

CITY OF JAMESTOWN CDBG COVID-19 RESPONSE

SMALL BUSINESS RELIEF GRANT PROGRAM

APPLICATION FORM



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Department of Development

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**CITY OF JAMESTOWN CDBG COVID RESPONSE
SMALL BUSINESS RELIEF GRANT PROGRAM APPLICATION FORM**

The City of Jamestown, with funding provided by the U.S. Department of Housing and Urban Development (HUD) through the allocation of a federal Community Development Block Grant, is offering the COVID-19 Recovery Grant to for-profit businesses in the city of Jamestown that employ up to fifty (50) employees. Businesses will be able to apply for grants of up to \$20,000 for the purposes of reopening and recovering from the impact of the COVID-19 pandemic. Businesses will be required to provide proof of economic injury due to the COVID-19 pandemic.

GOALS AND OBJECTIVES

- To support Jamestown residents and whose employment has been negatively impacted by COVID-19.
- To assist low-to-moderate income persons in maintaining stable and sustainable employment during and post COVID-19.
- To assist small businesses whose income has been negatively impacted by the COVID-19 pandemic.
- To assist small businesses with recovery and reopening by:
 - Providing short-term working capital assistance to enable the viability of small business and the retention of jobs.
 - Addressing the greatest needs and challenges City of Jamestown small businesses face in their attempt to reopen and recover.
 - Providing grant assistance that will not duplicate, but enhance other financial assistance programs that are available to small businesses that are positioning themselves to reopen and/or stay open.

EXAMPLES OF FINANCIAL IMPACT OF COVID-19

- Job loss, furlough or layoff.
- Reduction in hours of work or pay.
- The need to miss work to care for a home-bound, school age child or elderly person.

I. PROGRAM GUIDELINES

This program is designed to assist small businesses impacted by COVID-19 to adapt to the new state and federal requirements imposed for the protection and safety of employees, customers and the general public. Funding will be flexible in nature and must be used in response to enabling business viability as a result of financial hardship as a result of the COVID-19 pandemic.

Potential Eligible Activities (include but not limited to):

- Compliance readiness for new/evolving requirements for public and employee health and safety
- Structural modifications/ retrofitting
- Equipment or for expansion
- Re-building of inventory
- Marketing
- E-commerce technical assistance
- Standard operating costs (utilities, lease/mortgage, insurances, etc...)
- Retooling/product or service expansion
- Employee training/retraining
- Mothballing business (physically, financially, spatially)

Along with an application for funding, businesses must submit:

- A description and history of the business
- A business plan for reopening including modifications that will be made to work schedules, work-spaces, safety precautions, and training staff on extra precautionary measures to mitigate the spread of COVID-19
- A six-month action plan for recovering from the shut-down and returning employment back to pre-shut down numbers

*Applicants will submit Letter of Intent (LOI), Application and documents listed below to the City of Jamestown Department of Development.

*Specific information may be requested or discussed at a meeting with applicant and DOD staff, which will be scheduled upon receipt of the LOI.

*See the complete list documents to be submitted with LOI and Application, on the last page of this application packet.

II. PROGRAM REQUIRMENTS AND ELIGIBILITY

Businesses must be in good standing with no litigation, as of March 30, 2020 which would have a material adverse effect on its financial condition. Businesses that have filed bankruptcy, or sought protection from creditors are not eligible for funding. Businesses that have received citations for a violation of federal, state, or local laws or regulations with respect to labor practices, hazardous wastes, environmental pollution or operating practices are not eligible for funding. There must be no outstanding judgements or liens pending against the business or its principals, other than liens in the normal course of business.

Eligibility Criteria:

- Proven financial hardship as a result of COVID and able to document economic injury due to a disaster declaration situation
 - Business has demonstrated resilience
 - Preference given to for-profit businesses only (no residential) in operation a Minimum of 2 years
 - Business must be located in City of Jamestown
- Business and principals must have acceptable credit histories and credit scores prior to the New York State Emergency declaration
- Must have employed 1-5 full time employees [or equivalent], plus owner, and less than fifty (50) total employees as of March 1, 2020
- Must be current on business taxes as of March 1, 2020
- Must be a for-profit brick and mortar small business with priority given to businesses operating under one of the following categories:
 - Small manufacturers
 - Health or legal services
 - Contractors (general construction, landscaping, etc.)
 - Restaurants and retail shops
 - Personal services establishments (hair salon, nail salon, etc.)
- Businesses will be required to verify funds were used for eligible expenditures and shall be required to repay all or a portion of the grant if business is found not in compliance with grant requirements.

- Businesses that have previously been awarded assistance through other programs or SBA programs are encouraged to apply for the Small Business Relief Grant Program
- Minority and Woman owned businesses (MWBE) as defined by New York Statute are encouraged to apply.
- Only 1 grant per applicant
- Applicant commits to reporting on status of business at 3 months and at 6 months after receiving grant award.

III. PROGRAM EVALUATION

The demand and deliverables of the Small Business Recovery Grant Program will be consistently evaluated. If it is determined that the program has exceeded its usefulness in assisting local small businesses, funds will be reallocated to programs where there is greater need.

A Business Impact Survey has been conducted, and applicants will be asked to participate if they have not already done so at the time of application. Data collected will continue to inform the DOD staff on the needs of small businesses in the City of Jamestown. Programs may be adjusted to better serve the needs of the potential applicants, in accordance with HUD rules and regulations and in compliance with meeting HUD National Objectives.

Key Information

Grant Expiration date *December 31, 2020- subject to extension

Grant approval process expedited approval process for qualified applicants

Sub-fund project description assistance to City of Jamestown businesses financially impacted by the COVID-19 pandemic and subsequent NY Pause.

Grant amounts will be based on the annual revenue of a business. Grant amounts could be less depending upon number of applications and available funding with a maximum grant amount of \$20,000.

Eligible expenditures must be made between March 1, 2020 – December 30, 2020

Use of funds Grants are flexible in nature and funds may be used in response to enabling business viability as a result of financial hardship as a result of the COVID-19 pandemic.

Job creation/retention at least one to five (1-5) full-time equivalent jobs as of March 1, 2020. Must have plan to retain or rehire jobs at time of application.

Funding timeline up to 10 business days from the receipt of all required documents

SMALL BUSINESS RELIEF GRANT APPLICATION

SECTION 1: APPLICANT INFORMATION

Applicant Name and Title:

Business Name:

Business Type (ex. Retail, Restaurant, etc.):

Business Address:

(Must be located within City of Jamestown)

Applicant Address:

Applicant Phone: _____ Email Address: _____

Date Incorporated: _____ Tax ID #: _____

Business DBA: _____ Business Website: _____

(If applicable)

SECTION 2: BUSINESS INFO

Employee Information:

Current number of full-time employees: _____

Current number of part-time employees: _____

Number of employees released* due to the COVID-19 Pandemic: _____

**Released = due to COVID-19 illness, needing to care for children due to school shut downs, and/or due to layoffs because of NYS PAUSE order issued by Governor Cuomo (non-essential businesses).*

Priority Consideration:

Have you applied for other COVID related funding (ie: SBA Loans, PPP Loan)? Yes ___ No ___

If Yes, which ones: _____

Was your application: Accepted ___ Denied ___

Is your business a NYS certified MWBE? Yes ___ No ___

Is your business a NYS certified SVDDB? Yes ___ No ___

SECTION 4: APPLICATION PROCESS AND TIMELINE

- Grant applications can be submitted through the following methods:
 - Direct submittal via SurveyMonkey link at <https://www.surveymonkey.com/r/COJSmallBizRelief>
 - Email form to dod@jamestownny.gov
 - Via mail to Department of Development, City Hall, 200 E Third Street, 3rd Floor, Jamestown, NY, 14701
 - Via Fax to 716-483-7772

- The application period will open Tuesday, June 23 at 8:00 AM.

- Complete applications will be reviewed for eligibility immediately and applicants will be notified of decision within four business days.

- In all cases, the City reserves the right to reject any and all applications in the event the City identifies a potential conflict of interest or the appearance of a conflict of interest.

- Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, wholly or in part, without penalty.

- If awarded, this application becomes a binding contract between the entity named above and the City of Jamestown.

- Businesses receiving funding are required to implement Federal and State guidance for operating their businesses (social distancing, clean-down procedures, limiting in-store occupancy, etc.).

- Grant funds will be awarded upon approval of this application, through either a direct deposit per the routing and account information supplied on the application or a check mailed to the business address provided above.

- The business receiving City funds will be required to submit Post-Expense Report.

ACKNOWLEDGEMENT:

I/We understand that this grant is being provided by the City of Jamestown based solely upon the information that has been provided in this application. I/We verify that I am/We are the duly authorized representative(s) of the entity named above and can bind the entity to the terms of this Agreement.

AGREEMENT CERTIFICATION AND RECIPIENT INDEMNIFICATION:

If grant funds are provided by the City, the funds will be used for the purposes set forth above. The business receiving City funds will be required to submit Post-Expense Report.

By signing below, I certify that all statements made on this application and its attachments are true and correct to the best of my knowledge and I understand that any willful withholding of material fact will be grounds for disqualification, and / or prosecution.

MUST BE SIGNED BY BUSINESS OWNER/S

Signature/s: _____ Date: _____

Signature/s: _____ Date: _____

Received by: _____ Date: _____
(Department of Development Representative)

Attachments Checklist:

Applicants will submit Letter of Intent (LOI), Application and documents listed below to the City of Jamestown Department of Development.

- A business safety plan for reopening including modifications that will be made to work schedules, work-spaces, safety precautions, and training staff on extra precautionary measures to mitigate the spread of COVID-19. *Need help? Ask us for guidance on where to get assistance.*
 - A six-month action plan for recovering from the shut-down and returning employment back to pre-shut down numbers. *Need help? Ask us for guidance on where to get assistance.*
 - [Completed and signed W9](#)
 - Certificate of Incorporation- *If not incorporated a business/professional license, sales tax permit, utility bill or bank statement in the name of the business is required.*
 - Most recent business federal and state tax return, including all Schedules. *If 2019 tax returns are not available, provide 2018 tax returns and internally prepared 2019-year end Financial statements.*
 - Current County tax statement
 - Interim profit /loss statement and balance sheet
 - Itemized list of expenses you intend to pay with the grant funds
 - Other information requested
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- Signed application

Contact information:

- For technical assistance with submittal of applications, please email wright@jamestownny.gov.
- For questions regarding the application process or your application status, please email wright@jamestownny.gov.
- Upon application approval, for questions regarding payment status, please call 716-483-7541 or email wright@jamestownny.gov.

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FOR CITY OF JAMESTOWN DOD USE ONLY

Application Received Date: _____

Staff Recommendation: _____

Approval Date (denial date if applicable): _____

Approved Funding Amount: _____