



Maine Seafood Dealer and Processor Covid-19 Response and Resilience Grant Program (SDPP)

APPLICATION

Instructions

Step 1: Complete the five sections on the following pages of this Word document. You may add your responses on the following pages in this Word document – or you may compose your responses in a separate document. Once complete, save your final application document and compile the required financial documents identified below, to be uploaded in our Online Application Portal in Step 2.

You will need electronic versions of the following financial documents to complete your online application:

- Signed and dated W-9 Form
- Current Balance Sheet
- Income Statement (or Profit and Loss Statement) for 2019, 2020, & 2021
(Sole proprietors without access to accounting software may instead provide federal tax returns)
- Federal UEI number (Unique Entity Identification – required to access federal funds)
- Signed and dated agreement to comply with federal and state reporting requirements

Step 2: Create your login credentials and complete your online application at the [SDPP Online Application Portal](https://www.grantrequest.com/SID_2050?SA=SNA&FID=35165) by going to: https://www.grantrequest.com/SID_2050?SA=SNA&FID=35165

You will need an active email address to create your username and password.

When you login to the Online Application Portal, you will be asked to enter information about your business and your funding request into the online forms. You will upload your finalized application document prepared in Step 1, along with the financial documents identified in the checklist above.

You will need at least 30 minutes to complete all required sections of the Online Application Portal.

You will be asked to electronically acknowledge MTI's Disclosure and Confidentiality Statement in the Online Application Portal – for your reference, that statement is also provided at the end of this document.

APPLICATION NOTIFICATIONS:

You will receive an auto-generated email notification once your online application package has been submitted. MTI staff will be in contact with you via email if any further information is required. MTI plans to announce awards for the Maine Seafood Processor and Dealer Grant Program before the end of May.

You can access your MTI online account and view your saved & submitted applications here:

www.GrantRequest.com/SID_2050?SA=AM

Section 1

Reimbursement for Expenses Incurred to Address the Covid-19 Pandemic

Certain pandemic-related expenses are eligible for reimbursement. Since March 2020, has your business incurred any of the following expenses:

- Workplace Safety Measures: PPE, sanitizer, air filters, thermometers, cleaning supplies, etc.
- Market Pivots: transitions to online sales, supplies, new signage, or similar items.
- Retrofitting facilities for worker and/or consumer safety: plexiglass, heat lamps, fans, tents, etc.
- Additional transportation required to maintain social distancing.
- Additional worker housing required to maintain social distancing / quarantining
- Medical: providing / enabling vaccinations, testing, or treatment for employees, including paid leave.

Provide a dollar estimate for costs incurred between March 2020 – Feb 2021 related to these expenses:
(Please provide an estimate that is defensible with receipts, as any reimbursement will be subject to audit)

Your answer....

Provide a dollar estimate for costs incurred since March 2021 related to these expenses:
(Please provide an estimate that is defensible with receipts, as any reimbursement will be subject to audit)

Your answer....

Section 2

Negative Economic Impacts of the Covid-19 Pandemic

Describe the negative impacts of the pandemic that your business has suffered. Your comments should include quantifiable estimates such as dollar amounts for: revenue lost, additional costs incurred due to the pandemic, costs of increased lead times due to pandemic-related supply chain delays, etc...

(You can select from the general categories of negative impact from the list below)

Your answer....

List of allowable damages from Federal guidelines

- Reduced Revenues
 - Reduced access to credit
 - Reduced labor availability
 - Increased labor expenses
 - Increased fuel costs
 - Increased materials costs
 - Shipping delays
 - Other supply chain disruptions
-

Section 3

Pandemic Response Plan

How much recovery funding are you requesting?

Your answer....

How will you use the requested funds to address the negative impacts of the pandemic that your business has suffered?

(Select from the following categories of negative impact – and provide further detail in your answers below.)

- Reimbursement for pandemic-related costs identified in Section 1 of this Application
- Changes made in the marketing or distribution of your product to comply with COVID protocols
- Additional medical and/or testing equipment for employees
- Investments in new processing equipment or labor-saving devices
- Additional hires
- Enhanced compensation, benefits or training for existing employees
- Build inventory to mitigate future supply disruptions
- Other *(please specify below)*

Please describe your plans to use the requested funds.

Your answer....

Will you use these funds to make any new hire(s) in 2022? If yes, how many new employees? If you are a seasonal employer, be sure to specify an estimated duration of employment for any new hires.

Your answer....

How does your plan help you build a stronger business in the wake of the pandemic?

Your answer....

Section 4

Business Structure and Financial Statements

Where is your business located? Do you have multiple locations? In-state and/or out-of-state?

Your answer....

Who owns your business? List all owners and ownership percentages:

Your answer....

Does your business carry any debt? If yes, list all existing debt obligations and include lender name, current balance, monthly payment, and loan collateral *(you may refer to your balance sheet, if included)*

Your answer....

What are your annual Profit and Loss projections for 2022?

Your answer....

What accounting system(s) do you utilize to track income and expenses?

Your answer....

Section 5

Measuring Revenue Lost Due to the Covid-19 Pandemic

As part of this application process, you need to assess the extent of 2020 revenue lost due to the pandemic. Specifically, you need to confirm whether or not, in 2020, your business suffered at least one month of greater than 35% revenue reduction, compared to your average gross revenue for that same month in prior years, averaged over 2015 – 2019.

[Example: if your August 2020 gross revenue was \$64,000, but in past years (2015 – 2019) your average monthly revenue for August was \$100,000, then your business meets this threshold]

[Note: if your business is less than 7 years old, only include numbers for years you were in operation]

Does your business meet this >35% monthly revenue loss threshold for 2020? If yes, please specify which month(s) and provide the monthly revenue numbers, both for 2020 and your prior average for 2015 - 19.

Your answer....

What was your annual gross revenue for 2020?

Your answer....

What was your average annual gross revenue for 2015 – 2019?

Your answer.... [Note: if your business is less than 7 years old, only include numbers for years in operation]

Have you received any other recovery funding since March 2020? PPP Loan/Grant or Maine Economic Recovery Grant (late 2020), or CARES Act funds disbursed by DMR (early 2021)? If yes, how much other recovery funding have you already received?

Your answer....

Did these prior recovery funds fully compensate you for your annual revenue losses in 2020, compared to your average annual revenue for prior years (2015 – 2019)?

*Your answer....***

****If No, what is the remaining amount of your annual revenue losses in 2020 (compared to your average annual revenue for prior years from above), that has not yet been compensated by prior recovery funds?**

Your answer....

Disclosure and Confidentiality Statement

(Acknowledgement in MTI's Online Application Portal)

MTI's obligations regarding the confidentiality of Applicant's Application and associated documents are controlled by 5 MRS section 15302-A which requires that certain information in MTI's possession must be available for public inspection after an application for financial assistance is received, including, but not limited to: names and addresses of Applicants, including principals; the amounts, types and general terms of financial assistance; general description of projects and businesses benefiting from the assistance; and the number of jobs projected in connection with a project.

Certain records at MTI are designated confidential by section 15302-A and will not be available to the public for inspection, including: records requested to be treated as confidential, which if disclosed, would constitute an invasion of an individual's privacy, such as: personal tax returns, financial statements, or assessments of creditworthiness or financial condition; records obtained by MTI in connection with any monitoring or servicing on an existing project, or any other records or information the release of which MTI has determined could cause a business competitive detriment.

If an Applicant desires that certain information remain confidential, the Applicant must clearly identify what information or documents it wishes to remain confidential. The Applicant must also explain, in writing, the basis for such a request. Where the Applicant asserts that the basis for the confidentiality request is that release of the information could cause a business or competitive disadvantage, or loss of a competitive advantage, the Applicant must provide MTI with sufficient information to independently determine the likelihood of such a detriment. Applicants may wish to consult their attorney or MTI staff as to the scope of public disclosure and confidentiality as it relates to MTI and Applicants.

MTI does not discriminate in the administration of any of its programs or in its employment practices on the basis of race, color, national origin, age, gender, religion, physical or mental disability, political affiliation, marital status or sexual orientation. MTI is an equal opportunity employer, provider and lender.

For full details, see [MTI's Disclosure and Confidentiality Statement](#). Please review the list of all Board members, Technology Board members and staff listed on the [MTI website](#).

If there are any MTI Board members, Technology Board members or staff from whom we should withhold your application, please note those individuals below for entry in your online application.

By signing this application, I certify that all information contained herein is complete and accurate to the best of my knowledge. I agree to accept responsibility for the conduct of the project, and I agree to provide all required progress reports, if an award is made.