



City of Kaufman Small Business Stimulus Program

On May 5, 2020 members of the Kaufman Economic Development Corporation (KEDC) approved an Agreement for Funding of the City of Kaufman Small Business Stimulus Program. The total contributions from the Kaufman EDC amount to \$100,000.

Overview

In response to COVID-19 (Coronavirus), the Kaufman EDC Board authorized the City of Kaufman Small Business Stimulus Program to assist businesses negatively affected by the pandemic. The City of Kaufman Small Business Stimulus is a local economic development program authorized under Chapter 380 of the Texas Local Government Code to help reduce the resulting economic strain on local businesses. On March 16, Kaufman City Council declared a local state of disaster. Later, Stay Home, Stay Safe State orders caused closures and limitations on local businesses in Kaufman.

Eligibility & Qualifications

To keep businesses running through a time of social distancing, the EDC developed this stimulus program to assist small Kaufman businesses that are independently owned and operated with a maximum of 30 employees. Businesses must be able to demonstrate an economic hardship brought on by the regulations put in place to reduce the spread of COVID-19. Eligible industries may include retail (storefront), food and beverage; personal care (barber shop, nail salons, spas, etc.), automobile maintenance, education training, health/wellness, art galleries and small manufacturing businesses. National chains, home-based businesses, permanently closed businesses, and non-profit organizations are not eligible for the grant.

Small businesses wishing to apply for the grant must meet the following criteria:

- Physical and publicly accessible location within the City of Kaufman city limits (no home-based businesses).
- Experienced or projected to experience a decline in revenue and/or employment starting March 1, 2020 and ending at which time the government has allowed citizens to return to normal activity.
- In good standing with the City of Kaufman regarding licensing and permits.
- Must be registered with the Texas Comptroller's Office as a sales tax revenue generating business for the City of Kaufman.
- Engaged in activities that are legal under city and state law.

Eligible expenses allowed under the grant program include:

- Rent/Mortgage Employee support (salaries, insurance, paid leave, etc.)
- Utilities (electricity, phone/internet, etc.)
- Purchase of supplies to offer alternative business access (curbside pickup, delivery, shipping)
- Purchase of COVID-19 supplies for business/customer protection/cleaning
- Additional expenses as a result of increased cost from suppliers or alternate suppliers
- Other business needs as approved by the Small Business Task Force

The Small Business Task Force will be made up of Mike Holder, Assistant City Manager, Anne Glasscock, EDC Director, Dr. Ben Brashear, EDC Board Member and Jane Lucas, EDC Board Member.

REVIEW PROCESS: The Small Business Task Force will review all applications to ensure completeness and eligibility. Applicants will receive notification of their application status within 5-7 business days of receipt. All applications must include a signed W-9 form and any supporting documentation. Each applicant may request up to \$5,000. If granted, payments will be made directly to the applicant to be utilized for eligible expenses. The Task Force will accept and award applications/grants on a first come first served basis until funds are depleted.



City of Kaufman Small Business Stimulus Program Application

Name of Business _____

Name of Business Owner(s) _____

Business Address _____

E-mail _____

Phone _____

Business Category/NAICS Code _____

Number of Business locations _____

Grant Amount requested _____

Business disaster/Interruption insurance?

- Yes
- No

Eligibility

Eligibility/Qualification 1: Physical and publicly accessible location within the City of Kaufman city limits (no home-based businesses).

If you answer 'no' to this question, you will be considered ineligible.

- Yes
- No

Eligibility/Qualification 2: Experienced or projected to experience a decline in revenue and/or employment starting March 1, 2020 and ending at which time the government has allowed citizens to return to normal activity.

If you answer 'no' to this question, you may be considered ineligible.

- Yes
- No

Eligibility/Qualification 3: In good standing with the City of Kaufman regarding licensing and permits.

If you answer 'no' to this question, you may be considered ineligible.

- Yes
- No

Eligibility/Qualification 4: Must be registered with the Texas Comptroller's Office as a sales tax revenue generating business for the City of Kaufman.

If you answer 'no' to this question, you may be considered ineligible.

- Yes
- No

Eligibility/Qualification 5: Engaged in activities that are legal under city and state law.

If you answer 'no' to this question, you may be considered ineligible.

- Yes
- No

Eligibility/Qualification 6: Did you apply for and receive an EIDL Grant/loan? If Yes, how much were you awarded? _____

- Yes
- No

Eligibility/Qualification 7: Did you apply for and receive a PPP grant/loan? If Yes, how much were you awarded? _____

- Yes
- No

Business Impacts:

Employees Please describe how many employees you employed prior to the impact; how many you currently have and how many you anticipate in the future as a result of COVID - 19

	Full Time Employees	Part Time Employees
How many did you have on January 1, 2020?		
How many did you have on March 1, 2020?		
How many do you have as of application date?		
How many do you anticipate 30 days from application date?		

Business Revenue Current and anticipated percentage revenue decline related to COVID-19 Impacts*

Current percentage decline in revenue	___ less than 5% ___ 5-10% ___ 10-25% ___ >25%
Anticipated percentage decline in revenue 30 days from application	___ less than 5% ___ 5-10% ___ 10-25% ___ >25%
Anticipated percentage decline in revenue 60 days from application	___ less than 5% ___ 5-10% ___ 10-25% ___ >25%

***Please provide documentation showing decline in revenues. You must demonstrate that the decrease in revenues was because of the COVID-19 regulations.**

What are the impacts to your business from COVID-19? Please check all that apply.

- Temporary business closure
- Reduced hours of operation
- Restricted access to capital to address costs
- Inability to respond to home delivery
- Interrupted supply/deliveries from vendors
- Increased Operating costs
- Permanent business closure
- Employee layoffs/furloughs
- Revenue decline
- Inability to serve customers
- Decreased customers
- Other
 - _____

Assistance Funds

Please indicate how your business will utilize the assistance funding if approved

- Rent/Mortgage
- Employee support (Salaries, insurance, paid leave, etc.)
- Utilities (electricity, phone/internet/etc.)
- Purchase of supplies to offer an alternative business access (Curbside pick-up, delivery etc.)
- Purchase of COVID 19 supplies for business/customer protection
- Additional expenses as a result of increased vendor costs.

Briefly describe how your business has been impacted and the intended use of the grant funds.

You may include any applicable expense descriptions and associated due dates.

Attach W9 and any supporting documents.

AGREEMENT - By signing below I certify that:

All the information provided is true and accurate and financial information has not been manipulated to exaggerate the financial duress of this business.

I understand the information submitted in this application may require additional supporting documentation and will be shared with the Small Business Task Force committee.

I understand the Small Business Task Force will not accept and/or evaluate incomplete applications.

I understand the Small Business Task Force may grant or deny applications at its sole discretion. The Small Business Task Force does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by law.

After written notice from the KEDC, I understand that if I receive a grant from the KEDC under this Small Business Stimulus Program and the duties and obligations required in this agreement are not met, or if my business fails to meet the eligibility requirements or qualifications herein, I will be required to repay any funds received from the KEDC. This repayment is due within 30 days after such written notice is sent. I further understand if I receive a grant and the assistance funding is not used for one of the approved expenses, I will be required to repay any funds expended on ineligible expenses to the KEDC. This repayment is due within 30 days after such written notice is sent.

I understand that my business is not entitled to a grant.

Applicant Signature _____

Date _____

Please mail this application to KEDC; P.O. Box 146; Kaufman, TX 75142 or e-mail to kedcsbprogram@kaufmantx.org