



Mayor Robert E. Simison

**City Council Members:**

Treg Bernt  
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## Meridian Municipal Small Business Grant Application

### 1.0 INTRODUCTION

Welcome to the Meridian Municipal Small Business Grant Program (MSBG). This program is in guided under the Idaho Rebounds Municipal Business Grant application. This grant is made possible through the work of Governor Brad Little, State Controller Brandon Woolf, The Association of Idaho Cities, the Idaho Association of Counties, your county leadership, and the US CARES Act.

The Governor’s Coronavirus Financial Advisory Committee (CFAC) created this grant to help local businesses and organizations affected by COVID-19 pandemic, enabling cities and counties to provide aid within their community.

This program is a grant for small businesses/organizations with less than 500 employees (see section 2.2 below). This document outlines program guidelines, instructions for submitting an application, information needed and timelines for disbursement.

All applications must be submitted through Meridian’s On-Line Neighborly system. Applications will be processed on first come first served basis until funds run out.

[Link here](#) to the portal for the Neighborly software system.

### 2.0 PROGRAM REQUIREMENTS

Eligible businesses/organizations may be awarded up to an initial maximum of \$10,000 in grant funds through the MSBG application process, with up to an additional one-time funding of \$5,000 pending certain requirements are met as described herein.

Businesses and organizations must have a qualified business or organizational interruption or expense caused by COVID-19 related incidents or decisions, including but not limited to local closure orders, need for personal protective equipment, social distancing requirements, increased costs, disrupted supply network, etc.

- Business/Organization closed or interrupted pursuant to a local health district or local government decision made on or after June 20, 2020.
- Business/Organization was not otherwise not eligible for a state small business grant (e.g. businesses created on or after January 1, 2020, etc.).
- Business/Organization that have specific PPE needs in order to operate safely.
- Business/Organization has not received funds for the current purpose by other COVID-19 grant programs.
- Adverse effects and expenses planned for the use of the grant must occur between June 20, 2020 and December 31, 2020.
- Business/Organization 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.
- Business Business/Organization must be in good standing and not federally debarred from receiving funds.

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- Business/Organization is not currently in bankruptcy.
- Business/Organization is current with property taxes, or has a payment plan in place with County.
- Business/Organization is located in City of Meridian city limits.
- Business/Organization liability insurance is in place by date of executed agreement and sub-recipient agreement.
- Business/Organization is registered with IRS and Idaho Business Registration Secretary of State.
- Business/Organization employs 100 or fewer employees (See section 2.2 below).
- Business/Organization has valid SS #, EIN & DUNS.
- Applicants will review and sign and date Conflict Interest Form (Appendix A) and Sub-Recipient Grant Agreement (Appendix B).

\*Business are eligible to apply for this program if they were eligible to apply for other State of Idaho programs and chose not to apply.

### **2.1 PROGRAM SERVICE AREA**

This program is available to businesses and organizations registered and located within the City of Meridian jurisdictional boundaries. The location of the business/organization will be considered the place of business administration and registration address. Funds will not be provided to businesses/organizations registered or located outside of City of Meridian jurisdictional boundaries.

### **2.2 ELIGIBLE APPLICANTS**

- Business/Organization that has 100 or fewer employees.
  - Only businesses with 100 or fewer employees will be eligible for the first two weeks from the start date (Sept. 1, 2020) of this program.
  - Businesses with 101-250 employees will become eligible for funding after September 15, 2020.
  - All Small Businesses (those with fewer than 500 employees) will be eligible from Oct.1, 2020 until the close of this program.
- Eligible applicants must have a registered business address in the City of Meridian jurisdictional boundaries.
- Business/Organization closed or interrupted pursuant to a local health district or local government decision made on or after June 20, 2020.
- Business/Organization was not otherwise eligible for a state small business grant (e.g. businesses created on or after January 1, 2020, etc.).
- Businesses/Organizations that have specific PPE needs in order to operate safely.
- Business/Organizations must have a qualified business interruption or expense caused by COVID-19 related incidents or decisions, including but not limited to local closure orders, need for personal protective equipment, social distancing requirements, increased costs, disrupted supply network, etc.

### **2.3 INELIGIBLE APPLICANTS**

- An ineligible existing business/organization applicant is one that has a physical business location or registration outside of the City of Meridian jurisdictional boundary.
- An ineligible applicant is a business/organization with more than 500 employees including the owner. (See section 2.2 above for when businesses large than 100 employees may apply.)
- Ineligible applicants include businesses/organizations which received funds for the current purpose by other COVID-19 grant programs.

### **2.4 ELIGIBLE USE OF FUNDS**

The City of Meridian Economic Development Administration will oversee the project scope of work submitted in applications. The following items are eligible expenses under the MSBG program:

- Operating capital for leasing space, insurance and/or utilities, staff salaries [barring owner salaries] or expense

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caused by COVID-19 related incidents or decisions, including but not limited to local closure orders, need for personal protective equipment, social distancing requirements, increased costs, disrupted supply network, etc.

- COVID-19 related expenditures to purchase inventory, supplies, accounting and inventory software, PPE, furniture, fixtures, and equipment.
- Rehabilitation of owner-occupied or leased space to support social distancing or safety measures to combat COVID-19.
  - City Council may, under necessary Ordinance changes, waive permit fees for such improvements.
- Equipment purchase (with or without installation costs) to support social distancing or safety measures to combat COVID-19.
- Cleaning and sanitation supplies to adhere to CDC guidelines for disinfecting spaces.
- Other adjustments required to adhere to COVID-19 social distancing standards.
- Purchase of PPE for employees or customers.
- Testing costs for employees for COVID-19.

Applicants will submit receipts and invoices, and documentation of eligible expenses on a monthly basis to the Meridian Economic Development staff. Final documentation must be received by January 15, 2020.

**Provide staff contact information here.**

### **2.5 INELIGIBLE USE OF FUNDS**

- Funds received pursuant to this certification cannot be used for expenditures for purposes which an entity has received funding from any other emergency COVID-19 grant programs;
- Pay off non-business debt, such as personal credit cards for purchases not associated with the business.
- Purchase personal expenses such as buying a new family car or making repairs to a participant's home.
- Direct financing to political activities or paying off taxes and fines.
- Purchase personal items or support other businesses in which the borrower may have an interest.

Furthermore, funding recipients may not shift more than 10% of total project budget from one budget category to another without written approval from the City.

### **2.6 APPLICANT CAPACITY**

The Economic Development Administration will confirm that the business and the applicant(s) possess the capacity to execute the project proposal to be successful with the use of the funds.

### **3.0 PROGRAM ADMINISTRATION**

The Economic Development Administration will:

- Originate the Municipal Business Grants
- Market the Municipal Business Grant program
- Accept and process applications
- Review grant requests
- Ensure a timely grant review and disbursement of funds
- Maintain grant files and fiscal records
- Administer grants used to fund this program
- Ensure compliance with program guidelines

### **3.1 GRANT PAYMENTS**

The duties of Economic Development Administration staff will include the following:

- Coordinate processing of grant payments, and general accounting in city and federal databases

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- Reporting all grant payments and appropriate Grantee staff
- Obtain grant reimbursements requests from the applicant

Conflict of Interest: As such, no member of the governing body and no official, employee or agent of the local government, nor any other person who exercises policy or decision-making responsibilities in connection with the planning and implementation of the program shall directly or indirectly be eligible for this program. The City of Meridian will require applicants to certify that a conflict of interest does not exist with the business or applicant. (See Appendix A)

### **3.2 DISBURSEMENT**

Funds will be disbursed according to the following plan:

Upon approval and execution of grant agreement 50% of the project funds award will be provided within 14 business days.

Upon receiving a completed and accepted financial report that meets program standards including proper supporting documentation required, and upon completion of one business coaching session and recommendation from business coaching professionals, the remainder 50% of the project funds will be provided within 14 business days.

Should the applicant request the allowable additional, one-time funding of \$5,000, this will be awarded after sufficient reporting of expenses has been made, provided, and reviewed to the Economic Development Administration.

Business coaching services will be coordinated by the Economic Development Administration and in partnership with Meridian Chamber of Commerce member organizations, SBDC representatives, or IWBC representatives with business accounting experience.

City staff will review invoice requests and initiate the reimbursement payment process. Applicants shall submit receipts and invoices, and documentation of eligible expenses on a bi-monthly basis until all proceeds have been expended.

## **4.0 PROGRAM OPERATIONS**

### **4.1 APPLICANT CONFIDENTIALITY**

All personal and business financial information will be kept confidential to the extent permitted by law. Participant files with personal and business confidential information will be kept in locked, secured storage units. The name of the business and the amount of grant funds received maybe identified on the transparent.idaho.gov website and on the City of Meridian's Economic Development webpage.

### **4.2 DISPUTE RESOLUTION/APEALS PROCEDURE**

Applicants whose applications are not selected or not deemed eligible have the right to appeal the decision of the City, limited solely to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the City shall be final.

An aggrieved applicant may, within seven (7) business days after the selection of prospective eligible projects, appeal in writing based on procedural errors. The appeal must state all facts and arguments upon which the appeal is based. The Chief Financial Officer for the City of Meridian, or the Economic Development Administrator, will review the applicant's application, and the facts which form the basis for the appeal, and render a written decision within thirty (30) business days of the receipt of the appeal.

Applicants may resubmit one additional application for re-consideration if originally denied

### **4.3 APPLICATION TIMELINES**

**Applications will be first come first served**

Contracts for approved grant applications will be drafted by City staff and circulated for signatures to the applicant, and

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City Economic Development Administrator.

**Required Back-Up Documentation for Reimbursement of Expenses using Municipal Grant**

Payroll Information - Please provide one of the following: IRS Filings; Idaho Department of Labor Withholdings; Third Party Payroll records.

Expenses - Please provide the following as appropriately determined by the Economic Development Administration: Third Party Invoices; Mortgage/Lease Information; Construction Estimates/Bids; Other documentation as approved.

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**Application for Meridian Municipal Small Business Grant Program**

**Business/Organization Name:** \_\_\_\_\_

**Business/Organization EIN #/SSN:** \_\_\_\_\_

**Business/Organization DUNS:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Business/Organization Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Applicant email:** \_\_\_\_\_

**Project Summary**

1. Experience/Organizational Capacity: provide a brief narrative on the types of activities undertaken by the organization for which funding is requested. Describe the experience and expertise of the individuals who will be responsible for the activities and management of the project funding.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please provide narrative on how COVID-19 has directly impacted your business/organization operations? How does your business use PPE in daily operations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How much funding is being requested? \$ \_\_\_\_\_

4. How many employees do you employ? \_\_\_\_\_

5. What industry is your business/organization in? \_\_\_\_\_

**Project Budget Summary and Financials**

**1. Please Provide:**

- 2019 Profit and Loss Statement
- 2020 Year to Date Profit and Loss Statements
- 2019 and 2020 Annual Budget documents
- 2020 Year to Date Balance

**2. Project Budget**

Budget Line Item	Source:
Item #1	
Item #2	
Item #3	
Item #4	
Item #5	
<b>Total</b>	

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**3. Has the business or its owner applied for assistance through the Small Business Administration, Federal Emergency Management Program, or State of Idaho COVID-19 loan or grant program? If so, list below. If the business or its owner applies for such assistance or receives an award after the date of its application or award from the Small Business Relief Fund, it must immediately disclose such application and/or award.**

<b>Program/Agency</b>	<b>Date of Application</b>	<b>Amount of Application</b>	<b>Purpose of Application</b>	<b>Amount of Award</b>

**4. I understand the State of Idaho will rely on this application and certifications as a material representation in making a disbursement of funds to the applying entity.**

**5. I certify the following:**

- I. The grant's use is for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), including local closure orders;
- II. Expenses have been incurred during the period that begins on June 20, 2020, and ends on December 31, 2020, or my businesses/organization did not qualify for previous CARES Act funding;
- III. The grant funds use has not been covered or reimbursed by any other federal or state grant. Funds received pursuant to this certification cannot be used for expenditures for which an entity has received funding from any other emergency COVID-19 or other federal and state funds;
- IV. That no owner of 20% or more of the business is incarcerated, on parole, or within the last 5 years for any felony has been convicted, pleaded guilty, pleaded nolo contendere, or been placed on any form of probation?
- V. Funds provided from the State of Idaho pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds used in any manner that does not adhere to official federal guidance shall be returned to the State of Idaho.
- VI. Any business/organizations receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts. Such documentation shall be produced to the State of Idaho if requested. Additionally, uniform reports may be requested and if requested shall be provided to the State of Idaho to ensure the receipt, disbursement, and use of federal funds is in alignment with federal law.
- VII. All grants submitted through this portal and approved by the committee will be reported publicly on [Transparent.Idaho.gov](http://Transparent.Idaho.gov). It is the responsibility of the applicant to ensure the protection of sensitive data prior to the data being submitted for review by CFAC.

I understand and it is my intent to conduct and process this application by electronic means and providing my signature by electronic means below satisfies all legal effect and enforceability as required by applicable law.

I therefore, certify that all information submitted in this request is true and accurate.

Signature:

Date:

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Attachment A  
Conflict of Interest

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. No person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving federal funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with federal funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a federally funded activity, or have any themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision-making process for approval of this application?  Yes  No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information regarding approval of this application?  Yes  No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?  Yes  No
- D. Will any employee, agent, consultants, officers, family members, or elected officials of the organization requesting funds have any interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the life of the loan?  Yes  No

If you answered yes to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and the extent of the conflict.
- 2) A description of how public disclosure will be made.
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law.

\_\_\_\_\_  
Signature /Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Signature/Authorized Official of the Board

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Printed Name \_\_\_\_\_



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Attachment B  
Sub-Recipient Agreement

[TBD – Legal]