



# SMALL BUSINESS EMERGENCY ASSISTANCE: SECOND ROUND PROGRAM GUIDELINES

ISSUE DATE: **April 22, 2020**

CLOSING DATE: **April 29, 2020, 4:00 p.m.**

City Development Website:

<https://www.cityofracine.org/CDV/RFP/>

The City of Racine values its small businesses, and believes they richly contribute to the vibrancy of the community. The City recognizes that many small businesses were unable to access financing through the U.S. Small Business Administration (SBA) before its Paycheck Protection Program (PPP) and Economic Injury Disaster Loan (EIDL) programs before initial funds were exhausted. The Small Business Emergency Assistance program is designed to provide to small businesses negatively impacted by COVID-19, the novel coronavirus immediate, one-time grants, while they actively seek financing through replenished SBA programs, other federal and state funding, and private-sector sources such as the U.S. Chamber of Commerce Foundation.

The City of Racine Small Business Emergency Assistance program will provide **up to \$6,500 in grant awards** to for-profit small businesses meeting, at a minimum, the following eligibility criteria:

- located within the City of Racine jurisdictional boundaries and current with all applicable City of Racine taxes and fees
- with up to 20 employees at the time of application
- has been operating for at least 6 months (since October 1, 2019) within the City of Racine
- demonstrate efforts to obtain funding through other programs (e.g., SBA Paycheck Protection Program, SBA Economic Injury Disaster Loans, U.S. Chamber of Commerce Save Small Business Fund, etc.)
- owned by individual(s) at least 18 years of age

The following categories are ineligible for the Small Business Emergency Assistance program:

- located outside of the City of Racine jurisdictional boundaries
- has more than 20 employees at the time of application
- Home-based businesses
- Nonprofit organizations
- those provided funding through earlier rounds of the City of Racine Small Business Emergency Assistance program
- payday loan businesses, liquor and tobacco stores, pawn shops, firearm or other weapons dealers, adult entertainment, passive real estate investments, and businesses operating without appropriate zoning and/or permits

Small Business Emergency Assistance program application documents, including the application and guidelines are provided on the City of Racine webpage. The Emergency Assistance application process is generally outlined as the following steps:

1. Applicant submits program application to City Development staff
2. Staff completes a review of eligible applications for recommendation to Mayor Mason’s approval
3. Staff develops and executes contracts
4. Staff oversees project implementation, monitoring, and on-going compliance

**Applications and Support Documents Due: April 29, 2020 at 4:00 p.m.**

Please submit your application to:

**Matthew Rejc**  
**City of Racine**  
**Department of City Development**

Please submit your application via the following options:

<p><b>Mail:</b> 730 Washington Avenue Room 102 Racine, WI 53403 <i>Please make certain your application packet is postmarked well before the April 27, 2020, 4:00 p.m. deadline to ensure it arrives timely.</i></p>	<p><b>Email:</b> <a href="mailto:SmallBusinessGrants@CityofRacine.org">SmallBusinessGrants@CityofRacine.org</a>  <i>Please make certain your application packet has been emailed well before the April 27, 2020, 4:00 p.m. deadline to ensure it arrives timely. Please note files of 5MB or larger may have difficulty being received.</i></p>	<p><b>Delivery:</b> 730 Washington Avenue Racine, WI 53403  <i>Please place your application materials in a sealed envelope and insert it into the RED City of Racine mailbox, as City Hall is closed to the public due to the current COVID-19 pandemic.</i></p>
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**Irrespective of the means of application submission, it is the applicant’s responsibility to ensure the application and supporting materials are submitted timely. Applications received after the deadline will not be considered.**

**CONTACT**

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If you have questions, please feel free to contact:

**Matthew Rejc**  
Manager of Neighborhood Services  
Department of City Development  
Racine City Hall  
730 Washington Avenue, Room 102  
Racine, WI 53403  
Phone: (262) 822.7487  
Email: [SmallBusinessGrants@CityofRacine.org](mailto:SmallBusinessGrants@CityofRacine.org)

## **REQUESTS FOR REASONABLE ACCOMMODATION**

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The City of Racine's Department of City Development will provide reasonable accommodation to allow for equal participation in the application process. To request a reasonable accommodation, please contact Matthew Rejc at (262) 822.7487 (Voice) or via e-mail at [SmallBusinessGrants@CityofRacine.org](mailto:SmallBusinessGrants@CityofRacine.org).

## **NOTICE OF SOLICITATION**

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The City will provide notification to all known interested parties and to other organizations and individuals currently on the Department's e-mail distribution list. Any individual or organization wishing to be added to the Department's e-mail distribution list in order to receive future notices of funding opportunities can make such a request by contacting Matthew Rejc at (262) 822.7487 (Voice) or via email at [SmallBusinessGrants@CityofRacine.org](mailto:SmallBusinessGrants@CityofRacine.org). Failure of the City to notify any interested party or parties directly regarding the availability of this Notice shall not void or otherwise invalidate the grant process.

## **OWNERSHIP OF MATERIAL**

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Responses, applications, and other materials submitted in response to this request become the property of the City, are documents of public record, and will not be returned.

## **PROPOSAL COSTS AND PAYMENT OF CONTINGENT FEES**

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The City is not liable for any costs incurred by an applicant in the course of responding to the Small Business Emergency Assistance program. All costs incurred in response to this solicitation are the responsibility of the applicant. In the event that the applicant's application was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting award.

## **ACCEPTANCE OF TERMS AND CONDITIONS**

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By submitting a response to the Small Business Emergency Assistance program, the applicant acknowledges and accepts all terms and conditions of this request and all City, State, and Federal regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the applicant's application will become part of the contract agreement. The applicant is bound by the terms of the application unless the City agrees that specific parts of the application are not part of the agreement. The City reserves the right to introduce different or additional terms and/or conditions during final contract negotiations. Applicants will be required to enter into formal written agreements with the City. The City, however, reserves the right, at its sole discretion, to deviate from City-imposed policies and procedures in extenuating circumstances. A request for exception to program guidelines shall be submitted to staff in writing by applicant. Exceptions are defined as any action which would depart from policy and procedures stated in the guidelines.

## **RIGHT TO REJECT OR NEGOTIATE**

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The City reserves the right to reject any or all applications, if such a rejection is in the City's best interest. The City may withdraw or modify this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs. Additionally, the City reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the City reserves the right to arrange an onsite visit/review to determine the applicant's ability to meet the terms and conditions described in this document.

## **RIGHT TO APPEAL**

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Applicants whose applications are not selected or not deemed eligible have the right to appeal the decision of the City, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the City shall be final.

An applicant may, within seven (7) business days after the selection of prospective eligible projects, appeal in writing to Matthew Rejc, Department of City Development. The appeal must state all facts and arguments upon which the appeal is based. Staff will review the content of the City's program guidelines, the applicant's application, and the facts which form the basis for the appeal, and render a written decision as quickly as is practical.

## **DESCRIPTION OF SMALL BUSINESS EMERGENCY ASSISTANCE PROCESS**

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### **1. PROJECT APPLICATION**

The City of Racine has published Small Business Emergency Assistance program materials on the City website and distributed it through the department email list. Applicants should review program guidelines and application requirements including required attachments and registrations. Applicants may contact staff (listed above) for questions or details when completing the application.

### **2. THRESHOLD REVIEW:**

Once the application has been reviewed by City staff, staff may request a phone conversation with the applicant. City staff may request additional information.

### **3. FINAL REVIEW AND FUNDING RECOMMENDATIONS:**

City staff will review program applications and make recommendations to Mayor Mason. The Mayor will make final funding decisions. These processes are subject to change without notice subject to the authority granted to the Mayor.

### **4. CONTRACT EXECUTION AND DISBURSEMENT OF FUNDS:**

City staff will develop an agreement, or contract. The agreement will contain General Conditions that must be completed by the applicant, and any Special Conditions unique to this program that the applicant must "clear" prior to release of any funding from the City of Racine under this program.