

# Attachment A

## Downtown Rental Assistance Program Overview & Application

### Program Overview

In an effort to prioritize activities that aid in the economic growth of the district and in concert with the City of Cheyenne, the Cheyenne Downtown Development Authority (DDA) has created the Downtown Rental Assistance Program to provide emergency financial assistance grants to downtown businesses that are eligible business tenants within the DDA District Boundaries (see map below).

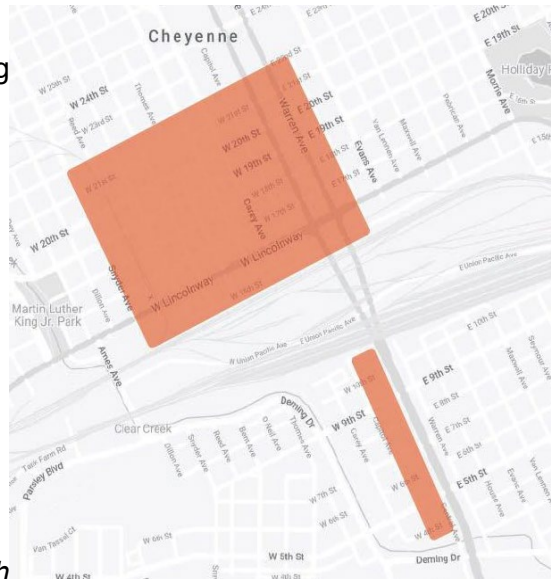
As a DDA-managed program, the Downtown Rental Assistance Program is designed to support business attraction and retention efforts and enhance the vibrancy of commercial corridors throughout downtown Cheyenne. This program provides financial assistance grants for eligible downtown business tenants that:

- a. Have experienced an uncontrollable set of circumstances that would otherwise cause the business to permanently close, and/or
- b. Demonstrate a true need for financial support due to the impact of COVID-19

The Downtown Rental Assistance Program is a one-time, needs-based grant program that can provide up to 6 months of rental assistance, with a maximum grant award not to exceed \$5,000 per applicant.

### Who Can Apply?

- Do wntown for-profit business tenants operating commercial property within the DDA District (see map on right)  
*Please Note: Property Owners/Landlords, tax-exempt (non-profit) tenants, home-based businesses and businesses that do not have a physical downtown location are not eligible for this program.*
- Downtown business tenants operating prior to March 1, 2020  
*Please Note: Business tenants with sublease agreements are not eligible for this program*
- Business owners that are locally owned business tenants with annual revenue not exceeding \$5 million  
*Please Note: Corporate-owned business franch.*



**Program Guidelines**

- The Downtown Rental Assistance Program is a resource offered by the DDA through an American Rescue Plan Grant from the City of Cheyenne and managed by the Cheyenne Downtown Development Authority (DDA). Applicants must be a for-profit small business tenant leasing a commercial property within the DDA District boundaries.
- To be considered, Applicants must communicate a clear need for financial support due to experiencing an uncontrollable set of circumstances that without rental assistance would otherwise cause the business to permanently close, and/or demonstrate the negative impact COVID-19 has had on their business since March 1, 2020.
- Upon receiving an application and supporting documentation, the Applicant’s Landlord will be contacted by the DDA to verify information provided by Applicant and confirm eligibility.
- Final Grant Award will be determined based on Applicant’s need communicated in the application, monthly rent payment, and Landlord’s ability to contribute additional program support.
- Following application approval, final contract terms and conditions will be agreed upon and signed by all parties. The final grant award will be remitted to the Applicant within thirty (30) days of contract execution to be used for rental assistance purposes only.
- Once the one-time grant amount has been awarded, Downtown Rental Assistance Program Applicants may not reapply for additional financial assistance under this program.

**Examples of Applicant Eligibility vs. Ineligibility**

The Downtown Rental Assistance Program provides a one-time grant funding up to the lesser amount of 6 months of rental assistance or \$5,000 per eligible applicant. The following table outlines examples of applicant eligibility and ineligibility under the Downtown Rental Assistance Program. *Please Note: This list is not all-inclusive and final determination of eligibility is approved by DDA Leadership:*

<b>Eligible Applicant Examples</b>	<b>Ineligible Applicant Examples</b>
<ul style="list-style-type: none"> <li>• Businesses Located Within the DDA District</li> <li>• Business Tenants Operating from Commercial Location</li> <li>• For-Profit Businesses</li> <li>• Locally Owned Business Tenants with Annual Revenue Not Exceeding \$5 Million</li> <li>• Businesses Actively Operating Prior to March 1, 2020</li> <li>• Businesses in Good Standing with the Wyoming Secretary of State’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Business Tenants Not Located Within the DDA District</li> <li>• Home-Based Businesses</li> <li>• Non-Profit Organizations</li> <li>• Sublease Rental Arrangements</li> <li>• Property Owners/Landlords</li> <li>• Businesses That Do Not Have a Physical Location (i.e., Operating with a PO Box Address)</li> <li>• Corporate-Owned Franchises</li> <li>• Government Offices or Agencies</li> <li>• Businesses Not in Operation Prior to March 1, 2020</li> <li>• Businesses with a Lease Agreement that Expires Before December 31, 2023</li> </ul>

If you have a question about whether you are eligible for Downtown Rental Assistance Program funding, please reach out to DDA Administrator Thom Gabrukiewicz at 307-433-9730 or email [tgabrukiewicz@cheyennecity.org](mailto:tgabrukiewicz@cheyennecity.org).

## Application Process

**Step 1:** Contact Thom Gabrukiewicz (307-433-9730 or [tgabrukiewicz@cheyennecity.org](mailto:tgabrukiewicz@cheyennecity.org)) to verify eligibility under the Downtown Rental Assistance Program and obtain an Application Form.

**Step 2:** Applications may be submitted in person at the DDA Office (2101 O'Neil Ave., Room 205) and are approved based on demonstration of applicant need and contingent on program funding throughout the end of the 2024 fiscal year.

Applications must include the following supporting documents to be considered:

- Completed Application Form
- Current Executed Lease Agreement and Landlord Contact Information (If Not Previously Provided)
- Documentation of Good Standing with Wyoming Secretary of State
- Three (3) Most Recent Consecutive Federal Tax Returns - used to verify revenue qualifications and COVID impact
- Quarterly or Annual Income Statements and/or Profit & Loss Statements Covering Three (3) Most Recent Calendar Years (2021, 2020, 2019) Demonstrating Financial Impact
- Proof of Previous Rent/Utility Payment
- Applicant Business Plan and/or one page written explanation for applicant's short term (one year) and long term (five years) plan of operation to remain in business

**Step 3:** Once an application is submitted, all associated information will be reviewed to verify eligibility of Applicant and the Applicant's Landlord will be contacted to verify lease information and be notified of program terms and conditions. Applicants may be asked to provide additional documentation.

**Step 4:** Upon approval of application, contract terms and conditions will be determined and agreed upon between all parties.

## Payment Process and Timeline

Upon application approval and once a final contract has been agreed upon and signed by all parties, payment for approved one-time grant award will be remitted to the Applicant within thirty (30) days of the date of the completed and executed contract under the Downtown Rental Assistance Program. Once the Applicant has received the one-time grant award, the terms and conditions of the executed contract under the Downtown Rental Assistance Program are considered to have been met and no additional expenses will be allowable.

Once the one-time grant amount has been awarded, Downtown Rental Assistance Program Applicants may not reapply for additional financial assistance under this program.

# Downtown Rental Assistance Program Application

## 1. APPLICANT INFORMATION

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

Business/Property Address: \_\_\_\_\_

# of Years at Current Downtown Location: \_\_\_\_\_ # of Years in Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Tax Identification Number: \_\_\_\_\_

Wyoming Secretary of State Business Filing ID: \_\_\_\_\_

## 2. ADDITIONAL INFORMATION

Lease Agreement Expiration Date: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Name of Landlord/Property Owner: \_\_\_\_\_

Landlord/Property Owner Phone Number: \_\_\_\_\_

Landlord/Property Owner Email Address: \_\_\_\_\_

Is Landlord Aware of Current Rental Assistance Need/Situation Outlined in this Application?

- Yes
- No

If "No" to the Question Above, Applicant Acknowledges Understanding that Landlord will be Contacted to Verify Tenant Information Provided in Application in Order to Confirm Eligibility

- I Understand my Landlord will be Contacted to Verify the Information I Have Provided in this Application

Please Explain Reason/Need for Downtown Rental Assistance Program Funding (attach additional pages as necessary): \_\_\_\_\_

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The following supporting documents must also be submitted with the completed and signed application for Applicant to be considered:

- Completed Application Form
- Current Executed Lease Agreement and Landlord Contact Information (If Not Previously Provided)
- Documentation of Good Standing with Wyoming Secretary of State
- Three (3) Most Recent Consecutive Federal Tax Returns - used to verify revenue qualifications and COVID impact
- Quarterly or Annual Income Statements and/or Profit & Loss Statements Covering Three (3) Most Recent Calendar Years (2021, 2020, 2019) Demonstrating Financial Impact
- Proof of Previous Rent/Utility Payment
- Applicant Business Plan and/or one page written explanation for applicant's short term (one year) and long term (five years) plan of operation to remain in business

### **3. APPLICANT CERTIFICATION AND UNDERSTANDING**

The undersigned Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a one-time grant award under the Downtown Rental Assistance Program for rental assistance only and is true and complete to the best of the Applicant's knowledge and belief. Verification of any of the information contained in this application may be obtained from any source.

The Applicant further certifies that they have read and understands the Downtown Rental Assistance Program Overview, Guidelines, and Eligibility Requirements in its entirety. If a determination is made by the Cheyenne DDA that grant proceeds will not or cannot be used of the purposes described herein, the Applicant agrees that the proceeds shall be returned forthwith, in full, to the Cheyenne DDA, and acknowledges that, with respect to such proceeds so returned,

he or she shall have no further interest, right, or claim. It is understood that all Cheyenne DDA grant commitments are contingent upon the availability of program funds. It is further understood that the Cheyenne DDA does not waive its sovereign/governmental immunity as provided by W.S. 1-39-101 et seq. or any other applicable law by offering this application or by entering into any agreement with the Applicant as it may see fit.

1. I understand that the submission of this application does not guarantee funding for the Downtown Rental Assistance Program.
2. I agree that, if this application is approved, a contract must be agreed upon and signed by all parties before the final grant amount is awarded.
3. I agree that all required supporting documents outlined in the checklist above are submitted with this application.
4. I agree that, if funding is approved, it will be used for the purposes listed within this application.
5. I understand that the grant funds from the Cheyenne DDA will be provided after contract terms and conditions have been agreed upon and signed by all parties, and the final grant award will be used for rental assistance purposes only.
6. I understand that if this application is approved, any final award of grant funding is expressly separate from any existing contracts between myself and my landlord and does not concern, alter or in any way affect the current executed lease agreement.
7. I understand that failure to comply with the terms and conditions of this program will result in a retraction or return of grant funding.
8. I understand that my business must remain at the downtown location specified in this application until December 31, 2023 which is outlined in my current executed lease agreement. If my current lease agreement expires before December 31, 2023, I understand that I must provide documentation of written intent to renew my current lease upon expiration.
9. I understand that I may be required to provide additional documentation to verify my eligibility.
10. I understand that I will, to the fullest extent permitted by law, agree to indemnify and hold harmless the Cheyenne DDA, its appointed officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with work associated with this application except to the extent liability is caused by the sole negligence or willful misconduct of the Cheyenne DDA or its employees.

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

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Application Received By:

DDA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved By:

DDA Signature: \_\_\_\_\_ Date: \_\_\_\_\_