



**Wisconsin Economic Development Corporation
Program Guidelines for Fiscal Year 2020**

Program Name: Small Business 20/20
Program Inception: WEDC FY20
Lead Division: Business and Community Development
 New **Revised**
 Aid **Pass-thru Aid** **Technical Assistance**

Program Goal:

The goal of the Small Business 20/20 program is to support small businesses and micro-enterprises adversely economically impacted by the COVID-19 Virus.

This program supports the following WEDC Strategic Pillar and Focus Area:

Business Development: Business Retention and Expansion

Program Description:

The program provides funds to Wisconsin-based Community Development Financial Institutions (CDFIs) to make grants to existing loan clients to mitigate short-term cash flow issues and protect jobs and public health in response to the Covid-19 outbreak.

Eligibility Requirements:

Eligible applicants are Wisconsin CDFIs with a minimum organizational loan portfolio of at least \$4 million, or a collaborative of CDFIs with a combined organizational loan portfolio of at least \$4 million that have identified a lead applicant/recipient of funds. CDFIs that don't meet the minimum portfolio size are also encouraged to collaborate with the larger CDFIs to serve their clients.

Eligible Grant Recipients:

Approved CDFIs will make program grants available to for-profit businesses meeting the following criteria:

- Current loan recipient in good standing as of 3/1/20 with the approved CDFI (and its collaborating CDFIs);
- 20 or fewer PT/FT employees;
- Greater than \$0 but less than \$2 million in annual revenues; and
- Preference should be given to service and retail businesses.

Incentives and Available Funding (FY20): \$5,000,000

The incentives in this program are grants to approved CDFIs to make grants based on identified need related to the impact of COVID-19 on affected businesses under the following conditions:

- Two months of payroll and rent expenses up to a maximum of \$20,000; and



- Funds must be used for rent and payroll expenses, including covering paid leave (including sick, family and other leave related to COVID-19) during the duration of the funding period.

As part of the grant award the approved CDFI may receive up to \$5,000 for the cost to prepare a schedule of expenditures in accordance with § 238.03(3)(a), Wis. Stats.

Activities and Expected Outcomes:

Assist up to six organizations to assist a minimum of 250 businesses

Performance Reporting:

Approved CDFIs will be required to periodically submit a performance report documenting specific uses of the funds, as well as any other contract deliverables.

WEDC annually selects awards on a sample basis for an audit. All backup documentation to the performance report is required to be maintained for the life of the award.

WEDC may impose additional reporting requirements to evaluate project performance and to ensure compliance with contract deliverables.

Application and Awards Process:

This program has a one-time competitive application process for approving and awarding the CDFI and the initial dollar allocation. Applicants should contact an Account Manager and complete an application for funding. The completed applications will be assigned to a committee for review and recommendation.

For more information on application review, internal process, and award distribution, please refer to WEDC’s award administration policies and procedures. To expedite the deployment of funds to make the most impact for the businesses, as an exception to WEDC’s standard awards approval thresholds outlined in WEDC’s COEC, each award to a CDFI may be approved by WEDC’s CEO and does not require any approval by either the Awards Administration Committee or the Board, regardless of award amount under this program or based on cumulative awards to the CDFI.

Revision History:

Effective Date	Description of Change



PROGRAM REVIEW:

This document has been reviewed by the following parties (Check all that apply):

- Chief Operating Officer
- Chief Legal Officer
- Chief Financial Officer
- Other _____

Senior Director of Public Policy: _____ Date _____

Division Vice President: _____ Date _____

AUTHORIZED APPROVAL:

CEO or Designee: _____ Date _____