

Pratt County SPARK Grant Application

For Pratt County businesses negatively impacted by the COVID-19 pandemic

Description: Pratt County has been allocated funds through the Strengthening People and Revitalizing Kansas (SPARK) funds from the State of Kansas. The funds are to be used to aid local businesses impacted by the COVID-19 pandemic. The funds originated from the federal CARES Act and all federal and state rules and regulations must be followed. There are two types of SPARK grants being offered to Pratt County businesses. They include 1) Working Capital Grants and 2) PPE Procurement Grants.

General Eligibility Requirements: Only **for-profit** (including sole proprietors, LLCs, corporations, etc.) and **not-for-profit businesses** with physical business address locations in Pratt County who are in good standing with the Kansas Secretary of State and are current on all local property taxes are eligible to apply. Additional eligibility requirements are listed with each grant description below. All grant recipients will be required to sign a grant agreement with Pratt County.

Grant Amounts & Selection: Pratt County has designated a small committee to review all grant applications and make award recommendations based on several factors such as the number of applications received, the demonstrated financial losses, and capital needs of businesses to recover from COVID-19. It is possible that there will be more applications than funding available. The quality and thoroughness of the application will be considered. Working Capital Grant awards are expected to range from \$2,000 to \$20,000. (Revenue losses due to the pandemic must be demonstrated via year to year and three-year average revenue comparisons.) PPE Procurement Grants will range from \$1,000 to \$5,000. (Proof will be required to document the amount of PPE purchased or PPE needed. PPE includes things like barriers, additional equipment, masks, sanitizer, etc.)

Timeline (Anticipated):

- September 15 – Begin accepting grant applications
- October 1 – First Deadline for applications (Grants will be reviewed on this date. Applicants are encouraged to email recovery@prattcounty.org if they are unable to complete an application by this date to determine if funds are still available.)
- October 15 – Grant award notifications
- December 30 – All grant funds must be spent

How to Apply:

- 1) All businesses must fill out the electronic grant application. (All applications must be emailed to recovery@prattcounty.org. Only Word or PDF applications will be accepted.)
- 2) Complete all sections of the grants application below for each grant type they are seeking. Be sure to sign in two places.
- 3) Attach all required documents. An application is not considered complete until all required documents have been submitted.
- 4) Be sure the application is signed and dated and email it in a word document or as a PDF with all attachments compiled into one PDF to recovery@prattcounty.org.

Grant #1 – Working Capital Grants

- **Additional Eligibility Requirements:**
 - Must be able to demonstrate a loss of revenues from March 1, 2020- September 1, 2020 compared to the same time period in 2017, 2018, and 2019. Newer businesses must provide enough financials for the review committee to make revenue comparisons, but applications will be considered for new businesses on a case by case basis without three years of revenue history. All businesses must have been in operation on March 1, 2020 and must plan to remain in operation.
- **Grant amounts:** Likely range between \$2,000-20,000 for working capital. Priority will be given to businesses who experienced higher levels of financial hardship and have not received other financial assistance. Depending upon the amount of applications and businesses needs the award amounts may be adjusted accordingly.
- **Allowable use of funds:**
 - Working capital expenses only such as payroll, insurance, rent, mortgage payments, utilities, inventory, etc.
 - Any grant awarded can NOT duplicate any expenses paid for by previous local, state or federal CARES Act funding (i.e. HIRE, Kansas Department of Commerce Working Capital or PPE Grants, PPP, EIDL, etc.)

Grant #2 – PPE Procurement Grants

- **Additional Eligibility Requirements:** Businesses must be able to demonstrate the costs they have incurred related to procurement of PPE or other equipment for sanitation or social distancing measures.
- **Grant amounts:** Likely range between \$1,000-\$5,000. Priority will be given to businesses who rely on in-person customer foot traffic and/or have employees who must work in close proximity to each other.
- **Allowable use of funds:**
 - Purchases of personal protective equipment (PPE) the business has already made. (Receipts or a detailed lists with costs included is required to be attached to the application.)
 - Costs associated with the purchase of additional PPE, implementation of workplace redesigns, additional signage, and new technology solutions for safer business operations and customer services to comply with COVID-19 public health guidelines for customers and employees.
 - Any grant awarded can NOT duplicate any expenses paid for by previous local, state or federal CARES Act funding (i.e. HIRE, Kansas Department of Commerce Working Capital or PPE Grants, PPP, EIDL, etc.)

Please submit current and accurate information about your business. If desired, provide additional pages or documents beyond what is already required to further explain your need. Additional documentation may not exceed two pages. If additional information is needed it will be requested to assist in the evaluation of the application.

General Information & Background
All Applicants must complete this section. All questions must be answered.

- 1) Business Legal Name:
- 2) Trade Name (if different from legal name):
- 3) Business Qualifies as a Minority/Woman/Disadvantaged Business Enterprise (Yes or No):
- 4) Does the Business Qualify as a Veteran Business Enterprise (Yes or No):
- 5) Month and Year Business was Established:
- 6) Primary Business Owner Name(s):
- 7) Business Phone Number:
- 8) Business Email Address (This email must be checked at least twice daily. All communication about your grant application will primarily occur via email. Lack of response within 24 hours to email will disqualify your application):
- 9) Business Address:
- 10) Business Entity Type (List: LLC, Sole Proprietorship, C-Corp, S-Corp, General Partnership, Limited Partnership, Limited Liability Partnership, Cooperative, Trust, Independent Contractor, 501c3, 501c6, Other 501c.):
- 11) Business EIN Number:
- 12) Business DUNS Number (if applicable):
- 13) Social Security Number if a sole proprietorship (List N/A if not a sole proprietorship):
- 14) Is the business currently open, operating and providing goods and/or services?
- 15) Is the business currently in good standing with the Kansas Secretary of State's Office?
- 16) Is the business currently in bankruptcy proceedings or considering filing for bankruptcy?
- 17) Is the business current on all Pratt County property taxes?
- 18) Please provide a description of the goods and/or services provided by your business (Two to three sentences):
- 19) Please place an X on each line to indicate the ways your business has been negatively impacted by COVID-19:
 - ___ Business was voluntarily shut down to protect employees and customers during the time of the statewide stay at home order.
 - ___ Business was required to be shut down due to a stay at home order.
 - ___ Customers decreased because they were unable to do business with you due to COVID-19.
 - ___ Due to supply chain disruption you had increased costs or goods or input prices which increased your costs or decreased your profits due to COVID-19.
- 20) Number of full-time employees (Part time employees should be counted as a fraction of a full-time employee and added together to be converted to Full-Time Employees) on March 1, 2020:
- 21) Number of full-time employees (Part time employees should be counted as a fraction of a full-time employee and added together to be converted to Full-Time Employees) on September 1, 2020:
- 22) Has your business received any additional state or federal funding to assist with COVID-19 relief (PPP, EIDL, HIRE Fund, Kansas Department of Commerce Spark Funding, Cares Act funding of any kind to help mitigate the impacts of COVID-19)? (Yes or No), if Yes provide the following:
 - Provide funding source(s), amount, and what the grant will be used for (Example: I received the PPP the PPP was used to pay for payroll for April and May):
- 23) Attach W-9.

Certification & Authorization:

This section must be completed if applying for any funds.

The Applicant must certify to each of the statements below by signing below:

- The Applicant has read the statements included in this Application and understands them.
- The Applicant has the authority and legal right to complete and submit this Application on behalf of the business.
- The Applicant will use any grant awarded by the SPARK Grant Program in the manner specifically set forth in the Application.
- The Applicant understands grants are taxable income and that grants are not generally excluded from a business’s gross income.
- The Applicant agrees to comply with all Federal, State, and Local Laws and further agrees to comply with any provisions of the CARES Act applicable to this grant program.
- To the best of the Applicant’s knowledge, the information included in this Application and the information provided in all supporting documents is true and accurate. The applicant acknowledges that these grant funds are being provided because of negative business impacts due to COVID-19. All applicants certify their business have been negatively impacted in order to qualify. All applicants also certify that they have not received any other funds from local, state, or federal governments to cover the costs requested in this grant application.
- The Applicant agrees to comply with all Pratt County reporting requirements for the grant.
- The Applicant understands that knowingly making a false statement, any intentional misrepresentation or omission of information contained in this Application or supporting documents will result in forfeiting this Application now and in the future, returning of any funds granted, and any such action may constitute fraud, for which the Applicant may be liable via criminal or civil action.

Terms of Application:

By completing this Application, the Applicant, individually and on behalf of the Applicant, authorizes and consents to the disclosure, review, and storage of information by Pratt County of any and all information and documents submitted in connection with this Application. The Applicant understands and acknowledges that the funding for the SPARKS Grants Program is limited and that the Applicant is not legally entitled to receive a grant from the SPARKS Grants Program. In this regard, the Applicant agrees that Pratt County shall not be liable to the Applicant, or any third party affiliated with the Applicant, and hereby releases Pratt County from, any and all costs, expenses, damages, claims, or loss of any kind as many be incurred in connection with the grant requested in this Application or for anything they may do or refrain from doing, including, without limitation, any action or inaction relating to grant application requirements, grant criteria, application review and processing, grant approval or disapproval, grant payment amount, and all communications relating to any of the foregoing requirements, processes, or actions.

The Applicant further agrees and acknowledges that:

- Pratt County has the right to request supporting documentation regarding this Application and the use of the grant monies provided by the Grant Program and Applicant agrees to provide such documentation.
- Pratt County reserves the right to conduct an audit of this Application and a verification of any information provided herein.
- All funds must be spent in accordance with the terms of the CARES Act, prior to December 30, 2020, and documentation will be required for all expenditures on or before January 5th, 2020.
- Pratt County may provide, upon the public’s request, the name of your business and the amount of grant funding your business may receive as part of a listing of grant award recipients.

Signature:

By submitting this application, you certify that you are authorized to apply for grant funds on behalf of the business identified. You also certify that the information provided is true and correct to the best of your knowledge. Falsification of information could result in the immediate repayment of grant funds with the possibility of other legal action.

- Your name:
- Title/Role in Business:
- Your email address:
- Your phone number:

Signed: _____

Date: _____

All applications and supporting documentation must be submitted via email to recovery@prattcounty.org. Questions should also be directed to this email account. Zoom calls will be offered to assist applicants with completing this application if they have questions.

Coronavirus Relief Fund Memorandum of Understanding

WHEREAS, the state of Kansas is facing both a public health and economic crisis – the pandemic and public health emergency of COVID-19, which has resulted in illness, quarantines, school closures, and temporary closure of businesses resulting in lost wages and financial hardship to Kansas citizens locally;

WHEREAS, the World Health Organization declared a pandemic on March 11, 2020;

WHEREAS, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, et seq. and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020;

WHEREAS, on June 16, 2020 the State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Taskforce’s proposal to distribute money to Pratt County help address the health and economic challenges inflicted by COVID-19 based on Pratt County’s population and impact from COVID-19 with funds provided for reimbursement of COVID-19 related costs and as direct aid unless otherwise approved by the SPARK Taskforce.

WHEREAS, to ensure that all educational and municipal entities within counties receive Coronavirus Relief Funds to meet their respective health and economic challenges, the SPARK Taskforce Executive Committee passed a motion on June 2, 2020, to direct counties to allocate and share Coronavirus Relief Funds with public educational and municipal entities within their counties.

WHEREAS, Pratt County adopted a Resolution to accept and distribute funds to cities and other entities within Pratt County.

THEREFORE, pursuant to the authority vested in the Pratt County Board of County Commissioners, in order to begin the process of safely, strategically, and proactively providing the resources the community needs to both mitigate the spread of COVID-19 and invest in long-term economic recovery, the Pratt County Board of County Commissioners accepted any funds appropriated it by the State of Kansas through the State’s Coronavirus Relief Fund and distributed by Pratt County pursuant to the following terms designed to ensure the lawful use of funds and transparency, equity, and accountability:

1. Section 5001 of the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act, as codified in 42 U.S.C. § 801, provides the eligible purposes for which Coronavirus Relief Fund (“CRF”) payments may be used. Under 42 U.S.C. § 801(d) funds may be used for:
 - a. necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19);
 - b. not accounted for in the budget most recently approved for the county as of March 27, 2020; and
 - c. incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
2. The following are examples of public health expenditures allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
 - Grants to small businesses to reimburse the costs of business interruption caused by required closures
3. The following are examples of public health expenditures NOT allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
 - Damages covered by insurance, Expenses that will be reimbursed under any federal program, Reimbursement to donors for donating items or services, Workforce bonuses other than hazard pay or overtime, Severance pay, Legal settlements
4. To ensure effective and timely oversight of local spending, _____ will comply with reporting requirements established by Pratt County.
5. As provided in 42 U.S.C. § 801(f), the Inspector General of the Department of the Treasury determines whether CRF payments have been used for eligible purposes. Fund payments that are deemed to have been used for ineligible purposes are treated as a debt owed by the implementing government to Treasury. This Memorandum of Understanding signifies that, upon approval, _____ agrees to cooperate with any audits or inquiries by the Department of the Treasury concerning CRF funds and agrees to pay any debt incurred to the Department of the Treasury due to ineligible expenditures of appropriated CRF funds.
6. _____ understands that the United States Department of the Treasury or the Governor’s Office of Recovery may issue guidance regarding the transfer, expenditure, reimbursement, or other use of CRF funds.
7. Pratt County must return all unspent funds no later than December 30, 2020 and will make any unspent funds available for return prior to December 30, 2020. All reconciliation documents submitted to the SPARK Taskforce will be made publicly available by the Governor’s Office of Recovery, including supporting documentation submitted by _____ to Pratt County.
8. _____ understands and agrees that any CRF funds cannot be used to reimburse for funds already received from other government programs, outside donations, or other COVID-19 related sources of income. _____ is required to disclose all information and sources of funding when applying to receive reimbursements or direct transfer of CRF funds. Intentional failure to disclose such funds can result in loss of participation within the program. Any moneys incorrectly used under the rules and regulations of this MOU, state law or federal law will be reimbursed by _____ immediately to Pratt County.
9. This document shall be filed with the County Clerk. It shall become effective on the date of signature below:

Signature and title of Business

Date

Signature Pratt County Commission

Date