



TOWN OF HUDSON

Board of Selectmen



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6024 · Fax: 603-598-6481

Hudson Board of Selectmen

August 17, 2020

5:00 PM

BOS Meeting Room at Town Hall

Agenda

1. Call to Order
2. Attendance
3. Pledge of Allegiance
4. Small Business Grant for COVID expenses
5. Adjournment



TOWN OF HUDSON

Finance Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603 881-3944

To: Dave Morin, Chairman of BOS

Info: Steve Malizia, Town Administrator
Rob Buxton, Fire Chief

From: Kathy Carpentier, Finance Director 

Date: August 13, 2020

Subject: Funding for Small Business Grant Program

Please accept this letter as a response for information to the Board of Selectmen. If the Board is interested in implementing and funding a program for Small Business Grants please note that there are no funds budgeted in the current fiscal year for this project. I have identified the following sources of funds:

		<u>From</u>
Contingency	5940-298	\$25,000
Town Poor	5151-258	\$10,000
Legal Fees	5200-218	\$ 7,000
Insurance	5910-117/201	\$ 8,000
		<u>To</u>
Community Relations	5110-345	\$50,000

If the Board approves this program a line item transfer form would be appropriate. We will also seek reimbursement from the GOFERR grant program.

Motion:

To implement a Small Business Grant Program to help assist up to 50 small businesses affected by the COVID pandemic in the amount of \$1,000 per applicant to be charged to BOS/Administration Community Relations (5110-345) and to request reimbursement from the GOFERR grant program.

**Town of Hudson
Request for Line Item Transfer**

Date: 8/12/2020

Department Board of Selectmen

Program Small Business Grant Program for COVID

	Description	Account Number	Amount
Transfer To	<u>Bos/Admin</u> <u>Community Relations</u>	<u>5110-345</u>	<u>50,000.⁰⁰</u>
Transfer From	<u>Town floor</u>	<u>5151-258</u>	<u>(10,000.⁰⁰)</u>
	<u>Legal Fees</u>	<u>5200-218</u>	<u>(7,000.⁰⁰)</u>
	<u>Insurance, WC</u>	<u>5910-117</u>	<u>(1,000.⁰⁰)</u>
	<u>Insurance, P&L</u>	<u>5910-201</u>	<u>(7,000.⁰⁰)</u>
	<u>Contingency</u>	<u>5940-298</u>	<u>(25,000.⁰⁰)</u>

Department Head Comments: _____

Department Head Signature _____

Other Comments: _____

Finance Director Signature K. Carpentier

Town Administrator Signature _____

Board of Selectmen Action Required? Yes No

Board of Selectmen Signature _____

Run: 8/12/20
8:18AM

Expenditure Report - Including Carry Forward Activity

Budget vs Actuals

Town of Hudson, NH
As Of: August 2020, GL Year 2021

Page: 1
kcarpentier
ReportSortedExpenditure
AvsB - All

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
General Fund									
Town Poor									
01-4442-5151-258-000	Town Poor, Town Poor Services								
	80,000.00	0.00	0.00	80,000.00	0.00	1,770.00	0.00	10K 78,230.00	2.213
Total Town Poor	80,000.00	0.00	0.00	80,000.00	0.00	1,770.00	0.00	78,230.00	2.213
Legal									
01-4153-5200-218-000	Legal, Fees								
	106,560.00	0.00	0.00	106,560.00	0.00	0.00	54,000.00	7K 52,560.00	50.676
01-4153-5200-249-000	Legal, Other Labor Issues								
	12,000.00	0.00	0.00	12,000.00	0.00	953.16	0.00	11,046.84	7.943
01-4153-5200-278-000	Legal, Value Defense								
	18,000.00	0.00	0.00	18,000.00	1,004.00	1,555.00	5,000.00	11,445.00	36.417
Total Legal	136,560.00	0.00	0.00	136,560.00	1,004.00	2,508.16	59,000.00	75,051.84	45.041
Insurance									
01-4196-5910-116-000	Insurance, Unemployment Ins.								
	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.000
01-4196-5910-117-000	Insurance, Workers Comp.								
	265,000.00	0.00	0.00	265,000.00	0.00	263,911.00	0.00	1K 1,089.00	excess 99.589
01-4196-5910-201-000	Insurance, Property and Liability Ins.								
	244,000.00	0.00	0.00	244,000.00	0.00	236,896.00	0.00	7K 7,104.00	excess 97.089
Total Insurance	519,000.00	0.00	0.00	519,000.00	0.00	500,807.00	0.00	18,193.00	96.495
Non-Departmental - Other									
01-4199-5940-208-000	Other Expenses, Telephone								
	27,000.00	0.00	0.00	27,000.00	43.52	1,980.10	0.00	25,019.90	7.334
01-4199-5940-221-000	Other Expenses, Equipment Rental								
	2,560.00	0.00	0.00	2,560.00	0.00	0.00	0.00	2,560.00	0.000
01-4199-5940-238-000	Other Expenses, Postage								
	900.00	0.00	0.00	900.00	0.00	0.00	0.00	900.00	0.000

Run: 8/12/20
8:18AM

Expenditure Report - Including Carry Forward Activity

Budget vs Actuals

Town of Hudson, NH
As Of: August 2020, GL Year 2021

Page: 2
kcarpentier
ReportSortedExpenditure
AvsB - All

Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
01-4199-5940-298-000	Other Expenses, Contingency 75,000.00	0.00	0.00	75,000.00	0.00	0.00	0.00	25K 75,000.00	0.000
01-4199-5940-299-000	Other Expenses, Contingency Accrued 60,000.00	0.00	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.000
Total Non-Departmental - Other	165,460.00	0.00	0.00	165,460.00	43.52	1,980.10	0.00	163,479.90	1.197
Total General Fund									
Selected Year	901,020.00	0.00	0.00	901,020.00	1,047.52	507,065.26	59,000.00	334,954.74	62.825
Prior Year	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.000
Sort Total	901,020.00	0.00	0.00	901,020.00	1,047.52	507,065.26	59,000.00	334,954.74	62.825

(50K)



Proposed Small Business Grant Program for Reimbursement of COVID-19 Related Expenses

COVID-Compliant Business Partnership Grant Program

Recently the Town of Londonderry approved a Small Business Grant Program designed to assist small businesses in their town where they can apply for a grant of up to \$1,000 to reimburse costs related to operating under COVID-19 regulations. Such expenses could include, but are not limited to, items such as plexi-glass, tents/tables, sanitizing products, social distancing materials, etc.

The initial funding set aside for the Town of Londonderry program is \$50,000 which will come from the monies designated for them by the State of NH as part of the CARES ACT Municipal Relief Fund allocated to each community. The Governor's Office for Emergency Relief & Recovery (GOFERR) has oversight with regards to program reimbursements to local governments for COVID-19 expenses incurred up to amounts allocated under the Municipal Relief Fund.

While GOFERR does not approve in advance reimbursement requests, in speaking with the Town of Londonderry, they feel confident this COVID- related grant program would fall under "Guidance on allowable costs, with the extent not covered by another relief funding source, including expenditures that respond to second order effects of the public health emergency." The Town of Londonderry is currently accepting applications through July 31, 2020 so submission for reimbursement consideration to GOFERR has not yet occurred. If GOFERR does not approve their funding request, the Town of Londonderry acknowledges and accepts the risk and if necessary are willing to cover the grant program funding expenditure.

As to the process, the program established by Londonderry requires businesses to complete an 'Application for Assistance' where each applicant must certify they have not received reimbursement from any other source funding for expenses submitted, the expenditures incurred after March 1, 2020, as well as providing receipts evidencing the expenditures. Specific 'instructions and definitions' were also detailed to clarify which businesses qualify to apply for the program. As of July 17th, there have been approximately 20 applications submitted to the Town of Londonderry and more reported to be coming.

Even though the State of NH has established funding assistance like the Main Street Relief Fund and Self Employed Livelihood Fund to aid businesses, there are still some businesses struggling that may not have had the opportunity to take advantage of these programs. Having the Town of Hudson adopt a grant program to aid businesses with the added costs of COVID-19 related safety items for the well-being of the community gives that small measure of relief and support while they work towards recovery.

Brenda Collins, Executive Director

July 20, 2020



Town of Londonderry, New Hampshire

John Farrell, Town Council Chair
Kevin H. Smith, Town Manager

July 1, 2020

FOR IMMEDIATE RELEASE

**TOWN OF LONDONDERRY APPROVES LOCAL SMALL BUSINESS GRANT PROGRAM
FOR REIMBURSEMENT OF COVID-19 RELATED EXPENSES**

Upon the recommendation of the Londonderry Town Manager, the Town Council unanimously approved a local small business grant program at its most recent meeting on Monday, June 29th.

The program, known as the Coronavirus Reconfiguration Costs Assistance and Relief (CRCAR), was designed to allow small businesses in Londonderry to apply for a grant up to \$1,000 to reimburse operational expenses related to operating under COVID-19 regulations. Such expenses would include, but are not limited to, items such as plexi-glass, tents/tables, sanitizing products, social distancing materials, etc.

The initial funding for the program is \$50,000 which will come from the monies designated for Londonderry by the State of New Hampshire as part of the CARES ACT Municipal Relief Funds allocated to each community. Depending on the needs of the business community, more funding may be allocated to the program in the near future.

Town Manager, Kevin Smith, commented, "The small business community is the lifeblood of the economy in Londonderry. By creating this program, it is one small way the Town can lend a helping hand to these businesses as they work to get their operations back to full strength while still abiding by the COVID-19 regulations."

Londonderry businesses wishing to apply for the grant can download the application on-line at: <https://www.londonderrynh.org/sites/londonderrynh/files/uploads/crcar.pdf>. Once the application is downloaded and completed, it can be email to Kirby Brown at: kbrown@londonderrynh.org or it can be dropped off at Town Hall in the Town Manager's office.

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Town of Londonderry
Coronavirus Reconfiguration Costs
Assistance and Relief ("CRCAR") Program

Application for Assistance

Section 1 (Background Information)

- 1.1 Name of business ("Applicant"): _____
- 1.2 Type of business: _____
- 1.3 Authorized agent: _____
- 1.4 Number of employees: _____
- 1.5 Total funds sought: _____

Section 2 (Certifications)

- 2.1 I hereby certify that the following statements are true and correct to the best of my knowledge and belief:
- (A) On behalf of the above business, I seek reimbursement for funds actually expended by such business to prevent, prepare for, or respond to the coronavirus. I attach receipts evidencing such expenses.
- (B) The information supplied in Section 1 is true and correct.
- (C) The above business has not received reimbursement from any other source for the expenses for which it seeks reimbursement.
- (D) The expenses for which reimbursement is sought were incurred after March 1, 2020 and before the application deadline solely as a result of the coronavirus pandemic.
- (E) I have actual authority to act on behalf of the above business.
- (F) I have read and I understand the Instructions and Definitions applicable to this Application.
- (G) I understand that funds awarded may be subject to audit, and if any statements contained in this Application are not true, awarded funds will be subject to recapture.

Dated: _____

By: _____

Name and title

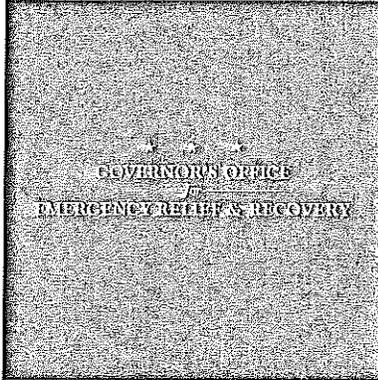
Instructions and Definitions

- 1.1 **Name of business.** The registered name of the business or, if a sole proprietorship or a common law partnership, the name under which the entity does business.
- 1.2 **Type of business.** Sole proprietorship, partnership, limited partnership, corporation, limited liability company, professional entity, or other form of association.
- 1.3 **Authorized agent.** I am the sole proprietor, or a partner, limited partner, general partner, managing member, member, or shareholder, or an officer, and I am actually authorized to submit this application on behalf of the business.
- 1.4 **Number of employees.** “Number of employees” means the measure of the average employment of the business and means its average employment, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a business has not been in existence for 12 months, “number of employees” means the average employment of the business during the period that such business has been in existence based on the number of persons employed during each of the pay periods of the period that such business has been in business. Only business with fewer than 50 employees are eligible for assistance.
- 1.5 **Total funds sought.** Reimbursable expenses are funds actually expended by the Applicant to prevent, prepare for, or respond to the coronavirus. Without limiting the foregoing, the Town expects that awards will be made for expenses such as the following: tents, barriers, tables, chairs, and other expenses related to outdoor dining; Plexiglas barriers and other physical alterations made to comply with social distancing practices; thermometers and other testing equipment to screen entrants; personal protective equipment; cleaning or sanitation expenses; and other expenses within the scope of the foregoing controlling language. Reimbursement shall not be awarded for lost revenue.
- Due
Process **Process.** The Town Council has delegated to a committee comprised of: the Town Manager; the Assistant Town Manager; and the Assistant Town Solicitor (the “Awards Committee”), to be chaired by the Town Manager, the initial duty to approve or deny applications for assistance and relief made under the CRACR Program, consistent with Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act. Should an Applicant disagree with a decision of that committee, appeal may be made to the Town Council.
- Method of
Award The Town Council has allocated the sum of \$50,000 to the CRACR Program. The application deadline is July 30, 2020. After that date, the Awards Committee shall meet and approve or disapprove all applications based upon the foregoing requirements and any other requirements imposed by law. Grants shall be made fairly and equitably, in the exercise of the Awards Committee’s discretion, proportionally with the applications received. The committee shall not be obligated to expend the entire sum allocated by the Town Council.

Governor's Office for Emergency Relief & Recovery

CORONAVIRUS RELIEF FUND PAYMENTS TO LOCAL GOVERNMENTS

Program Overview and Guidance



The Governor has authorized the allocation and expenditure of \$40 million total, \$32 million to municipalities and \$8 million to counties, to cover eligible COVID-19-related expenses incurred from March 1, 2020 to August 31, 2020. Eligible reimbursements through other federal sources, including FEMA and any state or local match must be excluded. These amounts have been allocated and made available to all municipalities and counties based on 2018 population figures from the Office of Strategic Initiatives. The allocated amounts can be found on the website of the Governor's Office for Emergency Relief and Recovery (GOFERR) (www.goferr.nh.gov).

Local governments will only be reimbursed for COVID-19-related expenses actually incurred, but only up to the amounts allocated based on population figures. No local government can receive total reimbursements from the GOFERR Coronavirus Relief Fund exceeding its allocated amount. For example, if \$100,000 was allocated to Municipality A, Municipality A could not be reimbursed for eligible expenses totaling more than \$100,000, even if Municipality A's eligible expenses from March 1, 2020 to August 31, 2020 amount to \$200,000. Any amount allocated that exceeds the eligible expenses submitted for reimbursement by a local government from March 1, 2020 to August 31, 2020, will, after August 31, 2020, lapse back to the GOFERR Coronavirus Relief Fund to be available to the State for other disbursement.

In September, local governments will be required to estimate the additional COVID-19-related expenses they will incur through December 30, 2020. GOFERR will use this information in considering whether further relief might be needed after August 31, 2020.

Grant Agreement: Each local government must submit by e-mail, a signed grant agreement to GOFERR to be eligible for the funds. To request or verify your vendor number (Item 1.6 of the Grant Agreement), please visit: <https://das.nh.gov/purchasing/vendorresources.aspx> and for questions, email: prch.web@das.nh.gov. For questions and to submit a completed agreement, please email municipalities@goferr.nh.gov, if a municipality, or counties@goferr.nh.gov, if a county. The agreement is available on the GOFERR website (www.goferr.nh.gov). A local government's failure to submit a completed grant agreement before or together with its initial request for reimbursement will mean that no funds will be paid to the local government.

Reimbursement Requests: Local governments must submit reimbursement requests to GOFERR by email (using the Reimbursement Request Form), including expense details/explanations, estimates, if applicable, and supporting documentation. Please email municipalities@goferr.nh.gov, if a municipality, or counties@goferr.nh.gov, if a county. The form is available on the GOFERR website (www.goferr.nh.gov). The initial request for reimbursement may be submitted with the completed grant agreement, and must be submitted by June 1, 2020. GOFERR will make every effort to issue all checks within 30 days after receipt of the request.

GOFERR will only accept reimbursement requests in May, July, and September, as follows:

- By June 1, 2020, for eligible expenses incurred from March 1, 2020 to April 30, 2020;
- By July 15, 2020, for eligible expenses incurred from May 1, 2020 to June 30, 2020; and
- By September 15, 2020, for eligible expenses incurred from July 1, 2020 to August 31, 2020.

If a local government fails to submit a request by any deadline, the local government will not receive a reimbursement payment for expenses incurred during the applicable time period.

Guidance on Allowable Costs: To the extent not covered by another relief funding source:

1. Necessary expenditures due to the COVID-19 public health emergency means:
 - a. Costs related to local government actions taken to respond to the public health emergency;
 - b. Expenditures that respond to second order effects of the public health emergency;
 - i. economic support for employment related losses.
 - ii. economic support for losses due to business interruptions.
 - c. Treasury will use a standard of "reasonable judgment of the government officials responsible" in reviewing whether an expenditure is necessary.
2. Costs not accounted for in the budget most recently approved as of March 27, 2020.
 - a. Cannot lawfully be funded using a line item, allotment, or allocation within that budget.
 - b. Is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.
3. A cost is only "incurred" when the responsible unit of government has expended funds to cover the cost during the period March 1, 2020 to December 30, 2020.

Not Allowable:

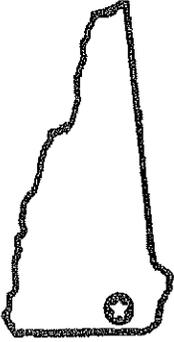
- Shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Revenue replacement is not a permissible use of Fund payments.

Examples - Allowable

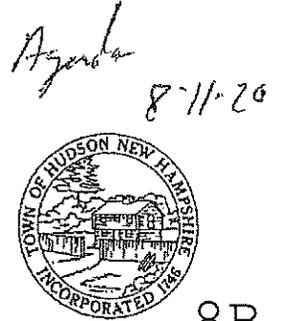
- Increased Welfare costs – food, shelter, utilities
- Interest on Tax Anticipation Notes (TANs) or other short-term borrowing
- New Telework costs for remote municipal operations – computers, software, networking
- Increased Election costs (if not covered by other federal funding)
- Wages and benefits required by the Families First Coronavirus Response Act for non-first responders
- Childcare costs for first responders and essential employees due to school closures
- Increased unemployment costs for municipalities that self-fund not otherwise covered
- Legal fees associated with new federal requirements and state emergency orders
- Municipal building modifications, cleaning/disinfecting need for social distancing and public safety
- Facility signage (park/beach closure)
- Credit card fees (waiving fees paid by cardholders due to disallowing in person payment by other means)
- 25% match on FEMA eligible costs

Examples – Not Allowable:

- The 75% of FEMA eligible costs
- Property tax abatements (will not know extent until final tax bills are issued in December and abatement applications are filed thereafter)



TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051



8B

Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen
From: Steve Malizia, Town Administrator
Date: August 4, 2020
Re: Proposed Small Business Grant Program for COVID Expenses

Brenda Collins, Executive Director of the Hudson Chamber of Commerce, has asked to be placed on the Board of Selectmen's agenda to discuss the possibility of Hudson instituting a small business COVID-19 grant program similar to the one that the Town of Londonderry approved at the beginning of July. The Londonderry program was designed to allow small businesses in Londonderry to apply for a grant of up to \$1,000 to reimburse operational expenses related to operating under COVID-19 regulations. The Town of Londonderry allocated up to \$50,000 of their GOFERR funds for this program. Londonderry has committed to the program whether the GOFERR monies can be used towards it or not. In other words, Londonderry has committed to paying for these grants out of their operating budget if the expenses are denied under the GOFERR program. Should the Board of Selectmen choose to initiate a similar program in Hudson, an Application for Assistance and Instructions and Definitions along with an application similar to Londonderry's should be approved by the Board of Selectmen and put in place before any funds are distributed with the understanding that funding for these grants may not be reimbursable under the GOFERR program and may instead, come from the Town's operating budget.

Should you have any questions or need additional information, please feel free to contact me.

Malizia, Steve

From: rogerec <rogerec@comcast.net>
Sent: Monday, July 20, 2020 1:37 PM
To: info@hudsonchamber.com
Cc: Malizia, Steve
Subject: RE: Proposed Small Business Grant Program for COVID Expenses

The Board has decided, by unanimous consent, to have you come in to explain the program. You will be placed on the agenda for the first meeting in August. I'm certain Steve will provide you with the date. Thanks again Brenda for bringing this to my attention as I know a few small businesses that could use some help.

Roger

Sent from Samsung Galaxy smartphone.

----- Original message -----

From: info@hudsonchamber.com
Date: 7/20/20 9:49 AM (GMT-05:00)
To: 'rogerec' <rogerec@comcast.net>
Cc: smalizia@hudsonnh.gov
Subject: RE: Proposed Small Business Grant Program for COVID Expenses

Good Morning Roger,

I have put together information on the Small Business Grant Program we recently discussed for the Board of Selectmen to have the opportunity to review in advance of the July 28th meeting. (attached)

I spoke with the Town of Londonderry in an effort to better understand their program and have included their bases on how these expenditures may be eligible for reimbursement with GOFERR through the Municipal Relief Fund. That is one caveat to note, the possibility that this reimbursement grant program may not be approved by GOFERR. Although as noted in my attachment, the Town of Londonderry feels confident it should be approved but if not they are willing to cover the grant funding.

The Town of Londonderry has also given permission to utilize their application and instructions if the board wishes proceed with a similar program.

I am pleased to attend the July 28th Selectmen meeting, however should the board decide in advance this is not an item they wish to pursue at that time, please let me know. In the meantime, if there are any questions please feel free to contact me.

I have copied Steve Malizia on this email as well to assist with distributing the information to the Selectmen.

Thank you in advance for the consideration.

Brenda

Brenda Collins, Executive Director

Gr. Hudson Chamber of Commerce

71 Lowell Road, Hudson NH 03051

www.HudsonChamber.com

(603) 889-4731

Email: info@hudsonchamber.com



Town of Londonderry, New Hampshire

John Farrell, Town Council Chair
Kevin H. Smith, Town Manager

July 1, 2020

FOR IMMEDIATE RELEASE

TOWN OF LONDONDERRY APPROVES LOCAL SMALL BUSINESS GRANT PROGRAM FOR REIMBURSEMENT OF COVID-19 RELATED EXPENSES

Upon the recommendation of the Londonderry Town Manager, the Town Council unanimously approved a local small business grant program at its most recent meeting on Monday, June 29th.

The program, known as the Coronavirus Reconfiguration Costs Assistance and Relief (CRCAR), was designed to allow small businesses in Londonderry to apply for a grant up to \$1,000 to reimburse operational expenses related to operating under COVID-19 regulations. Such expenses would include, but are not limited to, items such as plexi-glass, tents/tables, sanitizing products, social distancing materials, etc.

The initial funding for the program is \$50,000 which will come from the monies designated for Londonderry by the State of New Hampshire as part of the CARES ACT Municipal Relief Funds allocated to each community. Depending on the needs of the business community, more funding may be allocated to the program in the near future.

Town Manager, Kevin Smith, commented, "The small business community is the lifeblood of the economy in Londonderry. By creating this program, it is one small way the Town can lend a helping hand to these businesses as they work to get their operations back to full strength while still abiding by the COVID-19 regulations."

Londonderry businesses wishing to apply for the grant can download the application on-line at: <https://www.londonderrynh.org/sites/londonderrynh/files/uploads/crcar.pdf>. Once the application is downloaded and completed, it can be email to Kirby Brown at: kbrown@londonderrynh.org or it can be dropped off at Town Hall in the Town Manager's office.

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Town of Londonderry
Coronavirus Reconfiguration Costs
Assistance and Relief ("CRCAR") Program

Application for Assistance

Section 1 (Background Information)

- 1.1 Name of business ("Applicant"): _____
- 1.2 Type of business: _____
- 1.3 Authorized agent: _____
- 1.4 Number of employees: _____
- 1.5 Total funds sought: _____

Section 2 (Certifications)

- 2.1 I hereby certify that the following statements are true and correct to the best of my knowledge and belief:
- (A) On behalf of the above business, I seek reimbursement for funds actually expended by such business to prevent, prepare for, or respond to the coronavirus. I attach receipts evidencing such expenses.
- (B) The information supplied in Section 1 is true and correct.
- (C) The above business has not received reimbursement from any other source for the expenses for which it seeks reimbursement.
- (D) The expenses for which reimbursement is sought were incurred after March 1, 2020 and before the application deadline solely as a result of the coronavirus pandemic.
- (E) I have actual authority to act on behalf of the above business.
- (F) I have read and I understand the Instructions and Definitions applicable to this Application.
- (G) I understand that funds awarded may be subject to audit, and if any statements contained in this Application are not true, awarded funds will be subject to recapture.

Dated: _____

By: _____

Name and title

Instructions and Definitions

- 1.1 **Name of business.** The registered name of the business or, if a sole proprietorship or a common law partnership, the name under which the entity does business.
- 1.2 **Type of business.** Sole proprietorship, partnership, limited partnership, corporation, limited liability company, professional entity, or other form of association.
- 1.3 **Authorized agent.** I am the sole proprietor, or a partner, limited partner, general partner, managing member, member, or shareholder, or an officer, and I am actually authorized to submit this application on behalf of the business.
- 1.4 **Number of employees.** "Number of employees" means the measure of the average employment of the business and means its average employment, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a business has not been in existence for 12 months, "number of employees" means the average employment of the business during the period that such business has been in existence based on the number of persons employed during each of the pay periods of the period that such business has been in business. Only business with fewer than 50 employees are eligible for assistance.
- 1.5 **Total funds sought.** Reimbursable expenses are funds actually expended by the Applicant to prevent, prepare for, or respond to the coronavirus. Without limiting the foregoing, the Town expects that awards will be made for expenses such as the following: tents, barriers, tables, chairs, and other expenses related to outdoor dining; Plexiglas barriers and other physical alterations made to comply with social distancing practices; thermometers and other testing equipment to screen entrants; personal protective equipment; cleaning or sanitation expenses; and other expenses within the scope of the foregoing controlling language. Reimbursement shall not be awarded for lost revenue.
- Due
Process
- Process.** The Town Council has delegated to a committee comprised of: the Town Manager; the Assistant Town Manager; and the Assistant Town Solicitor (the "Awards Committee"), to be chaired by the Town Manager, the initial duty to approve or deny applications for assistance and relief made under the CRCAR Program, consistent with Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act. Should an Applicant disagree with a decision of that committee, appeal may be made to the Town Council.
- Method of
Award
- The Town Council has allocated the sum of \$50,000 to the CRACR Program. The application deadline is July 30, 2020. After that date, the Awards Committee shall meet and approve or disapprove all applications based upon the foregoing requirements and any other requirements imposed by law. Grants shall be made fairly and equitably, in the exercise of the Awards Committee's discretion, proportionally with the applications received. The committee shall not be obligated to expend the entire sum allocated by the Town Council.