

SPECIAL CITY OF MIDWEST
MEMORIAL HOSPITAL AUTHORITY BOARD OF GRANTORS AGENDA

Community Center – 200 N. Midwest Blvd., MWC – Midwest Room

January 05, 2021 – 6:00 PM

- A. CALL TO ORDER.
- B. DISCUSSION ITEM.
 - 1. Discussion and consideration of establishing guidelines for the remainder of the FY 2020-2021 Hospital Authority Community Grant Program funds not utilized during the 2020 COVID-19 Small Business Disaster Recovery Program.
- C. ADJOURNMENT.

To make a special assistance request, call 739-1213 or email bbundy@midwestcityok.org no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.

The CDC recommendations will be followed to the extent allowed by the Oklahoma Open Meetings Act and temporary Amendment. Please stay home if you or anyone in your household is sick or think they may have had a COVID-19 exposure. If attending in person, please practice social distancing and wear a mask to protect yourself and others.



Midwest City Memorial Hospital Authority
100 North Midwest Boulevard
Midwest City, Oklahoma 73110
Office (405) 739-1207/Fax (405) 739-1208
www.midwestcityok.org

MEMORANDUM

To: Honorable Chairman and Grantors

From: Tim Lyon, General Manager/Administrator

Date: January 5, 2021

Subject: Discussion and consideration of establishing guidelines for the remainder of the FY 2020-2021 Hospital Authority Community Grant Program funds not utilized during the 2020 COVID-19 Small Business Disaster Recovery Program.

The COVID-19 Pandemic arrived in Oklahoma in early 2020 creating unforeseen hardships that changed the way many establishments conduct business. Government restrictions forced some to curtail operations or to shutter their doors altogether. Those who remained open often found it challenging to attract and retain sufficient labor necessary, even for a shrinking customer base.

The Midwest City Hospital Authority's ("Authority") Board of Grantors ("BOG") last July launched its first COVID-19 Small Business Disaster Recovery Program. It focused solely on all businesses directly affected by Governor Stitt's Executive Orders. The amount of individual awards ranged from \$1500 to \$4000, depending on the nature and ownership of the business. The program wrapped up in September after issuing approximately \$93,000 in grant awards leaving \$340,590 of the total \$433,090 budgeted.

Staff recommends the following options:

1. Take no action and the balance will roll into the available funds for next fiscal year;
2. Use the remaining funds for the traditional Community Grants; or
3. We do a second round of the Business Relief Recovery Program. The pandemic continues to haunt many of our valued businesses. This is especially true for "sit down" restaurants without drive-thru capabilities, along with entertainment venues and hotels. The attached business assistance campaign is being suggested by staff in order to render more aid to these establishments. The suggested categories include: Independent Dining Establishments, Franchised Dining Establishments, Hotels, and Amusement Venues. For this option, please direct any question to Robert Coleman, Director of Economic Development at (405) 739-1218.

Tim Lyon, General Manager/Administrator

Attachment: COVID-19 Small Business Relief Program Guidelines

2021 COVID-19 Business Recovery Program



NOVEMBER 20, 2020 DRAFT COPY

<u>CONTENTS</u>	<u>PAGES</u>
PROGRAM DESCRIPTION	2
TERMS & CONDITIONS	3
TENTATIVE SCHEDULE	3
HOW TO APPLY	4
APPLICATION	5 - 6

Program Description

The COVID-19 Pandemic arrived in Oklahoma in early 2020 creating unforeseen hardships that changed the way many establishments conduct business. Government restrictions forced some to curtail operations or to shutter their doors altogether. Those who remained open often found it challenging to attract and retain sufficient labor necessary, even for a shrinking customer base.

The Midwest City Hospital Authority's ("Authority") Board of Grantors ("BOG") last July launched its first COVID-19 Small Business Disaster Recovery Program. It focused solely on all businesses directly affected by Governor Stitt's Executive Orders. The amount of individual awards ranged from \$1500 to \$4000, depending on the nature and ownership of the business. The program wrapped up in September after issuing approximately \$93,000 in grant awards.

The pandemic continues to haunt many of our valued businesses. This is especially true for "sit down" restaurants without drive-thru capabilities, along with entertainment venues and hotels. This business assistance campaign has been reformulated to render more aid to these establishments.

We have just over \$300,000 remaining for the program. Applications will be accepted and funds will be distributed to businesses falling into the following four categories:

Independent Dining Establishments: Defined as a legally operating, privately owned single unit Midwest City-based restaurant without a drive-thru window and with indoor seating for at least twelve (12) customers.

Franchised Dining Establishments: Defined as legally operating, Midwest City restaurant that is privately owned by an Oklahoma-based company and/or a franchisee with residency or a home office in Midwest City. Subject location may not have a drive-thru window and must have indoor seating for at least twelve (12) customers.

Hotels: Hotels and Motels legally operating in Midwest City that are not in arrears on their lodging taxes.

Amusement Venues: Bowling alleys, movie theaters, skating rinks and other similar legally operating interactive assembly and amusement places open to the public at least forty (40) hours per week.

Only one application will be accepted from any businesses operating under the same roof.

The Authority, under recommendation by the BOG, will determine how much funding will be allotted to each category. Funds will be divided within each category according to the total number of applicants versus the physical size of the business as compared with other applicants within the same category.

We will begin taking applications on January 8, 2021 with a January 25, 2021 deadline by which all applications must be remitted. Defective applications must be corrected within three days of submittal.

Terms & Conditions

1. The Applicant is responsible for all expenses incurred in preparing and submitting documents.
2. Funds may only be spent on Midwest City operations for the following business-related expenses:
 - A. Rent or mortgage payments
 - B. Personnel costs or benefits costs
 - C. Materials or supplies related to business operations
 - D. Promotions. Includes advertising, website development, contests, etc.
 - E. New Construction. Permitting, construction and subsequent inspections to the building or suite to make it more attractive, more efficient and/or safer for customers.
Note: funds may not be used for architectural or engineering design work.
 - F. Utilities
 - G. Other expenses may be considered if pre-approved by the Administrator or his designee prior to purchase.
3. Completed applications meeting program requirements will be considered on a “first come, first served” basis.
4. It is the Applicant’s responsibility to make sure all information is submitted prior to the deadline. If you do not drop it off in person, we strongly suggest verifying receipt of your application by calling (405) 739-1218 after sending. *Note: Face masks are required for anyone entering City Hall.*
5. Ownership name(s) and all address(es) must match on all documents. Payment will be issued to the name of the record on the IRS W-9 form. All documents received in the application process shall become public record and will be subject to the Oklahoma Open Records Act.
6. The Applicant is responsible for any tax liabilities associated with accepting grant funds.
7. Grant funds may only be used in support of the location specified on the application.
8. Businesses that participated in the 2020 COVID-19 Disaster Recovery Program must have submitted all receipts necessary to close out their previous grants to be eligible for the 2021 program.
9. Decisions made by the Authority’s Board of Trustees are final and cannot be appealed.
10. By submitting an application to participate in the Midwest City Memorial Hospital Authority’s 2021 COVID-19 Business Recovery Program the Applicant agrees to abide by the Terms & Conditions stated hereinabove.

Although it is not mandated as part of this program, we encourage all participants to help other Midwest City businesses by spending grant funds locally when possible.

Tentative Program Schedule

Begin Accepting Applications:	January 8, 2021
Application Deadline:	January 25, 2021
Board of Grantors to Consider Applications:	February 4, 2021
Midwest City Memorial Hospital Authority to Consider Board of Grantors Recommendations, Finalize Program:	February 23, 2021
Check Disbursements Begin No Later Than:	March 2, 2021



MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY

Board of Grantors

Application Instructions

Applications may be downloaded from www.MidwestCityOK.org or they may be picked up in person at City Hall, 100 N Midwest BL, Midwest City, OK. Please read this entire packet including the Terms & Conditions before preparing an application.

Legible, completed applications must be remitted to:

Mail or Hand Delivery: Economic Development Department
City of Midwest City
100 N Midwest BL
Midwest City, OK 73110

OR

E-Mail: economicdevelopment@MidwestCityOK.biz

NOTES: *Application must be received prior to the Deadline; postmarks do not constitute "received."*

Face masks are required to enter City Hall.

Please call (405) 739-1218 to make sure your documents arrived as planned

Applications received by the 5:00 PM, Friday, January 25, 2021 deadline will be reviewed by Staff and forwarded to the BOG for a formal recommendation. Final decisions will be made by the Authority's Board of Trustees shortly thereafter.

Detail Your Planned Expenditures:

Rent or Mortgage:	\$ _____	.00
Personnel or Benefits:	\$ _____	.00
Materials or Supplies:	\$ _____	.00
New Construction or Remodeling:	\$ _____	.00
Utilities:	\$ _____	.00
Advertising:	\$ _____	.00
Other*:	\$ _____	.00
Total Request:	\$ _____	.00

*(Attach details on separate page)

Attach the following documents to your application:

- 1) Oklahoma Secretary of State Certificate of Good Standing
- 2) Internal Revenue Service W-9 Form
- 3) Detailed statement explaining the need for grant funds

NOTE: Any business that participated in the 2020 COVID-19 Relief Program must remit proof of all prior expenditures before additional funding from the 2021 program will be released.

By signing this application, I attest:

- ___ All information provided is true and correct to the best of my knowledge.
- ___ I am duly authorized to submit this request on behalf of the business identified above.
- ___ I understand and agree that I must provide documentation within 90 days of award proving funds received were used for the purposes identified on this application.
- ___ I understand that any money improperly spent must be repaid.
- ___ I understand and agree that any false information or failure to provide any required documentation will disqualify the Applicant and any establishment they represent to receive future funding from the Midwest City Memorial Hospital Authority, and that any funds received as a result of erroneous information must be repaid.

Dated this _____ day of _____, 20____. _____
Applicant's Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

Notary Public My commission expires: _____