

## **Maine Economic Recovery Grant Program Frequently Asked Questions**

*Answers to frequently asked questions regarding the Maine Economic Recovery Grant application, due September 9, 2020*

### **What is the Maine Economic Recovery Grant Application**

This program provides grants for businesses and non-profit organizations that demonstrate a need for financial relief based on lost revenues or expenses related to the disruption of business operations caused by the COVID-19 pandemic. Grants will be distributed based on a business/organization's demonstrated losses as a pro-rated percentage of the total losses reported by qualified applicants. The grants are intended to assist in sustaining the viability of Maine businesses and non-profits. The program is not intended to replace lost profits. This program hopes to assist in the stabilization of Maine's economy and accelerate the transition from short-term relief to regaining our state's focus on Maine's 10-year Economic Development Strategy, anchored in talent and innovation.

### **When is the Application due?**

It is available August 20, 2020 and must be completed by 11:59 PM EST September 9, 2020.

### **Who is eligible for the program?**

To qualify for a Maine Economic Recovery Grant your business/organization must:

- Demonstrate a need for financial relief based on lost revenues minus expenses incurred since March 1, 2020 due to COVID-19 impacts or related public health response;
- Be a for-profit business or non-profit organization, except:
  - Professional Services
  - 501(c)(4), 501(c)(6) organizations that lobby
  - K-12 schools, including charter, public and private
  - Municipalities, municipal subdivisions, and other government agencies
  - Assisted living and retirement communities
  - Nursing homes
  - Foundations and charitable trusts
  - Trade associations
  - Credit unions
  - Insurance trusts
  - Scholarship funds and programs
  - Gambling
  - Adult Entertainment

- Country clubs, golf clubs, other private clubs
- Cemetery trusts and associations
- Fraternal orders
- Hospitals, Nursing facilities, Institutions of higher education, and Child care organizations<sup>1</sup>
- Have significant operations in Maine (business/organization headquartered in Maine or have a minimum of 50% of employees and contract employees based in Maine);
- Be current and in good standing with all Maine State payroll taxes, sales taxes, and state income taxes (as applicable) through July 31, 2020;
- Have been in operation for at least one year before August 1, 2020;
- Be in good standing with the Maine Department of Labor;
- Not be in bankruptcy;
- Not have permanently ceased all operations;
- Be in consistent compliance and not be under any current or past enforcement action with COVID-19 Prevention Checklist Requirements (<https://www.maine.gov/decd/covid-19-prevention-checklists>); and
- Employ a combined total of 50 or fewer employees and contract employees.

### **How will the funds be distributed to the qualified applicants?**

Maine Economic Recovery Grants will be distributed based on a business's/organization's demonstrated January – June 2020 losses due to COVID-19 as a pro-rated percentage of the total losses due to COVID-19 reported by all qualified applicants for the same time period. All grant amounts are subject to review and adjustment pending applicant volume and magnitude of reported losses.

### **How much will be awarded to the grant program?**

The Maine Economic Recovery Grant Program will be funded with \$200 million made available to Maine under the federal CARES Act Coronavirus Relief Fund to provide economic relief due to the COVID-19 pandemic. The maximum grant awarded to a business or non-profit organization is \$100,000.

### **If I receive a grant, what can the funds be spent on?**

The Maine Economic Recovery Grant Program is intended to assist in covering losses incurred as a direct result of the COVID-19 pandemic and related public health response. Businesses/organizations will be liable for any misuse of funds. The grants are subject to audit.

- Suggested business/organization expenses may include but are not limited to:

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<sup>1</sup> Alternate funding available through the Department of Education and Department of Health and Human Services for hospitals, nursing facilities, child care organizations, and institutions of higher education.

- Payroll costs and expenses;
- Rent or mortgage payments for business facilities (unless otherwise waived by lessor/lender);
- Utilities payments;
- Purchase of personal protective equipment required by the business;
- Business related equipment;
- Investments that will support your organization's long-term sustainment;
- Expenses incurred to replenish inventory or other necessary re-opening expenses; and
- Necessary operating expenses
- Examples of unallowable expenses include (list is not all-inclusive):
  - Depreciation expense
  - Entertainment
  - Lobbying
  - Goods and Services for Personal Use
  - Fines, Penalties, Damages and other Settlements
- Funds must be spent on operations that are strictly within Maine.

### **What is a qualified business interruption?**

The business or nonprofit must have suffered business interruption due to COVID-19 required closures, which may include but is not limited to:

- Reduced sales or suspended operations
- Increased costs related to COVID-19 prevention measures
- Disrupted supply network leading to shortage of critical inventory or materials

### **Where can I find additional information on the Maine Economic Recovery Grant Program?**

Information regarding the Maine Economic Recovery Grant Program and all relief funding opportunities that are available through the CARES Act grant to the State of Maine can be found on the <https://www.maine.gov/decd/economic-recovery-grants>.

### **Is the information I provide protected?**

The security of your sensitive information is important to us which is why all information is stored securely and only accessible by personnel designated by the Maine Department of Economic and Community Development. All sensitive information, including Personally Identifiable Information (PII) is encrypted at-rest and in-transit throughout the process. Information collected by this system will not be shared or used for any other purposes besides grant selection and distribution except as may be

required by Maine's Freedom of Access Act, 1 M.R.S Section 401 et seq. It is likely that some of the information provided will be accessible under Maine's Freedom of Access Act (1 M.R.S. Section 401 et seq.); however, proprietary information, tax or financial information, and PII will not be disclosed. After submitting your application, a confirmation email shall be sent with a copy of the submitted application excluding all sensitive PII.

### **When will grants be awarded and when can I expect to receive any awarded monies?**

If your business/organization is determined to be eligible and selected for a grant, notice of grant amount will be sent out via email by September 30, 2020. Awards shall be distributed by the seven regional Economic Development Districts (EDDs) starting on October 1, 2020 and will be received by eligible recipients via mail.

### **How will grants be distributed?**

Grants shall be distributed by the seven regional Economic Development Districts (EDDs) through a check sent via the U.S. Postal Service.

### **If my business operates in multiple states, how do I know if my principal place of business is in Maine?**

Your principal place of business is identified on your annual report filings with the Maine Secretary of State's Office.

### **Can I file more than one Application?**

Each business or group of affiliated entities should only submit one application. If you have submitted more than one application, you should notify the State of Maine Economic Recovery Grant Program at [BizAwards.DECD@maine.gov](mailto:BizAwards.DECD@maine.gov) ***Only your most recent submission will be considered.***

### **I didn't receive a confirmation email after I submitted my application?**

Please check your spam/junk email folder and your email settings. If you feel as though your application was not submitted, please resubmit your application. ***Only your most recent submission will be considered.***

### **If I am having trouble or concerns, who can I reach out to for assistance?**

Please call: 1-800-872-3838 and press 3

- Or email: [BizAwards.DECD@maine.gov](mailto:BizAwards.DECD@maine.gov)
  - Please allow up to three business days for someone to get back to you as DECD is experiencing a high volume of calls and emails.
- For Maine State Tax questions please contact the Maine Revenue Service Taxpayer Contact Center:
  - Email: [taxpayerassist@maine.gov](mailto:taxpayerassist@maine.gov)

- Phone: 207-624-9784
- For Federal Tax questions please contact the Internal Revenue Service:
  - **Individuals**  
800-829-1040  
7 a.m. to 7 p.m. local time
  - **Businesses**  
800-829-4933  
7 a.m. to 7 p.m. local time
  - **Non-profit taxes**  
877-829-5500  
8 a.m. to 5 p.m. local time
- Or please reach out to your local economic development or non-profit support organization for assistance