

# Safe Operating Grants

## Frequently Asked Questions

### Application Questions

Is it too late to apply?

- Yes. This program stopped accepting applications after November 30<sup>th</sup>.

What documents are required?

- Certificate of Good Standing filed with the Kansas Secretary of State's Office
  - o Not sole proprietorships
- Copy of Primary Individual or Business Owners Driver's License, state ID or passport
- Full employee list as of March 1, 2020 (if business owner) by submitting IRS form 941
- Completed IRS Form W-9 [www.irs.gov/formw9](https://www.irs.gov/formw9)
- IRS Determination Letter
  - o For 501(c)3 Organizations only

I have a sole proprietorship; do I have to have a Certificate of Good Standing?

- No. We will accept a Schedule C from your 2019 tax return instead.

### What to Expect

I filled out the online application. Now what?

- Our review team will look over the application and supporting documents. They will contact you by email with questions or requests for documentation.
- Once the application is approved, an agreement will be emailed out for signature.
- Keep all receipts or records of how the money was used.

My application was approved. How do I get the money?

- Once the agreement is completely signed, a check will be requested. Within a week, it will be mailed to the company at the address provided on the W-9.

My check hasn't arrived. How do I see where it is at?

- Checks should be mailed out within a week of the contract being signed. It is going to the address on the W-9. We've had reports about the USPS having delays, so please give them time to deliver to you.
- Email [SedgwickCARES@Sedgwick.gov](mailto:SedgwickCARES@Sedgwick.gov) and we can look it up.

Can I give you ACH information to get the money that way?

- No. We are only sending out physical checks at this time.

Do I need to send you my receipts?

- Only if you are selected for an audit. We will provide you the form to complete and ask for the receipts at that time.

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### Eligible Expenses

The grant says I have to spend the money by November 30<sup>th</sup>, but I won't have the check before then. What do I do?

- This grant is to reimburse the company for expenses due to the Pandemic. If you have paid the eligible expenses prior to November 30<sup>th</sup>, the grant can reimburse them.

### What are examples eligible expenses?

- Accounts payable, including utilities, vendors, suppliers, and working capital expenses paid or to be paid between March 1st, 2020 through November 30th, 2020.
- Rent/mortgage payments paid or to be paid between March 1st, 2020 through November 30th, 2020.
- Activities related to adjustment to the delivery of services, such as for PPE, equipment to enforce social distancing, touchless point of sale systems, hardware and software to adjust ordering, sales, etc
- Equipment, supplies, and other working capital expenses necessary to participate in the City of Wichita's "Open Streets ICT" program, enacted by ordinance August 11, 2020; or other similar ordinances or resolutions enacted by a municipality in Sedgwick County.

### Grant awards cannot be used for the following costs:

- Providing funds, directly or indirectly, for a dividend distribution, return of capital, or otherwise to owners, partners or shareholders of the business enterprise
- Payroll expenses/employee pay; this includes payments to 1099 employees and/or those identified as subcontractors
- The payment of any local, school district, state, and/or federal tax obligations
- To finance a business, project, activity, and/or location primarily located outside the geographic boundaries of Sedgwick County, Kansas
- Any expense already satisfied by local, state or federal loan/grant programs – such as SBA's Paycheck Protection Program or Economic Injury Disaster Loan
- Any business activities not otherwise specified as allowable costs per the grant agreement (to be executed prior to funds disbursement)