



Agenda Report Form

Open Session Item

**SUBJECT:** Restaurant Relief Grant Program and remaining CARES Act Funding

**PRESENTATION DATE:** Tuesday, November 3, 2020

**PRESENTATION BY:** Susan Small, Director of Business Development

**RECOMMENDED MOTION:** Move to approve the acceptance of \$1,352, 231 of grant funds from the Maryland Department of Business Management through the Department of Commerce for the provision of a restaurant relief grant program in Washington County

**REPORT-IN-BRIEF:** Maryland is launching a new \$50 million grant program to provide direct relief to restaurants across the State. These grants can be used for working capital, such as rent, payroll, and job training, purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts, infrastructure improvements, such as HVAC system upgrades, technology to support carryout and delivery, purchase of PPE and disposable food containers or utensils, sanitation services, and any other costs that are permitted under a COVID-19 restaurant assistance program that your jurisdiction may already be operating.

These funds will be allocated to local jurisdictions in the form of a grant from the state and must be disbursed to businesses by no later than December 31, 2020. The state will provide clear guidelines that jurisdictions must follow to disburse the funds. Additionally, the \$50 million in funds will be distributed proportionally based on the number of restaurant establishments located in each jurisdiction. Based on our current data, we expect Washington County's share of the \$50 million to be \$1,352,231.

Additionally, the Department of Business Development has approximately \$800,000 left in CARES Act Rise Up Business Stabilization fund. We would like to disburse the remaining amount evenly to previously awarded businesses. Which is approximately \$1,057 per business.

**DISCUSSION:** Washington County Department of Business Development will be utilizing the previous Rise Up Grant guidelines as a basis for the new Restaurant Relief Grant Program. A new application must be filled out and submitted for review and approval by each restaurant, although the required accompanying documentation has been simplified. If a restaurant has applied to the Rise Up Grant and received an award, they are entitled to apply for this as well. With a maximum of \$20,000 for each grant, on a first come, first serve basis, we hope to assist the restaurant community in Washington County as swiftly as possible. The deadline for applications will be December 18<sup>th</sup>, 2020.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Kirk Downey, Interim County Administrator/County Attorney; Susan Buchanan, Director of Grant Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Restaurant Relief Application

**AUDIO/VISUAL NEEDS:**

**Rise Up Restaurant Relief  
Washington County Grant Assistance Program**

**APPLICATION FORM**

**By completing this application, the applicant accepts the following terms:**

1. All of the information set forth in the Application is true and correct.
2. The Grantee and the person signing below have the authority or right to sign this formal application and agree to its terms.
3. The applicant is and will remain, in compliance with the laws of the Federal Government and the State of Maryland and its political subdivisions, including all laws prohibiting discrimination.
4. If any information or certification in the Application or any attachments to the Application are false or materially misleading, the Grantee shall repay any awarded grant funds back to Washington County in the full amount.

**Eligibility Criteria**

1. Must own, rent, or lease a permanent or mobile commercial food and/or beverage service location in Washington County as of March 1, 2020 (non-profit organizations, commissaries, food banks, groceries, farmers markets, vending machines, home kitchens, etc. are not eligible)
2. Business must have a current Washington County business license and have been in business on March 1, 2020, and the business must be in good standing with Washington County Government and the State of Maryland with no outstanding taxes, fees, or other charges, and registered with the state, if required by law.
3. Demonstrate operational expenses or purchases incurred due to COVID-19 in the periods from March 1, 2020 through December 30, 2020.
4. Eligible expenses may include, but are not necessarily limited to working capital, such as rent, payroll, and job training, purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts, infrastructure improvements, such as HVAC system upgrades, technology to support carryout and delivery, purchase of PPE and disposable food containers or utensils, sanitation services, and any other costs related to continuity of business.
5. Applications from franchise restaurants will be accepted as long as the franchisee does not own more than 2 franchise businesses in Washington County.
6. The maximum amount awarded for this grant will be \$20,000 per applicant.

### **Criteria Questions:**

If you answer NO to any of the following questions, then your business does not qualify for this grant. Please visit [www.washcorises.net](http://www.washcorises.net) for additional financial assistance.

Is the business in good standing with Washington County Government and the State of Maryland with no outstanding taxes, fees, or other charges, and registered with the state, if required by law?

**Check: YES \_\_\_\_\_ or NO \_\_\_\_\_**

Have you owned, rented, or leased a permanent or mobile commercial food and/or beverage service location in Washington County as of March 1, 2020

**Check: YES \_\_\_\_\_ or NO \_\_\_\_\_**

Are you a For-profit, locally owned and operated restaurant?

**Check: YES \_\_\_\_\_ or NO \_\_\_\_\_**

I understand all funds must be dispensed by December 30, 2020.

**Check: YES \_\_\_\_\_ or NO \_\_\_\_\_**

## **Applicant Information**

Business Legal Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

Tax ID/EIN: \_\_\_\_\_

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

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Business Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Business: (Choose below)

\_\_\_\_\_ Restaurant \_\_\_\_\_ Convenience Store \_\_\_\_\_ Mobile \_\_\_\_\_ Carry-out only

\_\_\_\_\_ Brewery/Vineyard/Distillery \_\_\_\_\_ Other: \_\_\_\_\_

Year established: \_\_\_\_\_

Do you own (with a mortgage), lease, or rent your business site?

\_\_\_\_\_ Lease \_\_\_\_\_ Rent \_\_\_\_\_ Own with a mortgage \_\_\_\_\_ Own without a mortgage

Current number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Business Structure:

\_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Limited Liability Company (LLC) \_\_\_\_\_ Corporation

\_\_\_\_\_ Partnership \_\_\_\_\_ S-Corporation

**Amount of Funds Requested: \$** \_\_\_\_\_

(The award amount will be based on the amount demonstrated as financial stress or disrupted operating expenses or \$20,000, whichever is less. These grants can be used for working capital, such as rent, payroll, and job training, purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts, infrastructure improvements, such as HVAC system upgrades, technology to support carryout and delivery, purchase of PPE and disposable food containers or utensils, sanitation services, and any other costs related to the impact of COVID-19)

**Please explain how COVID-19 has impacted your business and how this grant would benefit the stabilization of your restaurant business.**

**Please indicate if you have applied for, been awarded or plan to apply for the following programs?**

US SBA Economic Injury Disaster LOAN (EIDL)

Applied  Received (Amount \$\_\_\_\_\_)

US SBA Economic Injury Disaster GRANT (EIDL)

Applied  Received (Amount \$\_\_\_\_\_)

US SBA Paycheck Protection Program (PPP)

Plan to Apply  Applied  Received (Amount \$\_\_\_\_\_)

Maryland Small Business COVID-19 Emergency Relief Grant

Applied  Received (Amount \$\_\_\_\_\_)

Maryland Small Business COVID-19 Emergency Relief Loan

Applied  Received (Amount \$\_\_\_\_\_)

Washington County Rise Up Business Stabilization Grant

Applied  Received (Amount \$\_\_\_\_\_)

**Please list any additional funding efforts in which you have applied for. (personal loan, etc.)**

**Application Submission Checklist:**

The following documents are required in order for an application to be considered complete. It is the applicant's sole responsibility to ensure everything is submitted in a timely manner. For consideration of your application, the following must be submitted:

- Complete and attach Vendor Form and W-9 Form. (required to process payment.)
- Completed and Signed Application

Additional financial information and/or financial statements may be requested and required.

**ACKNOWLEDGMENT AND CERTIFICATION**

I/We hereby certify that I/we have read and understand the information contained in the Application and meet the eligibility guidelines for the program. I/we have willing intentions to continue operating my/our business for at least the next 12 months, subject to further guidelines from the Maryland Governor and accompanying Governors Order(s). I/we also certify that the above information is true and correct and understand that any misinformation submitted or omitted could result in the dismissal of this request for program assistance. I/we understand that this application does not guarantee assistance and all eligibility guidelines, terms, and conditions must be met in order to receive benefits. Applicant acknowledges that "confidential commercial information" and "confidential financial information" submitted with or on this Application Form are entitled to protection under the Maryland Public Information Act (the "Act"). The County shall produce this Application (and any attachments thereto) to third parties only in accordance with the Act and cases construing same.

Applicants must comply with all conditions indicated on their application form and there may be additional supporting documentation requested by the review team at any time during the process.

If the application has been approved, the applicant will receive an award notification letter which will serve as the grant agreement document. Signing the grant application and depositing or negotiating the grant award check indicates Applicant's acceptance of all grant terms and conditions. The Applicant further agrees to provide any additional documents that may be need in the future if a federal audit is required. If an audit determines that grant funds were used for an ineligible, impermissible, or disallowed purpose, the recipient acknowledges that recipient is liable to and must reimburse the County in the amount of the grant funds used for an ineligible, impermissible, or disallowed purpose.

By signing below, I certify that the information above is true and correct, I agree to comply with the program requirements and eligibility as described in the above Rise Up Restaurant Relief Grant Eligibility Criteria and Application, and I understand that if my application is approved, failure to comply with said terms and conditions will result in termination of the Grant Award letter.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Submit application to:**

Washington County Department of Business Development  
100 W. Washington Street, Suite 1401  
Hagerstown, MD 21740  
[Riseup@washco-md.net](mailto:Riseup@washco-md.net)