

Blue Earth County
204 S. 5th Street
Mankato, Minnesota 56001

www.blueearthcountymn.gov



Re: Blue Earth County Business Assistance Program Application
Deadline for Application: September 2, 2020

Dear Business Owner,

In response to the COVID-19 pandemic, Blue Earth County has created a business assistance grant program to assist small businesses in Blue Earth County adversely impacted by the COVID-19 pandemic. The Blue Earth County Board retains final authority to determine if a business is eligible, and whether to approve the grant application.

Eligible business owners may apply for a one time grant in the amount of \$10,000 per applicant to cover expenses for up to 3 months between March 1, 2020 and July 31, 2020. Expenses may include rent payments, mortgage payments, utilities, payments to suppliers, other non-payroll business costs and costs associated with reopening (PPE, plexiglass barriers, exterior seating, signage, supplies, inventory, etc.). Businesses must be able to demonstrate they were adversely affected by Executive Orders related to COVID 19. Property taxes must be current as of July 15, 2020, if applicable.

Funding will be decided by the Blue Earth County Board. It is anticipated that the first pool of applications recommended for approval will be made at the September 8, 2020 Blue Earth County Board meeting.

Application deadline September 2, 2020. Applications must include all documents as stated in the attached application packet. Applications can be submitted by:

- Email: ckramlinger@blueearthcountymn.gov
- Drop box: located at Blue Earth County Historic Courthouse, 204 South Fifth Street, Mankato, MN 56001; or
- Mailed: Blue Earth County Historic Courthouse, Attn: Courtney Kramlinger, BEC EDA, PO Box 8608, Mankato, MN 56002

Please contact Courtney Kramlinger at 507-387-8711 or ckramlinger@blueearthcountymn.gov with any questions or if additional information is needed.

Sincerely,

Courtney Kramlinger
Economic Development Specialist



Blue Earth County Business Assistance Grant Program

Blue Earth County Business Assistance Grant Program

Grants in the amount of \$10,000 for local small businesses to cover expenses for up to 3 months during the covered period from March 1, 2020 – July 31st, 2020. Grant funds can be used for up to 3 months of expenses which may include rent payments, mortgage payments, utilities, payments to suppliers, other non-payroll business costs and costs associated with reopening (PPE, plexiglass barriers, exterior seating, signage, supplies, inventory, etc.). Businesses must demonstrate they were adversely affected by Executive Orders related to COVID 19.

Eligible Businesses

- a. Locally owned (defined as Blue Earth and contiguous counties) and operated for profit or not for profit business with a physical establishment in Blue Earth County.
- b. Business shall not have more than 20 full-time equivalent (FTE) employees and have less than \$2.5 million in annual revenue.
 - a. A 40-hour/week employee counts as 1 FTE. A 10-hour/week employee counts as 0.25 FTE, 20-hour/week employee counts as 0.50 FTE, etc.
- c. Business must have been operating prior to March 1, 2020.
- d. Business shall be licensed in good standing and current on property taxes prior to July 15, 2020 (if applicable).
- e. Business shall demonstrate they were adversely affected by Executive Orders related to COVID 19.
 - a. Fully or partially suspended operations in 2020 due to an executive order issued by the Governor of Minnesota between March 16, 2020 and July 31, 2020; **OR**
 - b. Experienced a reduction in gross receipts of 25% or greater in any 30-day period between March 1 to July 31, 2020 as compared to the same 30 day period in 2019.

Ineligible Businesses

- Home based businesses (except feedlot operators and child-care providers).
- Corporate chains, multi-state chains (except those owned by a local franchisee).
- Businesses in default conditions prior to March 29, 2020.
- Businesses that primarily derive income from gambling.
- Businesses that primarily derive income from adult entertainment.
- Businesses that primarily derive income from pawned merchandise, tobacco or vaping products.
- Businesses that primarily derive income from passive investments, business-to-business transactions, real estate transactions, lobbying or billboards.
- Businesses suspended or debarred from doing work with the federal government.

Eligible Grant Activities

- f. Grant funds can be used for up to 3 months of expenses during the covered period from March 1, 2020 – July 31st, 2020, which may include rent payments, mortgage payments, utilities, payments to suppliers, other non-payroll business costs and costs associated with reopening (PPE, plexiglass barriers, exterior seating, signage, supplies, inventory, etc.).

III. FINANCIAL INFORMATION

In order to qualify, you must submit the following documents: Financial statement (ex. a monthly profit and loss statement) from shortly before the COVID-19 pandemic or for a comparable period in a prior year and another financial statement during the COVID-19 pandemic to show a revenue decrease.

Please describe other COVID-19 related financial resources you've applied for below. Please include the program name, anticipated use of funds, the amount requested, and the status of your application (awarded, pending, denied). If you need additional space, please utilize the next page.

Please detail the proposed use of grant funds as follows:

- c. Non-payroll operating expenses per month
- d. Costs associated with reopening

Please note, only the uses listed under "eligible grants" portion above are eligible. **Please submit copies of lease/mortgage statements, licenses statements, utility statements, etc. incurred during the covered period from March 1, 2020 – July 31, 2020.** If you need additional space, please utilize the next page.

Is business owner also property owner: Yes No If yes, were property taxes current as of July 15, 2020: Yes No

Is business' annual revenue less than \$2.5 million: Yes No

VI. CERTIFICATION

County EDA staff, or an authorized representative, shall have the right to inspect the business and meet with tenant/owner at any time from the date of application upon giving due notice.

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that any intentional misstatements will be grounds for disqualification.

Applicant: _____ Date: _____

Applications can be submitted to Courtney Kramlinger via email at ckramlinger@blueearthcountymn.gov, at the drop box located at Blue Earth County Historic Courthouse, 204 S. 5th Street, Mankato, MN, or mailed to Blue Earth County Historic Courthouse, Attn: Courtney Kramlinger, BEC EDA, PO Box 8608, Mankato, MN 56002.

Submitted applications must include: applicant information, business information, financial information, certification (p. 3/4), supplemental copies of financial statements (p. 3), copies of eligible invoices/statements (p. 4), disadvantaged business questionnaire checklist (p. 7), and the privacy notice (p. 8).

Additional Space for Questions Asked on Page 4

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Disadvantaged Business Questionnaire Checklist

Please submit the questionnaire below regarding if your business is qualified for a disadvantaged business. Please check every applicable box as it pertains to your business. If not applicable, please check the box at the bottom. If you have any questions regarding any of the options, please contact Courtney Kramlinger, 507-387-8711 or ckramlinger@blueearthcountymn.gov

- Be a small business under the loan program
- Be at least 51 percent owned and controlled by U.S. citizens who are economically* and socially disadvantaged**
- Be owned by someone whose personal net worth is \$250,000 or less
- Be owned by someone whose average adjusted gross income for three years is \$250,000 or less
- Be owned by someone with \$4 million or less in assets
- Have the owner manage day-to-day operations and also make long-term decisions

Women

- Be at least 51 percent owned and controlled by women

Veterans

- Be at least 51 percent owned and controlled by a Veteran

Not Applicable

- I do not meet any of the criteria listed above

** Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged. (Title 13, Chapter I, Part 124, Subpart A, §124.103)*

*** Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. The social disadvantage must stem from circumstances beyond their control. (Title 13, Chapter I, Part 124, Subpart A, §124.104)*

IMPORTANT PRIVACY NOTICE
****Read Before Completing the Application Form****

We are asking that you provide the information on the Business Assistance Program application form to determine if you are eligible to participate in the program.

Your name, address and the amount of assistance you receive are considered public data under the Minnesota Data Practices Act. Other information that you provide to the Business Assistance Program about you and your household is considered private data.

We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared include:

- Staff and other persons involved in program administration.
- Local loan committee members who approve applications.
- Auditors who perform required audits of this program.
- Authorized personnel from the U.S. Department of Housing and Urban Development or other local, state and federal agencies providing oversight for the purpose of addressing/resolving applicant complaints (as addressed in the projects policy and procedural manual).
- Those persons who you authorize to see it.
- Law enforcement personnel in the case of suspected fraud or other enforcement authorities as required.

We cannot release private data to anyone else or use the private data in any other way unless you give us permission by completing a consent form that we will provide. Please keep in mind, however, that data must be released if required by court order, and, in addition, your private data may be released if Congress or the Minnesota Legislature passes a new law that authorizes or requires such release of data.

Signature of Applicant

Date

Signature of Co-Applicant

Date

Minnesota law gives you important rights in regards to information maintained about you. These include:

- The right to see and obtain copies of the data maintained on you;
- Be told the contents and meaning of the data; and
- Challenge the accuracy and completeness of the data.

To learn more about these rights, contact Courtney Kramlinger at (507) 387-8711 or ckramlinger@blueearthcountymn.gov