

Dodge County Small Business & Nonprofit Relief Funds Guidelines

To provide emergency assistance to local small businesses in Dodge County adversely impacted by the COVID-19 pandemic, the Dodge County Small Business & Nonprofit Relief Funds will provide grants of up to \$10,000 to small businesses and nonprofits most in need of support.

Funds will help small businesses and nonprofits pay for critical expenses such as rent payments, mortgage payments, utility payments, payments to suppliers, and costs associated with reopening. Providing this support will increase the capacity of small businesses and nonprofits with a physical location in Dodge County to survive the current crisis and will help prevent potential future blight scenarios. We understand there is a cost to reopening your business or nonprofit safely. These grant funds can also be used to ensure your business can afford to operate while maintaining social distancing guidelines for the safety of your employees and customers.

Due to restrictions placed on Dodge County's CARES Act funds, eligible expenses reimbursed by this grant must comply with all Federal and State guidelines. **These funds can only be used to cover business or nonprofit expenses for which other financial assistance was not provided. In order to receive funding under this program, you must document other assistance received and detail the additional, unmet need.** A business owner or nonprofit agrees that by signing and submitting an application they will be subject to a random audit by Dodge County for accuracy in expenses, demonstration of business or nonprofit loss, or any other statements or information requested. Dodge County reserves the right to reject or modify any application or portions thereof it feels do not meet the guidelines or application process requirements. If applications exceed the funding available, Dodge County will prioritize grant recipients based on impact.

This program will be administered by Dodge County Economic Development. For questions or clarifications please contact Nicholas Ouellette, Economic Development Coordinator, at nicholas.ouellette@cedausa.com.

Terms

- Up to \$10,000 grant based on economic injury from COVID-19 and eligible expenses.
- Grant applications must exceed a minimum amount of \$1,000.
- Funds can be used for operating expenses, including rent payments, mortgage payments, utilities, payments to suppliers, or other critical non-payroll business expenses (including expenses related to reopening and staying safe) as approved by the fund administrator.
Funds may be used only for eligible expenses.

Eligible Entities

Organizations must meet all of the following criteria as of March 1, 2020 to be eligible.

- Must be a business or nonprofit with a physical, commercial location, whether owned or leased, that is located in Dodge County
- Must have been operating prior to March 1, 2020
- Must have appropriate licenses, in good standing with the Minnesota Secretary of State, and current on property taxes as of August 1, 2020, if applicable

- Must demonstrate an eligible loss since March 15, 2020
- Must demonstrate that any funds received through this program were not used for expenses that were covered with assistance received from other sources (e.g. PPP, EIDL, MN DEED, other city/county CARES Act funding, etc.)

Certain businesses are ineligible, including:

- Home-based businesses; those without a physical establishment, (except in-home childcare providers and ag-related businesses will be eligible)
- Corporate chains, multi-state chains
- Businesses in default conditions prior to February 29, 2020
- Businesses that primarily derive income from gambling
- Businesses that derive any income from adult entertainment
- Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products
- Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying

Eligible Uses of Program Grant Funds:

- Costs of business interruption caused by required closure due to COVID-19
- Rents, utility, and insurance costs
- Costs incurred during reopening process
- Costs for the purchase of items meant to protect the public and employees, such as protective masks and hand sanitizer, and other costs incurred by installing required safety measures in order to reopen a business
- Costs incurred for building modifications due to COVID-19
- Costs for marketing of safe business practices
- Other expenditures related to the cost of business interruption caused by COVID-19

In addition to the Dodge County Small Business & Nonprofit Relief Fund, applicants are strongly encouraged to apply for all available COVID-related funding. However, due to the limited amount of funding and in order to serve as many organizations as possible, applicants are ineligible to receive duplicative funds from the Dodge County Small Business & Nonprofit Relief Funds AND city, state, or other federal funds. Businesses receiving city, state, or federal relief funds are still eligible for the Dodge County Small Business & Nonprofit Relief Funds but must use County funds for eligible expenses other than those covered by city, state, or federal funds.

Application Process

- Application Forms will be accepted beginning August 26, 2020 and the initial application reviews will begin October 1, 2020. Applications received after October 1, 2020 will be reviewed for approval if the program has unused funds from the initial review.
- Completed Application Forms can be emailed to Dodge.CARES@co.dodge.mn.us.
- Upon notice of an approved application, applicants will be required to submit the following within 10 business days:

- o 2019 Federal Business/Nonprofit Tax Return or appropriate Business/Nonprofit Tax Schedule- based on entity type. Businesses that have not yet completed a 2019 Federal Return are eligible to apply and substitute other documentation of revenue.
- o Evidence of revenue loss related to the COVID 19 emergency. Applicants should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator. Some examples of acceptable documentation include Profit & Loss Statements, Sales Tax Reporting, Period Statements from 3rd-party Sales Platforms, Merchant Services Statements, and Point of Sale or Register reports.
- o A copy of the business current filing with the Minnesota Secretary of State Office.
- o Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate documents, disburse grant proceeds, or meet program reporting requirements.
- o Failure to submit required documentation will result in forfeiture of the grant award.

Note: The Dodge County Board of Commissioners reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.