

Cheyenne Downtown Development Authority COVID 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 Authority (DDA) has created the Downtown Rental Assistance Program to provide emergency financial assistance grants to 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 have experienced an uncontrollable set of circumstances that would otherwise cause the business to permanently close and 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?

- Downtown for-profit business tenants operating from a rented 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*
 - *Please Note: Business tenants with sublease agreements are not eligible for this program*
- Locally owned business tenants with annual revenue not exceeding \$5 million
 - *Please Note: Corporate-owned business franchises are not eligible for this program*

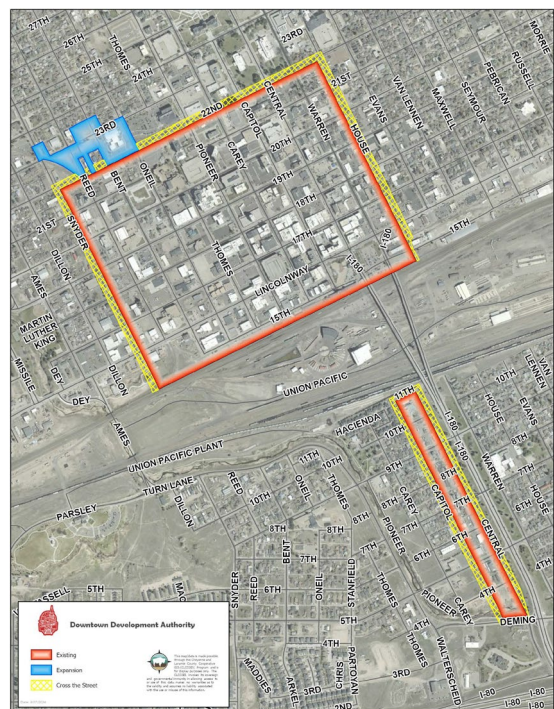


Figure 1: [Click here to see the DDA District Map](#)

Program Guidelines

- The Downtown Rental Assistance Program is a resource offered by the Cheyenne Downtown Development Association 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 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 demonstrate the negative financial impact COVID-19 had on their business between March 3, 2020 and October 3, 2022.
- 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 as communicated in the application and required supportive documents.
- 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 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 illustrative, not all-inclusive and final eligibility determinations are made by DDA Leadership:*

Eligible Applicant Examples	Ineligible Applicant Examples
<ul style="list-style-type: none">• Business Tenants Operating from Commercial Location within the DDA District Boundaries• For-Profit Businesses• Locally Owned Business Tenants with Annual Revenue Not Exceeding \$5 Million• Businesses Actively Operating Prior to March 3, 2020• Businesses in Good Standing with the Wyoming Secretary of State's Office	<ul style="list-style-type: none">• Business Tenants Not Located Within the DDA District• Home-Based Businesses• Non-Profit Organizations• Sublease Rental Arrangements• Property Owners/Landlords• Businesses That Do Not Have a Physical Location (i.e., Operating with a PO Box Address)• Corporate-Owned Franchises• Government Offices or Agencies• Businesses Not in Operation Prior to March 1, 2020

If you have a question about whether you are eligible for Downtown Rental Assistance Program funding, please reach out to the DDA office at (307) 433-9730 or email smaes@cheyennecity.org or iparsons@cheyennecity.org.

Application Process

Step 1: Contact the DDA office at (307) 433-9730 (or at smaes@cheyennecity.org or iparsons@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. Applications must also include the following supporting documents to be considered:

- Financial Statements for 2020, 2021 and 2022 (balance sheet, income statement, statement of cash flows, statement of changes in equity, and notes to the financial statements).
- City of Cheyenne Business License
- Proof of good standing with the Wyoming Secretary of State
- IRS Form W-9
- Completed Grant Application Form and Letter

*This Program applies to small business tenants that can demonstrate 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 who demonstrate the negative financial impact COVID-19 had on their business between March 3, 2020 and October 3, 2022. This grant does not apply to the pandemic period prior to March 3, 2020 per regulations of the U.S. Treasury. As a result, losses incurred prior to March 3, 2020 cannot be considered in this application.

All applicants must describe and demonstrate how the COVID-19 Pandemic impacted them and their business, and how these funds will be used to benefit their business as they continue to recover from the Pandemic. This may be loss of revenue, cost of expanding outdoor dining, or other costs associated with the Pandemic.

Submit a letter (with supporting documentation) describing financial loss as a result of Covid. This can be demonstrated as:

- Decreased Revenues (donations and fees for nonprofits)
- Financial insecurity
- Increased costs
- Capacity to weather financial hardship
- Challenges covering payroll, rent or mortgage, and other operating costs

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.

COVID 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): _____

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

- Financial Statements for 2020, 2021 and 2022
- Business License or proof of good standing with the Wyoming Secretary of State
- IRS Form W-9
- Letter describing financial loss as a result of COVID*

* Letter describing financial loss as a result of Covid may include but is not limited to:

- Decreased Revenues (donations and fees for nonprofits)
- Financial insecurity
- Increased costs
- Capacity to weather financial hardship
- Challenges covering payroll, rent or mortgage, and other operating costs

4. 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 undersigned Applicant further certifies and agrees that, if awarded grant funds, they will comply with any audit or other requirement imposed by the Cheyenne Downtown Development Authority necessary to ensure the proper use of such funds should there be reasonable cause to believe the funds were not used in accordance with the terms of the grant. The Applicant further agrees to furnish any documentation and provided access necessary to support such an audit, and understands that verification of fund use 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 through the CDBA 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, 2025 which is outlined in my current executed lease agreement. If my current lease agreement expires before December 31, 2025, 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: _____

Application Received By:

DDA Signature: _____ Date: _____

Application Approved By:

DDA Signature: _____ Date: _____