



2020 CORONAVIRUS RELIEF FUND (CRF) SMALL BUSINESS APPLICATION

SECTION A. CUSTOMER INFORMATION (please print)

Step 1:

Business Name	Account Number		
Service Address	City	State	Zip Code
Mailing Address (if different from service address)	City	State	Zip Code
Contact Phone Number (with area code)	Home	Cell	Other:
			E-mail Address

Step 2:

My business type is: Church Multi-Family Government Office Grocery Restaurant Health Retail Industrial School Lodging Other: _____	I am a: Renter Owner/Occupant Owner/Non-Occupant Tenant Name: _____	My business is heated by: Electric Gas Don't Know	My water heating is: Electric Gas Don't Know
My business is a women, minority, and other Targeted Small Businesses as defined by the Small Business Administration:			
			Yes No

CERTIFICATION & SIGNATURE: By signing, I certify that:

All the information in the application (including any associated documentation) is correct to the best of my knowledge. If I am receiving funds on behalf of a tenant who pays utility bills as a part of their rent, the benefit will be shared proportionately with the tenant.

I consent that my business name and funding amount may be published on a list of fund recipients. I have completed the application checklist and have read and agree to the Terms and Conditions.

CUSTOMER SIGNATURE _____ Date _____

PRINTED NAME _____ Job Title _____

Please allow up to 4 weeks to process. **Missing or incorrect information will increase the processing time.**

OFFICE USE ONLY

<input type="checkbox"/> Application Approved <input type="checkbox"/> Application Denied <input type="checkbox"/> October 16, 2020 – Funds Available? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Received _____ Date Processed _____ Verified By _____ ID# _____	<table border="0" style="width: 100%;"> <tr> <td style="border: 1px solid black; padding: 5px;">Total CRF Amount</td> <td style="border: 1px solid black; padding: 5px;">\$</td> </tr> <tr> <td>First CRF Amount</td> <td>\$ _____ Date Paid _____</td> </tr> <tr> <td>Second CRF Amount</td> <td>\$ _____ Date Paid _____</td> </tr> </table>	Total CRF Amount	\$	First CRF Amount	\$ _____ Date Paid _____	Second CRF Amount	\$ _____ Date Paid _____
Total CRF Amount	\$						
First CRF Amount	\$ _____ Date Paid _____						
Second CRF Amount	\$ _____ Date Paid _____						

SECTION B. APPLICATION CHECKLIST & TERMS AND CONDITIONS

Complete the following application checklist and read the Terms and Conditions to determine if you are eligible for Coronavirus Relief Funds (CRF):

1. Must be a Rochester Public Utilities (RPU) customer with an active account.
2. Must be a Minnesota locally owned and operated business.
3. To qualify, the business must not exceed SBA financing revenue limits or size standards which may be found at www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf.
4. Account must be current on balance(s) prior to March 1, 2020.
5. CRF dollars are only applicable to service(s) incurred after March 1, 2020 and before December 31, 2020.
 - If a customer finalizes their current account, but starts a new active account, RPU will transfer the credit to the new active account.
 - If a customer finalizes their account and a final balance credit consists of CRF dollars, RPU will transfer those dollars back to the Relief Fund.
 - If CRF dollars are applied to the customer's deposit and the customer finalizes their service(s), the deposit will go towards the customer's final balance and/or transferred back to the Relief Fund.
6. Only one application per service address.
7. Can demonstrate financial hardship after March 1, 2020 because of the COVID-19 crisis through one of the following (**required**).
 - Financial statements.
 - Operating at less than normal capacity due to executive orders issued under the Governor's state of emergency.
 - Other impacts such as labor loss, etc.
8. The recipient of CRF dollars shall submit reports or documentation as required, if RPU or the granting authority determines additional documentation is needed to ensure compliance with conditions that are imposed for this funding.
9. Maximum benefit is 50% of the business's average annual bill up to \$5,000.
10. Relief Funds will be applied directly to the customer's RPU bill.
11. Funds will be disbursed as follows: eligible customers will receive up to one half (1/2) of the average annual bill up to \$2,500. If additional funds are available after October 16, 2020, RPU will review the remaining funds, and do one of the following:
 - Provide customers with the remaining half (1/2) of their average bill up to \$2,500.
 - Divide the remaining available funds equally among the qualified applicants, which may be less than half (1/2) of their average bill.
12. Funds will be applied to all services billed to the account (electric, water, waste water, and storm water).
13. Due to limited funding, applications will be processed on a first-come, first-serve basis.
14. **Complete and submit the application, along with any required documentation, on or before October 16, 2020:**

BY MAIL OR DROP OFF AT OUR SERVICE CENTER:

Rochester Public Utilities
4000 E River Rd NE
Rochester, MN 55906-2813

BY E-MAIL:

rpumarketing@rpu.org

For additional resources, please visit www.rpu.org.

