Webster County CARES Program
Phase Two (Extended) – Program Description

Webster County has received Coronavirus Relief Funds to distribute to eligible parties for necessary expenditures incurred due to the public health emergency. The Webster County Commission recognizes the negative impact that COVID-19 has had on our community, and has opened eligibility for distribution of these funds to: local governments; non-profits; and private businesses.

Funds may only be used to cover costs that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Distribution of these funds has been organized into multiple phases. The first phase covered expenses from the period March 1 through June 30, 2020, with an application deadline of July 31, 2020. Phase Two extends this period, and covers previously un-reimbursed expenses from the period March 1 through September 30, 2020. The **deadline for Phase Two applications is Friday, October 16, 2020**.

It is not the intention to close eligibility for reimbursement for expenses incurred during the covered period once the deadline expires. However, we cannot guarantee what future rounds may look like – and encourage everyone to file their applications by the deadline above.

The minimum amount that may be applied for during Phase Two of this program is: $100. The cumulative maximum amount that may be awarded to non-profits and private businesses during Phases One and Two is: $7,500; there is no maximum allowed for local governments.

Applications must not include any expenses that have or will be reimbursed under any federal program. Also, at this time, “loss of revenue” is not considered an eligible expense.

Applicants must submit IRS Form W-9 along with their request. Successful applicants will be required to sign an agreement at the time of award, which will include an acknowledgement of their responsibility to repay any monies found to be improperly claimed or used.

Finally, applicants must not be delinquent on their property taxes, and must possess any State, county, or city license required for their operation. Any overlooked or delinquent county or city licenses or fees must be made current at time of award.

The goal is to make applying for this program a relatively easy process - requiring a short application and thorough documentation of expenses. Webster County and its municipalities care about the businesses and other organizations that form the backbone of our shared community – and will be glad to help with any questions you may have with this process.

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Eligible Expenses

During Phase Two, the County Commission has divided the types of applicants and eligible expenses into two categories. "Category A" is for reimbursement of direct expenses, and is open to nearly all local governments, non-profits, and businesses. "Category B" is modelled upon the federal "Paycheck Protection Program (PPP)", and is open only to non-profits and businesses with 10 or less employees. Priority will be given to applicants who did not receive PPP funds. These organizations should either have been closed due to being defined as "non-essential" under a government order, or have evidence of a hardship caused by COVID-19.

Program funds will be allocated to eligible and qualified applicants based on availability. Applications and supporting documentation are required for review and approval. All payments will be processed on a first-come, first-reviewed basis.

REVENUE REPLACEMENT IS NOT A PERMISSIBLE USE OF FUND PAYMENTS.

In addition to criteria listed above, to be eligible, applicants must meet the following requirements:

Category A: Direct Expenses

- Must be a: local government; non-profit; or independently-owned for-profit business (including independently-operated franchises); and 'full-time' farms (defined for this program as farms where line 2 of Schedule F constitutes 80% of gross household income).
- Must be geographically located within the borders of Webster County, MO.
- Must provide either: documentation for past expenditures during covered period for materials, supplies and/or services purchased due to the COVID-19 public health emergency; or, a budget with documentation showing what materials, supplies and/or services will be purchased should application be successful.
- For local governments, expenses must have been unbudgeted costs.
- Non-profits and for-profit businesses, must provide copy of current registration from the Missouri Secretary of State's Office.
- For-profit businesses and farms must provide a copy of either Schedule C or Schedule F from their 2019 federal income tax return.

Category B: Small Business Relief

- In addition to funds received under Category A, small businesses, 'full-time' farms, or non-profit organizations employing 10 or fewer full-time or part-time employees (including owner) may also apply under Category B.
- Priority will be given to organizations that have not received a Paycheck Protection Program loan or similar program under the CARES Act. However, if PPP or other federal funds were received, the organization may still apply - but will be required to provide additional documentation of federal funds received to ensure that any expenses previously reimbursed will not also be requested under this program.
- Were closed due to being declared "non-essential" by government order, or must provide evidence of a business hardship created by COVID-19 (i.e. employee layoffs, purchase of added safety items, added expenses due to COVID-19, etc.).
- May use funds for operational needs, such as mortgage (interest only) payments, rent, & utilities.

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During Phase Two, the following organizations will not be considered eligible to request assistance under the Webster County CARES program:

- Lending and investment institutions
- Bail Bond businesses
- Corporately Owned Chain Stores
- The applicant is engaged in any business activity that is illegal under federal, state or local law
- Other types of organizations, at the discretion of the Webster County Commission

Nonexclusive examples of ineligible expenditures:

- Expenses that have been, or will be reimbursed under any other federal program, such as federal reimbursement pursuant to the CARES Act or contributions by States to State unemployment funds
- Damages covered by insurance
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Reimbursement to donors for donated items or services
- Workforce bonuses, other than hazard pay or overtime
- Severance pay
- Legal settlements

Other Exceptions

- Non-Profits and Businesses which were formed after January 1, 2020 (and therefore, will not have filed a 2019 tax return to document their eligibility) may still apply. However, they must have been formed/organized prior to April 1, 2020, and will be asked to provide alternative documentation.
- Non-Profits and Businesses which have filed extensions, and have not yet filed their 2019 tax return, may submit documents from their 2018 tax return along with a copy of Form 4868 (or equivalent).

INSTRUCTIONS:

Please complete the attached application and provide copies of any required documentation. If you are a local government agency, or if you are located outside any city limit, please submit by email, fax, or mail to:

Sigel Owen, CARES Director
101 S. Crittenden St., Rm. 12
Marshfield MO 65706

CARES@webstercountymo.gov
Fax – 417-468-5307

If your organization is within the city limits of Diggins, Fordland, Marshfield, Niangua, Rogersville, or Seymour - please submit to the applicable city. We are asking the cities to complete their part and forward the application to the County.