

Date Presented to Council: August 10, 2020

Verified By: (JA)

Clerk's Note: See the meeting minutes for action -

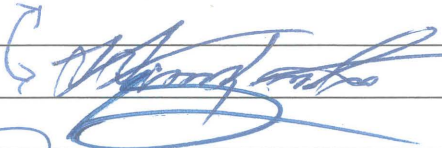
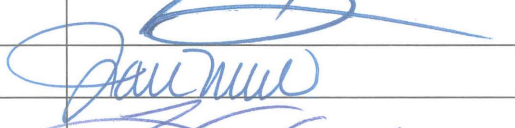
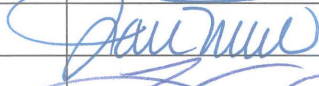

City of Wasilla
Informational Memorandum No. 20-09

COVID-19 Relief And Recovery Grants Program Phase II.

Originator: Troy Tankersley, Finance Director

Date: 8/4/2020

Agenda of: 8/10/2020

Route to:	Department Head	Signature	Date
X	Public Works Director		
X	Finance Director		8-4-20
X	Deputy Administrator		3/4/20
X	City Clerk		8/4/2020
X	Mayor		8/4/2020

Attachments: City of Wasilla, COVID-19 Relief & Recovery Grants Program Phase II (27 pages)

Summary Statement: Modifications to the Small Business COVID-19 Relief Grant and Personal Protective Equipment Grant program include the following changes:

Small Business COVID-19 Relief Grant:

- Number of employees is no longer an eligibility factor.
- National chain stores that own or operate a premise in Wasilla would be ineligible. However, an individually owned-and-operated local franchise would not be excluded from applying.
- C corporations traded on a U.S. stock exchange or corporate-equivalent entity traded on a foreign stock exchange, or a business owned in whole or majority-owned by such a publicly traded corporation is excluded.
- Grant award amounts in each category were increased twofold. Also, a category for revenue between \$20,000 - \$49,999 was added. The new ranges are as follows:
 - Up to \$2,500 for businesses with 2019 revenues of \$20,000 to \$49,999
 - Up to \$5,000 for businesses with 2019 revenues of \$50,000 to \$100,000
 - Up to \$10,000 for businesses with 2019 revenues of \$100,001 to \$250,000
 - Up to \$15,000 for businesses with 2019 revenues of \$250,001 to \$500,000
 - Up to \$20,000 for businesses with 2019 revenues greater than \$500,000.
- Modified business licensing requirement by removing the "effective on or before March 1, 2020" wording. Conditions now include being *currently* licensed with the State of

Alaska and the City of Wasilla and the entity must have been established on or before March 1, 2020.

- Entities who received other CARES Act grants or loans (PPP, EIDL, etc.) will not be required to submit copies of their applications but the City reserves the right to require them if considered necessary for the application review.

Personal Protective Equipment Grant:

- Maximum grant amount was increased to \$5,000 from \$2,500.
- Modified business licensing requirement by removing the “effective on or before March 1, 2020” wording. Related conditions now include being *currently* licensed with the State of Alaska and the City of Wasilla and the entity must have been established on or before March 1, 2020.
- Entities who received other CARES Act grants or loans (PPP, EIDL, etc.) will not be required to submit copies of their applications but the City reserves the right to require them if considered necessary for the application review.

Covid-19 Relief & Recovery
Grants Program Phase II

CITY OF WASILLA



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Introduction

On July 14, 2020, the Wasilla City Council approved a program to distribute Coronavirus CARES Act Relief funds available to the City from the federal government passed through the State of Alaska. The program identifies broad categories, including governmental, private, and non-profit, to provide economic relief due to the COVID-19 public health emergency. Administration focused on developing four grant programs that align with guidance from the US Treasury Department. On August 17th, terms and conditions for the Small Business COVID-19 Relief Grants and Personal Protective Equipment Grants were modified and a Phase II filing period was established.

The Mayor appointed Troy Tankersley Finance Director, Joan Miller Controller, Lyn Carden Economic Development, Archie Giddings Public Works, and Jamie Newman City Clerk to a special purpose committee created to oversee use of the CARES Act funding. Consideration was given to a range of programs that align with guidance from the US Treasury and the mission to provide timely financial relief for those in our community experiencing financial hardship directly caused by COVID-19 public health emergency.

The programs may be further revised to ensure success in expending the funds that best serves the citizens of Wasilla.



Overview

The City of Wasilla is eligible to receive \$18,690,897 from the Federal Government passed through the State of Alaska for expenditures in response to and economic recovery from the COVID-19 public health emergency. The funds are subject to eligible uses as specifically addressed in guidance issued by the US Department of Treasury and general Uniform Guidance by US OMB. Administration has assessed the needs of the community and developed this plan to distribute the CARES Act funds to best support community mitigation of COVID-19 and the long-term recovery of our local economy. The plan includes a specific allocation of funding to four programs.

THE PROGRAMS

- 1) Small Business COVID-19 Relief Grants
- 2) Personal Protective Equipment Grants
- 3) City Mitigation Expenditures
- 4) City Resiliency and Recovery

\$7,740,000 – Small Business COVID-19 Relief Grants. This allocation includes grant awards to qualifying for-profit entities inside the City of Wasilla to reimburse costs of business interruption caused by required or voluntary closures in support of social distancing or decreased customer demand. The City will administer the grant program. Highlights of the grant program guidelines are included in this document.

\$2,831,500 – Personal Protective Equipment Grants. The grants will reimburse for-profit and non-profit entities operating within the City of Wasilla up to \$2,500 each for costs to provide personal protective equipment, deep sanitation services, or cleaning supplies for employees or customers due to the COVID-19 public health emergency. The City will administer the grant program. Highlights of the program guidelines are included in this document.

\$300,000 – City Mitigation Expenditures. This allocation includes reimbursement of eligible City expenditures directly related to mitigating the spread of COVID-19 and administering responses to State and Federal mandates, policies, and legislation.

\$7,819,397 – City Resiliency and Recovery. This allocation will include project-based expenditures intended to mitigate the impact and community spread of COVID-19 of \$750,000. The remaining amount of \$7,069,397 would be a reserve. The reserve would provide contingent funding to address a second-wave spread of the virus or reimbursement of expenditures that may be deemed eligible due to additional guidance by US Treasury; such as, reimbursement of first responder payroll. The necessity and amount of reserve shall be reviewed periodically prior to the grant term date of December 30, 2020.

Small Business COVID-19 Relief Grant Phase II

These grant awards to qualifying businesses are intended to reimburse costs from business interruption caused by the COVID-19 public health emergency. Funding from these grants used for eligible expenditures do not need to be repaid. The grant categories for small businesses will be divided into five levels, based on the eligible applicant's 2019 annual gross sales as reported on their sales tax returns to the City:

- Up to \$2,500 for businesses with 2019 revenues of \$20,000 to \$49,999
- Up to \$5,000 for businesses with 2019 revenues of \$50,000 to \$100,000
- Up to \$10,000 for businesses with 2019 revenues of \$100,001 to \$250,000
- to \$15,000 for businesses with 2019 revenues of \$250,001 to \$500,000
- Up to \$20,000 for businesses with 2019 revenues greater than \$500,000

Businesses that are not required to file sales tax returns with the City must provide a copy of their most recent federal income tax return to determine the level of grant award they might qualify to receive.

Eligibility for the Small Business COVID-19 Relief Grant include:

- ✓ Be a for-profit entity in good standing and holding an active business license with the State of Alaska and the City of Wasilla. Have been an established business as of March 1, 2020. Businesses with a City lien or an unpaid sales tax balance would not qualify unless the balance owed is under an approved payment plan and payments are

- considered current.
- ✓ Entity must have a bricks and mortar location of operations within City limits.
- ✓ Entity must demonstrate an adverse economic impact incurred from COVID-19 pandemic.
- ✓ Business must not be in bankruptcy proceedings or have filed a request to close operations with the City or State of Alaska.
- ✓ Excludes national chains that own and operate their premise(s) in Wasilla; franchise owned-and-operated business in Wasilla would be eligible.
- ✓ Excludes C Corporations traded on a U.S. stock exchange or corporate-equivalent entity traded on a foreign stock exchange, and businesses owned in whole or majority-owned by such a publicly traded corporation.

The grant funds must be solely used for expenditures that occur between March 1, 2020 and December 30, 2020 and fall under one or more of the following categories:

- ✓ Payroll;
- ✓ Operating Expenses (excluding utility payments to the City of Wasilla);
- ✓ Business Lease or Rent;
- ✓ Business Telework Equipment Costs;
- ✓ Inventory Acquisition (needed to reopen or maintain open status);
- ✓ Personal Protective Equipment; and
- ✓ Facility Readiness (social distancing preparedness, business modifications, etc.)

Businesses who have applied and/or secured funding from the City of Wasilla (grant period July 18th – 31st) or other State or federal programs under the CARES Act are still eligible but additional documentation may be required. Qualifying businesses may receive both the Small Business COVID-19 Relief Grant Phase II and the Personal Protective Equipment Grant Phase II discussed below.

(continued)

Small Business COVID-19 Relief Grants Phase II (continued)

Applicants must detail the adverse impacts COVID-19 has had on their business and specify how the grant funds will be utilized.

Applicants will be required to assert the following:

- ✓ Application is true and accurate;
- ✓ Knowledge of federal guidelines and eligible use of funds.
- ✓ Retention of records showing how funds were expended.
- ✓ Prompt production of records upon request by the federal government, State of Alaska, or City of Wasilla.
- ✓ Requirement to return unspent funds or funds used for unauthorized purposes.
- ✓ Requirement to return funds if business closes or files bankruptcy prior to receiving funds or business fails to reopen within 60 days following the date grant funds are distributed.
- ✓ Signor holds authority to legally bind the business.

The application period for Phase II grants will be open for approximately three weeks or until designated funding has been exhausted, whichever is shorter.

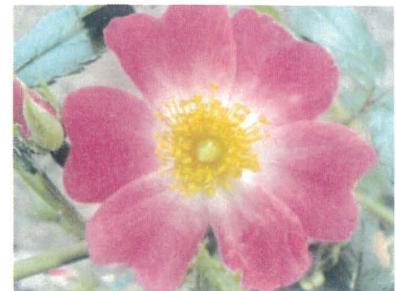
The City review committee will begin processing applications upon receipt to determine completeness and eligibility based upon the program requirements. Approved applications shall be batched with payments distributed weekly.

To expediate the distribution of funds, applications will be processed on a first come, first-serve basis. Submission of an incomplete or inaccurate application may result in ineligibility for program funding. Corrected applications may be

resubmitted for consideration at any time during the application period. The City is committed to timely review and processing to ensure that the recipients can apply this resource to start or continue business operations.

The City reserves the right to publish names of businesses that receive grants and the amount received. Any document deemed a public record by law or by Wasilla Municipal Code is subject to disclosure in response to a request. Individual sales tax return information and federal income tax information is deemed proprietary and not subject to public disclosure.

The City reserves the right to amend the criteria or procedures of this program as may be required to conform to state or federal guidelines.



Personal Protective Equipment Grants Phase II

Personal Protective Equipment grants will reimburse for-profit and non-profit entities with a bricks and mortar location of operation within City limits up to \$5,000 each for direct costs incurred to provide personal protective equipment for employees or customers during the COVID-19 public health emergency. Funding from these grants used for eligible expenses do not need to be repaid.

Qualifying entities must be in good standing and holding an active business license with the State of Alaska and the City of Wasilla. Entity must have been established as of March 1, 2020. Entities must not be in bankruptcy proceedings or have filed a request to close operations with City or State of Alaska. Entities who have applied and/or secured funding from the City of Wasilla (grant period July 18th – 31st) and other State and federal programs under the CARES Act are still eligible but additional documentation may be required. Qualifying for-profit entities may receive both the Personal Protective Equipment Grant Phase II and the Small Business COVID-19 Relief Grant Phase II.

Grant funds must be solely used for expenditures that occur between March 1, 2020 and December 30, 2020 and examples of eligible expenditures include the following:

- ✓ Masks, gloves, incremental cleaning and sanitation supplies, deep-cleansing service, plexi-glass or similar product for social distancing, COVID-related signage

Applicants must specify how the grant funds will be used. Additionally, applicants will be required to assert the following:

- ✓ Application is true and accurate.
- ✓ Knowledge of federal guidelines and eligible use of funds.
- ✓ Retention of records showing how funds were expended.
- ✓ Prompt production of records upon request by the federal government, State of Alaska, or City of Wasilla.
- ✓ Requirement to return unspent funds or funds used for unauthorized purposes.
- ✓ Requirement to return funds if business closes or files bankruptcy prior to receiving funds or business fails to reopen within 60 days following the date grant funds are distributed.
- ✓ Signor holds authority to legally bind the entity.

The application period will be open for approximately three weeks or until designated funding has been exhausted, whichever is shorter.

The review committee shall begin processing applications upon receipt to determine completeness and eligibility based on the program requirements. Approved applications shall be batched with payments distributed weekly.

To expediate the distribution of funds, applications will be processed on a first come, first-serve basis. Submission of an incomplete or inaccurate application may result in ineligibility for program funding. Corrected applications may be resubmitted for consideration at any time during the application period. The City is committed to timely review and processing to ensure that recipients can use these funds to continue making our community safer.

The City reserves the right to publish names of businesses receiving grants and the amounts received. Any document deemed a public record by law or by Wasilla Municipal Code is subject to disclosure in response to a request.

The City reserves the right to amend the criteria or procedures of this program as may be required to conform to state or federal guidelines.



Conclusion

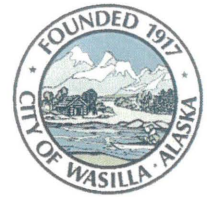
The City will administer the grant programs using existing staffing, along with temporary labor and contract labor when necessary. The cost to administer the program shall be charged to the City Mitigation Expenditure program discussed in the Overview.

The success of these grant programs hinges largely on a community outreach strategy to reach small businesses and nonprofit organizations that may be eligible. Our strategy shall include:

- Press releases to local media
- Direct mailing to small businesses and non-profits
- Coordination with the Wasilla Chamber of Commerce and Small Business Development Center
- Social media posts
- City of Wasilla website

Information about the program, application forms, FAQs, and contact information will be available on the City's website at <https://www.cityofwasilla.com/departments/finance/cares-act>.

SMALL BUSINESS COVID-19 RELIEF GRANT APPLICATION PHASE II



OFFICE USE ONLY:

Grant Application Number: _____

Date Approved: _____

QUALIFICATION QUESTIONS

If you answer **NO** to any of the following questions, then your business does not qualify for this grant.

Is the business a for-profit entity with a bricks and mortar location within the City limits?

yes no

Was the business established on or before March 1, 2020 and is the business currently licensed with the State of Alaska and the City of Wasilla?

yes no

Is the business in good standing with the City of Wasilla (no delinquent balances owed not under an approved and current payment plan, active code violation, lien, etc.)?

yes no

Has the business experienced an economic hardship directly related to the COVID-19 pandemic?

yes no

Does the business have reported sales of \$20,000 or greater in 2019?

yes no

If you answer **YES** to the following question, then your business does not qualify for this grant.

Is the business in bankruptcy proceedings or filed an intent to close operations with the City of Wasilla or the State of Alaska?

yes no

Is the business a national chain that owns and operates a premise in Wasilla (indicate no if entity is an individually owned-and-operated local franchise)?

yes no

Is the business a C Corporation traded on a U.S. stock exchange or corporate-equivalent entity traded on a foreign stock exchange, or a business owned in whole or majority-owned by such a publicly traded corporation?

yes no

BUSINESS PROFILE

All fields on this form must be completed. If field is not applicable, please indicate N/A or explain.
The email address provided below will be used for all communication regarding status or questions about your application. Please verify the accuracy of the email address entered.

Email Address: _____
Contact Name/Title: _____

Business Name: _____
Business EIN or SSN: _____
City of Wasilla Business License Number: _____
State of Alaska Business License Number: _____
Physical Location in Wasilla: _____
Mailing Address: _____
City: _____
State: _____
Zip code: _____
Phone Number: _____
Business Website (if applicable): _____
Type of Business (type of service or product sold): _____
Do you own or lease your business site? Own Lease
Gross revenues in 2019 (as reported to the City of Wasilla or IRS) : \$ _____

Please indicate the business structure:

Sole Proprietorship Limited Liability Company (LLC) Corporation Partnership
 S-Corporation

GRANT SPECIFIC QUESTIONS

1. **Did the entity have business interruption insurance at any time between March 1, 2020 and the date of this application?**

yes no

2. **If the entity has no employees, did the owner(s)/operator(s) receive unemployment benefits at any time between March 1, 2020 and the date of this application? If yes, provide total payments received during that period.**

n/a no yes, \$ _____

3. **Has the business received other COVID-19 CARES Act funding to date (i.e. EIDL, PPP, AK CARES, etc.)?**

yes no

If yes, please list below and note that applicant is required to certify the completeness and accuracy of the information provided in this application. Copies of program applications are not required to be submitted, however the City reserves the right to request them if deemed necessary during our review.

PROGRAM TYPE	\$ AMOUNT RECEIVED	DATE RECEIVED
PPP		
EIDL		
AK CARES		
CITY OF WASILLA - SB GRANT (from phase I)		
CITY OF WASILLA - PPE GRANT (from phase I)		
OTHER -		
OTHER -		
GRAND TOTAL		

4. **Please describe the adverse economic impact COVID-19 has had on your business (provide supporting documentation if available):**

5. **Specify the expenses for which the grant funds will be used and the expected timing (example, April 2020 rent, bi-weekly payroll ending June 12th, electric bill for June 2020, etc.):**

6. **How much grant funding is being requested?**

Maximum eligible amount Other \$ _____

PUBLIC RECORDS ACT DISCLOSURE

I understand that any document deemed a public record by Wasilla Municipal Code or State of Alaska Public Records Act is subject to disclosure in response to a request. *(Please initial with your legal, inked signature).*

Applicant Initials: _____

POSSIBLE INELIGIBILITY FOR OTHER GRANTS

I understand that my application or acceptance of a grant under this program **may** make me ineligible to receive federal or state CARES Act funding from other programs depending on the terms of those programs. I understand that it is also my responsibility to ensure that this application or acceptance of this grant does not default the terms of any other grants I previously accepted. *(Please initial with your legal, inked signature).*

Applicant Initials: _____

ADDITIONAL CERTIFICATIONS

By signing this application, I certify the following under penalty of perjury:

1. The information contained in this application is true and complete to the best of my knowledge, information, and belief.
2. I have read and understand the April 22, 2020 Guidance for State, Territorial, Local, and Tribal Governments posted at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf> and any amendments or supplements to that guidance, and agree to use any Small Business COVID-19 Relief Grant funds received pursuant to this application for purposes that are authorized under the CARES Act. The funds must be solely utilized for expenditures that occur between March 1, 2020 and December 30, 2020 and fall under one or more of the following categories:

- Payroll
- Operating expenses (excludes expenses paid to the City of Wasilla)
- Business lease or rent
- Business telework equipment cost
- Inventory acquisition
- Personal protective equipment (PPE) purchase
- Facility readiness (social distancing preparedness, business modifications, etc.)

3. I agree to maintain documentation following generally accepted accounting principles for how the funds are expended, including but not limited to financial records, payroll records, or receipts.

4. I understand and agree that records of how grant funds are used must be produced promptly upon receiving a request from the federal government, the State of Alaska or the City of Wasilla and are subject to audit.

5. I understand and agree that if I receive a Small Business COVID-19 Relief Grant and I do not use all of the funds for authorized purposes, I will return those funds.

6. I understand and agree that if I receive a Small Business COVID-19 Relief Grant and it is determined that I have used the funds for a purpose which is not authorized by the CARES Act, I will return those funds.

7. I understand and agree that if the business, which is currently operating, closes permanently before receiving the Small Business COVID-19 Relief Grant or, if the business is currently closed, it does not open within 60 days of the grant fund distribution date, I must return the Small Business COVID-19 Relief Grant.

8. I agree to indemnify and hold harmless the City of Wasilla, its directors, officers and employees, for any Small Business COVID-19 Relief Grant funds it receives from the City that the federal government, the State of Alaska or the City determines were not used for eligible expenditures.

9. I certify that I have the authority to legally bind the business.

If all of the above outlined requirements are not met in full or if any information provided on this application is found to be false or incorrect, the business will be deemed immediately in default and funds must be returned to the City within 30 days of written notification of default. I also agree that, if I accept a Small Business COVID-19 Relief Grant, I will be bound by the obligations and liabilities described in this application and that the City of Wasilla shall have the right to enforce those obligations and liabilities in any manner provided by law. *(Please initial with your legal, inked signature)*

Applicant Initials: _____

APPLICANT SIGNATURE

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also understand that this application, combined with award of a Small Business COVID-19 Relief Grant, constitute a binding contract and shall be deemed a valid original instrument if delivered electronically (e.g., facsimile, PDF, ink or digital stamp, etc.). *(Please sign with your legal, inked signature).*

Owner Signature/Authorized Signor _____

Date _____

Print Name and Title _____

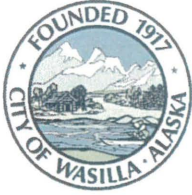
Business Name _____

APPLICATION CHECKLIST

- Fully completed application – inked signature on page 6.
- Inked initials - page 4 (2 sets) and page 5 (1 set).
- If entity is exempt from reporting City sales tax or gross sales are reported differently to the City than the IRS, include a copy of the business's most recent federal income tax return. Additionally, include a profit & loss statement for the period March – June for years 2019 and 2020.
- Completed W9 form with inked signature.
- Submit application and required documents via email to covidgrants@cityofwasilla.com or mail/remit directly to City Hall at 290 E Hering Avenue, Wasilla AK 99654. Business hours are Monday-Friday, 8am-5pm. Drop boxes are available for your convenience.

QUESTIONS

Review the FAQ page at www.cityofwasilla.com/covid19/Frequently-Asked-Questions, or email covidgrants@cityofwasilla.com.



Small Business COVID-19 Relief Grant **Frequently Asked Questions (FAQs)**

The City of Wasilla is providing a COVID-19 Small Business Relief Grant Program – administering federal CARES Act funds established to help small businesses impacted by the COVID-19 public health emergency.

Does my business qualify?

- Must be a for-profit entity.
- Must be bricks and mortar location within the City limits;
- Business must have been established on or before March 1, 2020 and be licensed with the State of Alaska and the City of Wasilla;
- Entity must have incurred an economic hardship due to the Coronavirus pandemic.
- Must be in good standing with the City of Wasilla. A business with a City lien or balance due for sales tax would not qualify unless the balance owed is under an approved payment plan and payments are determined to be current.
- Must not be in bankruptcy proceedings or filed an intent to close operations with the City of Wasilla or State of Alaska;
- Must not be a national chain that owns and operates the premise in the City. This provision does not exclude individually owned-and-operated local franchises.
- Must not be a C Corporation traded on the U.S. stock exchange or corporate-equivalent entity traded on a foreign stock exchange, or business owned in whole or majority-owned by such a publicly traded corporation.
- Must have a minimum of \$20,000 in reported sales tax revenue in 2019 according to sales tax returns remitted to the City of Wasilla during that period. If entity is exempt from reporting sales tax, must have a minimum of \$20,000 reported business revenue from the entity's most current federal income tax return.

What is used to determine if the entity has a bricks and mortar location within the City limits?

The physical location of a business is reflected on the entity's City business license. If that physical address is inside the City limits, the entity would be considered bricks and mortar for the purpose of this program.

What is used to determine if the entity was established on or before March 1, 2020?

Eligibility may consider whether the entity was properly licensed with the City of Wasilla and the State of Alaska at that point. If an entity incurred a lapse in licensing, consideration will be given to matters such as whether the entity was licensed in previous years, entity has been remitting sales tax, etc.

My business has not incurred an economic hardship, but I anticipate that it will in the coming months. Am I eligible?

No. The funds used for this grant program were received from the Federal government through the State of Alaska. U.S. Treasury guidance requires that financial assistance be

provided when a demonstrated financial hardship has occurred which is directly related to the Coronavirus pandemic.

My business incurred an economic hardship, but I received other CARES Act funding that addressed the hardship. Am I still eligible?

Receipt of other financial assistance does not automatically preclude an entity's eligibility. However, the funds used for this grant program were received from the Federal government through the State of Alaska. U.S. Treasury guidance allows financial assistance to be provided when a demonstrated financial hardship has occurred which is directly related to the Coronavirus pandemic. If the hardship has already been relieved through other city, state or federal funding, the entity would not qualify for additional assistance through this program.

How long will the program operate?

The application period will begin August 18th. It will end September 4, 2020 or until the dedicated funds have been distributed, whichever comes first.

What can I use the funding for?

Purchase of the following items between March 1, 2020 and December 30, 2020 are considered eligible.

- Payroll;
- Operating Expenses (excluding expenses due the City of Wasilla);
- Business Lease or Rent;
- Business Telework Equipment Costs;
- Inventory Acquisition (Inventory needed to reopen or maintain open status);
- Personal Protective Equipment (PPE) Purchase; and/or
- Facility Readiness (Social Distancing Preparedness, Business Modifications, etc.).

What can I NOT use the funding for?

While not fully inclusive, examples of ineligible expenses include;

- Capital Improvements or Personal Expenses;
- Items Already Covered through Other CARES Act Funding (i.e., Payroll through PPP)
- Utility payments and/or other expenses paid to the City of Wasilla.

Businesses will be liable for any misuse of funds and the grants are subject to audit.

Will these funds be issued to businesses as loans or grants?

These are grants and do not need to be repaid if the funds are spent on eligible expenses.

Are there fees associated with these grants?

There are no fees that will be charged to the applicant.

How can I access the application?

You can access the application at <https://www.cityofwasilla.com/departments/finance/cares-act>.

When can I submit the application?

Small Business COVID-19 Relief Grant FAQs

You can email the application and all required documents to covidgrants@cityofwasilla.com beginning August 18, 2020 at 8:00 a.m. All forms must be typed except where legal signatures are required.

Will an electronic or typed signature be accepted on the application and W-9?

No. A physical signature is needed on all forms.

Can I apply for both the Small Business COVID-19 Relief Grant and the Personal Protective Equipment Grant?

A for-profit entity may qualify and apply for both grants, although the funds from each grant must be used only for purposes as expressly provided for by each grant. Grant funds may not be used to reimburse the same expense twice. Non-profit entities only qualify for the Personal Protective Equipment Grant.

What happens if I submit my application before August 18, 2020 at 8 a.m.?

Applications and required documents WILL NOT be accepted prior to 8 a.m. on July 14th. Any attempted email submission before 8 a.m. on August 18th will not be held in the queue and must be resubmitted for consideration.

How many employees do I need to have to qualify for this grant?

This grant is designed to bring financial stabilization to locally owned business who have experienced an economic hardship due to the Coronavirus pandemic. There is no eligibility criteria or limitation on the number of employees.

The eligibility states that I must have a minimum of \$20,000 in reported revenue to the City of Wasilla in 2019. Is that gross or net revenue? Do I have to provide documentation?

Gross revenue. If your business is required to file sales tax returns, no documentation is needed at the time of application and is self-certified. If your business is exempt from filing sales tax, a copy of the businesses most recent federal tax return will be required at the time of application.

What documentation do I need to submit?

- Fully-completed application;
- If exempt from City of Wasilla sales tax, a copy of your most recent federal income tax return;
- If you have applied for other CARES Act funding, a copy of the application(s) only;
- Completed W9 form .

What if I submit an incomplete application? Will I keep my place in line?

If an incomplete application is received, the applicant will be notified of the issue regarding incompleteness and asked to resubmit the fully-completed application with all documentation. The applicant's place in the queue will not be saved as other completed applications will continue moving forward.

Can Non-Profits or Faith Based Organizations or Churches apply?

No. The Small Business COVID-19 Relief Grants are only available to for-profit entities.

If I have multiple locations in the City of Wasilla, can I apply for each location?

Yes. If each location is licensed separately and considered a separate legal entity.

I personally own the property and building where my business is located. Do I select lease or own on the application?

Regardless of who owns the building and property, if the business applying has a lease agreement and pays rent, then select "lease" on the application.

If I have applied for other COVID-19 related assistance, can I still apply for this grant?

Yes. As long as a business does not recover the same business expense twice, (i.e., using two different funding sources to cover payroll for the same employee within the same time frame). Additionally, if you have secured COVID CARES Act federal funding from other sources, you should ensure the terms of those agreement do not preclude you from applying for this grant.

When will I receive my grant funds?

Applications will be processed and funded as quickly as possible on a first-come, first-served basis.

How many businesses will be awarded funds?

Applications will be processed on a first-come, first-served basis. Eligible businesses will be awarded grants until all dedicated funds have been disbursed or the application period has expired.

Is there a physical address where I can mail or drop off my application?

Yes. You may mail or drop off your application to City Hall – Finance Department at 290 E Herning Avenue, Wasilla AK 99654. Hours of operation are Monday-Friday, 8am-5pm. A drop box is also available and checked regularly throughout the business day.

How much is the grant award?

The level of grant award is based on the entity's 2019 revenue as reported to the City of Wasilla or federal income tax return. The award amount is tiered as follows:

- Up to \$2,500 for businesses with 2019 revenues of \$20,000 to \$49,999
- Up to \$5,000 for businesses with 2019 revenues of \$50,000 to \$100,000
- Up to \$10,000 for businesses with 2019 revenues of \$100,001 to \$250,000
- Up to \$15,000 for businesses with 2019 revenues of \$250,001 to \$500,000
- Up to \$20,000 for businesses with 2019 revenues greater than \$500,000

Is a franchise eligible for this grant?

A national chain that owns and operates the premise in the City would not be eligible. However, this provision does not exclude individually owned-and-operated local franchises.

Is a publicly-traded company eligible for this grant?

Must not be a C Corporation traded on the U.S. stock exchange or corporate-equivalent entity traded on a foreign stock exchange, or business owned in whole or majority-owned by such a publicly traded corporation.

Is the electronic data that I submit secure?

If the applicant prefers to submit data securely, it is the sole responsibility of the applicant to submit through a secured or encrypted format. Once data has been received by the City of Wasilla, all data at rest is stored off-site, on a cloud server in a secure format.

Who will be reviewing the grant applications?

An extensive first-come, first-served process has been established involving City staff and contracted professionals. The process includes several stages of management review and oversight.

What information and documentation submitted with the application is subject to public disclosure?

Any document deemed a public record by the State of Alaska or the City of Wasilla Municipal Code is subject to disclosure in response to a public request. The City reserves the right to publish business names and award amount if desired to promote transparency.

Who can I contact for assistance with the application?

If you need assistance with assessing your eligibility or compiling the needed documents for your application, we advise that you consult with your financial or legal advisors. For general questions about the program, please contact us at covidgrants@cityofwasilla.com.

How can I find out the status of my application?

Applications are reviewed in the order they are received by our review team. Once an application is submitted, you will receive a confirmation that your application has been received and is under review. After all documents are reviewed for completion and accuracy by our team, you will receive notification through email concerning the status of your application. An application may be rejected or returned for one or more of the following reasons: the business is ineligible under program terms; information provided in required documentation is inaccurate, and/or; the application or required documentation are incomplete. In the event that the application was rejected but the business is eligible, your notification of status will clearly identify the reasons for returning the application and you will be able to resubmit a new application with the required adjustments if the application period is still open. Due to the large number of anticipated applications, we will not be providing individual updates of application status. As email will be the only method of communication, be sure to review the email address provided on your application for accuracy.

PERSONAL PROTECTIVE EQUIPMENT GRANT APPLICATION PHASE II



OFFICE USE ONLY:

Grant Application Number: _____

Date Approved: _____

QUALIFICATION QUESTIONS

If you answer **NO** to either of the following questions, then your business does not qualify for this grant.

Does the entity have a bricks and mortar location within the City limits?

yes no

Is the business currently licensed with the State of Alaska and the City of Wasilla?

yes no

Is the business in good standing with the City of Wasilla (no delinquent balances owed not under an approved and current payment plan, active code violation, lien, etc.)?

yes no

If you answer **YES** to the following question, then your business does not qualify for this grant.

Is the entity in bankruptcy proceedings or filed an intent to close operations with the City of Wasilla or the State of Alaska?

yes no

ENTITY PROFILE

All fields on this form must be completed. If field is not applicable, please indicate N/A or explain. The email address provided below will be used for all communication regarding status or questions about your application. Please verify the accuracy of the email address entered.

Email Address: _____

Contact Name/Title: _____

Entity Name: _____

Entity EIN or SSN: _____

City of Wasilla Business License Number: _____

State of Alaska Business License Number: _____

Entity's Physical Location: _____
 Mailing Address: _____
 City: _____
 State: _____
 Zip code: _____
 Phone Number: _____
 Entity Website (if applicable): _____
 Type of Business (type of service or product sold): _____
 Do you own or lease your business site? Own Lease

Please indicate the business structure:

Sole Proprietorship Limited Liability Company (LLC) Corporation Partnership
 S-Corporation Non-profit

GRANT SPECIFIC QUESTIONS

1. **Has the entity applied for other COVID-19 CARES Act funding to date, including loans and grants (i.e. EIDL, PPP, AK CARES, etc.)?**

yes no

If yes, please list below and note that applicant is required to certify the completeness and accuracy of the information provided in this application. Copies of program applications are not required to be submitted, however the City reserves the right to request them if deemed necessary during our review.

PROGRAM TYPE	\$ AMOUNT RECEIVED	DATE RECEIVED
PPP		
EIDL		
AK CARES		
CITY OF WASILLA - SB GRANT (from phase I)		
CITY OF WASILLA - PPE GRANT (from phase I)		
OTHER -		
OTHER -		
GRAND TOTAL		

2. **Specify what will be purchased with the grant funds – please be specific (example, masks, plexi-glass, etc.):**

3. **How much grant funding is being requested?**

\$5,000 (maximum) Less than maximum \$ _____

PUBLIC RECORDS ACT DISCLOSURE

I understand that any document deemed a public record by Wasilla Municipal Code or State of Alaska Public Records Act is subject to disclosure in response to a request. *(Please initial with your legal, inked signature).*

Applicant Initials: _____

POSSIBLE INELIGIBILITY FOR OTHER GRANTS

I understand that my application or acceptance of a grant under this program **may** make me ineligible to receive federal CARES Act funding from other programs depending on the terms of those programs. I understand that it is also my responsibility to ensure that this application or acceptance of this grant does not default the terms of any other grants you have previously accepted. *(Please initial with your legal, inked signature).*

Applicant Initials: _____

ADDITIONAL CERTIFICATIONS

By signing this application, I certify the following under penalty of perjury:

1. The information contained in this application is true and complete to the best of my knowledge, information, and belief.
2. I have read and understand the April 22, 2020 Guidance for State, Territorial, Local, and Tribal Governments posted at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf> and any amendments or supplements to that guidance, and agree to use any Personal Protective Equipment Grant funds received pursuant to this application for purposes that are authorized under the CARES Act. The funds must be solely utilized for expenditures that occur between March 1, 2020 and December 30, 2020 and fall under one or more of the following categories:

- Masks

- Gloves
- Incremental cleaning and sanitation supplies
- Deep-cleansing sanitation service
- Plexi-glass or similar product for social distancing
- COVID-related signage

3. I agree to maintain documentation following generally accepted accounting principles for how the funds are expended, including but not limited to financial records, payroll records, or receipts.

4. I understand and agree that records of how grant funds are used must be produced promptly upon receiving a request from the federal government, the State of Alaska or the City of Wasilla and are subject to audit.

5. I understand and agree that if I receive a Personal Protective Equipment Grant and I do not use all of the funds for authorized purposes, I will return those funds.

6. I understand and agree that if I receive a Personal Protective Equipment Grant and it is determined that I have used the funds for a purpose which is not authorized by the CARES Act, I will return those funds.

7. I understand and agree that if the business, which is currently operating, closes permanently before receiving the Personal Protective Equipment Grant or, if the business is currently closed, it does not open within 60 days of the grant fund distribution date, , I must return the Personal Protective Equipment Grant.

8. I agree to indemnify and hold harmless the City of Wasilla, its directors, officers and employees, for any Personal Protective Equipment Grant funds it receives from the City that the federal government, the State of Alaska or the City determines were not used for eligible expenditures.

9. I certify that I have the authority to legally bind the business.

If all of the above outlined requirements are not met in full or if any information provided on this application is found to be false or incorrect, the business will be deemed immediately in default and funds must be returned to the City within 30 days of written notification of default. I also agree that, if I accept a Personal Protective Equipment Grant, I will be bound by the obligations and liabilities described in this application and that the City of Wasilla shall have the right to enforce those obligations and liabilities in any manner provided by law. *(Please initial with your legal, inked signature).*

Applicant Initials: _____

APPLICANT SIGNATURE

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also understand that this application, combined with award of a Personal Protective Equipment Grant, constitute a binding contract and shall be deemed a valid original instrument if delivered electronically (e.g., facsimile, PDF, ink or digital stamp, etc.). *(Please sign with your legal, inked signature).*

Owner Signature/Authorized Signor _____

Date _____

Print Name and Title _____

Business Name _____

REQUIRED SUPPORTING DOCUMENTATION

- Fully completed application – inked signature on page 5.
- Inked initials - page 3 (2 sets) and page 4 (1 set).
- Completed W9 form with inked signature.
- Submit application and required documents via email to covidgrants@cityofwasilla.com or mail/remit directly to City Hall at 290 E Herning Avenue, Wasilla AK 99654. Business hours are Monday-Friday, 8am-5pm. Drop boxes are available for your convenience.

QUESTIONS

Review the FAQ page at www.cityofwasilla.com/covid19/Frequently-Asked-Questions, or email covidgrants@cityofwasilla.com.



Personal Protective Equipment Grant **Frequently Asked Questions (FAQs)**

The City of Wasilla is providing a Personal Protective Equipment (PPE) Grant Program – administering federal CARES Act funds for the reimbursement of protective equipment and supplies due to COVID-19 public health emergency.

Does my business qualify?

- May be a for-profit or non-profit entity.
- Must be bricks and mortar location within the City limits;
- Must be licensed with the State of Alaska and the City of Wasilla.
- Must be in good standing with the City of Wasilla. A business with a City lien or balance due for sales tax would not qualify unless the balance owed is under an approved payment plan and payments are determined to be current.
- Must not be in bankruptcy proceedings or filed an intent to close operations with the City of Wasilla or State of Alaska.

What is used to determine if the entity has a bricks and mortar location within the City limits?

The physical location of an entity is reflected on its City business license. If that physical address is inside the City limits, the entity would be considered bricks and mortar for the purpose of this program.

How long will the program operate?

The application period will begin August 18th. It will end September 4, 2020 or until the dedicated funds have been distributed, whichever comes first.

What can I use the funding for?

Purchase of the following items between March 1, 2020 and December 30, 2020 are considered eligible.

- Masks;
- Gloves;
- Sanitation supplies;
- Deep-cleansing, sanitation service;
- Plexi-glass or similar product for social distancing;
- COVID-related signage.

What can I NOT use the funding for?

Funding may only be used for the uses expressly noted above. In addition, any personal protective equipment that was paid for by other CARES Act funding would not be eligible under this grant. Please note that businesses will be liable for any misuse of funds and the grants are subject to audit.

Will these funds be issued as loans or grants?

These are grants and do not need to be repaid if the funds are spent on eligible expenses.

Are there fees associated with these grants?

There are no fees charged to the applicant.

How can I access the application?

You can access the application at <https://www.cityofwasilla.com/departments/finance/cares-act>.

When can I submit the application?

You can email the application and all required documents to covidgrants@cityofwasilla.com beginning August 18, 2020 at 8:00 a.m. All forms must be typed except where legal signatures are required.

Will an electronic or typed signature be accepted on the application or W-9 form?

No. A physical signature is needed on all forms.

Can I apply for both the Personal Protective Equipment Grant and the Small Business COVID-19 Relief Grant?

A for-profit entity may qualify and apply for both grants, although the funds from each grant must be used only for purposes as expressly provided for by each grant. Grant funds may not be used to reimburse the same expense twice. Non-profit entities only qualify for the Personal Protective Equipment Grant.

What happens if I submit my application before August 18, 2020 at 8 a.m.?

Applications and required documents WILL NOT be accepted prior to 8 a.m. on July 14th. Any attempted email submission before 8 a.m. on August 18th will not be held in the queue and must be resubmitted for consideration.

How many employees do I need to have to qualify for this grant?

For the Personal Protective Equipment Grant, there is no limit or minimum number of employees. This grant is designed to benefit an entity who expended funds to make our community safer with the use of protective equipment.

Is there a required minimum or maximum revenue amount to qualify?

No. This grant is designed to benefit an entity who expended funds to make our community safer with the use of protective equipment.

What documentation do I need to submit?

- Fully-completed application;
- If you have applied for other CARES Act funding, a copy of the application(s) only;
- Completed [W9 form](#)

What if I submit an incomplete application? Will I keep my place in line?

If an incomplete application is received, the applicant will be notified of the issue regarding incompleteness and asked to resubmit the fully-completed application with all documentation.

The applicant's place in the queue will not be saved as other completed applications will continue moving forward.

Can Faith Based Organizations or Churches apply?

Yes, if they are licensed with the State of Alaska and the City of Wasilla. Additionally, they must have bricks and mortar location of operation in the City and expend the dollars in accordance with the grant.

If I have multiple locations in the City of Wasilla, can I apply for each location?

Yes. If each location is licensed separately and considered a separate legal entity.

If I have applied for other COVID-19 related assistance, can I still apply for this grant?

Yes. As long as a business does not recover the same business expense twice, (i.e., using two different funding sources to cover the cost of the same box of masks). Additionally, if you have secured COVID CARES Act federal funding from other sources, you should ensure the terms of those agreement do not preclude you from applying for this grant.

When will I receive my grant funds?

Applications will be processed and funded as quickly as possible on a first-come, first-served basis.

How many businesses will be awarded funds?

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How much is the grant award?

An entity may request up to \$5000.

Is a franchise eligible for this grant?

Yes. The business must have a bricks and mortar location of operation in City limits and expend the dollars in accordance with the grant.

Is the electronic data that I submit secure?

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