

# Tyler Regional Economic Development CARES Grant Program



Website: <https://tyler.govoffice.com/>

## **INSTRUCTIONS AND QUALIFICATIONS**

The City of Tyler recognizes that healthy business districts play an important role in the vitality of Tyler and understands there are many challenges that businesses have faced with COVID-19. The Tyler CARES Grant Program aims to help restart businesses and non-profit organizations that have had financial hardship as a result of COVID-19 by providing funds to address business interruption costs. The CARES Grant Program will be capped at \$30,000 or expire on October 15, 2020, whichever comes first.

Please review qualifications and process below. Grants are awarded based on a lottery selection, not on a first-come-first-serve basis. To apply, complete application in its entirety and email to Stephanie LaBrune at [cityadmin@heartlandpower.org](mailto:cityadmin@heartlandpower.org). Applications are due by Wednesday, October 7<sup>th</sup> by 12pm. All applications will be reviewed and approved to enter the lottery selection by a committee. If funds are still available after, a second round of applications will be accepted and reviewed until funds are depleted.

## **Availability**

- Maximum of one grant per small business or non-profit organization.
  - Maximum \$5,000 grant for 1-50 Full-Time Equivalent (FTE) Small Businesses
  - Maximum of \$5,000 grant for 501(c)3 and 501 (c)19 Non-Profit Organizations
- Limited funding is available of \$30,000.

## **Qualifications**

- Physical, commercial location, whether owned or leased, located in Tyler city limits.
- Registered with the Minnesota Secretary of State or have proof of Business establishment and have been in business since December 1, 2019.
- Must be current with local property taxes.
- Small Businesses with 1-50 Full-Time Equivalent (FTE) Employees.
- 501(c)3 and 501(c)19 Non-Profit Organizations.
- Demonstrated negative impact by business interruptions since March 1, 2020 due to COVID-19.
  - Revenue Statement from March 1, 2019 – July 1, 2019 versus March 1, 2020 – July 1, 2020.

## **Preferences**

- Business referenced in Gov. Walz's Executive Orders (EO 20-04, EO 20-08, EO 20-18). See Appendix A.

## **Eligible Expenses (March 1, 2020 – October 15, 2020)**

- Expenses of business interruption caused by the required closures including:
  - payroll (including wages and benefits)
  - rent or lease payments
  - utilities
  - equipment costs or rental
  - business inventory and purchases
  - working capital or other business critical operating expenses.
- Expenses related to implementing reopening plan and promoting social distancing measures.
- Employment and training programs for employees.

## **Ineligible Expenses**

- Grant cannot be used to cover the **same** expenses as EIDL or PPP loan\*.  
\*(If you received EIDL or PPP you are still eligible, you just can't double up on the same expenses).
- Grant cannot be used to cover the same expenses as what was submitted for the Lincoln County or any other CARES grant programs.
- Home-based businesses are not eligible.

## **Reimbursement**

This is a **reimbursement program**. You must pay for the total eligible expenses prior to receiving a reimbursement check from the program administrator.

# Tyler Regional Economic Development CARES Grant Program



## **APPLICATION SUBMITTAL REQUIREMENTS**

- Complete CARES Grant Program Application and email to Stephanie LaBrune ([cityadmin@heartlandpower.org](mailto:cityadmin@heartlandpower.org)) by Wednesday, October 7<sup>th</sup> at 12pm.
  - Make sure to sign the Tyler CARES Grant Application.

## **APPLICATION PROCEDURES**

### **Step 1: Be sure to meet program requirements.**

- ✓ Physical, commercial location, whether owned or leased, located in Tyler city limits.
- ✓ Registered with the Minnesota Secretary of State and have been in business since December 1, 2019.
- ✓ Must be current with local property taxes.
- ✓ Small Businesses with 1-50 Full-Time Equivalent (FTE) Employees.
- ✓ 501(c)3 and 501(c)19 Non-Profit Organizations.
- ✓ Demonstrated negative impact by business interruptions since March 1, 2020 due to COVID-19.
  - Revenue Statement from March 1, 2019 – July 1, 2019 versus March 1, 2020– July 1, 2020.

### **Step 2: Complete and submit the Tyler CARES Grant Program Application.**

- ✓ Complete the Tyler CARES Grant Program Application and email to Stephanie LaBrune ([cityadmin@heartlandpower.org](mailto:cityadmin@heartlandpower.org)) by Wednesday, October 7<sup>th</sup> at 12pm.
- ✓ Applications are due by Wednesday, October 7<sup>th</sup> at 12pm.
- ✓ Grants are awarded based on a lottery selection, not on a first-come-first-serve basis.
- ✓ All applications will be reviewed and approved by a committee to enter the lottery selection.

### **Step 3: Complete and sign a Participation Agreement.**

- ✓ After the grant application has been approved and selected by lottery, the business/organization will complete and sign a participation agreement.

### **Step 4: Complete, sign and submit the Tyler CARES Grant Reimbursement Request Form.**

- ✓ Complete, sign and submit the Tyler CARES Grant Reimbursement Request Form and email to Stephanie LaBrune ([cityadmin@heartlandpower.org](mailto:cityadmin@heartlandpower.org)) as soon as possible, but no later than October 7, 2020.

### **Step 5: Submit documentation (Receipts and Proof of Payments).**

- ✓ Submit all receipts and proof of payment of each entity to Stephanie LaBrune ([cityadmin@heartlandpower.org](mailto:cityadmin@heartlandpower.org)) as soon as possible, but no later than October 13, 2020. The eligible expenses are from the time period of March 1, 2020 – October 13, 2020.
- ✓ Submit completed and signed W-9 form.
- ✓ Receipts and proof of payments received after October 13, 2020 will not be eligible for reimbursement.
- ✓ Failure to submit required documentation will result in forfeiture of grant award.

### **Step 6: Disbursement of grant funds.**

- ✓ The grant funds will be disbursed to you by the City of Tyler or TRED after they have reviewed and approved **ALL** eligible receipts and proof of payments.

## **CONTACTS**

For program questions, please contact:  
Stephanie LaBrune, Tyler City Administrator  
[cityadmin@heartlandpoewr.org](mailto:cityadmin@heartlandpoewr.org)  
507-247-5556

# Tyler Regional Economic Development CARES Grant Program



## APPLICATION FORM

Legal Business Name \_\_\_\_\_ Type of Organization (Circle One) Small Business 501(c)3 501(c)19

Physical Address \_\_\_\_\_

EIN \_\_\_\_\_

DUNS Number (<https://fedgov.dnb.com/>) \_\_\_\_\_

Date Established \_\_\_\_\_

Owner Since (MM/DD/YYYY) \_\_\_\_\_

Registered with MN Secretary of State (Yes/No) \_\_\_\_\_

Current Number of Full-time Equivalent Employees (Example: an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs.) \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Current on Local Property Taxes (Yes/No) \_\_\_\_\_

Contact Preference (for this application)

Call  Text  E-mail

Describe how the current COVID-19 situation is affecting your business \_\_\_\_\_

Has your business received Minnesota Small Business Relief Grant, Economic Injury Disaster Loan (EIDL), Paycheck Protection Program (PPP)? If yes, which ones? \_\_\_\_\_

What was your total annual gross revenue in 2019? (Please provide supporting documentation). \_\_\_\_\_

What was your total business revenue from March 1, 2019 – September 1, 2019? (Please provide supporting documentation). \_\_\_\_\_

What was your total business revenue from March 1, 2020 – September 1, 2020? (Please provide supporting documentation). \_\_\_\_\_

Up to the maximum of \$5,000, how much are you applying for? (if you could utilize more, please indicate how much) \_\_\_\_\_

How will you be using the funds: \_\_\_\_\_

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## APPENDIX A

### **Businesses cited in Governor's Emergency Executive Order 20-04 as follows:**

Beginning no later than March 17, 2020 at 5:00 p.m., and continuing until March 27, 2020 at 5:00 p.m., the following places of public accommodation are closed to ingress, egress, use and occupancy by members of the public:

- a. Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption, excluding institutional or in-house food cafeterias that serve residents, employees and clients of businesses, childcare facilities, hospitals and long-term care facilities.
- b. Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
- c. Hookah bars, cigar bars, and vaping lounges offering their products for on-premises consumption.
- d. Theaters, cinemas, indoor and outdoor performance venues, and museums.
- e. Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas.
- f. Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities.
- g. Country clubs, golf clubs, boating or yacht clubs, sports or athletic clubs, and dining clubs.

### **Businesses cited in Governor's Emergency Executive Order 20-08 as follows:**

Paragraph 1.e. of Executive Order 20-04 is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethroughs): *Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.*

All other provisions of Executive Order 20-04 remain in effect.

### **Continuing the Closure of Bars, Restaurants, and Other Places of Public Accommodation in Governor's Emergency Executive Order 20-18 as follows:**

The closure of bars, restaurants, and other public accommodations set forth in Executive Orders 20-04 and 20-08 is extended until May 1, 2020 at 5:00 pm. 2. The first sentence of paragraph 1 of Executive Order 20-04 is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethroughs): 2 Beginning no later than March 17, 2020 at 5:00 pm, and continuing until May 1, 2020 at 5:00 pm, the following places of public accommodation are closed to ingress, egress, use, and occupancy by members of the public: 3. I further direct and clarify that places of public accommodation, which would otherwise be ordered closed, may stay open if they have been repurposed to exclusively provide services permitted under Paragraph 4 of Executive Order 20-04. For example, a gymnasium that has been repurposed to provide child care services is authorized to provide those essential services, subject to relevant licensing and other requirements, as well as applicable Minnesota Department of Health guidelines.

All other provisions of Executive Order 20-04 remain in effect, including the amendment made by Executive Order 20-08.

# Tyler Regional Economic Development CARES Grant Program



## PARTICIPATION AGREEMENT

### STEP 1 – COMPLETE, SIGN AND SUBMIT TYLER CARES GRANT REIMBURSEMENT FORM

- ✓ Complete, sign and submit Tyler CARES Grant Reimbursement Request Form and email to Stephanie LaBrune ([cityadmin@heartlandpower.org](mailto:cityadmin@heartlandpower.org)) no later than October 7, 2020.

### STEP 2 – SUBMIT DOCUMENTATION (RECEIPTS AND PROOF OF PAYMENTS)

- ✓ Submit all receipts and proof of payments of each entity to Stephanie LaBrune ([cityadmin@heartlandpower.org](mailto:cityadmin@heartlandpower.org)) as soon as possible, but no later than October 13, 2020.
- ✓ Receipts and proof of payments received after October 13, 2020 will not be eligible for reimbursement.
- ✓ Failure to submit required documentation will result in forfeiture of grant award.

### STEP 3 – DISBURSEMENT OF GRANT FUNDS

- ✓ The grant funds will be disbursed to you by the Finance Department after they have reviewed and approved **ALL** eligible receipts and proof of payments.

### STEP 4 – REVIEW TERMS AND CONDITIONS

- ✓ The grant applicant will receive a grant in the amount specified below pending Grant Applicant's compliance with (1) the Tyler CARES Grant Program Eligible expenses, (2) this Agreement, and (3) available funding. Final determination of eligibility rests with the City of Tyler EDA Review committee. The Tyler CARES Grant Program will be capped at \$30,000 or October 15, 2020, whichever comes first.

### STEP 5 - SIGN AND DATE

**Sign and date below, accepting the forgoing terms. *A grant is not approved until this document is signed by your Program Administrator.***

### GRANT APPLICANT

By: \_\_\_\_\_

Its:

**TO BE COMPLETED BY THE  
PROGRAM ADMINISTRATOR**

Grant Amount Requested:

Grant Amount Approved:

Grant Approval Date:

### PROGRAM ADMINISTRATOR

By: \_\_\_\_\_

Its: TYLER CARES GRANT PROGRAM ADMINISTRATOR