

Nye County COVID Relief Program and Policy

Overview

The Nye County Commission authorized \$1.9 million through the Nye County COVID Relief Program (CRP) to administer assistance to small businesses and the public affected due to the COVID-19 Pandemic. Funding for this program was made available through the budget relief of Public Safety Payroll under the CARES Act Program. Due to the budget relief, this program will be taxpayer funded. The Nye County Finance Department conducts monitoring and oversight of the receipt, disbursement and use of these funds in accordance with NRS 354, Local Government Financials Administration.

Programs will be open for applications starting March 17, 2021 and will stay open while funding is available.

Eligible Uses

The Nye County COVID Relief Program may cover costs that were incurred after the Declaration of Emergency was declared in the State of Nevada on March 16, 2020 during the COVID-19 Pandemic. This includes but is not limited to assistance administered to the public and small businesses, approved and pending applications that were not completed under the Nye County CARES Act, and the administrative costs for overtime and additional staff to administer assistance to be charged to each program.

Addendum A – Small Business Grant Agreement

Addendum B – Public Rent/Mortgage Assistance, Business Owner Affidavit

Addendum C – Public Assistance Administered by Non-Profit, Not-For-Profit, or Charity Sub-grant Agreement

Addendum D – Direct Utility Assistance Agreement

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Small Business Programs

SMALL BUSINESS GRANT PROGRAM

Program Description:

The Small Business Grant Program grants funds to small businesses that attest they had financial losses incurred due to COVID. The program will provide assistance to applicants with working capital costs. This can include but is not limited to rent, utilities, inventory, payroll, PPE, and licensing fees. The small business is required to submit backup to Nye County to document what the funds were spent on such as payroll reports and rent statements. Payroll related backup may be redacted to ensure employee confidentiality.

Employee Count	Grant Amount
0-4	\$15,000
5-9	\$30,000
10-30	\$50,000

Eligible Small Business Definition:

Organizations, non-profits, not-for-profit, charities, or companies with **30 employees** or less as of August 19, 2020 are identified as a small business under the Nye County CRP Program. If there are over 30 employees, business can make appeal before the board.

The business owner must affirm that their business is located in Nye County and that they do business within Nye County.

Businesses must be established by August 19, 2020 or before.

Businesses owned by publicly traded corporations are **ineligible** but small business franchisees are **eligible**.

Nye County legal businesses can apply for funding.

Required Documentation:

- Business name, address, and point of contact
- Business Owner Driver's License
- Business W9 or similar IRS documentation providing EIN, TIN, SSN
- State Business License #
 - TOP Business License #, if applicable
- Use of grant funds. Examples include but are not limited to PPE, Rent, Utilities, Payroll, and Inventory.
- Business will complete affidavit identifying loss of income due to COVID and to confirm employee count.

Review Process:

Nye County Finance will review each application and the Nye County Comptroller will make final determination of applicant eligibility. If the application is complete and approved, the County will complete a grant agreement with the

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applicant to be signed by the Business Owner and the County Manager. Once the grant agreement is signed, the County will mail a check to the business while funding is available. Supporting documentation must be provided on how the grant funds were used.

Applicants will be reviewed on a first come, first serve basis utilizing a complete and approved online application. If additional information or missing documentation is requested, the applicant will have 10 business days to provide the information. If the applicant does not provide the information, their application will be denied, and they will need to reapply.

Nye County Grant Administrator will present updates of the program utilization to the board during the Nye County CRP standing agenda item.

Dispute Process:

If the applicant does not agree with the Comptrollers decision related to their application, the applicant can request for their application to be reviewed by the Nye County Commission during a regularly scheduled BoCC meeting. The Nye County Grants Administrator will facilitate the agenda item and backup submission with the applicant.

If the applicant has over 30 employees, the applicant can request an appeal for their application by the Nye County Commission during a regularly scheduled BoCC meeting. The Nye County Grants Administrator will facilitate the agenda item and backup submission with the applicant.

Certifications:

Business owner must attest that they will not submit backup documentation for the use of these grant funds if they have reported that same cost through another Federal or State grant program. This practice constitutes "double dipping" and is not allowed for any federal and state programs. If the business "double dips" the business will be required to repay the County for funds issued. Refusal of the return of funds is subject to prosecution by the Nye County District Attorney's Office pursuant to the grant agreement.

Business owner must affirm that they were affected due to COVID and that the information provided is true and accurate to the best of their ability.

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Public Programs

RENTAL/MORTGAGE/UTILITY ASSISTANCE

Program Description:

The Public Rent/Mortgage/Utility Assistance Program allows the residents of Nye County to apply for assistance if a contributing member of their household lost a job, lost hours at their job, or had a decline in revenue for their business due to COVID and are behind in their rent/mortgage/utility payments or cannot make current month's payments.

Utility Assistance will go in effect on 4/1/2021.

Required Documentation:

- Applicant name, address, contact information and copy of ID
- Co-applicant name, address, contact information and copy of ID, if applicable
- Proof of residency. Examples include address on ID, utility statement, and rent/mortgage statement.
- Statement of current due or delinquent rent/mortgage/utility
- Landlord/Mortgage Company W9
- For loss of hours or job loss: Unemployment documentation or statement from employer
- For Business Owner: applicant must complete affidavit stating they were affected due to COVID.
- For mortgage/rent/utility that was paid utilizing a loan issued due to COVID applicant must submit documentation showing complete paper trail of loan funds. This can include loan documents, bank statement showing deposit of loan funds to account, bank statement showing rent/mortgage paid, and rent/mortgage/utility statement showing payment was made. PERSONAL INFORMATION MUST BE REDACTED BEFORE SUBMITTAL.
- For mortgage/rent/utility that was paid utilizing a credit card, applicant must submit documentation showing complete paper trail of payment being made. This includes credit card statement showing rent/mortgage/utility paid and rent/mortgage/utility statement showing payment was made. PERSONAL INFORMATION MUST BE REDACTED BEFORE SUBMITTAL.

Review Process:

Nye County Health and Human Services will review each application and will make final determination of applicant eligibility. Nye County Finance will review funding availability of the program. If the application is complete and approved, the county will mail a check to the applicants' landlord/mortgage company for approved current due or delinquent rent while funding is available. If the applicant made their payment utilizing their credit card or a loan issued due to COVID, the county will make a check to the applicant.

Applicants will be reviewed on a first come, first serve basis utilizing a complete and approved application. If additional information or missing documentation is requested, the applicant will have 10 business days to provide the information. If the applicant does not provide the information, their application will be denied, and they will need to reapply.

Nye County Grant Administrator will present updates of the program utilization to the board during the Nye County CRP standing agenda item.

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Dispute process:

If the applicant does not agree with the Comptrollers decision related to their application, the applicant can request for their application to be reviewed by the Nye County Commission during a regularly scheduled BoCC meeting. The Nye County Grants Administrator will facilitate the agenda item and backup submission with the applicant.

Certifications:

Applicant and Co-applicant, if applicable, shall attest that they have not received any federal or state funding for the request in their application through another program. This practice constitutes "double dipping" and is not allowed for any federal and state programs. If the applicant "double dips" they will be required to repay the County for funds issued. Refusal of the return of funds is subject to prosecution by the Nye County District Attorney's Office pursuant to the Nye County COVID Relief Program and Policy.

Applicant must certify that the information provided is true and accurate to the best of their ability.

If the applicant is a business owner, they must affirm that their business was affected due to COVID.

PUBLIC ASSISTANCE ADMINISTERED BY NON-PROFITS, NOT-FOR-PROFITS, AND CHARITIES

Program Description:

Non-profits, Not-for-profits, and Charities can request funding through the Nye County COVID Relief Program to administer assistance to the public. Each applicant will present their program to the Nye County Commission and highlight the program details and funding request. If the Nye County Commission approve the program, a grant agreement will be established between the applicant and Nye County. The applicant will be responsible for submitting monthly requests for reimbursements to Nye County Finance and present monthly program progress reports to the Nye County Commission.

Required Documentation:

- Non-profit, Not-for-profit, or Charity name, address, and point of contact
- Non-profit, Not-for-profit, or Charity W9 or similar IRS documentation providing EIN, TIN, SSN
- State Business License #
 - TOP Business License #, if applicable
- Project narrative and budget

Review Process:

Nye County Commission will make final determination of program eligibility based on presentation by applicant. Nye County Finance will review funding availability of the program and make a recommendation to the Board during the

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application agenda item. If the program is approved by the Commission and funding is available, the County will enter into a grant agreement with the applicant to administer their program.

Nye County Grant Administrator will present updates of the program utilization to the board during the Nye County CRP standing agenda item.

Certifications:

Applicant shall attest that they will not submit a request for reimbursement under this program if they have requested funding under another federal or state program for the same line item. This practice constitutes “double dipping” and is not allowed for any federal and state programs. If the applicant “double dips”, they will be required to repay the County for funds issued. Refusal of the return of funds is subject to prosecution by the Nye County District Attorney’s Office pursuant to the grant agreement.

Applicant will follow NRS under this program.

Applicant must certify that the information provided is true and accurate to the best of their ability.

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Direct Utility Assistance

Program Description:

Utility Companies can request funding through the Direct Utility Assistance Program to assist delinquent customers that are unable to pay their bill due to COVID.

Required Documentation:

- Utility Company W9
- List of Delinquent Customers Due to COVID
 - Customer Name
 - Customer Service Address
 - Months Delinquent
 - Total Amount Delinquent

Allowable utilities include:

- Power
- Water
- Sewer
- Propane
- Trash
- Internet

Review Process:

The utility company will be responsible for contacting their customers to determine if they are past due because of COVID. The utility company must submit a list with the customer name, service address, number of months past due, and the total amount past due to Nye County Finance and attest they are past due because of COVID. Nye County Finance will review funding availability for the program. If program funding is available, Nye County will complete a grant agreement with the applicant to be signed between the Utility Company and the County Manager. Nye County Finance will issue the payment directly to the Utility Company on the customers behalf. If resident makes payment for utility services in the interim of the application process the Utility Company is to return the duplicated payment to Nye County.

Nye County Grant Administrator will present updates of the program utilization to the board during the Nye County CRP standing agenda item.

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Certifications:

Utility Company must attest that the customers listed on the report submitted to Nye County are past due because of COVID-19. Nye County may audit the utility company through this program at any time and request documentation collected by the utility company from the customer to verify attestation of delinquency due to COVID.

Utility Company must certify that the information provided is true and accurate to the best of their ability.

Dispute Process:

Customer can dispute through the board, challenge against utility, go through appeal for additional customers.

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Additional Programs

Nye County Commission can make determination of new programs deemed necessary based on public need. The Nye County Commission may request additional programs are added at any time during the Nye County CRP standing agenda item.

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This policy was approved by the Nye County Board of County Commissioners on March 2, 2021.



Debra Strickland, Chairperson

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Addendum A

**Small Business Grant Agreement
(Document Production in Process)**

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Addendum B

**Public Rent/Mortgage Assistance, Business
Owner Affidavit**

(Document Production in Process)

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Addendum C

**Public Assistance Administered by Non-Profit,
Not-For-Profit, or Charity Sub-grant Agreement**

(Document Production in Process)

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Addendum D

**Direct Utility Assistance Agreement
(Document Production in Process)**