

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE CLAY COUNTY ECONOMIC DEVELOPMENT COUNCIL FOR THE DISTRIBUTION OF CARES ACT FUNDS IN THE FORM OF SMALL BUSINESS GRANTS TO LOCAL BUSINESSES WITHIN GLADSTONE, MISSOURI.**

**WHEREAS**, Congress passed and the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27, 2020; and

**WHEREAS**, the City received a portion of the CARES Act funds distributed to Clay County from the State of Missouri; and

**WHEREAS**, it has been determined that small business grants to reimburse the costs of business interruption caused by the COVID-19 virus and associated expenses is an authorized use of CARES Act funds; and

**WHEREAS**, the Clay County Economic Development Council has agreed to administer the small business grant program on behalf of the City; and

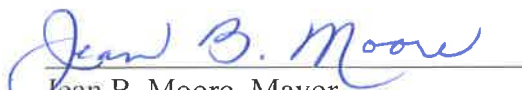
**WHEREAS**, the City has determined that the Clay County Economic Development Council is qualified to administer and process the grant applications; and

**WHEREAS**, the City desires to enter into an Agreement with the Clay County Economic Development Council to administer the Gladstone Small Business Grant Program.


**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF GLADSTONE, MISSOURI AS FOLLOWS:**

That the City Manager of the City of Gladstone, Missouri, is hereby authorized to enter into the proposed agreement with the Clay County Economic Development Council, on the terms and conditions set forth in the agreement, and to take any other such measures as may be required to ensure the distribution of CARES Act Funds allocated to the Gladstone Small Business Grant Program.

**INTRODUCED, PASSED, SIGNED, AND MADE EFFECTIVE BY THE CITY COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, ON THIS 24<sup>TH</sup> DAY OF AUGUST, 2020.**

  
Jean B. Moore, Mayor

ATTEST:

  
Ruth E. Bocchino, City Clerk

First Reading: August 24, 2020

Second Reading: August 24, 2020



## *Request for Council Action*

RES  # City Clerk Only

BILL  # 20-27

ORD # 4.527

Date: 8/17/2020

Department: General Administration

Meeting Date Requested: 8/24/2020

Public Hearing: Yes  Date: [Click here to enter a date.](#)

Subject: Agreement with the Clay County Economic Development Council to administer a Small Business Grant Program.

Background: On March 27, Congress passed the Coronavirus Aid, Relief and Economic Security (CARES) Act, which established a funding source that was dispersed to individual States based on population. Missouri, in turn, distributed a certain amount of that funding to individual counties, also based on population. In May, Clay County divided up the funds allocated to them proportionally to each municipality but asked that each municipality be responsible for using their share in accordance to regulations set forth by the United States Treasury Department. It has been determined that the distribution of funds to small businesses in the form of grants is an allowable use of the CARES Act funds. The City of Gladstone has proposed using approximately \$130,000.00 to establish a business grant program, which will be used to help eligible businesses in Gladstone recover from the economic impact COVID-19 has had on them. The City is proposing that an eligible business may apply for and receive up to \$7,500.00 in grant assistance. The Clay County Economic Development Council, which helps administer small business loans, has agreed to administer the Gladstone Small Business Grant Program in return for 5% of the total funds dispersed to businesses. Clay County EDC will accept applications, receive supporting documentation and provide a final score based on criteria established from the information collected from the application process. It is our intention to distribute the majority of the available funds in October 2020.

Budget Discussion: Funds are budgeted in the amount of \$ 130,000 from the OTHER Fund. Ongoing costs are estimated to be \$ 0 annually. Previous years' funding was \$0

Public/Board/Staff Input: Staff recommends approval of the proposed agreement.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor

Bob Baer  
Department Director/Administrator

JM  
City Attorney

SW  
City Manager

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CLAY COUNTY ECONOMIC DEVELOPMENT COUNCIL  
AND  
CITY OF GLADSTONE**

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**I. IDENTIFYING INFORMATION**

Contact Person: Scott Wingerson, City Manager  
Robert Baer, Assistant City Manager

Telephone Number: (816) 436-2200

**Clay County Economic Development Council**

Contact Person: Julie Lewis, Business Specialist

Telephone Number: 816-468-4989

**II. PROVISION OF SERVICES**

This agreement details the responsibilities of the Clay County Economic Development Council (CCEDC) and the City of Gladstone ("Gladstone") for the collection, evaluation and verification of business information on Small Business Grant applications that will be provided to the City of Gladstone for final consideration starting September 1 – September 30 at 5:00 p.m.

**RESPONSIBILITIES OF INFORMATION THAT WILL BE COLLECTED:**

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- Collect financial information and two (2) forms of ID (each signer) – (one with picture, the other with name only)
- Two (2) years of personal tax returns, to include all schedules and 1099s, income statements, and balance sheets
- Two (2) years of business tax returns, to include all schedules and 1099s, income statements, and balance sheets
- Three (3) months of personal and business bank statements
- Copies of 2019 and 2020 Gladstone business license (verification of current license)
- Copy of Clay County 2019 tax receipts (verification of tax receipts)
- Send out letters to all loan applicants for acceptance/denial by October 15

**III. DURATION AND PROCEDURES FOR AMENDING**

This Memorandum of Understanding is effective from August 25th, until all applications are received by the EDC and have been evaluated and presented to the City of Gladstone for evaluation. The Clay County Economic Development Council is responsible for sending approval/denial letters to all applicants.

  
\_\_\_\_\_  
Scott Wingerson  
City Manager

8/25/2020  
Date

  
\_\_\_\_\_  
Julie Lewis  
Business Specialist

8/25/2020  
Date