



## Illinois Department of Commerce & Economic Opportunity

### Downstate Small Business Stabilization Program Supplemental Document

#### Downstate Small Business Stabilization Program

To support small businesses in downstate and rural counties across Illinois, DCEO is repurposing \$20 million in CDBG funds to stand up the Downstate Small Business Stabilization Program. This Fund will offer small businesses of up to 50 employees the opportunity to partner with their local governments to obtain grants of up to \$25,000 in working capital. These grants will be offered on a rolling basis.

Additional information on the program can be found [here](#). Link to apply [here](#).

#### Grant Rule Deviations

To help make our resources more accessible, DCEO has implemented agency-wide grant rule deviations to help reduce the administrative burden that federal and GATA grant requirements may impose on our grantees and potential applicants affected by a loss in operational capacity or unexpected incurred costs due to COVID-19.

For the Downstate Business Stabilization Grant, we have provided flexibilities that will ease the application process and management of the grant once awarded.

To name a few:

- The Sam.gov registration is not required at the point of application as required under current GATA requirements. We understand that this requirement can remove needy applicants from consideration, so we have relaxed this standard to widen the applicant pool.
- The Program Director for this grant worked hard to seek federal relief where possible and to condense the required information in such a way as to make the application process as expedient as possible (especially when compared to standard CDBG grants).
- The Illinois Office of Management and Budget's Grant Accountability and Transparency Unit (GATU) will allow grantees to delay submissions of all audit requirements up to six (6) months beyond the normal due date.
- Shortened the public posting date from 7 to 5 days.
- Public hearings can now be held in a virtual manner.
- Additionally, DCEO may allow grantees flexibility with their financial and periodic reporting deadlines on a grant program or grantee basis and consider granting no cost extensions to help grantees complete services that may be affected due to COVID response.

#### Application Streamlining

DCEO has worked hard to condense the application as much as possible and to require information in such a way as to make the process expedient in comparison to standard CDBG grants. Because the grant is for working capital, DCEO has pre-filled the application as much as possible.

Information still required:

- Applicant Project Information (contact info)
- Project Summary (summary of current business status and why they are in urgent need of assistance)

- Net Income Verification Form (1 page - shows a solid business track record prior to COVID-19 emergency. Substantiates urgent need.)
- Most Recent Bank Statement (shows current financial situation. Substantiates urgent need.)
- Employee Status Form (1 page - provides a snapshot of their current employee situation)
- The FEMA FIRMette is a federal requirement. DCEO suggests printing out a map and marking where the business is located.

The federally required 5-day public posting must occur before the Council can pass a resolution. DCEO is currently waiting to hear from HUD as to whether the department can remove the Minority Business form, and if we can, DCEO will do so. Public hearings can now be held in a virtual manner.

#### Resources

CDBG Grant Manager by Region and Contact Information – [here](#).

Office of Community Development

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