



**TOWN OF BOWLING GREEN
ECONOMIC DEVELOPMENT AUTHORITY MEETING**

A G E N D A

**Monday, October 05, 2020
6:30 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

NEW BUSINESS:

1. Welcome New Board Member, Jason Manns
- [2.](#) Approval of August 24, 2020 Meeting Minutes
3. Budget: Work Plan

UNFINISHED BUSINESS:

- [4.](#) CARES Act Grant Application

INFORMATIONAL ITEMS

5. Future Use Map: Update

[6.](#)

CLOSED SESSION:

RECONVENE:

ADJOURNMENT

**TOWN OF BOWLING GREEN
ECONOMIC DEVELOPMENT AUTHORITY
MINUTES**

August 24, 2020

CALL TO ORDER AND QUORUM ESTABLISHED: Chairman, John Lane called the meeting to order at 6:36 PM and noted that a quorum of the EDA board was present.

MEMBERS PRESENT: Chairman John Lane, Glenn McDearmon, David Stork, Donny Cutlip, and Jean Davis.

OTHERS PRESENT: Jo-Elsa Jordan, Economic Development Coordinator, Justin Boynton (Bowling Green Estates), Ivan Calgher (Bowling Green Estates), and members of the public.

MEMBERS ABSENT: Dan Webb

UNFINISHED BUSINESS:

1. Approval of July 27, 2020 Minutes

A motion was made by David Storke and seconded by Jean Davis to approve the July 27, 2020 minutes. The meeting minutes were approved by a unanimous vote by the board.

NEW BUSINESS:

1. TM 43-A-84; Bowling Green Estates; Justin Boynton gave a brief overview of the proposed high-density residential townhouse project (i.e. Bowling Green Estates).

INFORMATIONAL ITEMS:

1. CARES Act 2020 – Caroline County Allocation to Bowling Green – UPDATE

Jo-Elsa informed the Board that a check from Caroline County made payable to the Town of Bowling Green in the amount of \$104,695 was mailed Thursday, August 20, 2020.

2. Future Use Map – UPDATE

Jo-Elsa informed the Board that she is developing an informational mailer about the purpose of the Future Use Map to all residents of Bowling Green. A Planning Commission meeting is scheduled for Monday, September 21, 2020 at 6:00 p.m., at which a presentation will be given and public feedback will be encouraged.

There being no further business to come before the board, John Lane adjourned the meeting at 7:25 p.m.

Respectfully submitted:
Jo-Elsa Jordan, Events Coordinator

Approved:
John Lane, Chairman



ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF BOWLING GREEN CARES ACT GRANT APPLICATION

PROGRAM APPLICATION

The purpose of this program is to assist Town of Bowling Green businesses that have been adversely impacted by the COVID-19 pandemic. The grant funds available are a part of the CARES Act funding allocated to the Town by Caroline County and from the Commonwealth of Virginia.

Grant funds are available to privately owned small businesses with a valid business license through the Town of Bowling Green, in place between January 1, 2020 - July 31, 2020, including MLM companies and brick/mortar businesses, but excluding corporate owned and operated businesses.

All applicants must submit specific financial information as required and all applications must be complete before the EDA can approve any grant. These funds are an effort to assist businesses with remaining open, retaining employees, and operating safely. All applicants must certify that the information provided below and submitted with this application is true and accurate.

Deadline for submittal is Friday, October 16, 2020.

Submit application in-person or by mail to:

Town of Bowling Green, Economic Development Authority
117 Butler Street ♦ P.O. Box 468
Bowling Green, VA 22427

TOWN OF BOWLING GREEN ♦ 117 BUTLER STREET ♦ P.O. BOX 468 ♦ BOWLING GREEN, VA 22427

EDACOORDINATOR@TOWNOFBOWLINGGREEN.COM

DATE:

BUSINESS NAME:

BUSINESS ADDRESS:

BUSINESS POINT OF CONTACT:

EMAIL ADDRESS:

PHONE NUMBER:

- Is Bowling Green your principal place of business? ☐ Yes ☐ No
- Have you received an Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program funding or any federal assistance in response to the COVID-19 pandemic? ☐ Yes ☐ No
- With the exception of nonprofits, do you have at least one (1) full-time equivalent (FTE), but less than fifty (50) FTE's in one or more locations in the Town of Bowling Green? How many? _____ ☐ Yes ☐ No
- Do you file a VEC Quarterly Payroll Report? If so, please attach the last two quarterly reports when submitting this application. ☐ Yes ☐ No
- Are you a nonprofit? If the answer is "Yes", please attach your 2018 or 2019 990 form. ☐ Yes ☐ No
- Do you have a valid Business License from the Town of Bowling Green issued prior to March 1, 2019? If the answer is "Yes", please attach a copy of your BPOL license to this application. ☐ Yes ☐ No

TOWN OF BOWLING GREEN ♦ 117 BUTLER STREET ♦ P.O. BOX 468 ♦ BOWLING GREEN, VA 22427

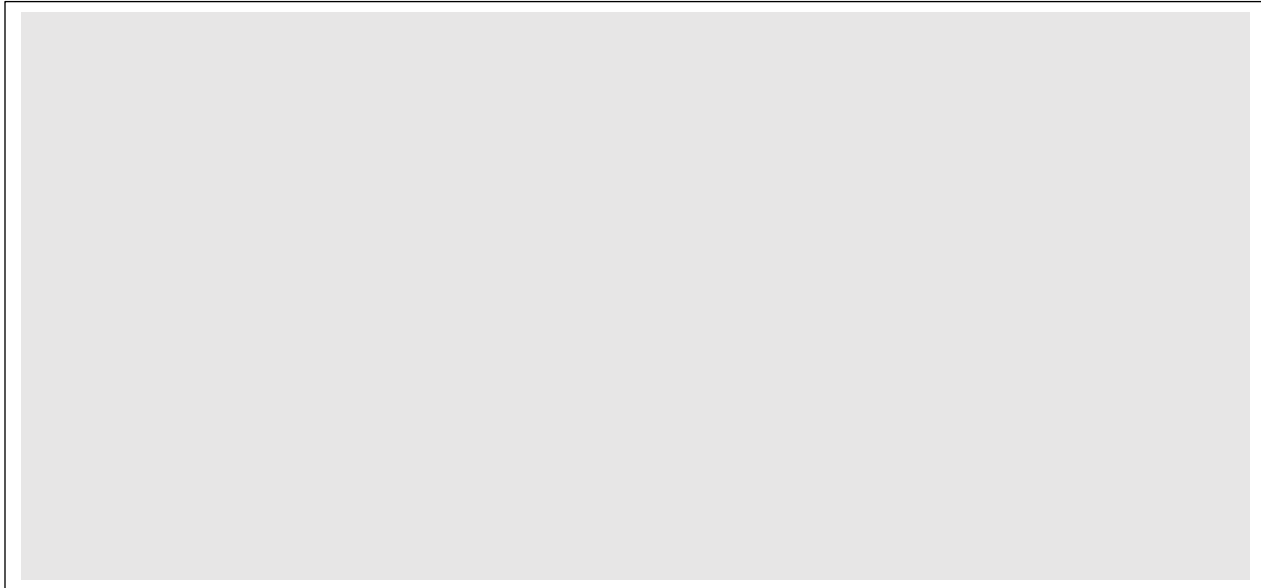
EDACOORDINATOR@TOWNOFBOWLINGGREEN.COM

- Are you a Sole Proprietor? If the answer is “Yes”, please submit your most recent tax returns and be sure to include your Schedule C or Schedule SE forms.

☐ Yes ☐ No

- Are you currently receiving unemployment benefits? ☐ Yes ☐ No

- Please summarize what the funds will be used for. (Example: Payroll, Barriers, Point-of-Sale systems, Outdoor seating, Rent, Utilities, etc.)



- **Please attach the most recent profit and loss statement or any supporting documentation to show the impact COVID-19 is having on your business.**
- **Please attach Form W-9 (Tax Payer Identification Number and Certification). This form will be used to process your grant award.**

Email the completed application with all necessary and proper documentation to

EDAcordinator@townofbowlinggreen.com

Economic Development Authority of the Town of Bowling Green
CARES Act Application
Terms and Conditions

1. The submission of an application for a Grant constitutes an unconditional agreement to, and acceptance of, these Terms and Conditions. The Applicant is responsible for ensuring his or her familiarity with the Terms and Conditions.
2. By submitting an application, the Applicant certifies that it is not under any agreement or restriction that prohibits or restricts its ability to disclose or submit the materials included in and with the application or otherwise to apply for the Grant.
3. The Applicant hereby grants permission to review, and waives the confidentiality of any confidential tax information concerning the Applicant's tax payment status, licensing status, and business revenue information, so that the Town of Bowling Green Treasurer and Economic Development Department may verify the tax payment status, licensing status, and business revenues of the Applicant.
4. The Applicant hereby acknowledges and agrees as follows:
 - a. Any information (excluding proprietary financial and employee information) submitted by Applicants may be used in the promotion of the Grant program and may be displayed on public webpage(s) showcasing selected businesses.
 - b. All information provided herein is subject to disclosure, including under the Virginia Freedom of Information Act, VA. Code §§2.2-3700, et
 - c. All information and representations set forth by the Applicant in the application are true and accurate in all respects as of the date of the submission of the application. The Applicant acknowledges that the Town of Bowling Green and Economic Development Authority of the Town of Bowling Green will make evaluations and awards of Grant proceeds in reliance on the information provided by the Applicant, and that the information and representations set forth by the Applicant are material to the award of the Grant.
 - d. The Town of Bowling Green and the Economic Development Authority of the Town of Bowling Green have established certain criteria for qualified

TOWN OF BOWLING GREEN ♦ 117 BUTLER STREET ♦ P.O. BOX 468 ♦ BOWLING GREEN, VA 22427

EDACOORDINATOR@TOWNOFBOWLINGGREEN.COM

Applicants and applications, and Applicants and applications that do not satisfy the established criteria shall not be considered. The criteria for qualified Applicants and applications are set out below. Applicant further acknowledges and agrees that the determination of whether an Applicant or application satisfies the criteria for qualified Applicants and applications is solely in the discretion of the Town of Bowling Green and the Economic Development Authority of the Town of Bowling Green. The Applicant acknowledges that all grant award decisions are final and are not subject to appeal.

- e. In the event the Applicant is awarded a Grant, the Applicant will use the Grant proceeds for the following limited purposes only:
 - i. Ongoing expenses of the Applicant, such as payroll, rent, insurance or other operating expenses; and
 - ii. Adaptive costs, such as the purchase of e-commerce equipment/website creation and/or upgrade of an online sales site.

If the Applicant uses the Grant proceeds for another purpose, then upon sixty (60) days' notice by the Town, the Applicant shall return to the Economic Development Authority of the Town of Bowling Green the full amount of the Grant funds awarded to the Applicant.

- f. The Applicant shall report in writing to the Economic Development Authority of the Town of Bowling Green, in a form to be provided by the Town, every six months for the first year on the current status of the Applicant's business, including information on current employees and revenues.
- g. The Applicant shall have a monthly update call with representatives of the Economic Development of the Town of Bowling Green or its authorized representatives.
- h. That Grant recipients will be selected from qualified applications through a lottery process and the preference criteria are set forth below.
 - i. The information and representations in the application may be verified by The Town of Bowling Green and/or Economic Development of the Town of Bowling Green. Verification may occur prior to or after the lottery. If an application contains inaccurate or incomplete information or misrepresentations, the application may be rejected. An application rejected prior to a lottery award will not be placed in the lottery, but the funds are not disbursed, and the Grant will be null

TOWN OF BOWLING GREEN ♦ 117 BUTLER STREET ♦ P.O. BOX 468 ♦ BOWLING GREEN, VA 22427

EDACOORDINATOR@TOWNOFBOWLINGGREEN.COM

and void. If an application is rejected after a Grant is awarded by lottery and the funds have been disbursed, then upon sixty (60) days/ notice by the Town, the Applicant shall return the full amount of the Grant funds awarded to the Economic Development of the Town of Bowling Green and the Grant will be null and void.

5. In consideration of the time, expertise and other resources provided by The Town of Bowling Green and the Economic Development of the Town of Bowling Green, the Applicant, to the full extent permitted by law, by submitting an application voluntarily releases the Town of Bowling Green and Economic Development of the Town of Bowling Green from any and all claims, actions, damages, costs or liabilities of any kind relating to or arising from or in connection with the awarding, advertising, receipt, and/or use or misuse of any Grant or participation in any Town of Bowling Green CARES Grant related activities.
6. The Applicant covenants to save, defend, hold harmless and indemnify the Economic Development of the Town of Bowling Green, the Town and all of its officers, departments, agencies, agent, and employees (Collectively the "Town") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees, charges, liability, or exposure), however caused, resulting from, arising out of, or in any way connected with this application, the Grant, or the use of Grant funds.

Authorized Signature:

I hereby certify that I have read, understand, and agree to, the foregoing terms and conditions, and am authorized to complete and submit the attached application on behalf of the Applicant.

I further certify under oath that the statements contained in the application attached hereto are true, accurate and complete.

I understand, acknowledge, and agree that any false, inaccurate or misleading statements made on the application are grounds for immediate rejection of the application.

Applicant:

Company Name

Signature: _____

Print Name: _____

TOWN OF BOWLING GREEN ♦ 117 BUTLER STREET ♦ P.O. BOX 468 ♦ BOWLING GREEN, VA 22427

EDACOORDINATOR@TOWNOFBOWLINGGREEN.COM

Title: _____

Email: _____@_____

CARES Act Funds: Work Session Recap (9/11/20)

- Funds are required to be distributed through the EDA.
- Public hearing required in order for Town Council to amend the budget for acceptance/distribution of CARES Act funds.
- Funds must be expended by December 30, 2020.
- Total Amount of CARES Act Funds: \$209,390.00
 - Round #1: \$104,695.00
 - A/V and Technology (Town Hall): \$20,000
 - PPE: \$10,000
 - Small Business Assistance: \$84,695 (\$1283.00 each)
 - Round #2: \$104,695.00
- Categories for distribution:
 - A/V and Technology
 - PPE
 - Small Business Assistance
- Grant Program Application for Small Business Assistance:
 - Grant funds are available to privately owned small businesses including brick/mortar and MLM companies with business licenses in place from January 2020 - July 2020.
 - Grant funds are not available to corporate owned/operated businesses, outside contractors and Farmers Market vendors.
 - Number of qualifying businesses in Bowling Green: 66 (\$1283.00 each; Round 1 funds).
- Considerations for Round 2 fund distribution:
 - A/V and Technology:
 - Computers for Public Works & Utilities
 - BCPD to provide list of needs
 - PPE:
 - Gloves, masks, sanitizer for BG residents
 - COVID mitigation air filtration for Town facilities (i.e. Town Hall and plant).
 - Option for BG businesses to have COVID mitigation air filtration system installed in their place of business. (*See Small Business Assistance notes below for Option 2.)
 - Handwashing stations for community events.
 - Small Business Assistance
 - Offer BG businesses the option of 1.) Accepting a second stimulus check or 2.) installing COVID mitigation air filtration system in their place of business.
 - Per Valarie, In lieu of the Voucher Stimulus Program, the Town purchases Gift Cards from brick/mortar businesses and distribute to resident

UPDATE: Town Council Feedback (9/21/20)

Gift Cards - we will not be moving forward with gift cards at this time.

Restrooms - include all restrooms for touchless upgrades, not just those used by the public.

Care packages for the public - minimal to include hand sanitizer, masks, and info on resources for rent, utility assistance, etc.

Playground - signage and hand sanitizer with lockbox to deter vandalism.

Small Business Assistance - Jo-Elsa will work with EDA on Grant Program determinations for Small Business Assistance; once the initial round of grant awards is determined offer BG businesses the option of 1.) Accepting a second stimulus check or 2.) installing COVID mitigation air filtration systems in their place of business.

A/V Technology - Move forward with initial quote, upgrade Ball Room depending on remaining funds.

Department Requests - move forward with department requests.

We have a new request based on recent issues that the Police Department has been experiencing -

*****Police vehicle *****

The problem - The 2003 Crown Victoria is experiencing a lot of problems, and will have to be taken out of service. The vehicle is having trouble idling and accelerating with a lot of hesitation. It is also running hot after driving for a while. One of the worst issues we've been having, is with the vehicle's ignition. After shutting off the vehicle, and taking out the key, the vehicle will continue to run, and not be turned off. The repair costs are greater than the vehicle's value.

The request - use up to \$30,000 of CARES Act Funds to buy a new vehicle. This could be as low as \$15,000 because we are submitting a grant application to USDA to apply for matching funds.

The justification - Without the 2003 Crown Vic on the road, the Police Dept. is down to one vehicle. This makes it impossible to safely transport multiple people while keeping them isolated. Also, with only one police vehicle on the road, if it needs to be taken off the road to be sanitized we will have no emergency vehicles available to respond to calls.