COVID-19 BUSINESS RELIEF PROGRAMS

Learn More At
WYOBIZRELIEF.ORG
SUPPORTING BUSINESS IN WYOMING

We are working to quickly put money directly into the hands of the small-business owners and nonprofits who need it most so they can continue employing our friends, families, and neighbors, and aid Wyoming’s economic recovery. Wyoming needs its businesses and nonprofits to survive this storm today for the state to thrive into the future.
# COVID-19 Business Relief Program

In May 2020, the Wyoming Legislature created three programs to distribute $325 million in federal CARES Act funding to Wyoming businesses and nonprofits that have experienced hardship related to the COVID-19 crisis. The Wyoming Business Council is distributing these dollars through the the Interruption Fund, the Relief Fund and the Mitigation Fund.

<table>
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<tr>
<th><strong>Fund</strong></th>
<th><strong>Status</strong></th>
<th><strong>Criteria</strong></th>
<th><strong>Funding</strong></th>
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<tr>
<td><strong>Interruption</strong></td>
<td><strong>CLOSED</strong></td>
<td>For businesses that directly or indirectly lost revenue due to COVID-19 public health orders</td>
<td><strong>UP TO $50,000</strong></td>
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<td><strong>Relief</strong></td>
<td><strong>OPENING 8/4/20</strong></td>
<td>For small businesses with 100 or fewer employees and select nonprofits that have lost revenue due to public health orders and/or have incurred COVID-19 related expenses</td>
<td><strong>UP TO $300,000</strong></td>
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<td><strong>Mitigation</strong></td>
<td><strong>OPENING 8/4/20</strong></td>
<td>For all businesses and nonprofits that have incurred employee and customer health and safety expenses that were a direct impact of COVID-19</td>
<td><strong>UP TO $500,000</strong></td>
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[wyobizrelief.org](http://wyobizrelief.org)
INFORMATION NEEDED TO APPLY

• CARES Act Grant Information
  • Paycheck Protection Program
  • Economic Injury Disaster Loan Advances
  • Pandemic Unemployment Assistance
• Interruption Funds
• 2019 and 2020 Gross Revenue Information for the same time period (March 13 to application date)
• COVID-19 expenses related to payroll costs, business supplies, business equipment, and other expenses related to business interruption
• Calculation Worksheet
• Interruption Fund Login Credentials
• NOTE: Eligible businesses that received assistance through the Interruption Fund may still be eligible for assistance in the Relief and Mitigation funds.
COVID-19 BUSINESS RELIEF PROGRAM

RELIEF FUND

ONGOING PANDEMIC RESPONSE FOR COVID-RELATED LOSSES & EXPENSES
For small businesses and nonprofits that have lost revenue due to public health orders and/or have incurred COVID-19 related expenses.

BASICS

• **Timing:** Applications Open August 4, 2020
• **Funding:** Up to $300,000; Cannot apply more than one time per program
• **Eligible Entities:**
  • Businesses with 100 or fewer employees
  • 501 (c)3, (c)6, (c)12, (c)19 nonprofits with at least one paid full-time employee and no more than 50 percent of time spent lobbying
  • Headquartered in Wyoming or principal operations in Wyoming and at least 60 percent of employees are employed in Wyoming or 60 percent of the business payroll is paid to individuals living in Wyoming
• **Eligible time frame:** March 13, 2020, to application date
• **Total Funding Available:** $175 million
  • $50M for losses due to closures required by public health orders
  • $125M for losses and COVID-19-related expenses
• **Reporting Requirements:** Expenditure Plan and Nexus to Wyoming
CALCULATING RELIEF FUND AMOUNTS

YES

START BY CALCULATING YOUR PAST LOST GROSS REVENUE

ADD ANY PAST COVID-19 RELATED EXPENSES

SUBTRACT COVID-19 COST SAVINGS

ARE YOU A BUSINESS THAT WAS REQUIRED TO CLOSE DUE TO A PUBLIC HEALTH ORDER?

ADD FUTURE EXTRAORDINARY EXPENSES

SUBTRACT ANY FUNDS RECEIVED FROM INTERRUPTION FUND

SUBTRACT ANY OTHER CARES ACT FORGIVABLE FUNDS LIKE PPP, EIDL ADVANCE, PUA, ETC.

TOTAL CLAIM AMOUNT

NO

START BY CALCULATING YOUR TOTAL LOSS

AGGREGATE LOSS OF REVENUE, AS A PERCENTAGE

MULTIPLY

AGGREGATE OPERATIONAL EXPENDITURES & EXPENSES
CALCULATING RELIEF FUND AMOUNTS: RESTAURANT EXAMPLE

**YES**

- **Start by calculating your past lost gross revenue**
  Required to close and also has seen a decrease in business since re-opening as people are not totally comfortable going out and sitting in a restaurant. This amount of loss was from March 13 through July 30th
  +$160,000

- **Add any past COVID-19 related expenses**
  Extra-deep clean before re-opening and extraordinary Styrofoam containers to put food into for curbside pickup
  +$2,500

- **Subtract COVID-19 cost savings**
  Less employee expenses as the restaurant was required to close. Hours have also been modified since re-opening to less hours
  -$31,000

**ARE YOU A BUSINESS THAT WAS REQUIRED TO CLOSE DUE TO A PUBLIC HEALTH ORDER?**

- **Add future extraordinary expenses**
  The business plans on having extraordinary expenses going forward for the Styrofoam containers to have food in for curbside pickup. These expenses are for August through November at $1,000/month
  +$4,000

- **Subtract any funds received from interruption fund**
  The business did receive the maximum amount of award from the Interruption Fund.
  -$50,000

**NO**

- **Start by calculating your total loss**
  Aggregate loss of revenue, as a percentage

- **Aggregate operational expenditures & expenses**

**Total claim amount**

+$55,500
CALCULATING RELIEF FUND AMOUNTS: NONPROFIT CANCER SOCIETY EXAMPLE

1. **ARE YOU A BUSINESS THAT WAS REQUIRED TO CLOSE DUE TO A PUBLIC HEALTH ORDER?**
   - **YES**
     - **START BY CALCULATING YOUR PAST LOST GROSS REVENUE**
     - **ADD ANY PAST COVID-19 RELATED EXPENSES**
     - **SUBTRACT COVID-19 COST SAVINGS**
     - **ADD FUTURE EXTRAORDINARY EXPENSES**
       - The nonprofit plans to continue to have extra cleaning and masks from August through November (4 months at $500/month)
       - $2,000
     - **SUBTRACT ANY FUNDS RECEIVED FROM INTERRUPTION FUND**
       - This nonprofit was not eligible for the Interruption Fund due to being a nonprofit.
       - $0
     - **SUBTRACT ANY OTHER CARES ACT FORGIVABLE FUNDS LIKE PPP, EIDL ADVANCE, PUA, ETC.**
       - The nonprofit received PPP help from the SBA
       - $8,900
   - **TOTAL CLAIM AMOUNT**
     - $20,540

2. **NO**
   - **START BY CALCULATING YOUR TOTAL LOSS**
     - **AGGREGATE LOSS OF REVENUE, AS A PERCENTAGE**
       - Was not required to close, but did experience a significant loss of revenue in 2020 as compared to 2019 from March 13 to July 20 mostly due to the cancellation of the annual fundraiser. There was some money/services used more than others. Formula below:
         - 2020 revenue = $65,000
         - 2019 revenue = $99,000
         - Loss = 99,000 - 65,000
         - $34,000
         - Loss % = $34,000/$99,000 = 34.3%
       - **AGGREGATE OPERATIONAL EXPENDITURES & EXPENSES**
         - The nonprofit did have normal operating/overhead expenses during the slowdown from March to July 20. During this time, the TOTAL OPERATING expenses of the business during the timeframe (March 13 - July 20) was $80,000
         - 34.3% X $80,000 = $27,440
REIMBURSEMENT FOR COVID-RELATED HEALTH & SAFETY EXPENSES
The Mitigation Fund reimburses all businesses and nonprofits that have incurred employee and customer health and safety expenses that were a direct result of COVID-19.

BASICS

• **Timing:** Applications Open August 4, 2020
• **Funding:** Up to $500,000; Cannot apply more than one time per program
• **Eligible Entities:**
  • Businesses and nonprofits of all sizes
  • Headquartered in Wyoming or principal operations in Wyoming and at least 60 percent of employees are employed in Wyoming or 60 percent of the business payroll is paid to individuals living in Wyoming
• **Eligible/Ineligible Expenses:** List of examples available on wyobizrelief.org
• **Eligible time frame:** March 1, 2020, to application date
• **Total Funding Available:** $50 million
COVID-19 BUSINESS RELIEF PROGRAM

In May 2020, the Wyoming Legislature passed a bill to distribute $325 million in federal CARES Act funding to Wyoming businesses and nonprofits that have experienced hardship related to the COVID-19 crisis. The Wyoming Business Council is distributing these dollars through the COVID-19 Business Relief Program, which consists of three funds - the Interruption Fund, the Relief Fund, and the Mitigation Fund.

Applications Open August 4, 2020

INFORMATION FUND

IMMEDIATE RELIEF FOR LOSSES DURING INITIAL MONTHS OF PANDEMIC RESPONSE

For businesses that directly or indirectly lost revenue due to COVID-19 local or state government health orders

- **Timing:** Opened June 8, 2020; Closed July 2, 2020
- **Funding:** Up to $50,000
- **Eligible Entities:** For-profit businesses with 50 or fewer employees

RELIEF FUND

ONGOING PANDEMIC RESPONSE FOR COVID-RELATED LOSSES & EXPENSES

For small businesses and nonprofits that have lost revenue due to public health orders and/or have incurred COVID-19 related expenses

- **Timing:** First week of August
- **Funding:** Up to $300,000
- **Eligible Entities:** Wyoming businesses with 100 or fewer employees and some nonprofits

MITIGATION FUND

REIMBURSEMENT FOR COVID-RELATED HEALTH & SAFETY EXPENSES

For all businesses and nonprofits that have incurred employee and customer health and safety expenses that were a direct impact of COVID-19

- **Timing:** First week of August
- **Funding:** Up to $500,000
- **Eligible Entities:** Wyoming businesses and nonprofits of all sizes

Apply online at WYOBIZRELIEF.ORG
COVID-19 BUSINESS RELIEF PROGRAM
APPLICATION BEST PRACTICES

• Work with an Expert
• Use Interruption Fund Login Credentials
• Online System
  • One portal for both programs
  • Simple 5 Step Process
  • Apply for Relief Fund before Mitigation Fund
• Use the Calculation Worksheet
• Certification and Signature
• Questions? Check out FAQs at wyobizrelief.org or Call 1-877-257-7844
What happens after you apply?

• Email Verification and Tracking your Application Status
• Review Process Overview
• Documents to Verify Application
• Audit Policy and Fraudulent Applications
• Relief Fund Expenditure Plan
COVID-19 BUSINESS RELIEF PROGRAM

WYOMING STATE AUDITOR’S OFFICE

- Overview of State Auditor’s Office
- IRS Verification
- Entering Accurate Information
- Troubleshooting
- How Will You Get Paid?
- Double Check Payment Address
- Transparency Website: wyopen.gov
ANY QUESTIONS?

Learn More At WYOBIZRELIEF.ORG
COVID-19 BUSINESS RELIEF PROGRAM
STAY INFORMED

WEBINAR SCHEDULE FOR BUSINESSES & NONPROFITS

• Tuesday, July 28 at 8 AM
• Tuesday, July 28 at Noon
• Thursday, July 30 at 8 AM
• Thursday, July 30 at Noon

REGISTER AT WYOBIZRELIEF.ORG
THANK YOU!

Special thanks to our partners who provide valuable technical assistance and support to Wyoming businesses in the good times and the tough times.

REACH OUT TO YOUR REGIONAL DIRECTOR:
WYOMINGBUSINESS.ORG/CONTACTUS