

HOSPITALITY ECONOMIC RESILIENCY GRANT PLUS SPECIAL BUSINESS BRIEFING

December 4, 2020



SHAWN KESSEL
ND Dept. of Commerce
Interim Commissioner



TRICIA MILLER
ND Dept. of Commerce
Digital Systems Manager

SHARE

- Recording will be available at ndresponse.gov
- Additional information is available at <https://belegendary.link/PHERG>
- If you have questions on the Hospitality ERG PLUS, email businesshelpCOVID19@nd.gov



AGENDA

- Review Hospitality ERG PLUS Details Shawn Kessel
- LIVE DEMO: How To Submit Your Tricia Miller
Application
- Hospitality ERG PLUS Summary Shawn Kessel
- Closing Remarks Arik Spencer

REMINDER

HOSPITALITY ECONOMIC
RESILIENCY GRANT
(HERG)
APPLICATION WINDOW
CLOSES TODAY AT
5:00 p.m. CST



HOSPITALITY ERG PLUS

HOSPITALITY ERG PLUS

ELIGIBLE

- Includes hotels, motels, lodges and resort establishments

INELIGIBLE

- NOT intended for private vacation rentals or bed and breakfasts [Airbnb, HomeAway, VRBO]
- Extended stay hotels **ONLY** serving long-term stays, defined as 30 days or more, are not eligible.

Grantees will be chosen on a first come, first served basis among all recipients who have self-certified that they are complying with the current North Dakota Smart Restart protocols. Noncompliance with these protocols will result in the repayment of all grants funds.

Hospitality ERG PLUS funds will be used to reimburse eligible entities for costs in operations, such as payroll, rent, utilities and other expenses that comply with federal guidelines. Payroll taxes and other taxes are not eligible for reimbursement.

Please note, there is **NO APPEALS** process for the Hospitality ERG PLUS grant program. Providing all documentation requested and appropriate justification for each expense item will ensure your best chance for success with the grant program.

BUSINESS ELIGIBILITY REQUIREMENTS

- List all locations in which your ownership is 50% or greater (regardless of whether business has a separate EIN)
- **To be eligible for Hospitality ERG PLUS, a business must meet ALL of the following criteria:**
 - Customer facing marketplace
 - Have a permanent physical location in North Dakota (P.O. Boxes or mailing addresses are not considered a physical location)
 - Have been financially viable prior to March 1, 2020
 - Have experienced negative financial impact due to COVID-19
 - Be in good standing with the ND Secretary of State or applicable tribal government at the time of application
 - A lodging entity – Derives a minimum of **51%** of their sales from “heads in beds”; as well as a current lodging license
 - Business meets ND Smart/ Re-Start standards
 - Must have spent the money PRIOR to requesting reimbursement.
 - Must meet business eligibility requirements listed at <https://belegendary.link/PHERG>

OWNERSHIP

- Facilities may apply for up to \$40,000
- Applicants with more than one eligible facility may apply for up to \$80,000
- If you receive a grant for more than one location, you cannot spend more than \$40,000 per location
- List all locations in which your ownership is 50% or greater (regardless of whether business has a separate EIN)

Q: Please provide clarification on if there are multiple owners and locations

A: You may only fill out **ONE** application and will be eligible for up to \$40,000 for one eligible location, up to \$80,000 for two or more eligible locations. If you receive a grant for more than one location, you cannot spend more than \$40,000 per location. An eligible location must meet business eligibility requirements as listed at <https://belegendary.link/PHERG> and is defined by the customer facing marketplace. List all locations in which your ownership is 50% or greater, regardless of whether business has a separate EIN. Applicant must list each business under this guideline and will be awarded according to the \$40,000, and \$80,000 maximum rule.

RECEIPTS

- Legitimate receipts must include itemization (item description/or picture), total purchase price, date, verification of payment in full, evidence it came from the vendor.

Go to <https://belegendary.link/PHERG> for more information on required receipt documentation.

✓ Eligible (standalone) Receipts:

- Itemized vendor receipt that shows proof of payment
- Invoices if showed paid-in-full with \$0 balance due
- Screen shots showing the required information above (not just the shopping cart screenshot)
- Receipts for the items from the distributor/supplier which refer back to the invoice or estimate provided

✓ Eligible: (if accompanied by proof of payment: cancelled check, credit card statement/receipt, bank draft, etc.)

- Invoice, quote, estimate, bid, purchase order, etc. (not showing a zero-balance due).
- Hand-written/editable receipts

✓ Ineligible:

- Receipts showing applicant as the vendor

- ✓ If ANY of the required information above is missing, or if the receipt is in any way editable, the applicant must provide additional transaction information such as cancelled checks, credit card statements, bank drafts, emails, etc. which provide the missing information.

WHAT IS A CANCELED CHECK?

- Check example edited to block out identifying and account information

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

COMPANY ADDRESS LINE 1 ADDRESS LINE 2 CITY, STATE, ZIP	UNION STATE BANK OF FARGO 77-1057/913	55555 10/26/20
PAY TO THE ORDER OF	CHECK RECIPIENT	\$ **8,000.00 DOLLARS
Eight Thousand and 00/100*****		SIGNATURE
Memo	ROUTING AND ACCOUNT NUMBER	
SECURITY FEATURES INCLUDED. DETAILS ON BACK.		

ENDORSEMENT

Listed below are the security features provided on this document:
• Micro-Print: Look under the words "Security" and "Amount" for fine, repeating text.
• Photo-copy: Hold the check up to a light. The words "Security" and "Amount" will appear when the check is held up to a light.
• Security Warning Band: Located on the back of the check.
• Non-Negotiable: Printed on the back of the check.

Product design is a certification mark of Check Payment Systems Association.

INVOICES

- Be sure to identify what line item goes with what on the receipts.
- Limit one expenditure per line item, with corresponding documentation.
- Paid stamp only allowed if zero balance
- If invoice shows amount due, need supporting information showing it was paid
- Sales tax is not allowed
- If you have listed multiple locations in your application, please note in the description of your line item which location this expense is for.

Invoice

Date	Invoice #
5/19/2020	7137

Bill To: _____ Project Name: _____

Terms: _____

Service Date	Description	Amount
	Labor and materials to remove 2 work area stations and to move 2 work stations 5/4/2020 demo and remove existing chairs 13.5 hours	607.50
	5/5/20 Reset 2 chairs and modify floor and infill floor 14 hours	630.00
	5/6/20 load and transport procedure chairs and cabinets to storage facility 4.5 hours	202.50
	Material 1 sheet 5/8 plywood and glue	57.00
	Dirks Plumbing unhook 4 chairs and hook 2 chairs back up	694.28
	Seifert Electric remove and reconnect electrical to work areas	747.80
	Profit and overhead	220.43
	NOTE: billing excludes Patterson Dental charges as it is presumed they will e bill directly and the flooring installation	

1.5% Service Charge on Unpaid Balance After 30 Days. \$2.00 Minimum Charge.

Please Pay From This Invoice.

Total	\$3,159.51
Payments/Credits	-\$3,159.51
Balance Due	\$0.00

HOW TO APPLY 

FOR THE HOSPITALITY
ERG PLUS



TRICIA MILLER
ND Dept. of Commerce
Digital Systems Manager

HOSPITALITY ERG PLUS APPLICATION

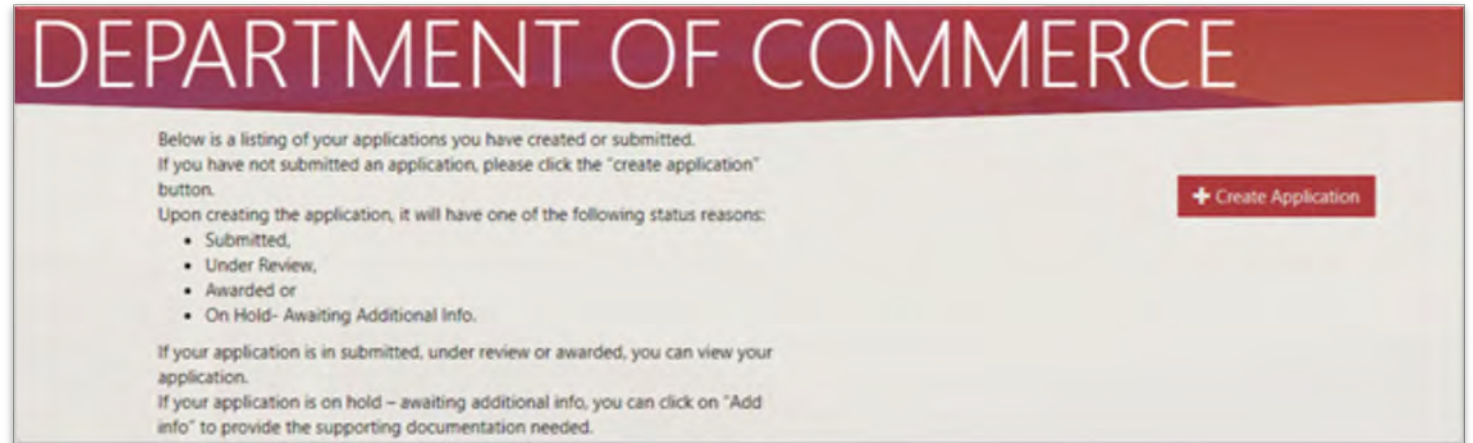
If you were a previous applicant, you can use your same login information from round 1 ERG and HERG. If you are a new applicant, you will see a sign-up button.



The screenshot shows the login interface for Dakota Commerce. At the top, the logo "Dakota Commerce" is displayed with the tagline "Be Legendary." below it. To the right of the logo, there is a "Sign in" link. Below the logo, the text "Sign in with a local account" is centered. The form contains two input fields: "Email" and "Password", both of which are filled with blacked-out text. Below the password field is a checkbox labeled "Remember me?". At the bottom of the form, there are two buttons: a red "Sign in" button and a "Forgot your password?" link.

HOSPITALITY ERG PLUS APPLICATION

Once signed in, if you are a returning applicant, you can select the “create application” button. If you are a “new” registration applicant, meaning you have not registered previously, you will need to follow the “verify email” button and prompts and also complete that part of the registration. But you can continue with your application.



HOSPITALITY ERG PLUS APPLICATION

- Enter in business name – should match LEGAL name EXACTLY to any tax records.
- Tax Identification Number - If your business has an EIN number, that should be used, if an EIN is not available, then the following are allowed: State Tax ID, Tribal Tax, TERO or SS# for Sole Proprietor.

Create Application

Business Name (text) *

Business Name should match Legal Name EXACTLY to any tax records – DO NOT put the Doing Business As (DBA) as your business name.

Doing Business As

Tax Identification Number *

If your business has an EIN number, that should be used, if an EIN is not available, then the following are allowed: State Tax ID, Tribal Tax, TERO or SS# for Sole Proprietor.

Save

HOSPITALITY ERG PLUS APPLICATION

- One additional question added to this round: You will need to note your ownership % of the business location.
- Please enter in all taxpayer information. The physical address **MUST** be the physical address of your business. The Mailing address is where the check will get mailed if awarded.

Edit Application

1 Taxpayer Information

Contact Information	Number of Employees
Primary Contact Tricia Miller	
Primary Contact Title * Owner	# of Employees at Physical Location as of 01/01/20 * 45
Applicant Telephone Number * (701) 555-5555	# of Employees at Physical Location Today * 40
Contact's Relationship to Business * Owner	
Physical Address of Business	Mailing Address for mailing of check if awarded
Please list applicant % of business ownership of this location * 75	Mailing Address Line 1 * Same as Physical Address PO Box is allowed. 555 Noway Place
Physical Address Line 1 * No PO Box is allowed. 555 Noway Place	Mailing Address Line 2
Physical Address Line 2	City * Absaraka
City * Absaraka	Zip Code * 58055
Zip Code * 58055	State * ND

HOSPITALITY ERG PLUS APPLICATION

Business must:

- Must be located in North Dakota
- Registered to do business in North Dakota
- Allowed to conduct business in North Dakota
- NAICS code submission is no longer needed

Edit Application

1 Taxpayer Information ✓ 2 Application

Instructions to fill Step 3

Business Information

Is this business located in North Dakota? *

Is this business in your home? *

What is the registering entity for this business? *

If you are a tribal business, do you participate in the 477?

Is this business registered to do business in ND? *

Is your business registered or a sole proprietor and in good standing in ND?

Is this business allowed to legally conduct business in ND? *

Type of Business *

What portion of your funding is from a public funding source? *

Do you receive all or part of your funding from local, state, tribal, or federal sources? (excluding grants)

Description of Business Operations Conducted *

Previous Next

HOSPITALITY ERG PLUS APPLICATION

You may only fill out **ONE** application and will be eligible for up to \$40,000 for one eligible location and up to \$80,000 for two or more eligible locations. If you receive a grant for more than one location, you cannot spend more than \$40,000 per location. An eligible location must meet business eligibility requirements as listed at <https://belegendary.link/PHERG> and is defined by the customer facing marketplace. List all locations in which your ownership is 50% or greater, regardless of whether business has a separate EIN. Applicant must list each business under this guideline and will be awarded according to the \$40,000 and \$80,000 maximum rule.

When adding another location in your application, you must also note the % of ownership with each location.

The image displays two screenshots of a web application interface. The top screenshot shows a 'Create' form with fields for 'Facility Name', ownership percentage, 'Line 1', 'Line 2', 'City', 'State', and 'Zip Code'. The bottom screenshot shows the 'Edit Application' page with a progress bar and a table titled 'List the Facilities in North Dakota'. The table lists two facilities with their respective details.

Facility Name ↑	Line 1	Line 2	City	County	Zip Code	# of Employees Today	# of Employees as of 01/01/20	
Another Great Place to Stay	555 Noway Place		Alamo	Williams	58055	40	40	Edit Delete
PHERG Review and Test	555 Noway Place		Absaraka	Cass	58055	40	45	Edit Delete

HOSPITALITY ERG PLUS APPLICATION

Add Expenditure

Qualifying Purchase (Sales tax is not an allowable expense)

Name or Description of Purchase *

Payroll costs for June

How does this purchase qualify for the HERG program? *

Will assist with my business in paying payroll.

Vendor or Source(s) *

Tricia's Test for Briefing 2

Expenditure Type *

Purchase Date

Receipts prior to March 27, 2021 will not be accepted.

10/1/2020

Total Receipt Amount *

Dollar amount of full receipt

\$ 50000

Qualifying Portion of Purchase Amount *

Dollar amount of line item from receipt/quote/bid/estimate

\$ 50000

Non-qualifying Portion of Purchase Amount

Please include Sales Tax amount when calculating this field.

\$

Sales tax is not an allowable expense.

Click [HERE](#) to view all business eligibility, expense eligibility and required documentation information.

Please list each receipt item on separate line items. **DO NOT** combine receipts for multiple expenses on one line item.

If you have listed multiple locations in your application, please note in the description of your line item which location this expense is for.

Maximum award you qualify for is:

\$80,000

Application Line Items

[+ Add Expenditure](#)

Line #	Description	Detailed Description of Purpose	Store/Vendor	Expenditure Type	Purchase Date ↑	Documentation Type	Total Receipt Amount	Non-Qualifying Cost	Qualifying Purchase Cost
There are no records to display.									

Lookup records

Search

Name ↑	Category
Mortgage	
Operating Expenses	
Payroll and Benefits	
Rent	
Utilities	

- Expenditure type: Mortgage, Operating Expenses, Payroll and Benefits, Rent and Utilities
- Please list each receipt item on separate line items. **DO NOT** combine receipts for multiple expenses on one line item
- Payroll Cost Summary - sheet to use to outline costs and upload to application

May need to upload same receipt for multiple line items.

HOSPITALITY ERG PLUS APPLICATION

When entering in your receipt amount. Be sure to note the following:

- **Total Receipt Amount:** *this is the dollar amount of full receipt*
- **Qualifying Portion of Purchase Amount:** *this is the dollar amount that you would like to be reimbursed from the total receipt amount.*
- **Non-qualifying Portion of Purchase Amount:** *Sales tax is not allowable and could be placed in this field.*
- **When entering in supporting documents for your expense,** please note the supporting document file types: JPG, JPEG, PDF, .doc, .xls. Files need to be less than 20MB.

HOSPITALITY ERG PLUS APPLICATION

Please review your line expenditures, you will notice your award amount max at the top, which aligns with the previously discussed protocol on multiple businesses.

Edit Application

1. Taxpayer Information ✓ 2. Application ✓ 3. Facilities ✓ 4. Qualified Expenditures

Sales tax is not an allowable expense.

Click [HERE](#) to view all business eligibility, expense eligibility and required documentation information.
Please list each receipt item on separate line items. **DO NOT** combine receipts for multiple expenses on one line item.
If you have listed multiple locations in your application, please note in the description of your line item which location this expense is for.

Maximum award you qualify for is:
\$50,000

Application Line Items

Line #	Description	Detailed Description of Purpose	Store/Vendor	Expenditure Type	Purchase Date ↑	Documentation Type	Total Receipt Amount	Non-Qualifying Cost	Qualifying Purchase Cost	
1	test for pliers	test	All the Right Tools	Mortgage	7/16/2020		\$10,000.00		\$10,000.00	Edit Delete

[+ Add Expenditure](#)

HOSPITALITY ERG PLUS APPLICATION

- Business was viable
- Not more than 90 days delinquent prior to March 1, 2020
- Business is in good standing in the State of North Dakota
- Business is not delinquent on Federal or State Taxes
- Incurred a negative financial impact due to COVID-19
- Verify that nothing you are expensing in Hospitality ERG PLUS was approved in ERG Round 1 or HERG Round

The undersigned certifies that the information provided in this document and its attachments is true and accurate.

1. I certify that my business was financially viable based on the following:

Business was viable on 03/01/2020 or my business was a startup and in operation prior to 03/01/2020 and is projected to be viable within 180 days of 03/01/2020. *

Business was not more than 90 days delinquent on any loans prior to 3/1/2020 *

Business is in good standing in the state of North Dakota or equivalent Tribal entity *

Business is not currently delinquent on Federal or State taxes *

HOSPITALITY ERG PLUS APPLICATION

- Certify you have read and understand the requirements of the PHERG
- Certify you have the authority to submit the request on behalf of business
- Have NOT submitted a Hospitality Economic Resiliency Grant PLUS application within the past 30 days
- All PHERG funds are subject to an audit

1 Taxpayer Information ✓ 2 Application ✓ 3 Facilities ✓ 4 Qualified Expenditures ✓ 5 Certifications ✓ 6 Certifications ✓

7 Certifications

3. I certify that I have read and understand the requirements regarding improvements eligible for the PHERG and that the APPLICATION I have submitted complies with these expectations by specifically demonstrating how the PHERG will improve customer confidence by implementing any requested improvements to reduce the spread of infection.

4. I certify that I have the authority to submit this request on behalf of the named entity

5. I have NOT submitted a Hospitality Economic Resiliency Grant **PLUS** (PHERG) application for any other business entity within the past 30 days.

6. I certify and understand that by accepting PHERG funds all records, regardless of physical form, relevant to the PHERG funds are subject to audit and examination by the State of North Dakota or its designee. I understand and agree that if I fail to provide the State access to any relevant records, I will be required to repay the PHERG funds within two business days. I further understand and agree that if, during its audit and examination of the records relevant to the PHERG funds, the State, in its sole discretion, determines that the use of the PHERG funds is inconsistent with either my application or the requirements of the PHERG funds, I may be required to repay the PHERG funds within 72 hours. Failure to repay the funds within the specified period of time may result in the State pursuing legal action against me.

HOSPITALITY ERG PLUS APPLICATION

- No expenses can be claimed that were expensed in ERG Round 1 or HERG
- Verify that you are a lodging entity – must derive a MINIMUM of 51% of sales from "heads in beds" as well as current lodging licenses

7. Nothing I am requesting was approved in ERG Round 1 or HERG.

8. A lodging entity - Derives a minimum of 51% of their sales from "heads in beds"; as well as a current lodging licenses.

HOSPITALITY ERG PLUS APPLICATION

Business Obligations

- Certify that all information is true and accurate
- Read and agree to abide by the Smart Restart guidelines

YOUR OBLIGATIONS SHOULD YOU RECEIVE PHERG GRANT FUNDING

I Certify Correct *

By submitting application for this grant, I certify that the answers and information given above are true and accurate. I understand that making any false or misleading answers will result in denial of my application and may result in criminal prosecution.

I have read and agree to abide by the Smart Restart guideline *

[ND Smart Restart Protocols](#)

Provide Receipts *

I certify that I will provide receipts when asked to document eligible expenditures.

HOSPITALITY ERG PLUS APPLICATION

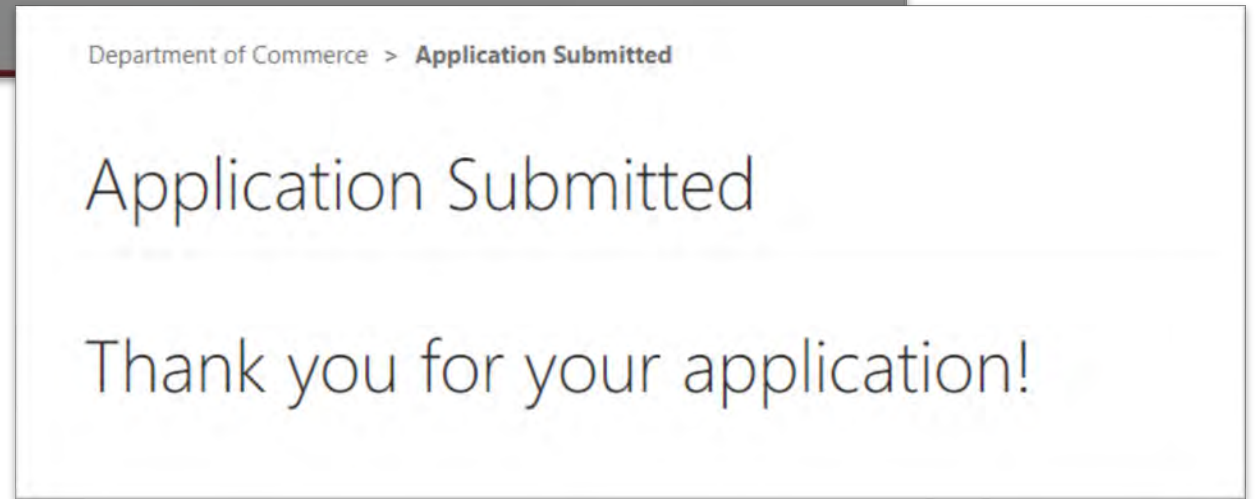
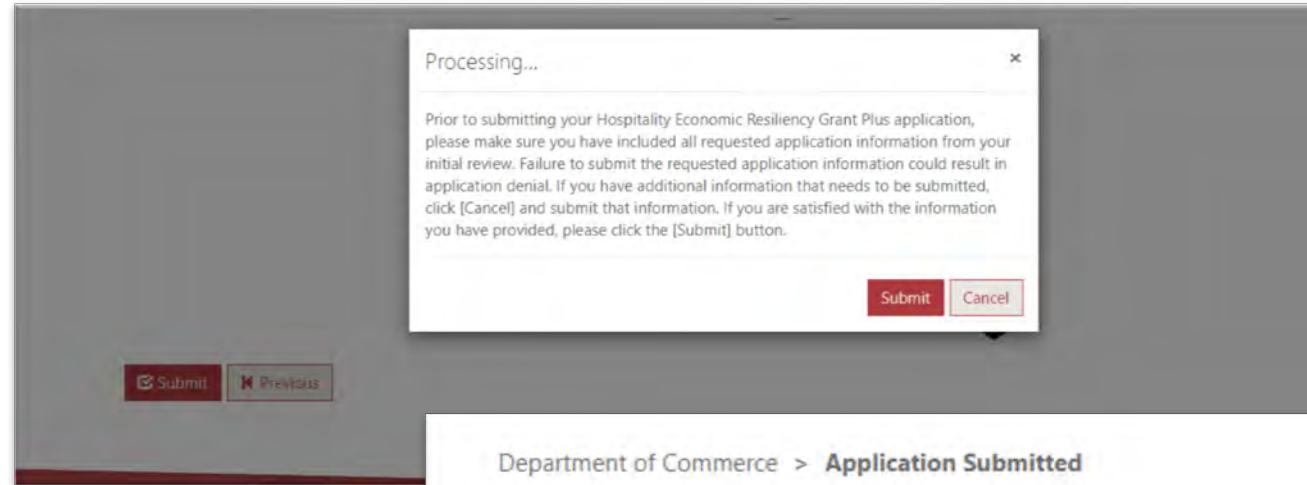
Process and submit application:

- If you would like a copy of your application, please print from the browser when on the review screen

The screenshot displays the 'Edit Application' page. At the top, a progress bar shows nine steps: 1 Taxpayer Information ✓, 2 Application ✓, 3 Facilities ✓, 4 Qualified Expenditures ✓, 5 Certifications ✓, 6 Certifications ✓, 7 Certifications ✓, 8 Obligations ✓, and 9 Review (highlighted in blue). Below the progress bar, a green banner contains the text: 'If you would like to print your application, please print from browser.' Underneath, the 'Business Verification' section is visible, with the following fields: 'Business Name (text)' containing 'PHERG Review and Test', and 'Doing Business As' which is currently empty.

HOSPITALITY ERG PLUS APPLICATION

Submit and
process your
application:



LIVE DEMO



HOSPITALITY ERG PLUS

DEPARTMENT OF COMMERCE

One application will be allowed per contact social security number. If there are duplicates entered in, they will be cancelled.

[+ Create Application](#)

You may only fill out **ONE** application and will be eligible for up to \$40,000 for one eligible location, up to \$80,000 for two eligible locations. If you receive a grant for more than one location, you cannot spend more than \$40,000 per location.

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Click [HERE](#) to view all business eligibility, expense eligibility and required documentation information.

Below is a listing of your applications you have created or submitted. If you have not submitted an application, please click the "create application" button.

Upon creating the application, it will have one of the following status reasons:

- Submitted,
- Under Review,
- Awarded or
- On Hold-Awaiting Additional Info.

QUESTIONS AFTER APPLYING

EMAIL: businesshelpCOVID19@nd.gov

Once you submit your application and if you have questions, please make sure your ID number AND business name is listed in the email as it appears on the application.

HOSPITALITY ERG PLUS SUMMARY



<https://belegendary.link/PHERG>



SHAWN KESSEL
ND Dept. of Commerce
Interim Commissioner

HOSPITALITY ERG PLUS APPLICATION WINDOW

OPENS



TUESDAY, DEC. 8 AT 10:00 A.M. CST

CLOSES



FRIDAY, DEC. 18 AT 5:00 P.M. CST

NEXT STEPS



@CommerceND



@commercenorthdakota



Department of Commerce

COMMERCE NEWSLETTER:

<https://commerce.nd.gov/news/SignUpNewsReleases/>

EMAIL: businesshelpCOVID19@nd.gov

CLOSING REMARKS



ARIK SPENCER
President & CEO, GNDC

THANK YOU