



St. Louis County, MN

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

Form

9002

Rev. 9/9/2020

Purpose: The Phase 2 St. Louis County Small Business COVID-19 Relief Grants Provide emergency grant assistance to qualifying businesses adversely impacted by and responding to the COVID-19 pandemic. Additional information can be found at:

Phone: (218) 726-2033

Email: CARES@stlouiscountymn.gov

Online: www.stlouiscountymn.gov/CARES

Project Funding Amount	Up to \$50,000 for businesses with 100 or fewer employees (full and part-time combined).	
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> <ol style="list-style-type: none"> Direct COVID-19 expenditures with receipts, including: <ul style="list-style-type: none"> ✓ Personal Protective Equipment (PPE). ✓ Cleaning supplies, hand sanitizers, social distancing expenditures, COVID-19 screening equipment, etc. ✓ Similar direct expenditures due to COVID-19. Expenses incurred during or as a result of business interruption due to a mandated Minnesota Governor Executive Order shutdown or COVID-19 related business closing, including but not limited to: <ul style="list-style-type: none"> ✓ Rent, mortgage, and utilities (up to 50% are grant eligible) ✓ Irrecoverable expenses incurred in the loss of business, contracts, events, bookings, cancellations, etc. (not loss of revenue). For example, non-refundable contractual payments for services/activities/goods which were never fulfilled. ✓ Any similar expense incurred during or as a result of business interruption, including payroll not covered by the Payroll Protection Program (PPP) or other funding programs during a shutdown or COVID-19 related business closing. All eligible expenses must have proper documentation and must have been incurred after March 1, 2020, and prior to application. 	<ul style="list-style-type: none"> ✓ COVID-19 expenses paid for by other federal, state, and local grant or loan programs ✓ Expenses reimbursed through the St. Louis County Phase 1 Small Business COVID-19 Relief Grant ✓ Loss of revenue (determined to not be eligible by federal guidelines) ✓ Legal expenses ✓ Food, travel, conferences ✓ Normal business operating expenses ✓ Non COVID-19 related expenses ✓ Total expenses exceeding \$50,000 (including Phase 1)
Eligible Businesses	<p>Businesses must meet <u>all</u> of the following criteria to be eligible:</p> <ul style="list-style-type: none"> ✓ Must physically operate in St. Louis County, Minnesota ✓ Must currently have 100 or fewer employees (full and part-time combined) ✓ 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 ✓ All types of businesses and non-profits may apply if they meet all other Phase 2 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 ✓ Businesses that have filed for bankruptcy in 2020 ✓ Any business debarred from doing business with the federal government 	



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Application Documentation

Applicants will be required to submit the following information upon request (you are encouraged to attach, email or upload them with the application):

1. Copies of receipts documenting each direct COVID-19 related business expense.
2. Documentation of expenses related to business interruption during Minnesota's Stay-at-Home Executive Orders* or COVID-related business closing:
 - a. Rent, mortgage, and utilities paid (up to 50% are grant eligible); and
 - b. Irrecoverable expenses incurred in the loss of business, contracts, events, bookings, cancellations, etc. (not loss of revenue).
3. Documentation to show the number of employees (i.e., payroll reports, state or federal payroll-related filing, or other official business payroll documentation).
4. Documentation to show payroll expenses incurred during Minnesota's Stay-at-Home Executive Orders* or COVID-related business closing.
5. Any additional documentation or information deemed necessary by St. Louis County to determine eligibility, disburse funds, or meet program reporting requirements.
6. **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 Emergency Executive Order 20-01 issued on March 13, 2020. Also refer to Table 1 beginning on page 3.**

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 Phase 2 Small Business COVID-19 Relief Grant application period (September 14 – 28), St. Louis County staff will be available by phone or email at:

Phone: (218) 726-2033

Email: CARES@stlouiscountymn.gov

**Table 1: Business-Related COVID-19
Executive Orders from Governor Walz**

<i>Executive Order #</i>	<i>Start Date</i>	<i>End Date</i>	<i>Description</i>
20-01	March 13, 2020	n/a	Declaring a peacetime emergency in Minnesota due to COVID-19
20-04 <i>Amended by</i> 20-08 20-18 20-33 20-48 20-56	March 17, 2020	May 17, 2020	<p>Temporary closure of bars, restaurants, and other places of public accommodation, including:</p> <ul style="list-style-type: none"> a. Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption, excluding institutional or in-house food cafeterias that serve residents, employees, and clients of businesses, child care facilities, hospitals, and long-term care facilities. b. Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption. c. Hookah bars, cigar bars, and vaping lounges offering their products for on premise consumption. d. Theaters, cinemas, indoor and outdoor performance venues, and museums. e. Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners. f. Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities. g. Country clubs, golf clubs, boating or yacht clubs, sports or athletic clubs, and dining clubs.
20-20	March 26, 2020	May 17, 2020	Stay at home order. Open: Retail for curbside only, restaurants and bars deliver and take out only, child care, places of worship for funerals and weddings with 10 or fewer people. Closed: personal services, gyms, personal fitness and yoga studios, martial arts, indoor and outdoor events and entertainment, campgrounds and carter boats, and pools. (Extended 20-33 & 20-48)
20-38	April 17	n/a	Allowing for Safe Outdoor Recreation – opening golf courses; off-highway vehicles, snowmobiles, and watercraft repair shops, sales facilities, and showrooms by appointment only; lake service providers to install, repair, and remove docks, boatlifts, and other water related equipment or deliver boats; bait shops; outdoor shooting ranges and game farms.

**Table 1: Business-Related COVID-19
Executive Orders from Governor Walz**

Continued from page 3...

20-56	May 18, 2020	June 1, 2020	Re-Open Phase 1. Open: Retail for 50% capacity only, restaurants and bars deliver and take out only, child care, places of worship for funerals and weddings 25% capacity with 250 or fewer people, outdoor events and entertainment drive-in events only. Closed: personal services, gyms, personal fitness and yoga studios, martial arts, indoor events and entertainment, campgrounds and charter boats, and pools. (Amended 20-62)
20-63	June 2, 2020	June 9, 2020	Re-Open Phase 2. Open: Retail for 50% capacity only, restaurants and bars outdoor dining only not to exceed 50 customers, child care, places of worship for funerals and weddings 25% capacity with 250 or fewer people, outdoor events and entertainment drive-in events only, personal services 25% capacity, campgrounds and charter boats with guidance, pools for organized youth sports and programs. Closed: gyms, personal fitness and yoga studios, martial arts, indoor events and entertainment.
20-74	June 10, 2020		Re-Open Phase 3. Open: Retail for 50% capacity only, restaurants and bars indoor and outdoor dining 50% capacity and not to exceed 250 customers, child care, places of worship for funerals and weddings 25% capacity with 250 or fewer people, outdoor events and entertainment drive-in events only, indoor events and entertainment for 25% capacity not to exceed 250 individuals, personal services 50% capacity, campgrounds and charter boats with guidance, pools 50% capacity, gyms, personal fitness and yoga studios, martial arts for 25% capacity not to exceed 250 customers. Closed: 0