

SCOTT COUNTY EXECUTIVE ORDER 20-99 BUSINESS RELIEF PROGRAM GUIDELINES

An emergency grant program to support and assist local businesses directly impacted by Executive Order No. 20-99



COMMUNITY
DEVELOPMENT
AGENCY SCOTT COUNTY

NextStage
Supporting *Entrepreneurs* at Every Stage



SCOTT COUNTY EXECUTIVE ORDER 20-99 BUSINESS RELIEF PROGRAM GUIDELINES

The Scott County Board of Commissioners has allocated \$2.5 million to support local businesses that have been impacted by the State of Minnesota Executive Order No. 20-99 (EO 20-99), which went into effect on November 20, 2020.

Scott County received this allocation of grant funding from the State of Minnesota on a per capita basis, specifically to assist with businesses affected by EO 20-99.

Scott County, in collaboration with the Scott County Community Development Agency (CDA), are working with NextStage (Program Administrator), a local non-profit business, to collect and review the applications, and award program grants.

Executive Order 20-99 Business Program Terms and Eligibility

The program is intended to provide relief payments to restaurants, bars, gyms, and other similar businesses who have been partially or fully closed - as a result of [EO 20-99, Section 7](#).

Businesses that were indirectly impacted by EO 20-99, which is 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, are also eligible to apply for this program.

Businesses mentioned above along with convention centers and movie theaters who received appropriation payments directly from the Minnesota Department of Employment and Economic Development (MN DEED) and the Minnesota Department of Revenue (MN DOR) are also eligible to apply for these local county relief funds.

Nonprofit and community asset businesses, such as bars or restaurants operated by a VFW Post or American Legion Post, community fitness centers, ice arenas, and other entities that earn revenue similar to a for-profit business that had to cease operations due to EO 20-99 are also eligible for this program.

Businesses who received earlier Coronavirus Aid, Relief, and Economic Security (CARES) Act assistance, including the Scott County COVID-19 Business Recovery Grants, are eligible for this program, but you must apply again for this new program to be eligible for these funds.

Funds awarded shall be used for 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.

Benefits available to Scott County, Minnesota businesses under this program include:

- Up to \$7,500 for homebased businesses directly and indirectly (as defined under the program terms) impacted by EO 20-99
- Up to \$15,000 grant for businesses directly and indirectly (as defined under the program terms) impacted by EO 20-99

Actual awards will be based on a qualified applicant's average monthly business expenses (and may be less than the maximum grant listed above). See requirements for application below.

Eligible Businesses Criteria

To be eligible for this program, a business must:

- have a physical establishment located in Scott County, Minnesota
- be a locally owned and operated business directly or indirectly (as defined under the program terms) impacted by State of Minnesota Executive Order 20-99
- have no current tax liens on file with the Secretary of State at the time of application
- be in good standing with Scott County and the city where the business is located

Certain businesses are **ineligible**, including:

- Businesses not directly or indirectly (as defined under the program terms) impacted by EO 20-99
- Businesses without a physical establishment in Scott County, Minnesota
- Corporate owned chains; however, locally owned franchise businesses are eligible
- Businesses in default conditions prior to November 1, 2020
- Businesses that derive any income from adult entertainment
- Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products
- Businesses that derive income from passive investments; real estate transactions; commercial property rentals or commercial property management; billboards; or lobbying

* 12/30/2020 - update to allow businesses that primarily derive income from gambling to be eligible.

Application Process for Executive Order 20-99 Business Relief Program

- Applications will be accepted starting at **8:00 a.m. on Monday, January 4, 2021**
- Applications will be processed and awarded by the fund administrator, NextStage, on a rolling basis weekly until all funds are disbursed, or until **March 8, 2021 at 5:00 p.m.**
- Application link and application resources can be found at: **www.scottcda.org/resource/ScottCoEO20-99Relief**
- When an application is activated for the review process, the business applicant will receive an email from NextStage (scottco@nextstagemn.org) requesting the following documents:
 - 2019 Federal Business Tax Return or appropriate Business Tax Schedule - based on entity type or substitute other documentation of revenue.
 - 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
 - Copy of the business W-9 form
 - Businesses not directly covered under EO 20-99 but claiming indirect impact will need to provide clear documentation of impact specific to the Executive Order. Information provided will be basis for determination of eligibility.
 - Any additional documentation or information deemed necessary by the fund administrator, NextStage, to determine eligibility, generate grant documents, disburse grant proceeds, or meet program reporting requirements.
- **The applicant must submit the necessary documents within 5 business days from the email notification delivery date in order to retain the position of the business in the application queue – applicants will be processed on a rolling first come, first served basis.**
- Once applications are reviewed and approved, applicant will need to sign a grant agreement document before funds will be disbursed.

Note: Scott County and/or the Scott County CDA reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.