

Little Traverse Bay Bands of Odawa Indians CARES Act Funding for Small Businesses

Qualification and Application Guidelines

Little Traverse Bay Bands of Odawa Indians (LTBB) has received funding from the Coronavirus Aid, Relief, and Economic Security Act of the United States (CARES Act) and, amongst other distributions, the LTBB Department of Commerce (DOC) is administering a portion of these funds to Tribal Citizen-owned businesses that were negatively impacted by COVID-19. Tribal Council appropriated a total of \$30,000 to be disbursed to eligible small businesses owned by LTBB Citizens to reimburse the costs of business interruption caused by required closures.

Eligibility requirements for funding are as follows: 1) must be at least 51% LTBB Citizen-owned, 2) must have been negatively impacted by COVID-19, and 3) cannot be a marijuana-based business, as this is federal funding.

The deadline to submit applications and all required documents is June 19th, 2020; via email or postmark. Incomplete or late submissions will not be accepted.

Each business requires its own application, supporting documents, and guideline acknowledgement form to be submitted. Applicants will be notified via email if grant funding has been approved or denied, and an acceptance letter will be required to be signed if funding is awarded. Businesses must also agree to being published as an awardee if funding is awarded. The applicant must be 18 years or older and the owner of the business. The business must be a sole proprietorship, partnership, limited partnership, LLC, corporation, or other form of business recognized under law.

All applications will be reviewed and decisions made by a group consisting of the Grant Writer, Grant Compliance Officer, and Department of Commerce Director. Applicants wishing to appeal may do so in writing to the Chief Financial Officer, via email, at ccarlson@ltbbodawa-nsn.gov. Selection and award amounts will be determined based upon the information contained in the corresponding application in regard to business revenue and expenses.

Funds must be used for 1) allowable business expenditures (as affected by the pandemic) as detailed below and 2) incurred during the period that begins March 1st, 2020 – December 30th, 2020. Funds may be used for the following business expenses: payroll, rent, mortgage interest, utilities to a non-government owned utility company, supplies, or other expenses that occur in the ordinary course of business. Funds may also be used to procure personal protective equipment (PPE) for the business or to create safety measures designed to mitigate COVID-19 risks. Any interest earned on these grant funds must also be used for eligible expenses only. Proceeds from the sale of assets purchased using these funds must also be used for eligible expenses. Applicants are required to document that such funds were used in accordance with these guidelines. Ineligible use of funds includes, but is not limited to, the following: revenue replacement; expenses that will be reimbursed by another party; utilities paid to a government; owner pay, draws or salary; property or payroll taxes; liens, or other outstanding debts; personal purchases; any items purchased prior to grant approval; reimbursement to donors for donated items or services; capital improvement projects that are not necessary expenditures incurred due to COVID-19; workforce bonuses other than hazard pay or overtime; severance pay; or legal settlements. Grant recipients have six (6) months to use grant funds from date of approval notification. Please note that all disbursements are subject to verification and inspection for proper use. Any funds not utilized or those found to be utilized inappropriately must be returned to LTBB.

The following documents must be submitted with each application:

- W-9
- 2017, 2018, 2019 Income Statements (if in business for those years)
- 2020 YTD Income Statement

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Additional Guidelines for Applicants:

- Businesses agree to provide DOC with timely information needed to comply with reporting requirements.
- Business is subject to repayment of funds if material misrepresentation is found in this application or any other requirements of this agreement, or misuse of funds.
- Every effort will be made to ensure there are no conflicts of interest when reviewing applications. This includes asking applicants to identify any conflicts of interest that they may be aware of.
- Must be able to demonstrate the funding allows business to continue operations, have long-term viability, and continue employment.
- Business must operate for at least one (1) year after grant has been received, or LTBB may seek to recoup the funds that were awarded.
- Business must provide a post-grant report within six (6) months of approval notification stating what the funds were used for, how the business is currently operating, and number of employees at the business.
- Grant awards are non-transferable. Any change in business ownership within six (6) months of grant funding must be submitted to DOC in writing.
- DOC may request additional documents or materials pre- and/or post- grant funding.
- Business must be and remain in good standing and have all necessary permits for their type of business. Business must also be in compliance with all applicable laws.
- The application, review, selection, and awarding processes will be completed with social distancing measures in mind – meaning paper documents will be used as minimal as possible. Communications should be kept electronic whenever possible.
- Appeals may be made for businesses that were denied funding by July 1st via email to ccarlson@ltbbodawa-nsn.gov. Only appeals of procedural errors will be accepted. Note that appeals may not be made in regard to the amount of funds that were awarded.
- Please keep in mind that applying for funds does not guarantee funding will be awarded.
- Please keep in mind this is a very small amount of funds and grants will be micro in nature.

Anticipated Timeline (subject to change):

- June 19th – applications and all supporting documents due
- June 20th-June 26th – Applications will be reviewed & award determinations made
- June 26th – Applicants not funded will be notified via email. They may appeal, via email to ccarlson@ltbbodawa-nsn.gov no later than July 1st.
- July 3rd – Funded Applicants will be notified of request, including the amount of funds to be received
- July 7th – Funds will begin to distributed via check (*only after acceptance letter has been signed and returned*)

By signing below, you are certifying that you have read and understand all requirements of this grant funding and will adhere to all requirements as stated.

X _____

Signature of Applicant

X _____

Name of Business

X _____

Date