SHARE

- Recording will be available at ndresponse.gov

- If you have questions on the Hospitality ERG, email businesshelpCOVID19@nd.gov
AGENDA

- Hospitality ERG overview and clarification
- Your questions answered
- Preparing to submit application and walk-through process
- Closing Remarks
HOSPITALITY ECONOMIC RESILIENCY GRANT OVERVIEW
The grantee must be:

- A restaurant (food trucks included) - to include food services and drinking establishment that derive a minimum of 51% of their sales from prepared food and must certify that 75% sales were derived in ND, as well as a current food establishment license.

- A bar or lounge with a current on-sale liquor license issued by the appropriate legal entity that derive a minimum of 51% from on-sale sales.

- An entertainment venue to include movie, drama or music theaters and facilities used to host community and private events; and that derive a minimum of 51% of your revenue from either rental or admissions.

- A production company that provides technology and audio-visual services to meetings and events; and must certify that 75% sales were derived in ND.

- Applicants must self-certify that they meet the requirements and will comply with current North Dakota Smart Restart protocols. Noncompliance with these protocols will result in the repayment of all grants funds.
INELIGIBLE

× Government owned facilities that do not generate more than 51% of its revenue from private events
× In-home caterers
× Food establishments without appropriate licensure
× Retail food, groceries or gas stations who do not derive a minimum of 51% of their sales from prepared food
× Religious Organizations
× Lodging facilities (that do not have event space or restaurants)
Applicants are responsible for providing sufficient documentation for all costs, justification why these items are eligible and proof of payment.

- Documents must be clear and legible
- No handwritten documents allowed
- Show detailed description of each expense
- Clearly identify how and when the costs were incurred
- Applicant responsible for indicating which cost category an expense falls into
- Receipt showing proof of payment
- Expenses provided must be clearly tied to the physical business location
- If multiple items on receipt, highlight what items are being claimed for reimbursement
- Limit uploads to one receipt per line item on application
LEGALITY 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.

- 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
WHAT IS A CANCELED CHECK?

- Check example edited to block out identifying and account information
Be sure to identify what line item goes with what on the receipts.

Paid stamp only allowed if zero balance

If invoice shows amount due, need supporting information showing it was paid

Sales tax is not allowed
YOUR QUESTIONS ANSWERED
Q: Can we upload all the utility bills on the same line?
A: No, each utility bill, along with accompanying proof of payment, needs to be on a separate line item.

Q: Will the utility bill from previous month qualify to show we have paid the expense?
A: No, you need to upload an accompanying both sides of a canceled check, bank statement, or redacted credit card highlighted to show the amount has been paid.

Q: Are internet service charges, cable/satellite tv eligible?
A: Yes
Q: Can funding go toward wages of lost hours due to early shut down hours?
A: No, only paid hours

Q: For payroll, will a copy of the employees check printed from quickbooks work for a receipt?
A: Yes, as names are necessary

BE SURE TO LIST EMPLOYEES NAMES
Q: If all prepared food and drink establishments are qualified to apply, what about breweries and wineries?

A: Yes, breweries and wineries that have at minimum of 51% of the revenue come from prepared food or drink served on premise are eligible.

Q: What happens if we receive grant funding, but seating capacity guidelines are not followed?

A: ND Smart Restart protocols and all executive order details must be followed. Noncompliance with these protocols will result in repayment of all grant funds.
Q: Can I receive grant money for all bar staff salaries from March 17 through grant submission?
A: Operation costs including payroll for your bar staff must occur on or after March 27, 2020.

Q: Can businesses that aren't specifically hospitality, but used as a gathering place in small towns (i.e. morning coffee at the elevator, gas station, or car dealership) qualify?
A: The intent of the grant is to support hospitality businesses who have lost revenue due to COVID-19 – therefore other gathering places would not be eligible.
Q: Is there any possibility for an extension if additional measures are advised?
A: 24 hours will be provided to turn around documents

Q: If a utility is paid by autodraft and reflected as paid in a subsequent month's bill, may we upload both as proof or will you require a bank statement, credit card bill, etc.? Also, is a cleared check sufficient for rent, or is a rent invoice required as well?
A: Corresponding document, e.g. a cleared check or invoice is sufficient with the bank statement
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 $25,000 for one eligible location, up to $50,000 for two eligible locations, and up to $75,000 for three or more eligible locations. If you receive a grant for more than one location, you cannot spend more than $25,000 per location. An eligible location must meet business eligibility requirements as listed at https://belegendary.link/HERG 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 $25,000, $50,000 and $75,000 maximum rule.
APPLICATION INFORMATION

APPLICATION WINDOW WILL OPEN ON
FRIDAY, NOVEMBER 20 AT 10:00 A.M. CST
AND CLOSE ON FRIDAY, DECEMBER 4 AT 5:00 P.M. CST.
HERG APPLICATION

- To get to the application login – visit http://belegendary.link/HERG
If you were a previous applicant, you can use your same login information from round 1 ERG. If you are new applicant, you will see a sign-up button.
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.
HERG 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.

NORTH Dakota Commerce

Be Legendary.
HERG APPLICATION

- 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.
Business must:

- Must be located in North Dakota
- Registered to do business in ND
- Allowed to conduct business in ND
You may only fill out ONE application and will be eligible for up to $25,000 for one eligible location, up to $50,000 for two eligible locations, and up to $75,000 for three or more eligible locations. If you receive a grant for more than one location, you cannot spend more than $25,000 per location. An eligible location must meet business eligibility requirements as listed at [https://belegendary.link/HERG](https://belegendary.link/HERG) 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 $25,000, $50,000 and $75,000 maximum rule.
Please list each receipt item on separate line items. **DO NOT** combine receipts for multiple expenses on one line item.

May need to upload same receipt for multiple line items.
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.
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.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Description</th>
<th>Detailed Description of Purpose</th>
<th>Store/Vendor</th>
<th>Expenditure Type</th>
<th>Purchase Date</th>
<th>Documentation Type</th>
<th>Total Receipt Amount</th>
<th>Non-Qualifying Cost</th>
<th>Qualifying Purchase Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>test for briefing</td>
<td>test</td>
<td>Amazon</td>
<td>Personal Protection Equipment</td>
<td>8/27/2020</td>
<td></td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Payroll costs for June</td>
<td>Will assist with my business in paying payroll</td>
<td>Tools/Test for Briefing 2</td>
<td>Other</td>
<td>10/1/2020</td>
<td></td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td></td>
</tr>
</tbody>
</table>
HERG APPLICATION

- Business was profitable
- 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 HERG was approved in ERG Round 1

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 profitable on 03/01/2020 or my business was a startup and in operation prior to 03/01/2020 and is projected to be profitable within 100 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
8. Businesses must certify the appropriate requirements are met for their business type.

A restaurant (food trucks included) - to include food services and drinking establishment that derive a minimum of 51% of their sales from prepared food and must certify that 75% sales were derived in ND, as well as a current food establishment license.

A bar or lounge with a current on-sale liquor license issued by the appropriate legal entity that derive a minimum of 51% from on-sale sales.

An entertainment venue to include movie, drama or music theaters and facilities used to host community and private events; and that derive a minimum of 51% of your revenue from either rental fees or admissions.

A production company that provides technology and audio-visual services to meetings and events; and must certify that 75% sales were derived in ND.
The grantee must be one of the following:

- A restaurant (food trucks included) - to include food services and drinking establishment that derive a **minimum of 51%** of their sales from prepared food and must certify that 75% sales were derived in ND, as well as a current food establishment license.

- A bar or lounge with a current on-sale liquor license issued by the appropriate legal entity that derive a **minimum of 51%** from on-sale sales.

- An entertainment venue to include movie, drama or music theaters and facilities used to host community and private events; and that derive a **minimum of 51%** of your revenue from either rental or admissions.

- A production company that provides technology and audio-visual services to meetings and events; and must certify that **75% sales** were derived in ND.
Business Obligations

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

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

Prior to submitting your Economic Resiliency Grant application, please make sure you have included all requested information from your initial review. If you fail to include the needed information, your application will be denied. If you are still in need of submitting additional info, click [Cancel] and submit that information. If you are satisfied with the additional information provided, please click the [Submit] button.
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.
NEXT STEPS

EMAIL: businesshelpCOVID19@nd.gov

COMMERCE NEWSLETTER: https://commerce.nd.gov/news/SignUpNewsReleases/

EMAIL: businesshelpCOVID19@nd.gov

Department of Commerce

@CommerceND
@commercenorthdakota

North Dakota Commerce
Be Legendary.

GNDC
Greater North Dakota Chamber
CLOSING REMARKS
THANK YOU