expenses that have otherwise been reimbursed through other programs. (no double dipping)
- The program is designed to help with costs of business interruption caused by required closures, mandates, and requirements imposed upon them because of the response to COVID-19. Please consider the needs of other businesses if you were not harmed by the mandates and restrictions. Thank you.
- The completed application with copies of all receipts and paid invoices should be returned to Paul Gorte at City Hall, 600 DeMers Avenue NW, East Grand Forks, MN 56721 and received by no later than October 2 or submitted electronically to pgorte@egf.mn by no later than 5:00 p.m. on October 2, 2020

Round 2

If funds remain after Round 1, there will be a second round. The second round will include business that were missed in the first round, businesses that may have had unusually large expenses for COVID-19 expenses, and. If funds still remain, lost revenues. Further details will be sent later if funds remain available.