

## COVID-19 Agency Operational Relief (AOR) Grant Program

Program Intake Period:	September 24, 2020 through October 28, 2020
Funding Allocation Summary:	\$1,091,277.77
Maximum Award:	\$100,000.00 per Entity

### WHAT IS THE AGENCY OPERATIONAL RELIEF GRANT PROGRAM?

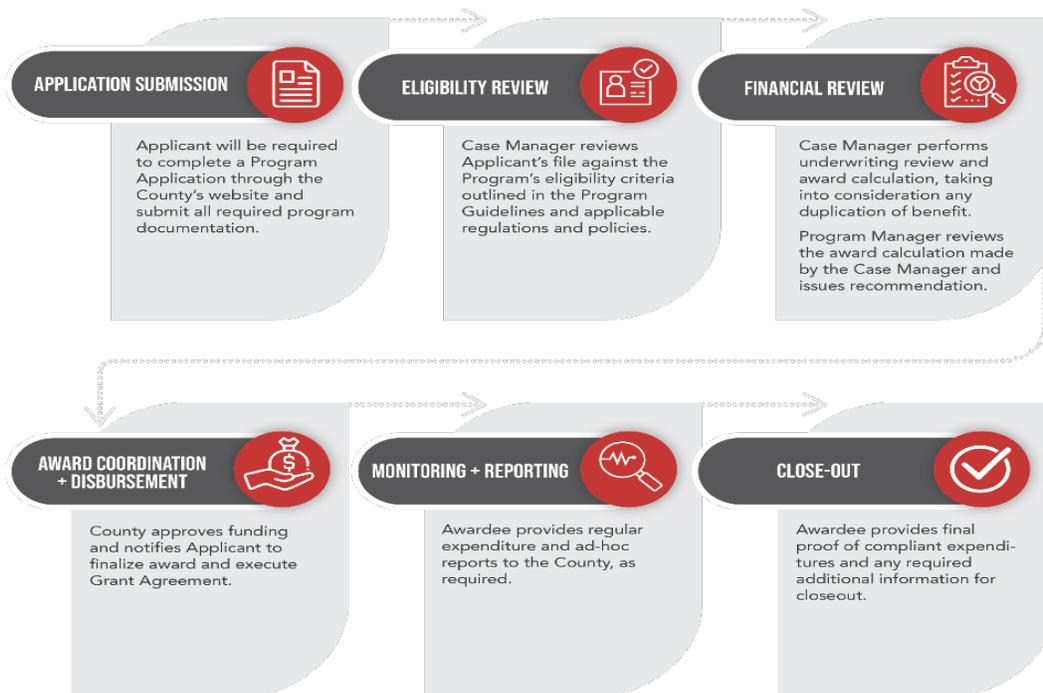
As part of its strategy to rebuild the local economy, the County has established the COVID-19 Agency Operational Relief Grant Program (hereinafter, the "Program") which is designed to meet the needs of the County's small businesses, nonprofit organizations and governmental entities.

The Program provides grants to cover eligible COVID-19 expenditures made or planned through year-end 2020, including costs associated with operating losses, costs of "business interruptions and disruptions," and expenses related to public health actions for businesses and non-profits.

In addition to supporting small businesses and nonprofits, the County will provide governmental entities, political subdivisions, and municipalities such as cities, higher education institutions, and school districts with grants to address the impact of COVID-19. In accordance with section 601 (d) of the Social Security Act, public entities are not eligible for revenue replacement.

### HOW DOES THE PROGRAM WORK?

Interested Applicants should visit the County's website to complete a program application and submit all required documentation. When the Applicant's information and supporting documentation is provided, the Program will review submissions against the Program's eligibility and funding criteria to determine the Applicant's eligibility and award determination. Eligible Applicants will be awarded funds based on program priorities, subject to funding availability.



#### WHO CAN APPLY TO THE PROGRAM?

This Program is open to small businesses, private nonprofit organizations, and governmental entities that have been negatively impacted by the COVID-19 pandemic and as a result have identified an unmet need(s):

##### Eligibility Criteria for Small Businesses and Private Nonprofit Organizations:

- Applicant must be located and registered to operate within Seward County.
- Applicant must have experienced a negative financial impact due to the COVID-19 pandemic.
- If the Applicant was required to cease operations due to the Governor’s Stay at Home Order<sup>1</sup> issued to prevent the spread of COVID-19 in Seward County, no additional documentation is required.
- If the Applicant was not required to cease operations due to Governor’s Stay at Home Order issued to prevent the spread of COVID-19 in Seward County, it must demonstrate a decrease in gross revenue / receipts due to COVID-19 when comparing March – August 2019 revenue/receipts to revenue/receipts for March – August 2020. Or for cases where the Applicant was not in business in 2019, the Applicant can provide alternative documentation to demonstrate negative impact on the entity due to COVID-19.
- Applicant must have an eligible unmet need(s) after accounting for all sources of duplicative funding received from federal and local funding.

##### Eligibility Criteria for Governmental Entities:

- Any entity recognized as a political subdivision or municipality under the laws of the State of Kansas such as an incorporated city, unified school district, community college, emergency services district, other special district, joint board, or other entity defined as a political subdivision under the laws of Kansas that maintains the capability to provide mutual aid that is operating in Seward County.

#### WHAT DOCUMENTATION IS REQUIRED TO APPLY?

**Small Businesses and Private Nonprofits will be required, at a minimum, to submit the following information with their application:**

- Government Issued Photo ID such as a Driver’s License or Passport of the Entity’s Authorized Representative. The authorized representative means someone with authority to act on behalf of the entity, make representations for the entity and enter into legally binding agreements on behalf of the entity.
- Organization Financial Information
  - > Most recently submitted Federal Tax Returns, from 2018 or 2019
- Proof of significant operations within the County. Acceptable documents may include:
  - > Certificate of Incorporation
  - > Utility Bills
  - > Tax Statements
  - > Lease Agreement

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<sup>1</sup> The Governor established a “stay home” order in conjunction with the Kansas Essential Function Framework for COVID-19 response efforts through Executive Order No. 20-16 and extended the “stay home” order under Executive Order No. 20-24.

- > Deed (if owner-occupied)
- Proof of Business Registration with the Kansas Secretary of State, as applicable:
  - > Articles of Incorporation (for corporations)
  - > Articles of Organization (for LLCs)
  - > Other organizational documents such as partnership agreements, bylaws, etc
  - > Business License (if applicable)
- Documentation to demonstrate the negative impact of COVID-19 on the Applicant in one or more of the following ways:
  - > A loss of gross receipts, sales, or fundraising revenue
  - > A reduced level of production, sales, employment or service
  - > A temporary closure of all operations and if so, are now in the process of reopening
- COVID-19 Related Expenditure Requests for Funding must be accompanied by three quotes to ensure cost reasonableness. This is specific to costs that have not been incurred yet.

**Governmental Entities will be required, at a minimum, to submit the following information with their application:**

- Most recent approved budget as of March 27, 2020 (the date of enactment of the CARES Act) for the entity; and
- For COVID-19 Related Expenditure Requests for Funding not already incurred, the Applicant must provide three quotes for each expenditure request to establish cost reasonableness.

**WHAT ARE ELIGIBLE EXENDITURES UNDER THIS PROGRAM?**

To qualify for this Program, the expenditures must satisfy three general conditions:

1. are necessary expenditures Incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government (applies to Local Governmental Entities); and
3. were Incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

**Eligible expenditures may Include, but not be limited to the following:**

- Up to **3 months** of documented working capital expenses for **small businesses and private nonprofits**, including:
  - Inventory
  - Monthly office and / or facility mortgage or rent
  - Monthly non-owner wages and related benefits
  - Monthly utilities (electricity or gas service, water, cable, phone, and internet)
- Equipment that is not affixed to the real property and is necessary for the responding to or mitigating of the impact of COVID-19.
- Purchase of personal protective equipment (PPE) and sanitation supplies;
- Technical assistance, including training and guidance to stabilize; and
- Other measures to respond to or mitigate the impact of COVID-19.

WHICH EXPENDITURES ARE NOT ELIGIBLE FOR FUNDING?

- Reimbursement of expenses incurred prior to the date of March 1, 2020;
- Refinance of existing debt
- Political or religious activities;
- Buying out a stockholder or equity holder in a business;
- Buying out or reimbursing a family member;
- Investments in instruments or investments for the sole purpose of return on investments;
- Payment of tax arrearages, governmental fines or penalties;
- Damages covered by insurance;
- Severance pay or legal settlements;
- Expenses for which SBA-associated award programs (i.e. Payment Protection Program, Economic Injury Disaster Loans, etc.) other CARES funding, state or federal benefits have been or will be paid or financial assistance that has been approved or provided by federal, state, or other sources considered to be duplicative of this program fund;
- Refinancing long term debt;
- Paying down (including regular installment payments) or paying off loans provided, or owned by another Federal agency (including SBA) or a Small Business Investment Company;
- Relocation; and
- Replacement of non-commercial vehicles.