

**CITY OF LINCOLN**  
**REGULAR CITY COUNCIL MEETING**  
**AGENDA**  
**DECEMBER 10, 2020**  
**CITY HALL COUNCIL CHAMBERS**  
**6:00 PM**

Due to the State of Illinois Phase 4 of the Coronavirus Covid-19 Precautions the City of Lincoln Council will need to continue setting 6' apart in conducting a Regular City Council Meeting. You may still call in for Public Participation by dialing 217-735-1612 extension 1. We ask that you keep your phone muted until you are recognized to speak by the Mayor. You may view the meeting from Channel 5 or from the city website <https://lincolnil.gov/livestream>

1. **Call to order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Participation**
5. **Consent Agenda by Omnibus Vote**
6. **Ordinance and Resolution**  
Resolution Authorizing the Acting Mayor or Mayor to sign Documents Effectuating an agreement with Keystone Power Holdings, LLC.
7. **New Business/Communications**
  - A. Local Cures Economic Support Payments Grant Program – City of Lincoln's Business Sustainability Grant.
  - B. Approval for solicitation of RFP for Commercial Aggregation.
8. **Discussion**
9. **Announcements**
10. **Possible Executive Session**
11. **Adjournment**

We welcome the participation of persons with disabilities at all City of Lincoln meetings. If auxiliary aid or service is required for most effective participation and communication, please notify the City Clerks' Office at 217-735-2815 or [cityclerk@lincolnil.gov](mailto:cityclerk@lincolnil.gov) no later than 48 hours prior to the meeting time.

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE ACTING MAYOR OR MAYOR  
TO SIGN DOCUMENTS EFFECTUATING AN AGREEMENT  
WITH KEYSTONE POWER HOLDINGS, LLC**

THIS RESOLUTION is made and adopted by the CITY COUNCIL OF THE CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, at a regular meeting held in the City Council Chambers in said City on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, WITNESSETH:

WHEREAS, the CITY OF LINCOLN is a municipal corporation located in Logan County, Illinois; and

WHEREAS, the CITY OF LINCOLN is desiring to enter into an agreement with Keystone Solar to install and use solar panels to provide power to our sewer facility; and

WHEREAS, it is in the best interests of the citizens of Lincoln to enter into this agreement because it is expected to save the City of Lincoln money over the course of a number of years; and

WHEREAS, the CITY COUNCIL OF THE CITY OF LINCOLN desires to grant authority to the Mayor to complete and sign whatever documents necessary to effectuate this agreement;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the CITY COUNCIL OF THE CITY OF LINCOLN, as follows:

1. That all of the recitals, as herein above set forth, are incorporated herein as if appearing verbatim herein.

2. That the Acting Mayor or Mayor of the City of Lincoln has authority to sign the documents necessary to effectuate an agreement between the City and Keystone Power Holdings, LLC.

3. Effective Date. That this Resolution is effective immediately upon passage of the same.

The vote on the adoption of his Resolution was as follows:

Alderman Parrott	_____	Alderman Keller	_____
Alderwoman Horn	_____	Alderman Welch	_____
Alderman Hoinacki	_____	Alderwoman Fleshman	_____
Alderman Bateman	_____	Alderman Downs	_____

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF LINCOLN,

BY: \_\_\_\_\_

Tracy Welch, Acting Mayor  
City of Lincoln, Logan County, Illinois

ATTEST: \_\_\_\_\_ (SEAL)

City Clerk, City of Lincoln,  
Logan County, Illinois



**ELIZABETH KAVELMAN'S FINAL DRAFT, 11.30.2022**

## **Project Narrative: City of Lincoln, Illinois Business Sustainability Grant**

The City of Lincoln, Illinois seeks to establish a new program, named the **City of Lincoln, Illinois Business Sustainability Grant (BSG) Program**, to assist businesses with responding to the economic injury caused by COVID-19. The BSG program would provide grant funds to support business sustainability. The program would provide funding to local businesses to recover costs incurred between March 1, 2020 and November 30, 2020 if they can demonstrate revenue loss related to COVID-19.

### **Business Types Served**

The BSG Program will focus resources towards restaurants, bars and other similar establishments. These businesses will be primarily identified by SIC Codes of 5812 ("Eating Places") or 5813 ("Drinking Places") though some discretion will be used for businesses within this category that might be otherwise categorized (i.e. retail bakeries or a bar or restaurant affiliated with a public golf course or bowling alley). The primary goals of the City BSG Program is to support employment opportunities for City residents; assist local restaurant and bar owners recover from lost revenue due to mandatory health mitigation efforts; and to help ensure businesses can survive until mitigation rules are loosened.

### **Applicant Screening**

City will publicize the BSG program throughout the community and among its businesses. Interested businesses will complete the attached draft application. A business may apply for grant funds of up to \$2,500.00 each application (x two (2) times total if there is sufficient funding after the first 60 grants have been awarded) that will reimburse expenses associated with occupancy (rent or mortgage payments) and or utilities. Each business may only receive one (1) grant per FEIN. Grant funds would be limited to the lesser of a) the documented incurred expenses or b) grant maximum allowed.

Professional staff will screen applications on a first-come, first-serve basis. Awards will be granted on a rolling-basis until all grant funds are expended. Eligibility requirements include the following:

- Business must be physically located within corporate boundaries of City.
- Business must have been in operation within these corporate boundaries as of March 1, 2020.
- Business must be able to demonstrate a loss of at least 25% in revenue compared to 2019 for month(s) submitted for reimbursement.
- Businesses that received a Business Interruption Grant (BIG) (either an award or notice of award) are ineligible for the BSG program.

- Businesses may not submit expenses to be reimbursed for which other federal, state or local assistance programs were used, including but not limited to the Paycheck Protection Program or Downstate Business Stabilization Program.
- Businesses must have adhered and continue to adhere to all Executive Orders and rules regarding COVID-19, have complied and will continue to comply with all relevant laws, regulations, and Executive Orders from State and Federal governments, including the social distancing guidelines as promulgated by the Executive Orders of the Illinois Governor.
- Businesses must acknowledge and sign that they are and will remain in compliance with the Requirements and Certifications as outlined in the Notice of Funding Opportunity.
- Businesses must be in compliance with all local municipal codes, state and federal laws, and state funding requirements. Businesses must also be current on any taxes, fees or fines owed to the municipal, state or federal government.
- Ineligible businesses include: private clubs, businesses that restrict membership, government-owned businesses, businesses that derive more than 33% of their gross annual revenue from gambling activities (except restaurants with gaming terminals), businesses engaged in multi-level marketing, and payday lenders.

### **Adherence to the U.S. Department of the Treasury Coronavirus Relief Fund Guidance**

The BSG program is permissible under the Coronavirus Relief Fund guidance updated Sept. 2, 2020 via the following eligible expenditure:

*5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as: Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.*

Restaurants and bars operating at the onset of COVID crisis in March, 2020 were forced to drastically adjust operations and were required to adapt their capacity due to a) executive orders by the Governor which restricted, closed or reduced business operational levels, b) the state of Illinois' *Restore Illinois Plan* which gradually allowed businesses to partially reopen in stages but still restricted operating at capacity, and c) a change in consumer purchasing power and buying habits in a COVID dominated world. Coronavirus has and continues to make it financially difficult for businesses to quickly adapt their business model and make operational changes amid COVID. Examples include:

- Nonessential businesses were forced to shut down for several months and many of their supply chains were diminished when they restarted.
- Bars have often been the first businesses that are ordered to suspend service during mitigation orders and are often required to close early.
- Restaurants were limited to providing curbside and pick-up service. Many others had to take on the added expense of delivery services and/or dine-out expenses.
- Customers have been slow to return due to their personal financial and/or safety concerns.
- *Restore Illinois* limits the operational capacity of businesses with phased opening by regions. Currently the entire state is under "Tier 3 Mitigation" which limits bars and restaurants to outdoor dining or curbside/delivery. Winter weather severely limits the ability for a bar or restaurant to effectively attract customers to outdoor dining.

### **Reimbursable Expenditure Test**

The Business Sustainability Grant Program development, application, and awards have been designed to pass the "reimbursable expenditure test" as outlined on DECO's Local CURES webpage:

- The expense is connected to the COVID-19 emergency as evidenced by a demonstrated loss of revenue.
- The expense is "necessary" as funding is limited to occupancy and utility costs which are necessary costs of doing business.
- The expense is not filling a short fall in government revenues.
- The expense is not funded through another budget line item, allotment or allocation, as of March 27, 2020.
- The expense is not being reimbursed through a different emergency response program.
- The expense would not exist without COVID-19 OR would be for a "substantially different" purpose

### **Form of Assistance**

The BSG Program will provide grants to eligible businesses. Each business will be eligible for a grant of up to \$2,500.00 each application (x two (2) times total if there is sufficient funding after the first 60 grants have been awarded) subject to all stated guidelines. Businesses would only be required to repay

grant funds if the business itself or its expenses were deemed ineligible or if the business failed to comply with other program requirements and provisions.

#### **Administrative Procedures**

The **City of Lincoln, Illinois** is committed to devoting professional staff to develop program parameters, required documents, communications strategy, eligibility requirements, application process, application review, award distribution and program reporting requirement compliance. The Business Sustainability Grant Program has been developed to comply with the guidelines outlined by the Local CURES program.

Applications will be accepted until 5:00 PM on Wednesday, December 30, 2020. Determinations of eligibility will be made on a rolling basis. All funds will be distributed by January 30, 2021.

As a sub-recipient and recipient of a grant award, each business must remain in compliance with the terms and certifications set forth in the Grant Award Compliance certification.

#### **Due Diligence and Controls**

The **City of Lincoln, Illinois** will ensure funds are expended within the parameters of the Economic Support Program, the CARES Act and the U.S. Department of the Treasury guidance. Businesses deemed eligible will be required to sign a certification, executed as part of the application for or receipt of financial assistance, attesting that it is an eligible business as defined in 14 Ill. Admin. Code 700.60(b), and its obligation to comply with the requirements of the Economic Support Program and the related administrative rules at 14 Ill. Admin. Code Part 700.

General Requirements of the program have been defined in the document for applicant screening. This outlines eligibility and sets the basis for applicants to begin the application process.

Businesses are required to repay grant amount in full if found to be in non-compliance.

Applications will be received through 5:00 PM on Wednesday, December 30, 2020. Each application will be reviewed for completeness and eligibility by the City Administrator and City Treasurer. All applications deemed eligible for funding will be approved by the Mayor at the recommendation of the City Administrator and City Treasurer with final approval for payment by Lincoln City Council majority vote. The Applicants will then be notified in writing of their awards. Payments will be made via check by January 30, 2021. Any business who is deemed ineligible will receive notification in writing. Businesses for whom an application is incomplete will also be notified in writing but allowed to cure any issues so long as a complete application is submitted prior to the deadline. Eligible businesses with incomplete applications are not guaranteed funding should it be exhausted prior to resubmission.

The City of Lincoln, Illinois will maintain all documentation as outlined in the Notice of Funding Opportunity.

#### **Source of Local Funding**

The **City of Lincoln, Illinois** will hold a reserve fund in the amount of \$150,000.00 (total amount of maximum grant amount x 60 businesses at \$2,500.00 each application) planned for assistance, and up to an additional \$2,500.00 for each second application (x two (2) times total if there is sufficient funding after the first 60 grants have been awarded). This reserve fund will be funded from municipal reserves. The reserve fund will serve as a disbursement fund for eligible expenses of selected businesses.

# ECONOMIC SUPPORT PROGRAM APPLICATION PACKAGE



**ELIZABETH KAVELMAN'S FINAL DRAFT, 11.30.2022**

## **CITY OF LINCOLN, ILLINOIS** **Business Sustainability Grant**

In response to the Coronavirus Disease 2019 (COVID-19) pandemic, the **City of Lincoln, Illinois** has partnered with State of Illinois Department of Commerce and Economic Opportunity to create the Business Sustainability Grant to assist bar and restaurant owners who operate commercial businesses within its corporate boundaries and have been negatively impacted by the pandemic.

Grant awards are offered as a reimbursement in an amount not to exceed (\$2,500.00 each application (x two (s) times total if there is sufficient funding after the first 60 grants have been awarded) of total verified eligible commercial expenses for lease, mortgage, and/or utility payments incurred from March 1, 2020 – November 30, 2020. For any month for which the applicant is seeking reimbursement, they must be able to demonstrate a decrease of at least 25% in revenue from those same months in 2019. Documentation of revenue loss might include monthly profit and loss statements or bank statements.

All applications are reviewed on a first-come-first-serve basis and approved subject to the availability of funds as authorized by the Department of Commerce and Economic Opportunity. All applications must be submitted by 5:00 PM on Wednesday, December 30, 2020. Applications should be submitted to: City Administrator Elizabeth Kavelman.

**All required information to verify eligibility must be submitted along with the grant application.**

For more information, please contact: City Administrator Elizabeth Kavelman  
City of Lincoln  
City Hall, PO Box 509  
700 Broadway Street  
Lincoln, Illinois 62656  
217.732.2122(Office)  
[ekavelman@lincolnil.gov](mailto:ekavelman@lincolnil.gov)

**CITY OF LINCOLN, ILLINOIS**  
**Business Sustainability Program**

The immediate goal of the Business Sustainability Program (the “Program”) is to provide economic support to Affected Business Owners located within our corporate. To be funded, Affected Business Owners must have an approved application and have signed the Program Certification Agreement found at the end of this document. An awarded business will be required to repay the grant if it is found to be ineligible for funds. **Applications for the program will be accepted through December 30, 2020 or until funding is exhausted, whichever is first.**

The Program uses funding from the Department of Commerce and Economic Opportunity’s Economic Support Payments Grant Program to provide support to Affected Business Owners who have suffered from economic loss and hardship. All Affected Business Owners are invited to apply for a Program Grant at the rate of one (1) grant per Affected Business Owner subject to verification of eligible commercial expenses, availability of funds, and approval of the **City of Lincoln, Illinois**. Each Grant awarded to an Affected Business Owner through application to the Grant Program shall be on a first-come-first serve basis, and limited to a single, lump-sum maximum reimbursement of \$2,500.00 each application (x two (2) times total if there is sufficient funding after the first 60 grants have been awarded) of eligible commercial expenses. **Expenses previously reimbursed by any other emergency reimbursement program will be ineligible. Any business that receives an award from the State of Illinois Downstate Business Interruption Grant is ineligible from receiving an award under the Business Sustainability Grant.**

**Definition of Terms:**

**Affected Business Owner:** a commercial business owner operating an eligible bar, restaurant or catering business (as defined by SIC Code 5812 and 5813), or similarly related business, that can demonstrate economic loss and hardship attributable to COVID-19 and who had occupied a site and commenced commercial activities on or before March 1, 2020.

**Eligible Business:** a legal business enterprise licensed by the State of Illinois eligible for financial assistance under DCEO’s Local Cure Economic Support Program Grant Program, section 601(a) of the Social Security Act as added by section 5001 of the CARES Act, or other federal legislation addressing the COVID-19 emergency. *Please note: private clubs, businesses that restrict membership, businesses that derive more than 33% of their gross annual revenue from gambling activities (except restaurants with gaming terminals), businesses engaged in pyramid sales, and payday lenders are not eligible businesses under this Program.*

**Economic Loss and Hardship:** A decrease in monthly sales or receipts of at least 25% when compared to the same month(s) in 2019. For example, if a business is seeking reimbursement for rental payments in August and September of 2020 it must demonstrate that revenues in those two months were at least 25% less than August and September of 2019.

**Eligible Commercial Expenses:** lease, mortgage, or utility payments for a commercial location within the boundaries of the **City of Lincoln, Illinois** incurred between March 1, 2020 – November 30, 2020. Expenses previously reimbursed by CARES funding, Local CURES funding, or any other emergency response program are not eligible for reimbursement. Businesses that receive an award from the State of Illinois Downstate Business Interruption Grant are ineligible from receiving an award under the Business Sustainability Grant.

**Utility:** water, electric, gas, waste disposal, sanitation, telephone, and / or internet services.

**The Application Procedure is as follows:**

1. Complete the Program Application, including all required attachments or supplemental information, and submit all to: City Administrator Elizabeth Kavelman  
City of Lincoln, City Hall  
700 Broadway Street, PO Box 509  
Lincoln, Illinois 62656  
[ekavelman@lincolnil.gov](mailto:ekavelman@lincolnil.gov)

All applications will be reviewed and approved or denied by the City Administrator, City Treasurer, Mayor, and an Alderman. All awards or denials will be attested to by the Mayor acting on behalf of the City Council, and the Mayor is also afforded final signature authority therein.

2. Applicants must provide documentation of all expenses requested for reimbursement. Charges must be incurred between March 1, 2020 and November 30, 2020. Requests for rent reimbursements must be accompanied by a written lease agreement. Requests for mortgage reimbursements must be accompanied by a copy of the mortgage statement from the financial institution holding the mortgage lien. Requests for utility reimbursements must include all invoices for the original charges.
3. Applicants must provide proof of payment for all requested reimbursements. Proof of payment can include copies of cancelled checks, copies of bank statements, and/or copies of credit card statements.
4. Applicants must include a current copy of their State of Illinois business registration/IBT Number. [NOTE: Not all businesses require a license issued by the State of Illinois. However, any business that issues payroll checks to employees must register with the Illinois Department of Revenue for an Illinois Business Tax Number ("IBT" No.)]
5. Applicants must provide proof of tax filings and payments for the preceding 12 months.
6. Applicants must provide a profit and loss statement, quarterly sales tax returns, or other accounting statement, showing a decrease in revenues of at least 25% from 2019 to 2020 for any month(s) reimbursements are requested.
7. Applicants must sign and return a copy of the certification agreement for the Program.
8. The Affected Business Owner's business location must be located at an address within the boundaries of the **City of Lincoln, Illinois**.
9. The Affected Business Owner's commercial activities must have been in operation as of March 1, 2020 at a location within the **City of Lincoln, Illinois**.
10. The grant award shall be paid to the Affected Business Owner within ten (10) business days following verification of application and eligible expenses.
11. If a business' Program application is rejected, a written explanation will be provided to the Applicant. The Applicant may then revise and resubmit the Application for a second review. There is no guarantee of award for corrected applications if funding has been exhausted.

**All fields must be completed.**

Business Name: \_\_\_\_\_

Business Owner(s) Name(s): \_\_\_\_\_

Business Site Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Daytime Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred contact method for questions about this application (select one):

Business phone

Cell phone

Email

Property Tax ID # \_\_\_\_\_ FEIN: \_\_\_\_\_ Business License No. \_\_\_\_\_

**Requested Reimbursements:**

Lease Payment(s) Total \$ \_\_\_\_\_

Monthly Lease Payment: \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

Mortgage Payment(s) Total \$ \_\_\_\_\_

Monthly Lease Payment: \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

Utility Payment(s) Total \$ \_\_\_\_\_

Gas \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

Electric \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

Water \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

Telephone \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

Internet \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

Waste Disposal \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

Sanitation \$ \_\_\_\_\_ Month(s) covered: \_\_\_\_\_

**Total Amount of Grant Request: \$ \_\_\_\_\_**

**NOTE: All grant awards are limited to (\$2,500.00 each application (x two (s) times total if there is sufficient funding after the first 60 grants have been awarded) of total verified eligible commercial expenses incurred by the Affected Business Owner between March 1, 2020 – November 30, 2020.**

All grants awarded through the **Business Sustainability Program** (the “Program”) shall be for eligible commercial expenses during the month(s) of documented economic loss and hardship between March 1, 2020 and November 30, 2020. Grants are approved and paid on a *first-come-first-served* basis, subject to the availability of funds and the approval of the City of Lincoln, Illinois through December 30, 2020.

**Please read the following requirements carefully.**

**ADDITIONAL REQUIREMENTS:**

Only site addresses that are occupied and operated by the Affected Business Owner located within the **City of Lincoln, Illinois** are eligible for the Program.

1. Affected Business Owners may apply for and receive Program grants only one time for eligible commercial expenses incurred for the site on or between March 1, 2020 and November 30, 2020.
2. The maximum Program grant amount for each business site approved for the Program shall not exceed the total verified eligible costs up to a total of \$2,500.00 each application (x two (2) times total if there is sufficient funding after the first 60 grants have been awarded) per Affected Business Owner as identified by the Federal Employer Identification Number (FEIN).
3. Affected Business Owners applying for lease reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written lease in effect for reimbursement month(s), b) submit proof of payment of the amount owed to the site's Landlord for each month for which the applicant is seeking reimbursement of lease payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the City of Lincoln, Illinois; and c) verify the Affected Business Owner does not owe any outstanding debts or fines payable to the **City of Lincoln, Illinois**, the State of Illinois, or any other local, state, or federal agency.
4. Affected Business Owners applying for mortgage reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written mortgage statement(s) from the financial institution which holds the site's mortgage lien from the reimbursement month(s), b) submit proof of payment of the amount owed to the mortgage lien holder for each month for which the applicant is seeking reimbursement of mortgage payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the City of Lincoln, Illinois; and c) verify the Affected Business Owner does not owe any outstanding debts or fines payable to the **City of Lincoln, Illinois**, the State of Illinois, or any other local, state, or federal agency.
5. Affected Business Owners applying for utility reimbursement(s) must, in advance of receiving Program Grant funds: a) provide a copy of a written utility billings from the reimbursement month(s), b) submit proof of payment of the amount owed to the utility company for each month for which the applicant is seeking reimbursement of utility payments in an amount equal to or greater than the grant amount approved for the Affected Business Owner by the City of Lincoln, Illinois; and c) verify the Affected Business Owner does not owe any outstanding debts or fines payable to the **City of Lincoln, Illinois**, the State of Illinois, or any other local, state, or federal agency.
6. All Program Grants awarded through the Program shall be paid to the Affected Business Owner for the specified site address within ten (10) business days following grant approval providing funds are available.
7. The **City of Lincoln, Illinois'** obligation hereunder to award Program Grant funds for eligible commercial expenses is a limited obligation to be paid solely based on awarded funding from the DCEO Economic Support Payments Grant Program and is subject to the availability of such funds.
8. All Affected Business Owners receiving Program Grant funds must be in compliance with all local Municipal Codes, State laws, and State funding requirements.

9. The **City of Lincoln, Illinois** reserves the right to approve Program Grant funds only to those Affected Business Owners engaged in commercial activities found to be compliant with the requirements of this Program. The rights and obligations of the Affected Business Owner under this Program Application shall not be assignable.

### **Applicant Certification:**

The undersigned, individually and on behalf of the business entity for which this application is submitted ("Applicant"), hereby acknowledges and accepts all of the terms and conditions provided for herein, and further certifies and warrants that to the best of his/her knowledge, the information contained in and attached to this Application is true, correct and complete and the business for which this application is submitted was open and operating as of March 1, 2020. Nothing contained in this Application shall be construed by the City of Lincoln, Illinois or the Affected Business Owner or any third person to create the relationship of a partnership, agency, or joint venture between the City of Lincoln, Illinois and the Applicant. The City of Lincoln, Illinois is authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein.

Additionally, Applicant agrees that in the event funds are provided pursuant to this Application, the City of Lincoln, Illinois or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements.

I certify that the funding will be used for business purposes only and not for household, personal, or consumer usage. I hereby certify that I have read the eligibility requirements, that the business identified below is eligible for the grant and that I will fully comply with all grant requirements as stated in the Local CURE Program (14 Ill. Adm. Code 700.10 through 700.110 and 20 ILCS 605/605-1045), the CARES Act (15 U.S.C. § 9001 *et seq.*) and the related guidance published by the U.S. Department of the Treasury. I understand that I may be asked to provide additional information in order to process this Application. I understand that eligibility does not guarantee aid, and that funding is limited. I understand that any willful misrepresentation on this statement could result in disqualification from program funding. I certify any funds requested/received will not be a duplication of benefits. I certify I have not received any public sources of funds to cover expenses for which I am requesting funds. The Applicant hereby acknowledges that, in executing this Application, the Applicant has had the opportunity to seek the advice of independent legal counsel and has read and understood all the terms and provisions of the Program. Subject to City approval (*Appendix A*), this Program Application shall become a binding Agreement. The undersigned hereby warrants that he/she has full authority to execute this Application on behalf of the entity for which they are signing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Entity/Business Name: \_\_\_\_\_

### **Privacy Protection Assertion:**

Check here if you assert the following: "Pursuant to Section 7(g) of the Illinois Freedom of Information Act (5 ILCS 140/7(1)(g)). I hereby assert that the following information submitted with this application constitutes commercial or financial information that I am filing under a claim that this information is proprietary, privileged or confidential and that disclosure of such information would cause competitive hardship to my business." This assertion applies to:

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Please note: Signatures, Federal Employer ID Numbers or Social Security Numbers, tax return information, direct deposit routing numbers, signed W-9s and copies of driver's licenses and IDs are not subject to Disclosure under the Illinois Freedom of Information Act.



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(Name of Business Applicant)

**CITY OF LINCOLN, ILLINOIS**  
**BUSINESS SUSTAINABILITY GRANT PROGRAM**  
**GRANT AWARD COMPLIANCE**

As a sub-recipient and recipient of a grant award, you must remain in compliance with the terms and certifications set forth below. Please review the below items carefully, as your business and its representatives shall warrant that all material facts presented are accurate. If your business is unable to provide this assurance, it is ineligible to receive an Award under this Program.

1. I shall use the sub-award for eligible losses exclusively for costs and losses incurred due to the business interruption or other adverse conditions caused by the Coronavirus Disease 2019 (COVID-19) pandemic, as established by the Department and the U.S. Department of the Treasury and further detailed by **City of Lincoln, Illinois'** program.
2. I have complied and will continue to comply with all relevant laws, regulations, and Executive Orders from the State and Federal governments, including the social distancing guidelines as promulgated by the Executive Orders of the Illinois Governor.
3. I will comply with all relevant laws and regulations concerning non-discrimination.
4. I will not pay appropriated funds to any person for influencing or attempting to influence an officer or employee of federal, State or local government, or an employee of a member of any federal, State or local government in connection with the awarding of any State and federal contract, the making of any State and federal grant, the making of any State and federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any State and federal contract, grant, loan or cooperative agreement.
5. I will prohibit employees, contractors, and subcontractors from using their positions for a purpose that constitutes or presents an appearance of personal or organizational conflict of interests or personal gain.

6. I will take all practical steps to remain viable, solvent, and in operation. Additionally, the sub-recipient attests that the sub-recipient has not taken any material steps to dissolve the sub-recipient, permanently cease operations, or sell substantially all of its assets in 2020.
7. I will hold harmless the United States, State of Illinois, **City of Lincoln, Illinois** and all their agents and employees, from and against all claims, damages, losses, and expenses arising out of or resulting from the approval of work, regardless whether such claim, damage, loss or expense is entirely or in part by these agencies. I understand that the release of all information by the Department and the Grantee, in any manner, is hereby authorized whether such information is of record, and I hereby release all persons, agencies, firms, companies, and entities, from any damages resulting from such information.
8. I acknowledge the Illinois False Claims Act (740 ILCS 175/1, et seq.) applies to this certification, and any false claims or representations made by the sub-recipient or its authorized representative in connection with the Program may subject the sub-recipient or its authorized representative to liability under the Illinois False Claims Act and other applicable law.
9. I shall maintain for five (5) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with guidance provided by the U.S. Department of the Treasury labeled "Memorandum for Coronavirus Relief Fund Recipients" dated July 2, 2020, and the minimum requirements of 2 CFR 200.333. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

As a sub-recipient of grant funds I certify and agree to all the statements checked above.

---

Printed Name

---

Signature

---

Date

**APPENDIX A**  
**City of Lincoln, Illinois**  
**Business Stabilization Program**

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**(For Use by the City of Lincoln, Illinois)**

**Business Name:** \_\_\_\_\_

**Business Site Address:** \_\_\_\_\_

**Business Mailing Address:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_

**Date application received by the City of Lincoln, Illinois:** \_\_\_\_ / \_\_\_\_ / 2020 by \_\_\_\_\_

**Admin:**

Application signed:  yes  no  
Certification signed:  yes  no  
State business license:  yes  no  
FEIN verified as valid:  yes  no  
Tax filings included:  yes  no  
Copy of lease:  yes  no  
Copy of mortgage:  yes  no  
Copy of utility bills:  yes  no

**Finance:**

Tax filings paid:  yes  no  
Verified did not receive BIG funding:  yes  no  
Verified did not receive other funding:  yes  no  
Verified costs not reimbursed by Village:  yes  no  
Verified decrease of at least 25%:  yes  no  
Verified applicable bills:  yes  no  
Verified proof of payment of all requests:  yes  no  
Verified grant total:  yes  no

**Request Verified as Eligible Commercial Expense:**  Yes  No (reason: \_\_\_\_\_)

**Recommended by City of Lincoln, Illinois City Administrator and City Treasurer:**  Yes, date: \_\_\_\_ / \_\_\_\_ / 2020  No (reason: \_\_\_\_\_)

**Grant approved by City of Lincoln, Illinois:**  Yes \_\_\_\_\_  No (reason: *see attached letter of denial*)

**APPROVED:** \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 2020

Acting Mayor, City of Lincoln, Illinois

**ATTEST:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 2020

City Clerk, City of Lincoln, Illinois

**GRANT AWARD AMOUNT: \$2,500.00 Or Lesser Amount of \$\_\_\_\_\_ as Requested by Applicant**

Grant payment issued to applicant on \_\_\_\_ / \_\_\_\_ / 2020 Check No. \_\_\_\_\_