

## City of Hailey Municipal Small Business Grant Program Criteria

### 1.0 PROGRAM OVERVIEW

The Hailey City Council has designated \$200,000 from the City's CARES Act funding to provide grants to assist small businesses impacted by COVID-19. Qualifying businesses and organizations can receive up to \$10,000 in the form of reimbursements for eligible COVID-19 related expenses. Grants will be distributed on a first-come, first-served basis.

Grant funds will reimburse qualified business expenses and organizations for eligible expenses incurred between June 20 and December 30, 2020 that were NOT PREVIOUSLY reimbursed by other State and Federal CARES Act programs or insurance.

### 2.0 BUSINESS/ORGANIZATION ELIGIBILITY CRITERIA

Business/Organization must meet all of the following criteria:

1. Have an official EIN number
2. Idaho domiciled business
3. In good standing and not federally debarred from receiving funds
4. Have a qualified business interruption or expense caused by COVID-19 related incidents or decisions at Hailey facilities, including but not limited to local closure orders, need for personal protective equipment (PPE), social distancing requirements, increased costs, disrupted supply network, etc.
5. Has not received funds for the current purpose from other COVID-19 grant programs or insurance
6. Does not exist for the purpose of advancing partisan political activities or the business does not directly lobby federal or state officials, defined as having had a registered lobbyist at any point during 2020
7. Has 500 or fewer employees as of March 27, 2020
8. Operates and has a business address in Hailey city limits, as reflected in the registry of the Idaho Secretary of State
9. Compliant in all respects with all COVID-19 related orders, laws, ordinances, and regulations

### 2.1 ELIGIBLE USE OF FUNDS

The State of Idaho identifies eligible expenses as Personal Protective Equipment (PPE) and Employee Testing, Inventory, Equipment, Rent and Utilities that are necessary COVID-19 related

expenditures not accounted for in operating budgets as of March 27, 2020. Examples include, but are not limited to:

1. **COVID-19 related expenses** incurred between June 20 and December 30, 2020 not previously reimbursed by other State and Federal CARES Act programs or insurance
2. Operating costs from businesses that have experienced interruptions caused by required closures.
3. **COVID-19 related expenditures** to purchase inventory, supplies including cleaning and sanitation supplies, PPE for employees or customers, furniture, fixtures and equipment
4. Measures to support social distancing or safety to combat COVID-19 including testing for employees

## **2.2 INELIGIBLE USE OF FUNDS**

1. Expenses incurred prior to June 20, 2020 or after December 30, 2020
2. Purposed for which an entity has received funding from any other emergency COVID-19 grant program
3. Payroll or benefits expenses including workforce bonuses, hazard pay and overtime
4. Repayment of non-business debt, such as a personal credit cards, for purchases not associated with the business
5. Personal expenses such as buying a new family car, making home mortgage payments or funding repairs or improvements to a participant's home
6. Installation of equipment (including construction, renovations, alterations, and repairs not limited to painting or decorating)
7. Direct financing to political activities or paying off taxes or fines
8. Purchases personal items or support other businesses in which the applicant may have an interest
9. Damages or loss of business covered by insurance
10. Reimbursement to donors for donated items or services
11. Severance pay
12. Legal settlements

## **3.0 APPLICATION PROCESS**

Applicants must complete the City of Hailey application and Form IDA-20. All application data, eligible expense documentation including proof of payment, and the completed IDA-20 form must be submitted through the City's online grant management system.

Applications will be processed and considered in the order in which they are received, and grants will be awarded to qualified businesses/organizations with demonstrated COVID-19 related eligible expenditures on a first-come, first-served basis.

- Apply by completing the application form AND the attached IDA-20 form

- Adhere to all Federal and State guidelines
- Submit applications to the Hailey City Administrator:

By email: [heather.dawson@haileycityhall.org](mailto:heather.dawson@haileycityhall.org) (preferred submittal method)

By mail or hand delivery:

Hailey City Administrator, Attn: Heather Dawson  
115 South Main Street, Hailey ID 83333

Questions? Call 208-788-9814 x 1518

Applicants should review all program information before completing an application.

Applicants shall complete and provide all required documentation, including:

1. An on-line application for [City of Hailey Municipal Small Business Grant Program](#), and provide all required documentation
2. Completed Idaho Rebounds Identity Information Form IDA-20
3. Completed IRS W-9 Form – include with Required Documentation for this application
4. Eligible expense documentation – Include all documentation for each expense, as requested within the grant application for each category of expense.
5. NOTE: The following additional documentation WILL BE REQUIRED:
  - Rent/Lease: If you are requesting a grant to pay for rent or lease, you must provide a copy of your lease agreement.
  - Inventory: If you are requesting a grant for inventory, you must explain the type of inventory and how this relates to Covid. Grants will not pay for inventory to be purchased for sale or use unless there's a reason Covid has impacted your business and the inventory was necessary.
  - Equipment: If you are requesting a grant for equipment, you must explain the type of equipment and the reason this was necessary due to Covid.
  - Payroll/Salaries: The grant WILL NOT cover salaries and payroll expenses, including hazard pay, overtime pay or employee benefits, including insurance.
  - Insurance: If you are requesting a grant for insurance, it may only be insurance related to the actual business location. It cannot be for employees, workman's compensation or the like.
6. Successful applicants will also be required to execute a Grantee Agreement prior to release of funds. We will provide you with the Grantee Agreement upon approval of your application.

5. Grant payments are considered taxable income, so the City will issue an IRS Tax Form 1099 in early 2021 for the full grant amount that will be taxable in 2020.

If you need to exit the application before it is completed, please save a copy and return to it later. All applications and required documentation must be received no later than December 18, 2020.

### **3.1 APPLICATION PERIOD**

Applications will be accepted December 1 – December 18, 2020. Applications will be reviewed for completeness by the City. Staff will contact the applicant to request any missing documentation.

### **3.2 EVALUATION PROCEDURES**

Complete applications will be reviewed by a four-member review committee made up of the City Administrator, City Treasurer, Community Development Technician, and Accounting Technician.

The City will evaluate applications based on eligibility and adherence with Federal, State and City program guidelines.

The City will submit qualifying applications through the Idaho State, Local, and Tribal Community Support Municipal Small Business Grant Portal. Denials of applications will be based on the parameters and qualifications as state in the Idaho Rebounds – Municipal Small Business Grant Program Description and Guidance, and the U.S. Treasury’s Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments.

Records submitted for the purposes of applying for or receiving grant funds are public records subject to disclosure by the City of Hailey and/or State of Idaho pursuant to those agencies’ respective obligations to comply with the Idaho Public Records Act (IPRA). All personal and business financial information will be kept confidential to the extent permitted by law. Other information, including the name of the business/organization and the amount of grant funds awarded will be identified on the [transparent.idaho.gov](https://transparent.idaho.gov) website and on the City of Hailey webpage, and may be disclosed upon request in accordance in IPRA.

### **3.3 DISBURSEMENT OF FUNDS, REPAYMENT OF INELIGIBLE EXPENSES**

Funds will be disbursed within 21 days of application approval by the City of Hailey and the State of Idaho. Approved businesses/organizations will be required to complete and submit a Grantee Agreement and IRS W-9 Form prior to release of funds. Note that the City will issue a 1099 in early 2021 for the full grant amount.

Any expenditure determined to be ineligible must be repaid to the City within 30 days of written notification.