

**COVID-19
Small Business
Emergency
Assistance
Grants**

**Oshtemo Downtown
Development Authority**

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INTRODUCTION & OVERVIEW

As a response to the rapid spread of COVID-19 Governor Whitmer instituted Executive Order No. 2020-21, effective as of March 24th, which in essence is a “shelter in place” order that requires all activities not necessary to sustain or protect life to be suspended through April 13, 2020 or longer if deemed necessary. These restrictions limit or, in some cases, prohibit routine business transactions from occurring which has significant implications for small businesses.

In effect, business owners are no longer able to generate revenue as before, which will negatively impact their cashflows and ability to continue operations and pay employees. If unaddressed, this issue could lead to business’s needing to close, additional reductions in the workforce, the decline of property values, and ultimately contribute to structure deterioration from the inability of upkeep and the growth of blight. Luckily the federal and state governments are aware of these implications and have started various grant and loan programs to try to ensure that local businesses have the resources they need to withstand the coming weeks.

Downtown Development Authorities were created for the purposes of:

- Promoting health, safety, prosperity, security and general welfare
- Preventing property value or structure deterioration
- Halting or preventing the growth of blighted areas
- Assisting municipalities in the development and redevelopment of such districts

Helping businesses in this time of need falls well within the scope of the Oshtemo Downtown Development Authority (DDA). As such, the DDA Board would like to assist small businesses by offering Small Business Emergency Assistance Grants for up to \$2,500 (while approved grant funds are available) to help cover operational expenses. Eligible expenses include:

- Rent/Mortgage Payment
- Utility Payments
- Maintaining basic operations payroll

This program is only a stop gap and not intended to sustain businesses over the long term. We highly encourage all businesses that need aid to explore other business resources through Southwest Michigan First (<https://www.southwestmichiganfirst.com/what-we-do/covid-19-response/business-resources/>). In particular, small businesses are encouraged to make an application for the Payroll Protection Program (<https://www.southwestmichiganfirst.com/what-we-do/covid-19-response/paycheck-protection-program/>). Consumer Energy is also offering support, call 800-805-0490 to get assistance with your energy bill and to learn how to find additional short-term help.

ELIGIBILITY

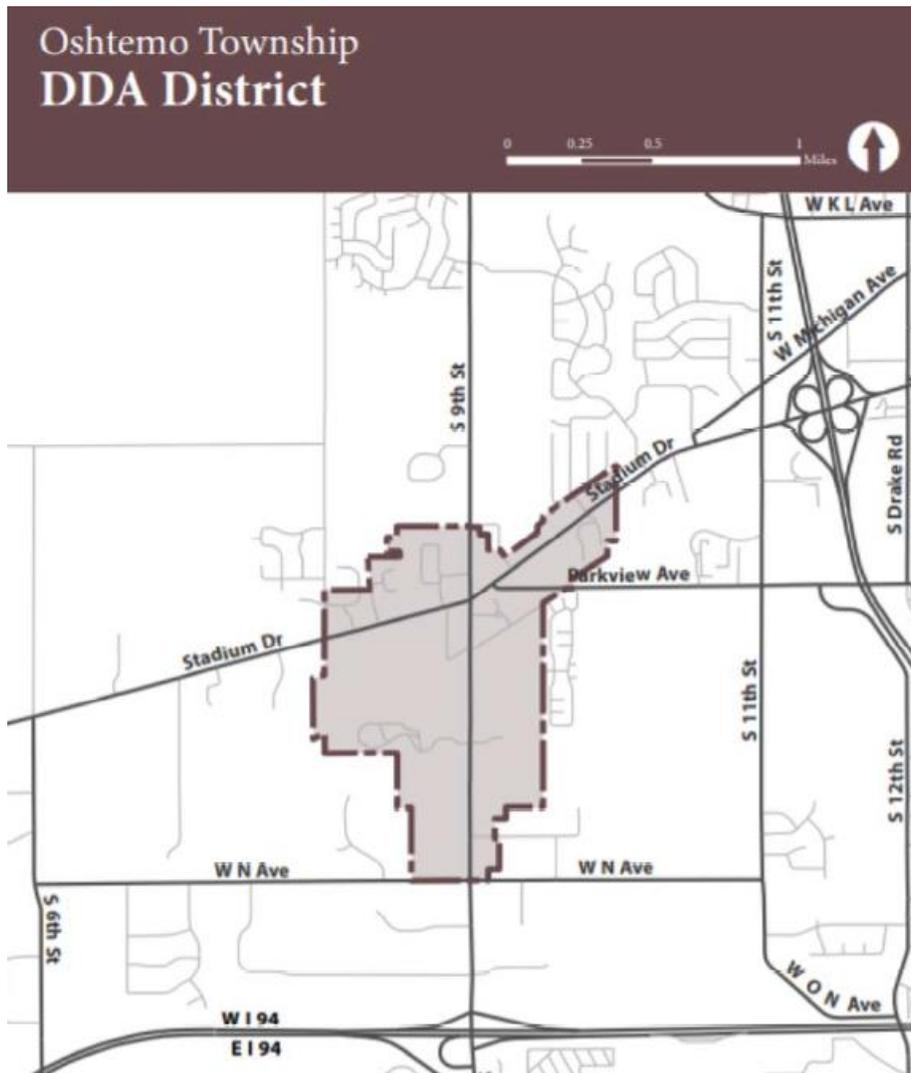
Businesses seeking funds through the Oshtemo DDA COVID-19 Small Business Emergency Assistance Grants Program must meet the following criteria:

- Have a brick and mortar establishment located within the DDA District, see map on the next page
- Is a for-profit business
- Have 50 employees or less
- Fully operational on March 6, 2020
- Experienced a loss in income since Executive Order No. 2020-21 or a subsequent order with similar intent.

The DDA reserves the right to award, not award, or delay awarding grants. Please note that awards will be prioritized based on demonstrated need - i.e. those that are behind on payments or days away from closing. The DDA also reserves the right to alter the application for the grants as needed. Grant funds are limited in total and will only be available until those funds run out. The most current version of the grant will be posted on the DDA's website: <https://oshtemo.org/about-oshtemo/tax-increment-financing-districts/>.

HOW TO APPLY

Applications will be accepted on a rolling basis through June 1, 2020 and reviewed biweekly. Businesses should complete the attached grant application and email it along with supporting documentation to ilubbert@oshtemo.org. Incomplete applications will not be considered and will be returned to sender for corrections. Please don't hesitate to contact us at the email above if you have any questions.



Oshtemo DDA COVID-19 Small Business Emergency Assistance Grant Application

Confidentiality - All information contained in and attached to this application is considered to be trade secrets and confidential financial data; therefore, it is not subject to public disclosure. The only people who will have access to the applications are members of the DDA's COVID-19 Emergency Assistance Grant Subcommittee and their legal counsel to allow for the consideration of applications.

Part 1 – Applicant information

Legal name of business: _____ EIN# or SS#: _____

Trade name (if different from legal name): _____

Describe the goods and or services your business provides: _____

Physical address: _____

Mailing address (if different): _____

Business phone number: _____ Business email address: _____

Business website address: _____

Applicant's name: _____ Phone number: _____

Owner's name (if different): _____ Phone number: _____

Part 2 – Eligibility

- | | | |
|---|------------------------------|-----------------------------|
| 1. Is your business located within the DDA boundary? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is your business for-profit? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Does your business employ 50 individuals or less? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Was your business fully operational on March 6, 2020? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Has your business experienced a loss in income since Executive Order
No. 2020-21 or a subsequent order with similar intent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Part 3 – Grant Request

Amount requested (up to \$2,500 per grant): _____

Purpose of requested funds (check all that apply and specify the amount of the requested grant being allocated):

- Rent/Mortgage Payment: \$ _____
- Utilities: \$ _____
- Wages / Payroll: \$ _____

Please provide supporting documentation (bills, statements, payments) for December 2019, January 2020, and February 2020 for all selected items.

Part 4 – Supplemental Documents/Information Required

1. How many employees did you have as of March 6, 2020 when fully operational (full and part-time)?

2. How many employees do you have as of today's date? _____

3. What is your estimated revenue loss since March 6, 2020? _____

4. What are your immediate working capital needs? _____

5. To the extent your business is responsible for paying property taxes to Oshtemo Township, were you delinquent on property tax payments as of March 6, 2020? Yes No

6. Have you applied for the Payroll Protection Program or other emergency loans or grants? If yes, please list:

7. Please provide any other information or documentation you would like the subcommittee to consider:

8. Please indicate if you own or lease your property: _____

9. Please describe how this grant will help assist your business: _____

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge. I understand the subcommittee may request or require further information to validate this information. I further understand that false statements may result in denial or revocation of this grant.

Signature of Applicant

Date

Signature of Owner (if different)

Date

Please submit completed applications to ilubbert@oshtemo.org with "DDA SBEAG" in the subject line followed by the name of your business.