



St. Louis County, MN

Phase 2: St. Louis County Small Business COVID-19 Relief Grants

DRAFT PROGRAM GUIDELINES

Form

9002

Rev. 9/3/2020

Background: The Phase 2 St. Louis County Small Business COVID-19 Relief Grants support local businesses by providing financial assistance to eligible applicants. Additional information (while the grant is available) can be found at:

Phone: (218) 726-2033
Email: CARES@stlouiscountymn.gov
Online: www.stlouiscountymn.gov/CARES

Program Purpose	Provide emergency grant assistance to qualifying businesses adversely impacted by and responding to the COVID-19 pandemic.	
Eligible Business Areas	Business must be physically located and operating in St. Louis County, Minnesota.	
Project Funding Amount	Up to \$50,000 for businesses with 100 or fewer full and part-time employees.	
Match Funds Requirement	No matching funds are required. Grant funds must be paid back if eligibility requirements are not met or if proper documentation is not provided upon request.	
Eligible Use of Funds	Eligible Expenses	Ineligible Expenses
	<p>Must be COVID-19 related, including but not limited to the following:</p> <ul style="list-style-type: none"> ✓ Personal Protective Equipment (PPE) ✓ Cleaning supplies, hand sanitizers, etc. ✓ Social distancing expenditures ✓ COVID-19 screening equipment ✓ Expenses related to business interruption (mandated Minnesota Governor executive order shutdown or COVID- related closing), including but not limited to: <ul style="list-style-type: none"> • Rent, mortgage, and non-governmental utilities • Expenses incurred in the loss of contracts, events, bookings, cancellations, etc. (not loss of revenue) ✓ Other similar COVID-19 business expenses ✓ All eligible expenses must have been incurred after March 1, 2020 	<ul style="list-style-type: none"> ✓ COVID-19 expenses paid for by other federal, state, and local grant or loan programs ✓ Loss of revenue ✓ Legal expenses ✓ Food, travel, conferences ✓ Normal business operating expenses ✓ Non COVID-19 related expenses
Eligible Businesses	<p>Businesses must meet <u>all</u> of the following criteria to be eligible:</p> <ul style="list-style-type: none"> ✓ Must have a physical establishment in St. Louis County, Minnesota ✓ Must currently have 100 or fewer full and part-time employees ✓ Must have been open for business prior to March 1, 2020, and on the date of application ✓ Must be current on property taxes as of July 15, 2020, if applicable ✓ Must be able to produce direct receipts and documentation of eligible expenses ✓ All types of businesses and non-profits may apply if they meet all other St. Louis County Small Business COVID-19 Relief Grant guidelines 	
Ineligible Businesses	<p>Certain businesses are ineligible, including:</p> <ul style="list-style-type: none"> ✓ Corporate chains not locally owned ✓ Businesses that primarily derive income from gambling or adult entertainment ✓ Businesses that derive income from passive investments or lobbying ✓ Businesses not compliant with a permit or license requirement as of March 1, 2020 ✓ Businesses (or owner) who have filed for bankruptcy anytime in 2020 ✓ Any business debarred from doing business with the federal government 	



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Application Documentation

Upon Request, applicants will be required to submit the following information:

1. Copies of receipts documenting the direct COVID-19 related business expenses
2. Documentation of expenses related to business interruption during Minnesota's Stay-at-Home Executive Order or COVID-related closing:
 - a. Rent, mortgage, and non-governmental utilities paid during shutdown or business interruption
 - b. Expenses incurred in the loss of business, contracts, events, bookings, cancellations, etc. (not loss of revenue)
3. Documentation to show the number of employees. For example:
 - a. Payroll report
 - b. State or Federal payroll-related filing
 - c. Other official business payroll documentation
4. Any additional documentation or information deemed necessary by St. Louis County to determine eligibility, disburse funds, or meet program reporting requirements.
5. **Failure to submit required documentation upon request will nullify the grant. Any or all grant funds received will need to be returned to St. Louis County.**

***Any Executive Order dealing with the COVID-19 Pandemic, beginning with Executive Order 20-01 issued on March 13, 2020.**

APPLICATION PROCESS

Application Process

Completed application forms can be submitted using the following methods:

1. Online (preferred) at: www.stlouiscountymn.gov/CARES
2. By email at: CARES@stlouiscountymn.gov
3. By mail at: Planning and Community Development Department
Government Services Center
320 W 2nd Street, Suite 301
Duluth, MN 55802

Application Period

The application period will begin on September 14, 2020, at 8:00 a.m. and will remain open until September 28, 2020, at 4:30 p.m.

Notification

All grant funded recipients and unfunded applications will be officially notified through mail and/or email.

Disclaimer

Not all grant applications will be funded. St. Louis County reserves the right to revise these guidelines as needed to best address the impacts of the current COVID-19 pandemic. Further, St. Louis County reserves the sole right and discretion for program eligibility determination and final awarding of funds.

Contact Information

During the Small Business COVID-19 Relief Grant application period, St. Louis County staff will be available by phone or email at:

Phone: (218) 726-2033
Email: CARES@stlouiscountymn.gov