



Carver County Emergency Business Support Program

December 2020

Purpose

Businesses in Carver County are continuing to see the impacts of the COVID-19 pandemic, including financial hardships. The Small Business Emergency Assistance program (SBEA) that operated from August 2020-November 2020 provided through federal CARES funds provided some relief for businesses, but Carver County and the State of Minnesota realize that businesses are still facing challenging times.

The purpose of the Emergency Business Support Program is to provide financial assistance, up to \$20,000, as a grant to small businesses located in Carver County who have been and continue to be affected by the COVID-19 pandemic. The goal of program is to continue to assist and stabilize businesses through this economic crisis.

Funding

Grants worth up to \$20,000 will be awarded to businesses who have been impacted by an Executive Order or seen a direct financial impact due to the COVID-19 pandemic. Homebased businesses will be eligible for up to \$10,000.

If a business received funding under Carver County's Small Business Emergency Assistance (SBEA) program or the CARES Carver County Family child Care Grant from August 2020 to November 2020, they will only be eligible for the difference of the maximum award and what they received under those programs.

Eligible Businesses

To be eligible, businesses must meet all of the following criteria as of November 1, 2020:

- Be a locally owned and operated for-profit or non-profit business with a physical establishment in Carver County.
- Have 75 or fewer FTEs
- Have \$5 million or less in annual revenue.
- Be open and operating on or before October 1, 2020.
- Be in good regulatory standing with the State of Minnesota Department of Revenue (DOR), Carver County, and city in which the business is located. This includes being current on applicable licenses, in compliance with city regulations, and being current on property taxes.
- Businesses who are homebased or have a physical location in a commercial/industrial district are eligible.
- Have been at least one of the following:
 - Directly affected by Executive Order 20-99
 - Indirectly affected by Executive Order 20-99 (a business who primarily derives income from sales of goods and services to businesses that were directly affected by EO 20-99)
 - Been affected by another Executive Order in 2020
 - Be able to demonstrate a loss of revenue of at least 10 percent since November 1, 2020 (no credit score or collateral requirements apply) due to the COVID-19 pandemic.

Certain businesses are ineligible, including:

- Businesses without a physical establishment in Carver County.
- Corporate or multi-state chains. Franchisees are considered eligible businesses.
- Businesses in default conditions prior to November 1, 2020.
- Businesses who primarily derive income from any of the following: gambling; adult entertainment; passive investment; real estate transactions; property rentals/property management; billboards; or lobbying.

Businesses who have received assistance in the past from federal, state or local programs are eligible for this funding.

Businesses must be in compliance with all State of Minnesota Executive Orders at the time of application and after they receive assistance. If they are found in violation of any Executive Orders, they will be responsible for paying back any funding received under this program.

Eligible Uses

Funds can be used for the following expenses:

- Payroll
- Rent or mortgage payments
- Utilities
- Payments to suppliers
- Property taxes
- Other critical non-payroll business operating expenses as approved by the fund administrator

Application Process

The application and award process will be as follows:

- Applications will be accepted on a rolling basis, but businesses must apply according to the following priority order. Applications from a previous priority may apply in subsequent groups but understand that applications are accepted on a first come, first serve basis. Priority order and application timeline is as follows:

Priority	Application opening
Businesses directly or indirectly affected by EO 20-99	January 1, 2021
Businesses not previously funded by state or county funds in 2020. Homebased daycares or homebased businesses that are WBE, MBE or veteran owned regardless of if funds were received previously or not.	January 11, 2021
Businesses (including homebased) not previously funded by the county program.	January 21, 2021
Businesses (including homebased) previously funded by the county program.	January 31, 2021

- All applications must be completed online. The link to the online form will be available at www.carvercda.org. If you need assistance filling out the electronic application please contact Elise Durbin at the Carver County CDA, 952-556-2778 or elised@carvercda.org.
- Applications are accepted on a first come, first serve basis until all funds are expended.
- At the time of application, the business must provide its [6-digit NAICS code](#), Federal EIN, and State of Minnesota tax ID. This is required before the application can be submitted.
- The fund administrator, NextStage, will notify approved applicants by email.
- Upon notice of an approved application, applicants will be required to submit the following within five business days and prior to receiving any funds:
 - *Revenue Verification*
 - 2019 federal tax return for the business (Form 1120, Form 1120S, Form 1065, or Schedule C, whichever is applicable.) **OR**
 - If the 2019 business tax return is not yet completed, please provide 2018 tax return and an internally prepared profit and loss statement for the year ending December 31, 2019.
 - *Employee Verification as of October 1, 2020*
 - Company's 2019 Federal Form W3 (Transmittal of Wage and Tax Statement) **OR**
 - Form 941/Employer's Quarterly Federal Tax Return for 3rd Quarter 2020 or 2nd Quarter 2020, **OR**
 - Payroll reports from your payroll servicing company for August or September 2020, **OR**
 - Other state of federal payroll-related filing that lists number of employees.
 - *Impact*
 - A statement attesting your business was affected by an Executive Order; **OR**
 - Monthly Profit and Loss Statements showing a decline from same period in 2019, or since the beginning of the year before COVID; **OR**
 - Monthly or Quarterly Sales Tax Reports for same period 2020 vs. 2019; **OR**
 - Comparable Point of Sales, Cash Register Reports, Merchant Statements or other Sales for same period 2020 vs. 2019; **OR**
 - Monthly daycare enrollment prior to October 2020 and enrollment after.
 - *W-9*
 - *Any additional documentation deemed necessary by the fund administrator to determine eligibility or to meet program requirements.*
- Failure to submit required documentation will result in non-payment.
- Upon acceptance of the required documentation, the business will enter into an agreement with the Carver County Community Development Agency prior to the disbursement of funds.
- Terms will be included in the agreement, including expense documentation and reporting requirements.

NOTE: The Carver County Community Development Agency reserves the right to revise these guidelines as needed to best address the impact to businesses of the current pandemic.