

# Pandemic Emergency Technical Support (PETS) Grant Program

## GRANT FOR OPERATIONAL SUPPORT

Application open: October 19 – 30, 2020



### Pandemic Emergency Technical Support (PETS) Grant

The Pandemic Emergency Technical Support Grant Program ("Program") makes \$19 million in Coronavirus Relief Funds (CRF) available to provide operational support to small businesses, non-profit organizations, arts and culture organizations, and local Chambers of Commerce impacted by the COVID-19 pandemic.

The Program is intended to be flexible and ensure that eligible businesses, non-profits and other entities can adequately respond to the COVID-19 pandemic, safely reopen and continue their operations.

### How the Program Works?

Funding may be available to cover different expenses related to working capital (rent, inventory, payroll, utility, etc.), protective equipment (PPE) and protective retrofit due to the COVID-19 Pandemic.

Pandemic Emergency Technical Support (PETS) Grant Program will be administered through the State's vendor National Council for Community Development, Inc. aka National Development Council (NDC).

### Who is Eligible?

To be eligible to receive grant funding under the program, an applicant must:

- Have experienced and can demonstrate financial hardship due to COVID-19;
- Have a physical location in State (includes home-based businesses)
- Have an active business license as of March 1, 2020 and be in good standing with the State (no liens or judgments, etc.);
- For profit business have no more than 50 employees;
- For profit business have an annual gross revenue under \$4 million;
- Non-profits, Chamber of Commerce, and arts and culture organizations will not have an employee or gross revenue requirement.

## Who is NOT Eligible?

The following entities are not eligible for this program:

- Publicly traded companies and their subsidiaries;
- Entities which became operational after March 1, 2020;
- Those who are not physically located in the State;
- Businesses with gross annual revenue greater than \$4 million;
- Businesses with more than 50 employees;
- Businesses illegal under federal law;
- Any state (owned) arts and culture organization.

## Grant Award Levels

- Businesses and non-profits can receive up to \$10,000 for any eligible expenses;
- Chambers of Commerce:
  - serving less than 10 businesses can receive up to \$10,000;
  - serving more than 10 businesses can receive up to \$20,000;
- Arts and Culture organizations can receive up to \$20,000.

## Eligible Expenses

Funding may be available to cover different expenses related to working capital, protective equipment (PPE) and protective retrofit due to the COVID-19 Pandemic.

### **General Expenses for Working Capital**

- Payroll;
- Rent;
- Utility bills;
- Inventory;
- Other.

### **Protective Equipment and Protective Retrofits**

- Personal protective equipment (PPE);
  - Supplies for cleaning and sanitation;
  - Expenses related to retrofitting in order to comply with social distancing and other health guidelines.
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## Application Process

The application portal will be housed on the [GOED website](#), and the program will be administered by NDC. Applicants will be required to complete a simple application form, and upload required documentation directly in the form. Applicants will be required to complete a simple application form, and upload required documentation directly in the form.

### *STEP 1 - Preapplication process:*

Will be done through a series of questions and this will immediately determine if applicants will qualify.

### *STEP 2 - Determination of Expenses:*

If applicants pass the qualification process, they will be able to select the applicable grant award level and their individual plans for use of the grant funds by selecting which expense category they need.

### *STEP 3 - Applicant affirmation/self-certification:*

All applicants will be required to certify that their business or organizations was closed or was negatively impacted as a result of COVID-19 and/or Governor's Directive 010: Stay at Home Order, resulting in a material financial need; outline the economic impact caused by COVID-19 and certify their revenues for both pre- and mid-pandemic; and will be required to affirm that all information provided in the application is accurate and that funds will be used for the purposes and amounts specified in the application.

### *STEP 4 - Uploading required documentation:*

- Nevada State Business License;
- W-2 or payroll schedule;
- W-9 Form Request for Taxpayer Identification Number and Certification;
- Articles of Incorporation or other relevant organization documents;

## Payments to Grantees

Payments under the program will be made directly to eligible applicants by vendor (NDC). GOED and the State Treasurer's Office staff will review approvals, denials, and payment amounts prior to payments being sent out by the vendor.

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## **Maintenance of documentation**

All successful grant applicants should keep records of expenses made under this program in the event of a possible audit.

## **Terms & Definitions:**

**Inventory** refers to all the items, goods, merchandise, and materials held by a business for selling in the market to earn a profit. (Raw Materials, Work-In-Progress (WIP), Finished Goods, and Maintenance, Repair, and Overhaul (MRO)).

**Expenses related to retrofitting** in order to comply with social distancing and other health guidelines - Examples may include but are not limited to:

- Physical barriers/sneeze guards for bars, restaurants, and gyms to separate customers from employees.
- Equipment for isolation rooms or other upgrades to ventilation systems.
- Hand washing/hygiene stations and supplies such as hand disinfectants, wipes and soap.
- Materials for conducting employee health screening such as touchless thermometers.
- Face coverings such as masks, face shields and respirators.

**Personal Protective Equipment (PPE)** to protect employees from COVID-19. Examples may include but are not limited to:

- Respiratory protection, gowns, gloves and eye protection for facilities that have close contact with customers or patients.

**Profit and or non-profit Arts and Cultural Organizations** are defined as entities which create, produce, present, promote, and/or preserve artistic and/or historical products in the visual, performing and literary arts fields, including but not limited to what is generally considered popular culture.

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### **Disadvantaged Business Enterprises:**

For the purposes of this Program, "Disadvantaged Business Enterprises" means a:

- (1) Women Owned Business,
- (2) Minority Owned Business,
- (3) Veteran Owned Business, or
- (4) Disability Owned Business,

*"Women Owned Business"* means a business that:

- (1) Is owned by a natural person who is a woman; or
- (2) Has at least 51 percent of its ownership interest held by one or more women.

*"Minority Owned Business"* means a business that:

- (1) Is owned by a natural person who is a Minority; or
- (2) Has at least 51 percent of its ownership interest held by one or more Minority persons.

*"Minority"* means a natural person of Black American, Hispanic American, Asian, Pacific American, or Native American ethnicity.

*"Veteran-owned business"* means a business that:

- (1) Is owned by a natural person who is a veteran; or
- (2) Has at least 51 percent of its ownership interest held by one or more veterans.

*"Veteran"* has the meaning ascribed to it in NRS 417.005.

*"Disability-owned business"* means a business that is at least 51% owned, managed and controlled by a person with a disability.

**Other Expenses** are related to any other operating expenses that applying business or organization might have for service they provide, as an example accounting, translation, assistance with marketing or business plan, or paying the association fees related to business location/building or different communal expenses, etc.

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