



CARES Act Coworking and Incubator Grant Program Guidelines

Purpose

The purpose of the Coworking and Incubator Grant Program (the “Program”) administered by the Missouri Technology Corporation (the “MTC”) is to provide grants to reimburse qualifying costs incurred by Missouri’s coworking and incubator facilities in response to the COVID-19 public health emergency in order to ensure that they can safely continue offering their important services to the State’s entrepreneurs and emerging companies. The State of Missouri will make available \$1 million in grant funds provided under the CARES Act* for eligible Missouri-based non-profit corporation- and University-sponsored coworking and incubator facilities.

Due to COVID-19 related closures, many of the State’s non-profit corporation- or University-sponsored coworking and incubator facilities do not have access to the capital required to update physical spaces in accordance with current public health guidelines. The grants made pursuant to this Program are restricted to reimbursing for costs directly associated with updates to comply with applicable public health emergency guidelines, including updating the facilities to adhere to social distancing guidelines, the adoption of enhanced sanitation protocols, and acquiring necessary personal protective equity (“PPE”) to protect employees, tenants, and visitors.

* Section 601(a) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Grant Program Parameters

1. The Program is available statewide for eligible applicants.
2. The total grant funding equals \$1 million.
3. Individual grant amounts are limited initially to \$50,000 (though applicants may request more than \$50,000), but MTC reserves the right to make grants in excess of such amount depending on the availability of funding, the aggregate amount of grant funding requested, and other economic considerations.
4. The number of grants that will be made per applicant is limited to one (1) and applicants receiving a grant under the Program will be required to disclose all other financial support that the applicant received under the CARES Act from other sources.
5. An applicant must incur/have incurred costs between March 1, 2020, and November 15, 2020, due to COVID-19-related facility improvements and/or PPE.
6. Applications will be evaluated on (a) the proposed use of requested funds, (b) the anticipated economic development impact, (c) the financial impact of the public health



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emergency on the applicant, and (d) the ability to appropriately expend the funds in a timely manner.

Eligibility

Applicants must satisfy the following requirements:

1. structured as a non-profit organization as defined under Section 501(c) of the Internal Revenue Code or be a University-Associated Organization;¹
2. operate a physical space that is dedicated to driving the economic development of the area/region, including (but not limited to):
 - a. Coworking Facility – a facility in which workers from different companies share an office space, allowing cost savings and convenience through the use of common infrastructure (the applicants may operate both a coworking facility and a limited number of individual offices for lease);
 - b. Incubator – an organization that assists in the development of startup companies by providing services such as management training or office space; or
 - c. Event Space – organizations that operate a large space available for use by the public with the goal of driving economic development within the region, including hosting local in-person meetings for economic development-focused organizations as well as workforce training or other economic development focused educational programming;
3. be physically located in Missouri;
4. be registered to do business in Missouri and in Good Standing with the Secretary of State;
5. have commenced operations and operated continuously since at least March 1, 2019;
6. must complete and submit Form 943 to obtain a tax clearance certificate (valid for 90 days) from the Missouri Department of Revenue for the organization²;
7. must not have filed or announced an intention to file for bankruptcy, receivership or assignment for the benefit of creditors; and
8. not employ illegal workers.

¹ A University-Associated Organization (“UAO”) is one that exists and operates for the benefit of the University or one or more of its units by providing one or more of the following support functions: fundraising, asset management, programs and services. While a UAO can receive funding from the University it’s associated with, it should be run as a separate entity that supports the University’s mission of supporting economic development

² Form 943 is at <http://dor.mo.gov/forms/943.pdf>.



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E-Verify

In addition to certifying that your organization does not employ illegal workers, all applicants must: (1) enroll in E-Verify; (2) check the box on the Certification confirming enrollment and participation in E-Verify; and (3) provide supporting documentation. For additional assistance, you can contact E-Verify using the toll-free Helpline number, 888-464-4218.

Eligible Expenses

MTC will review grant applications for eligibility of costs based on U.S. Treasury guidance for CARES Act fund distribution. Treasury guidance on eligible costs is updated regularly, therefore eligible costs are subject to change. Applicants are responsible for reviewing and complying with Treasury guidance, including any revisions to eligible expenses as may be implemented in the future. MTC reserves the right to make changes to, and final determination of, eligible program costs. Eligible costs will be those that are significantly different from planned operational costs and directly related to the COVID-19 public health emergency. For this Program, eligible expenses are restricted to reimbursing costs directly associated with updating the facilities, adopting enhanced sanitation protocols, or acquiring PPE to comply with the guidelines of the public health emergency. Additional consideration will be given to applicants that engage Missouri-based vendors. Eligible costs, based on current Treasury guidance, include:

- new equipment or furniture or upgrades to the facility's shared spaces, including modifications to current furnishings (*e.g.*, installation of plexiglass partitions) to allow maximum social distancing for employees and tenants;
- new hardware or upgrades to the facility to reduce points of contact (*e.g.*, touchless water fountain, hand sanitizing stations, automatic doors);
- upgrades to shared conference room equipment to accommodate/encourage participation in remote meetings;
- upgrades for onsite testing or contact tracing, including purchasing temperature screening equipment or software to allow or enhance contact tracing efforts;
- additional sanitation supplies or new equipment required for adopting new sanitation protocols;
- PPE for employees and increased solid waste disposal fees as it relates to the disposal of used PPE;
- acquisition and installation of new, or upgrades to current, air filtration systems;
- limited facility redesign that specifically targets mitigation/social distancing; and
- leasing additional space needed for social distancing.

Note: Treasury guidance may change to expand or contract eligible expenses.



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The following are examples of expenses which are ineligible for reimbursement:

- expenses that have been or will be reimbursed under any federal, state or local government funding program;
- overhead expenses that were paid while the facility was closed or access was limited;
- salaries of employees or compensation paid to consultants;
- additional compensation paid to current employees or consultants unrelated to COVID-19-specific sanitation tasks; and
- expenses that have been or will be reimbursed by insurance.

Additional Requirements

1. Applicants must have an actual, conditional, or anticipated third-party cost-sharing commitment to match the requested grant funding. Consideration will be given to meeting the cost-sharing requirement through the contribution of in-kind cost-support.
2. Applicants will be required to submit an IRS 501(c)(3) designation letter or a letter of support from a Missouri-based University attesting to their association and alignment with the University's mission as well as Articles of Incorporation or similar governance documents.
3. Upon approval of an application and execution of a grant agreement, grant awardees shall provide all necessary ACH authorizations to MTC.
4. Grant awardees will be required to submit documentation to MTC certifying the actual use of grant funds and outcomes achieved.

Timeline:

MTC will accept applications between July 22 and August 17, 2020. All applications will be reviewed at the same time.

1. July 22, 2020, | Announcement of Program, Guidelines, and Application made available
2. July 22 – August 17, 2020, | Applications submission period
3. August 18 – September 18, 2020, | Applications review period
4. September 21 – October 2, 2020 | Award announcement(s)
5. November 15, 2020, | Date by which all expenditure and reimbursement documentation must be submitted to MTC
6. December 30, 2020, | All funds must be expended by MTC



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Grant Participation Process:

1. Submit an application for the grant, including additional documentation as indicated on MTC's website (<https://www.missouritechnology.com/cares-act-funding>).
2. MTC will only accept online grant application submissions in the form provided at the website above. Paper submissions or submissions on alternative forms will be ineligible.
3. Receive written notification from MTC once the review process has been completed, at which time the applicant will be required to enter into a grant agreement prior to receiving any funds.
4. Submit Reimbursement Form to access the funds. The Reimbursement Form may be submitted only once and must be submitted prior to November 15, 2020. If the applicant is selected for additional funds, they will be allowed to submit a second submission. Please see MTC's website for more information.
5. Upon notification of award, applicant must enter into a program agreement with MTC outlining program details, requirements, and state and federal terms and conditions: and provide all necessary ACH authorizations to MTC.
6. Receive reimbursement for eligible expenses from MTC.