



Scott County Executive Order 20-99 Business Relief Program Frequently Asked Questions (FAQ)

For restaurants, bars, and other food service establishments; fitness, event and entertainment venues impacted by Executive Order 20-99

UPDATED 12/31/2020

1. My business type was impacted by Executive Order 20-99, but I don't see it listed. Am I still eligible?

The impacts of Executive Order 20-99 (EO 20-99) and the restrictions to limit the spread of the virus are far-reaching, and no list can be exhaustive. To be eligible for this program you must have a physical address located within Scott County, Minnesota, and be a for-profit business, or a nonprofit or community asset business that earns revenue similar to a for-profit business, that was directly or indirectly (as defined below) impacted by EO 20-99. If these and all other criteria listed apply to your business, you may submit an application. Your application will be considered, and determinations will be made based on business types and impacts reported.

Indirectly affected businesses are defined as a business that primarily derives income from sales of goods and services to businesses that were directly closed as a result of EO 20-99. Eligibility of indirectly affected businesses will be determined based on documentation provided and clear demonstration of impact specific to EO 20-99.

Nonprofit Businesses include businesses that are not for-profit, but earn revenue similar to a business, including but not limited to through ticket sales and membership fees, that had to cease operations due to EO 20-99.

Community Asset Businesses include businesses like VFW Post or American Legion bars and restaurants, community fitness centers, ice arenas, and other similar entities that earn revenue similar to a business, including but not limited to ticket sales, event rental revenue, and membership fees, that had to cease operations due to EO 20-99.

2. What is the definition of "physical location"?

Business must be registered through the State of Minnesota with an address (commercial or residential) that is located within the boundaries of Scott County, Minnesota, prior to November 1, 2020.

3. **I was notified I will be receiving, or I have received, a direct monetary allocation from the State of Minnesota, either from the Department of Revenue (DOR) or the Department of Employment and Economic Development (DEED). Am I eligible to apply and receive this Scott County EO20-99 Business Relief grant?**

Yes - Scott County would like to know if your business has received other funding from the state, but you ARE still eligible to receive county relief as well.

4. **I have received federal emergency funding through another source of federal funds such as the Paycheck Protection Program (PPP) or the Economic Injury Disaster Loan (EIDL) or Advance, a grant from the State of Minnesota, or funds from a city in Scott County. Am I eligible to apply and receive this Scott County EO 20-99 Business Relief grant?**

Yes. This program specifically targets businesses that were impacted by the business shutdowns/restrictions that were included in the State of Minnesota Executive Order 20-99, which went into effect on November 20, 2020 and is intended to provide assistance to businesses for expenses incurred since that order went into effect.

5. **I have previously received a grant from the Scott County COVID-19 Business Recovery Program (CARES Act funding) in the fall of 2020. Am I eligible to apply and receive an additional grant through this application round?**

Yes. A business that meets the eligibility criteria for this round that has received a prior Scott County COVID-19 Business Recovery Program grant may be eligible for this program. A new application is necessary to be considered for funding from this program.

6. **I am self-employed with no additional employees. Do I qualify for this program?**

Yes, sole proprietors with no additional employees/self-employed entrepreneurs are eligible provided the business was impacted by EO 20-99 and all other criteria are met.

7. My business operates from my home, or primarily via a mobile unit and I have a residence in Scott County. Am I eligible to apply and receive funds?

Yes. Home-based businesses and mobile businesses are eligible if the registered business address is located within the geographic boundaries of Scott County and the business was directly or indirectly impacted by Executive Order 20-99. Indirect impacted businesses are defined as a business that primarily derives income from sales of goods and services to businesses that were directly closed as a result of EO 20-99. Home-based or mobile businesses that are deemed eligible may be awarded up to \$7,500 grants.

8. I have multiple businesses located in Scott County. Can I receive funding for each of my businesses?

Applicants with multiple locations may receive funding for each location, provided separate applications are submitted for each business location.

However, if one owner operates multiple businesses out of one location, a business owner is only eligible for one grant for that location.

9. What documentation is required at time of application?

A completed online application with all questions answered is required. No paper applications will be accepted. Completed online application will include the NAICS code for your business as well as employee numbers, as required for reporting by the State of Minnesota.

If you need assistance locating your business NAICS code, please visit: <https://www.naics.com/naics-identification-help/>

If you need assistance locating your State of Minnesota Tax ID number, please visit: <https://mblsportal.sos.state.mn.us/Business/Search>

A copy of the application form will be provided at <https://scottcda.org/resource/scottcoeo20-99relief/> by Thursday, December 31, 2020. **This is intended as a preparatory document only** so applicants can see it ahead of time and pull together the information they will need to have submitted online.

10. What documentation is required after the application, but prior to grant distribution?

To ensure quick processing of applications and timely disbursement of funds, businesses will be asked to provide only essential documentation. Essential documentation will include:

- a. 2019 Federal Business Tax Return or appropriate Business Tax Schedule - based on entity type or substitute other documentation of revenue
- b. Documentation showing notification of an allocation being made directly from the State of Minnesota Department of Revenue or Department of Employment and Economic Development, if applicable
- c. Copy of the business W-9 form
- d. Businesses claiming indirect impact will need to provide a clear narrative description of how the business was impacted by EO 20-99 and associated documentation (such as purchase orders, invoices, etc.) specific to the Executive Order. Information provided in this narrative and associated documentation will be reviewed and used to determine eligibility.
- e. Prior to receiving funds, successful applicants must review and sign a grant agreement.

Additional documentation may be requested by the program administrator, NextStage, as necessary to complete eligibility review. Additional documentation or information may be deemed necessary. You must agree to provide additional documentation upon request within 5 business days.

11. How is the award amount determined?

Grants will be issued in amounts up to \$7,500 for eligible home-based and mobile businesses, and up to \$15,000 for other eligible businesses. Business expenses reported on 2019 tax returns will be used to determine reasonability of average monthly expenses for a business. Actual grant amount will be determined based on review of 2019 tax return.

12. What are considered eligible expenses?

Average monthly expenses from 2019 tax returns will be used to determine reasonability of average monthly expenses and grant funds should be used to help cover working capital to support critical expenses that were incurred during the shutdown (November 20, 2020 through present) such as current payroll obligations, rent payments, mortgage payments, utility bills, payments to suppliers, and other similar expenses that occur in the regular course of business.

13. How will funding decisions be made?

Applicants will be reviewed by Scott County's program administrator, NextStage, for preliminary eligibility requirements. Scott County may review applications for businesses indirectly impacted by Executive Order 20-99 to help determine eligibility. Applicants will be processed on a rolling basis until all funds are disbursed. If applications exceed available funding, Scott County and/or the Scott County CDA will retain a list of all applicants that may be used if additional local funding becomes available in the future.

14. I need help filling out this application or I have a general question about the application process. Who should I contact?

First, please visit <https://scottcda.org/resource/scottcoeo20-99relief/> for an updated list of resources available for assistance and check the FAQ document.

For technical assistance with your business program application or business program related questions, please contact NextStage via email at: scottco@nextstagemn.org

Scott County libraries are equipped to assist with submitting electronic applications by providing access to computers, scanning assistance, etc. Please contact your local library branch for more information: <https://www.scottlib.org/1153/Locations-Hours>

Scott County offers free interpreter services upon request - please email scottcares@scottcda.org

Para asistencia / scottcares@scottcda.org

Yog xav tau kev pab / scottcares@scottcda.org

Hadii aad Caawimaad u baahantahay / scottcares@scottcda.org

Если вам нужна помощь / scottcares@scottcda.org

15. Is the data I submit confidential?

Data submitted to NextStage will likely remain confidential other than what Scott County is required to report back to the State of Minnesota for the funding, which includes the business name, address, amount of funding received, NAICS code reported and number of employees reported.

Under Minnesota law all data Scott County receives is public unless there is a specific exception. One exception is for financial data of businesses submitted to any governmental entity for the purpose of presenting awards to businesses which data is classified as private or nonpublic data. In all cases, Scott County must follow all requirements in the Minnesota Data Practices Act.

16. What if my business does not have enough in average monthly expenses to qualify for the maximum grant award amount? Am I eligible?

Yes. The current application round will award based on average monthly expenses up to \$15,000 (or \$7,500 for home-based or mobile Scott County businesses). A business with average expenses of less than the maximum grant amount may still be eligible provided they have sufficient average expenses of at least \$4,000 for home-based or mobile businesses, or \$7,500 for other businesses.

17. My business began generating revenue in 2020. What documentation should I submit in lieu of my 2019 business tax return?

If your application is selected for review, you will receive detailed instructions from NextStage outlining acceptable alternative documentation.

18. Are grant funds taxable income?

Businesses will be issued a 1099 tax form for the amount of the relief grant. Scott County cannot provide tax advice and we encourage you to consult with your tax advisor.

The IRS has provided guidance you may find useful at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>