



## MONTMORENCY COUNTY

### ARPA Fund Small Business Grant Program

#### 1. BACKGROUND

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“CSLFRF”) program. This program is intended to provide support to state, territorial, local, and tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

Montmorency County (the “County”) received \$905,927.50 (half) of the \$1,811,855.00 in ARPA funds in May 2021. We expect the other half in May 2022. Funds must be obligated by December 31, 2024. The Montmorency County Board of Commissioner (“BOC”) formed an ad hoc sub-committee titled ARPA Funding Committee (the “Committee”) to oversee use of the funds. As part of the planning process, the Committee is now seeking applications for which such funds may be used.

#### 2. PROCESS

Applications may be submitted now through December 31, 2023. As applications are approved, the available funds will be reduced. All proposals received will be reviewed by the ARPA Fund Committee and moved for approval or denial.

There is no specific timeframe for the Committee’s review and decision regarding any proposal. The Committee will communicate results to applicants as circumstances dictate.

This application and the process described herein are intended to help the County effectively and efficiently determine the best uses of CSLFRF Funds; however the County (acting through the Committee, the BOC or otherwise) may, in its discretion, make determinations as to the use of CSLFRF funds outside the process described in this application with or without notice to the applicant.

Under Title VI of the Civil Rights Act, Montmorency County will not discriminate or deny benefits or services on the basis of race, color, national origin, disability, age, or sex.

### **3. REQUIREMENTS**

All applications must adhere to and qualify according to the guidelines governing the use of ARPA funds. Specific qualifications can be found at [ustreasury.gov](http://ustreasury.gov). All applications submitted to the Committee not meeting guideline requirements, set forth by the U.S. Department of Treasury, will be denied. Maximum fund allocation per Federal EIN numbers is \$8,000.

#### **ALL small business applicants MUST:**

1. Have no more than 500 employees, or if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates.
2. Be a small business concern as defined in section 3 of the Small Business Act (15 U.S.C. 632) which includes, among other requirements, that the business is independently owned and operated and is not dominant in its field of operation.
3. Have decreased revenue or gross receipts, increased costs, challenges covering payroll, rent or mortgage, and other operating costs.

#### **Funds may be used for:**

1. Mitigating financial hardship
2. Mortgage, rent, and utility costs
3. Other operating costs
4. Business planning services

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**ARPA FUND SMALL BUSINESS GRANT APPLICATION**

Grant application must be completed in full to be considered. Completed documents must be submitted to the Montmorency County ARPA Committee electronically to [montcotreasurer@montcounty.org](mailto:montcotreasurer@montcounty.org) or mail by using the information above.

**General Information**

Business Name	Address
Phone Number	Business Owner/s
Provide Brief Description of Business:	
Year of Incorporation	Federal EIN #

**Financial Overview**

Funds Requested \$
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**Proposal Details** - Please attach separate documents as needed.

**1. Project Approach** - include the following details, as applicable:

- a. Briefly describe the small business you are requesting funds for.
- b. Is this a new or existing business?
- d. Who will benefit and how?
- e. How may employees do you currently employ?

**2. Grant Outcomes**

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a. Describe two anticipated measurable outcomes after receiving this grant.

**3. Business/Organization Type and Auditing and Fiscal Controls**

- a. Describe the business/organization's entity type (governmental agency/department, non-profit, corporation, for-profit corporation, partnership, LLC, etc.)
- b. Briefly describe your business/organization's fiscal oversight / internal controls to minimize opportunities for fraud, waste and mismanagement.
- c. How does your business/organization plan to segregate ARPA funds from other revenue for purposes of identification, tracking, reporting, and audit?

**4. Contingency Plan**

- a. If your request is not fully funded, what adjustment are you prepared to make?

**5. Business Budget**

- a. Please be specific about how ARPA funds would be spent. If equipment please specify details.

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ANNUAL REVENUE	
2019 Annual Gross Income	\$
2020 Annual Gross Income	\$
2021 Annual Gross Income	\$

REVENUE SOURCE PROJECTIONS	ESTIMATED FUNDING FOR PROJECT
Proposed ARPA Funding	\$
Other Government Grants - list:	\$
Donation / Other Fundraising	\$
Internal / Self-Funding	\$
Other - list:	\$
Other - list:	\$
<b>Total Revenues</b>	<b>\$</b>

EXPENSES	PROJECT BUDGET (PROPOSED)
Salaries / Benefits	\$
Occupancy	\$
Professional Fees / Contracted Services	\$
Program / Office Materials	\$
Marketing / Printing	\$
Professional Development	\$
Supplies / Materials	\$
Other - list:	\$
COVID Related Expenses (please identify)	\$
Other - list:	\$
Other - list:	\$
<b>Total Expenses</b>	<b>\$</b>

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**THIS DOCUMENT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:**

1. The information submitted to the County of Montmorency in this application, and its attachments, is true and correct.
2. The applicant is in compliance with applicable laws, regulations, ordinances and orders applicable to it that could have an adverse financial impact. Adverse financial impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to remain open for business.
3. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse impact on the project.
4. The applicant has to disclose, and will continue to disclose, any occurrence or event that could have an adverse financial impact on the project.

**THE AUTHORIZED REPRESENTATIVE UNDERSTANDS:**

1. This proposal and other materials submitted to Montmorency County may be subject to disclosure under Michigan's Freedom of Information Act, and the County's review of such materials will be subject to Michigan's Open Meetings Act. The authorized representative may mark documents "confidential" if the documents contain proprietary information; however, the County will make the ultimate determination as to its disclosure and public deliberation obligations under Michigan law.
2. Submitting false or misleading information may result in this application being found ineligible for financial assistance under the funding program, and the authorized representative may be subject to civil and/or criminal prosecution.
3. Approved applicants will be required to submit appropriate documentation and will be subject to audit accountability standards.
4. This form and criteria may be subject to change, as determined by the U.S. Treasury Department.

Yes       No - I certify that the requested funding will be used as stated on this application and the business is registered in Montmorency County, Michigan

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**Signature of Business Owner**

**Date**

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**Printed Name of Business Owner**

**Business Name**