**Business Resiliency Program**

**Frequently Asked Questions**

* If the County is not the Lead Local Government/applicant does it have to have an inter-governmental agreement with the Lead Local Government? Not unless there is a participating business located in an unincorporated area of the County.

For example, Paris is a City in Edgar County.

* If Paris is the Lead local government and Business A is located in Paris, no IGA is needed between Edgar County and Paris.
* If Business A is located outside of Paris in an unincorporated area of Edgar County (think of a bar along the side of a two-lane highway), then an agreement between Paris and Edgar County is needed, as the Business is solely governed by the County.
* If Business A is located within another incorporated area of Edgar County, such as Vermilion, then an agreement is needed between Paris and Vermilion but NOT Edgar County.
* Does the IGA have to be approved by action of the County Board or can it just be signed by the Chairperson? The person signing the IGA should have the authority to do so, but it is not necessary for us to see something from the local government giving them that authority.
* When there is an IGA, do both parties need to sign it or just the city submitting applications through the Lead Local Government? Yes, both parties need to sign.
* If a business is located in a different City or Village than that of the lead applicant, does there have to be an IGA executed between the lead unit of government and that additional City or Village? Yes
* Does the public hearing notice have to list each of the individual businesses or can it just be specific to the CDBG-CV Resiliency Program? It has to list the businesses for both the application hearing and the closeout hearing. See Public Hearing Notice template.
* Re: Public Hearing... it sounds as if we need to have all the businesses identified before the Hearing. If a business contacts us after the public hearing is set, can they be included in the application? You cannot add businesses once the newspaper notice is published.
* Does each business amount have to be listed on the GATA budget form or just the total request? Please see Section G(4) for instructions on how to complete the GATA budget.
* Activity delivery procurement.  Can the lead unit of government send emails asking about interest in doing the application preparation/administration to several entities/firms or does it have to prepare a formal RFP, review and rank each? The procurement process for activity delivery prior to application is governed by the standard processes of the local government. Any questions concerning this should go to their legal counsel.
* How do we report Activity Delivery for reimbursement? Use the form in the Business Resiliency section of the website.
* Do the businesses applying for assistance need a UEI Number?  No
* How many #s needed for the business’s SIC code, 2 or 4? 4
* If the official, registered address for the business is not where the sales take place, they should use the non-registered address, right? They should use the location where sales take place/customers visit, regardless of if that is the official registered address.
* Do signatures on the business application forms have to be originals or can they be scanned? For the sake of expediency, a business can provide forms with a written signature that is then scanned to the Application Writer. It should be followed up with the document with original signature later for inclusion in the original application. Signature cannot be a digital or electronic signature.
* Regarding the ITR-1 form, can a business show that it has been requested or do they have to have received a response from the Illinois Department of Revenue? The business must have the actual form.
* What makes a project environmentally ineligible? In order for the project to be eligible for the Business Resiliency Grant, it must be considered “HUD Exempt/Categorically Excluded not subject to 58.5” when completing an Environmental Review. Keep in mind whether the project construction was temporary (eligible) or permanent (ineligible) in nature? The following are some examples:
	+ Rented a tent and placed it on a closed street.  Tent pegs pounded through the asphalt. Eligible
	+ Built a temporary pergola and bolted it to the asphalt street pavement. Eligible
	+ Built an outdoor patio roof and bolted it to the existing concrete patio. Eligible
	+ Built an outdoor patio pergola and placed 4x4 support posts into the ground. Not Eligible
	+ Built an outdoor structure and used trench footings. Not Eligible
	+ A business purchased and installed an air filtration system.  Is that eligible under the environmental exclusion? If the installation would require a building permit, then it will not be exempt.
	+ Interior or Exterior work that might be considered construction. It must be a one-for-one replacement or an addition that would not require federal labor standards or construction management.
* Would the following items be eligible based on the “prevent, prepare for, respond to” requirement?
* Developing a website for online purchases and delivery. Yes, this is fine.
* Starting a delivery service, and purchasing vehicles. Yes, this is acceptable, however, we will need proof that they still have the vehicle(s), such as a copy of a current registration.  The reason for the proof is to ensure they did not later sell the vehicles and are asking for reimbursement for what they paid for them, and profiting on both ends.
* Remodeling (the interior) of a hair salon to separate the stations further apart to meet spacing requirements. Yes, this is fine.
* Having a third party do a one-time cleaning/sanitizing of the public areas of a business*.*  As these expenses are basically cleaning/sanitizing which we specifically deem ineligible in the application, we will need to see proof of a mandate that this activity was necessary to reopen, and who issued it.  Was it the Health Department, City, etc. Otherwise, this would not be eligible.
* The county can have their staff develop an application and do the administration and get reimbursed for their staff time. Only if they meet this requirement from the Guidebook: “**All application writers and grant administrators must have administered an Illinois CDBG grant within the last 6 years.”**
* Purchase of a food truck or cart to be able to serve food outside of the building. This would only be eligible if it was the way for a restaurant that was open prior to COVID to stay in business, and if they have returned to normal operations in the restaurant now.  (They can still have/operate the food cart).
* What source should be used for identifying Census Tracts that have at least 20% poverty, is it the 2020 Census, ACS or something else? <https://mtgis-portal.geo.census.gov/arcgis/apps/experiencebuilder/experience/?id=ad8ad0751e474f938fc98345462cdfbf&page=page_0>
* For the EDA Census Poverty status Viewer, is the margin of error considered? No
* If the census tract is at 20% or more poverty, does the business still have to include the IL-941 form in the application? Yes, as the IL-941 form also confirms the business has employees.
* Does the IL 941 have to be included in the application for public reviewing? The IL-941 forms do not have to be included in the application available for public viewing but must be included in their entirety when submitted to DCEO.
* How can you tell if an employee listed on the IL-941 form is considered low-to-moderate income. In the Business Resiliency of the DCEO/Community Development website, choose “Income Limits Documentation System”. Scroll down the page to find “Click here for FY2023 IL Documentation”. When the options occur, choose “Illinois” and the County the business is in. When the chart comes up, look at the bottom row “Low 80% Income Limits” and find the $ amount in the column for 1 person.

Next, look at the amount earned by the employee for the quarter on the IL-941. Multiply this number by 4 to find the annual earnings. If the calculated annual earnings is less than the Low 80% Income Limits, then the employee would be considered low-to-moderate income.

* What if the employee is part-time? First, please write “part-time” next to the employee’s name on the IL-941 form. The calculations will be made the same as above except that the amount of earnings will be multiplied by 8 (4 to find annual earnings + 4 to double the earnings in a quarter to show what the employee would be making if they were full-time).

**Please understand we cannot possibly predict all the different kinds of activities that have been completed during COVID. If you have a specific question on eligibility, please reach out.**