



**AGENDA ITEM # 8C**

**AGENDA ITEM EXECUTIVE SUMMARY**

**Village Board Meeting**

**February 28, 2022**

**Item Title: ARPA Business Relief Grant Program**

**Staff Contact: Matthew Galloway, Economic Development Analyst**

**VILLAGE BOARD ACTION**

**Adopt a resolution authorizing an ARPA Business Relief Grant program.**

**Executive Summary:**

On February 14, 2022 staff presented to the Village Board finalized program guidelines of an ARPA Business Relief Grant program. The Board concurred with staff's presentation and recommendation of two grant criteria as described below:

1. COVID-19 Business Reimbursement Grant (\$10,000 Maximum, subject to 50-50 Cost Sharing)
2. Business Resiliency Grant (\$10,000 Maximum, subject to 50-50 Cost Sharing)

Attached to this memo is a resolution approving and authoring staff to administer the ARPA Business Relief Grant program. Upon adoption of the attached resolution, staff will prepare a marketing campaign for the ARPA Business Relief Grant program through use of Village branded marketing materials to be published and directed towards commercial property owners and businesses located in the Village. General marketing of the ARPA Business Relief Grant program will also be conducted through use of the Village's social media, e-news, and website. The launch date of the ARPA Business Relief Grant applications will coincide with the implementation of the CivicServ TIFiQ grant management platform that staff presented to the Board at the February 14, 2022 Village Board meeting. Staff anticipates the platform being completely built and implemented by early April, 2022.

Upon the launch of the applications, staff recommends accepting applications for the Business Reimbursement Grant for a period of 90 days with no application time limit placed upon the Business Resiliency Grant. The time limit will allow staff to evaluate the demand for the Business Reimbursement Grant criteria and encourage businesses to apply for eligible expenses incurred during the pandemic. Staff will provide a report to the Board on the success of the ARPA Business Relief Grant program and provide recommendations on ending or extending the program at a future Village Board meeting this year.

**Implications:**

**Is this item budgeted?** Yes, during the FY22 budget process the Board approved \$100,000 of the American Rescue Plan (ARPA) funds to be used to assist local businesses through relief grants. The budgeted amount will provide a guide to the level of funding available in 2022, with future amounts to be determined through the budget process.

**Attachments:**

Resolution  
Program Guide

**RESOLUTION NO. 2022-**

**A RESOLUTION ESTABLISHING AN ARPA BUSINESS RELIEF GRANT PROGRAM  
IN THE VILLAGE OF ROSELLE**

WHEREAS, the corporate authorities of the Village of Roselle deem it in the best interest of the Village to establish an ARPA Business Relief Grant program to assist business recovery from the COVID-19 pandemic, promote economic development, and business retention in the Village of Roselle; and

WHEREAS, it is the goal of the Village to offer limited financial assistance to qualified commercial property owners and businesses based on available funding, while establishing policy guidelines for Village staff to evaluate applications for assistance; and

NOW, THEREFORE, be it resolved by the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties Illinois that an ARPA Business Relief Grant Program is hereby established as set forth in the program materials attached hereto and incorporated as fully set forth as Exhibit A. Staff shall administer the program in strict conformance with the program materials.

ADOPTED this 28<sup>th</sup> day of February, 2022

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
David Pileski, Mayor

ATTEST:

\_\_\_\_\_  
Patricia Burns, Village Clerk



# ARPA Business Relief Grant Program Guide

## OVERVIEW

As a result of the economic downturn caused by the COVID-19 pandemic, the federal government approved a program authorizing the distribution of fiscal recovery funds to State and Local Governments. The American Rescue Plan supports a number of funding objectives that will strive to strengthen the national, state and local economies.

The Village of Roselle is seeking to utilize a portion of these funds to assist businesses with the financial impacts of the pandemic, as well as support economic resiliency moving forward. This program guide outlines opportunities for receiving funding assistance.

## INCENTIVE GOALS

To implement locally established goals for the use of American Rescue Plan funding, the Village of Roselle has identified broad objectives to be achieved. Use of incentive funding is intended to:

- ✚ Provide funding assistance for certain types of COVID-19 related business expenses not already reimbursed under any other Federal or State relief assistance.
- ✚ Encourage initiatives to enhance the sustainability of business activity during continued or future health challenges.
- ✚ Utilize these funds in accordance with the intent of the American Rescue Plan.

## INCENTIVE PROGRAM GRANTS

Two categories of grant funding are available. They include the *COVID-19 Business Reimbursement Grant*, and the *Business Resiliency Grant*. Specific details and grant conditions will be identified within a written agreement to be executed for successful applicants. A program summary of each grant category is identified as follows:

### **1. COVID-19 Business Reimbursement Grant**

The COVID-19 Business Reimbursement Grant is intended to provide reimbursement to business or property owners for funds *already spent* to maintain business activity during the challenges of the COVID-19 pandemic. A variety of expenses have been identified to demonstrate grant-eligible opportunities. Examples include, but are not limited to the following:

- Design and/or construction costs to create a business environment establishing proper social distancing for customers, employees or visitors.
- Design and/or construction costs implementing environmental changes to the space: i.e., HVAC, fans, air circulation, window installation, touchless plumbing, sanitation stations, partitions, etc.
- Expenses (rental or purchase) related to the creation of outside dining, including tents, heating/cooling units, furniture, etc.
- Technology expenses to enhance or initiate eCommerce platforms, POS systems or touchless payment implementation.
- Other creative solutions implemented by business or property owners that established sustainable changes to routine operations, consistent with the program goals.

### ***Program Details***

- Grants are based upon reimbursement of actual costs following project completion and documentation of expenses.
- Reimbursement is based upon expenses incurred between March 1, 2020 and December 31, 2021.
- Grants may fund up to 50% of approved project costs. Minimum grant application shall be \$1,000. Maximum grant funding is \$10,000.
- Eligible business grant applicants shall meet the following requirements:
  - The business must be in operation upon the date of a grant application.
  - The business must not have a recent or pending bankruptcy or foreclosure at the time of application.
  - A current business license or business registration must be on file upon application.
  - The business must have a physical presence within the Village on property zoned for commercial use.
  - The business must be in good standing with Village fees and permits at the time of application.
  - The business may not be a home-based operation.
- Written agreements will be required for all approved grant applications. Reimbursement will be made for approved grants following submittal and confirmation of all required documentation of expenses.
- Business owner/applicant is required to commit to operation for a period of not less than one (1) year from project reimbursement. If the owner or business fails to meet this standard a pro-rata reimbursement of grant funds will be required.
- Business owner/applicant shall display a Village-provided placard to identify the public-private funding associated with improvements made to the physical space.

### ***Application Process***

- Prospective applicants are required to schedule a pre-application meeting with the Village to discuss their grant application prior to submittal.

- The formal application process begins with submittal of an online application form, associated documentation of expenses. If applicable, the application should also include any plans formulated for physical improvements of the space.
- Applications will be evaluated by a review committee and selection shall be at the sole discretion of the Village of Roselle. All grant applications are subject to the availability of budgeted funds.
- Final approval will be in the form of a grant agreement approved by the Village Administrator.
- No grant may be issued to any business for which all eligible expenditures have been previously reimbursed through federal or state grants, local TIF grants, or forgivable loans.

## **2. Business Resiliency Grant**

Due to the unknown duration of the pandemic, and concerns pertaining to on-going health-related challenges that may face the business community in the future, the Village is offering funding assistance to business and property owners to take proactive steps to mitigate these impacts.

The Business Resiliency Grant is intended to provide funding for projects and initiatives that would minimize economic loss and limit business operation in the future. This grant is similar, but not identical to the COVID-19 Reimbursement Grant. It is oriented toward future projects and places a greater emphasis upon permanent solutions. A variety of expenses have been identified to demonstrate grant-eligible opportunities. Examples include, but are not limited to the following:

- Design and/or construction costs to create a business environment establishing proper social distancing for customers, employees or visitors.
- Design and/or construction costs implementing environmental changes to the space: i.e., HVAC, fans, air circulation, window installation, touchless plumbing, sanitation stations, partitions, etc.
- Modernization of space to improve physical accessibility, code compliance, fire protection/suppression systems, or upgrades to water and sewer system.
- Expenses to create space for permanent outside dining, including structures, electrical, lighting, patio space, heating/cooling units.
- Technology expenses to enhance or initiate eCommerce platforms, POS systems or touchless payment implementation.
- Other creative solutions proposed by business or property owners that will establish sustainable changes to routine operations, consistent with the program goals.

### ***Program Details***

- Grants are based upon reimbursement of actual costs following project completion and documentation of expenses.
- Grants may fund up to 50% of approved project costs. Minimum grant application shall be \$1,000. Maximum grant funding is \$10,000.
- Eligible business grant applicants shall meet the following requirements:

- The business must have been in operation since March 1, 2020 and must be in operation upon the date of a grant application.
- The business must not have a recent or pending bankruptcy or foreclosure at the time of application.
- A current business license or business registration must be on file with the Village upon application.
- The business must have a physical presence within the Village on property zoned for commercial use.
- The business must be in good standing with Village fees and permits at the time of application.
- The business may not be a home-based operation
- Written agreements will be required for all approved grant applications. Reimbursement will be made for approved grants following submittal and confirmation of all required documentation of expenses.
- Business owner/applicant is required to commit to operation for a period of not less than one (1) year from project reimbursement. If the owner or business fails to meet this standard a pro-rata reimbursement of grant funds will be required.
- Business owner/applicant shall display a Village-provided placard to identify the public-private funding associated with improvements made to the physical space.
- Unless otherwise stated in the grant agreement, projects must be started within 90 days of grant approval and completed within 180 days.

### ***Application Process***

- Prospective applicants are required to schedule a pre-application meeting with the Village to discuss their project prior to submittal.
- The formal application process begins with submittal of an online application form, associated drawings, project schedule, project bid/proposal results (no fewer than two quotes) or other required documentation.
- Applications will be evaluated by a review committee and selection shall be at the sole discretion of the Village of Roselle. All grant applications are subject to the availability of budgeted funds.
- Final approval will be in the form of a grant agreement approved by the Village Administrator.
- No grant may be issued to any business for which all eligible expenditures have been previously reimbursed through federal or state grants, or forgivable loans.

## **STAFF ASSISTANCE REGARDING PROGRAMS.**

Program questions and applications shall be directed to:

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 Economic Development Analyst  
 Village of Roselle  
 31 South Prospect

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[mgalloway@roselle.il.us](mailto:mgalloway@roselle.il.us)

*2/18/2022*

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