



City of Milaca COVID-19 Economic Relief Individual Grant Guidelines

The purpose of the City of Milaca COVID-19 Economic Relief Grant is to provide temporary working capital support to local small businesses and individuals adversely affected by the COVID-19 pandemic including any business interruption caused by a required closure. Please note that preference will be given to small business applicants.

Applicants are also strongly encouraged to apply for all other available COVID-19 related funding such as the Small Business Administration Economic Injury Disaster Loan, the Paycheck Protection Program, the Minnesota Small Business Guarantee Program, Pandemic Unemployment Assistance Program, etc. Applicants applying for funds through these programs are still eligible to receive a grant from the City, but may not use City grant funds for eligible expenses covered by other Local, State or Federal funds.

The Applicant recognizes and agrees that the City of Milaca retains absolute authority and discretion to decide whether to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.

Receiving an Economic Relief Grant may affect your business or individual taxes.

Eligibility Requirements – Individuals

Eligible Individuals must meet all of the following criteria as of MN Executive Order 20-01 to be eligible for grant funds:

1. Must be a permanent resident within the City of Milaca.
2. Have proof of residence. Either a valid Minnesota ID with current name and address, or a Photo ID and a document with current name and address (utility, credit card, or rent/mortgage statement).
3. Be current on all taxes, bills, or charges due to the City prior to February 1, 2020.

Ineligible individuals include the following (this is a non-exclusive list):

- Non-permanent residents of the City of Milaca

Amount of Grant and Use of Grant Funds

Applicants may receive a one-time grant based on demonstrated need and for use on eligible expenses. When CARES Act funds are depleted, no more applications will be accepted.

Funds can be used for rent or mortgage or rent payments and delinquent utility payments that occurred after March 1, 2020.

Funds cannot be used for direct expenses related to crop or livestock production, purchasing machinery or vehicles, moving expenses, land acquisition costs, or capital improvements.



Non-exclusive Examples of Ineligible Uses of CARES Act Stabilization Funds:

- Expenses/costs that are/will be funded/reimbursed by other federal or state grant program.
- Replacement of lost revenues.
- Government expenses incurred prior to MN Executive Order 20-01 or after December 30, 2020.
- Expenses for the State share of Medicaid (including the portion of state share paid by counties).
- Damages covered by insurance.
- Reimbursement to donors for donated items or services.
- Severance pay.
- Legal settlements.
- Prepayments on contracts to the extent that doing so would be inconsistent with the ordinary course of policies and procedures.
- Per capita payments to residents of a jurisdiction without an assessment of individual need.

The City will determine in its discretion the appropriate amount of a grant and the eligible costs and expenses for each eligible business and individual.

Application Process

- Applicants must submit a completed grant application to be considered. A copy of the City of Milaca Economic Relief Grant application can be found on the City's website via the following link: [https:// www.cityofmilaca.org/covid19grant](https://www.cityofmilaca.org/covid19grant)
- Completed applications must be received by **4:30 p.m. on October 22, 2020**. Applications received after this date will be reviewed pending available funding.
- Completed applications should be mailed to Tammy Pfaff at the City of Milaca or emailed to tpfaff@milacacity.com
- Applicants must fill out the form in its entirety, and include:
 - Narrative descriptions and estimated calculations of the negative impacts on the business or individual due to COVID-19; and
 - Information on the intended use of the grant funds.
- Following notice of an approved application, applicants must submit the following within 5 business days:
 - Evidence of revenue loss related to COVID-19 or other documentation demonstrating the impact the COVID-19 pandemic.
 - Any additional documentation or information deemed necessary by City Administration to determine eligibility, generate grant documents, disburse grant proceeds, or meet program reporting requirements.
- The failure to submit required documentation will result in forfeiture of grant award.
- All grant recipients are considered sub-recipients of Federal pass-through funds. There are certain information collecting requirements that must be met by pass through entities awarding grants. *See 2 USC § 200.331*. In circumstances where this information is not available, the "best information available to describe the Federal award and subaward" is required. *Id.*



Reporting

Applicants receiving grant funds must sign an agreement form acknowledging that the applicant will use the grant funds only for eligible costs and expenses not already covered by other Federal, State or Local funds and agreeing to provide a report to the City on the use of the grant funds within 60 days of receiving grant funds and permitting the City of Milaca to have access to the applicant's records and financial statements as necessary for the City of Milaca to meet its reporting requirements to the state and Federal governments. The City will require applicants to provide proof that grant funds were used only for eligible costs and expenses. Upon the satisfactory provision of this report and any requested proof provided to the City of Milaca, the grant process will be complete.

Pursuant to Minnesota law, any funds improperly spent may be recouped by the state and federal government from the City of Milaca as a pass-through entity. Accordingly, any funds improperly spent by a sub-recipient may also be recouped by the City of Milaca within 60 days of the Minnesota Commissioner of Revenue certifying that amount must be repaid by the City of Milaca.

City of Milaca COVID-19 Economic Relief Individual Grant Application

Program Information: All grants awarded are for the purpose of working capital and intended to replace cash flow used for operating costs that existed at the time of the peacetime emergency declaration made through Executive Order 20-01. Such costs may include current payroll obligations, lease or mortgage payments, utilities, accounts payable, and other critical business expenses that cannot be paid as a direct result of the current health emergency. This program is subject to applicable state and local peacetime emergency executive orders.

Eligibility Notes: All applicants must demonstrate eligibility and be located within the city limits of Milaca. Applicants must demonstrate that they were directly and adversely affected by the COVID-19 related peacetime emergency Executive Orders 20-04 and 20-08, including being in an industry specifically named by those executive orders.

Please review and complete entire application prior to submittal.

Applicant Information

1. Individual completing the application:

Name: _____

Address: _____

Telephone: _____

Email: _____

Driver's License or State ID #: _____

Social Security #: _____

Proof of City of Milaca Residency prior to MN Executive Order 20-01: _____

2. **For individuals: Did you apply and receive unemployment benefits under the Pandemic Unemployment Assistance (PUA) program?** Yes No – If no, please explain below.
3. **Briefly explain how the individual has been impacted by COVID 19 health pandemic and/or related Executive Orders and what challenges you are facing.**

4. **Grant amount requested (minimum \$500; maximum \$5,000)** _____

5. **Please describe how you intend to use awarded grant funds. Refer to grant guidelines for eligible expenses for businesses and individuals. Please specify eligible expenses expected to be paid with funds and the time period during which the funds will be spent. Include evidence of revenue loss related to COVID-19 or other documentation demonstrating the impact the COVID-19 pandemic. Attach receipts for eligible expenses if available.**