



Applications Being Accepted for the City of Eagle Lake's Business Assistance Grant Program

The Eagle Lake Economic Development Authority (EDA) recently sent a recommendation to the City Council for consideration at their August 31st Special City Council meeting to establish an Eagle Lake Business Assistance Grant Program using funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to support organizations adversely impacted by COVID-19. The City Council approved allocating \$100,000 in economic support to for profit and not for profit businesses with a physical establishment in Eagle Lake. Grants will be issued in an amount up to \$10,000 per applicant to cover expenses for up to 3 months during the covered period from March 1, 2020-July 31, 2020. Eligible uses of grant funds include rent payments, mortgage payments, utilities, payments to suppliers, other non-payroll business costs and costs associated with reopening (personal protective equipment, plexiglass barriers, exterior seating, signage, supplies, inventory, etc.). Successful applicants must demonstrate that they were adversely affected by Executive Orders related to COVID-19.

The application period will open on Monday, September 14th at 7:30 a.m. and close on Friday, September 25th at 4:30 p.m.

Funding will be decided by the City Council at its October 5th meeting. The name of the business and grant award amount will become public information and discussed at the meeting in which grants are approved. All other financial information submitted as part of the application process will remain confidential. Applications will receive funding based on availability of grant funds, eligibility, and the order in which applications are received.

Applications can be submitted via email, USPS, the secure drop box on the east side of City Hall, or in person at City Hall.

City of Eagle Lake
Attn: Jennifer J. Bromeland, City Administrator
PO Box 159
705 Parkway Avenue
Eagle Lake, MN 56024
jbromeland@eaglelakemn.com

Eagle Lake Business Assistance Grant Program Details

Grants in the amount of \$10,000 for local small businesses to cover expenses for up to 3 months. Grant funds can be used for up to three 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

- Locally owned and operated for profit or not for profit business with a physical establishment in Eagle Lake City limits.
- Business shall not have more than 20 full-time equivalent (FTE) employees and have less than \$2.5 million in annual revenue.
 - A 40-hour/week employee counts as 1 FTE. A 10-hour/week employee counts as 0.25 FTE, 20-hour/week employee counts 0.50 FTE, etc.
- Business must have been operating prior to March 1, 2020.
- Business shall be current on property taxes prior to July 15, 2020.
- Business must be able to demonstrate they were adversely affected by Executive Orders related to COVID-19.
 - 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
 - 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 child-care providers).
- Corporate chains, multi-state chains (except those owned by a local franchisee).
- Business in default conditions prior to March 29, 2020.
- 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

- Grant funds can be used for up to 3 months of expenses during the covered period from March 1, 2020-July 31, 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.). **Grant funds cannot be used to cover the same expenses as EIDL or PPP loan. If you receive a grant from the Blue Earth County Business Assistance Grant Program, you must demonstrate that the grant funds from the City of Eagle Lake Business Assistance Grant Program will be used for different expenses as double dipping is not allowable for expenditures already covered by another grant.**

Financial Information

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

1. Please describe other COVID-19 related financial resources that you have applied for below. Please include the program name, anticipated use of funds, the amount requested, and the status of your application (awarded, pending, denied).

2. Please detail the proposed use of grant funds as non-payroll operating expenses per month and the costs associated with re-opening. Copies of lease /mortgage statements, license statements, utility statements, etc. incurred during the covered period of March 1, 2020-July 31, 2020 must be submitted.

3. Is the business owner also the property owner? If yes, were taxes current as of July 15, 2020?

4. Are annual business revenues less than \$2.5 million?

I certify that all statements on this application are true and correct and to the best of my knowledge. **I understand that any intentional misstatements will be grounds for disqualification.** The City retains the right to reject any application and to follow-up and verify information submitted is accurate and complete.

Applicant: _____ Date: _____

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.
- 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 about 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.