

# EXHIBIT A

## Business Continuity Grant Program Guidelines

### Purpose:

The purpose of the Business Continuity Grant is to replace lost revenue for businesses affected by Road or City Utility Construction resulting in the temporary closure of access for vehicular traffic.

### Award:

Businesses can receive up to 50% of lost revenue with an annual maximum of \$100,000 per business location, with a retroactive start date of May 1, 2024. The City of Joliet retains the right to refuse the issuance of grants.

### Eligibility Criteria:

- A. Be located within the designated construction area.
- B. Must show proof of revenue loss of taxable sales due to the street's closure.
- C. Be a for-profit retail business with less than \$2,500,000 per year in revenue.
- D. Collect and remit sales tax.
- E. Current on all payments due to the City of Joliet.
- F. Current on remittance of Illinois retailers' and service occupation taxes.
- G. In compliance with all ordinances and policies.
- H. Maintain consistent hours of operation during construction.

In 2024, the business must have been located in the affected area before the adoption date of this program. In 2025 and after, the business must provide proof of presence and operations in the affected corridor for a minimum of 90 consecutive days.

### Eligible Expenses:

- Payroll.
- Operating expenses.
- Signage or advertising.
- Utility bills.
- Cleaning services.
- Rent/mortgage.

### Program Administration and Application Process

**Step 1: All grant applications must be completed online.** Applications are considered no earlier than 90 days after road closure and no later than 180 consecutive days after the completion of the construction project and must be reviewed by City of Joliet staff and approved by the City Council if the award is over \$25,000.

**A complete application must include:**

- Proof of business designated area.
- A copy of your business registration or license issued by the City of Joliet and/or other appropriate authority.
- Provide your State of Illinois IBT number.
- Proof of loss of income.

**Step 2: Administrative review and approval process.** Staff will review applications for compliance with eligibility guidelines. If the recommended amount is less than \$25,000, the application will go to the City Manager for final approval; if the recommended amount is over \$25,000 the application will go to the next immediate City Council meeting for approval.

**Step 3: Execute a program agreement.** Following approval, successful applicants must sign a program agreement acknowledging the terms and obligations of their participation.

# Business Continuity Grant Program Application

Business name:

Business address:

Applicant name:

Applicant title:

Email address:

Phone number:

Hours of operation:

IBT number:

Provide the following documents:

- Proof of business address.
- A copy of your business registration or license issued by the City of Joliet and/or other appropriate authority.
- Copy of your State of Illinois IBT number.
- Proof of loss of income.