

Cowley County CDBG-CV Grant Application

Businesses in Cowley County who are facing financial difficulties due to the COVID-19 pandemic are eligible to receive assistance through Cowley County CDBG-CV Grant Funds. This is a grant for those that experienced or are facing impending income losses or other stresses due to the COVID-19 pandemic through reimbursement of qualified expenses. The purpose of the program is to help local businesses retain jobs of low-to-moderate income families.

Eligibility: Any for-profit business in operation prior to December 31, 2019, that is retaining jobs and benefiting 51% or more low-to-moderate income (LMI) families, and not owned by an elected official of this county.

Use of grant funds: Reimbursement for operational relief, including payroll, utilities, rent, inventory (limited to 60 days), and other eligible monthly expenditures. Costs cannot be incurred prior to 03/1/2020. Grants cannot be used to pay back loans or for lost revenue.

Amount of award is based on the number of retained employees to a maximum of:

-1-5 Employees: up to \$4,000 based on need for the business and retained employees.

-6-50 Employees: Up to \$12,000 based on the need of a business and retained employees.

*****PLEASE NOTE THESE AWARDS ARE SUBJECT TO AVAILABILITY OF FUNDS*****

Application: The Application and forms are available on the website to download or a copy can be mailed upon request. We will continue to accept applications until all funds are exhausted, please submit by uploading to the website, mail, or drop off to the address below:

www.cowleycounty.org/CDBG-CVgrant

Kerri Falletti

Cowley First - Cowley County Economic Development

311 E 9th, P.O. Box 462

Winfield, KS 67156

The application will be considered for eligibility and review once the following information is submitted:

1. Application Form completed and signed
2. Employee Certification Forms for each of the retained employees -note the number of employee certifications submitted must equal the total number of jobs retained on page 1 of the application –(make copies as needed, do not include owners)
3. Current Payroll Report including name, title, hire date, hours worked, rate of pay, pay period (weekly, biweekly, Monthly), and indicate current employees from date of application -signed and dated by owner
4. Itemized expense report listing request for reimbursable expenses, and list uses of PPP and EIDL.
5. Narrative Letter (signed and dated by business owners) from business explaining that the effects of COVID-19 has shut down or will shut down the business if funding is not secured.

Once Approved:

-If approved, the business will be required to supply a detailed Expense Report with invoices, receipts and proof of payment for funds seeking to be reimbursed. Please note the invoices must be dated 3-1-2020 or later including check number and paid date written on each invoice.

Questions please contact:

Kerri Falletti at kfalletti@cowleycounty.org or 620-221-9951 or 620-442-3094

Other duplication of benefits

Agency	Program Name
SBA	Payment Protection Program Loans
SBA	Economic Injury Disaster Loans
SBA	Express Bridge Loans
SBA	Debt Relief Program
FEMA	Disaster Relief Fund
FEMA	Public Assistance Program
FEMA	Emergency Food and Shelter Program (EFSP)
Treasury	The Coronavirus Relief Fund
Treasury	Unemployment Insurance Provisions
IRS	Economic Impact Payments
USDA	Commodity Assistance Program
USDA	Child Nutrition Programs
USDA	Supplemental Nutrition for Women, Infants and Children (WIC)
USDA	Nutrition Assistance Block Grant to Territories
USDA	Disaster Household Distribution
USDA	Summer Food Service Program
USDA	The Emergency Food Assistance Program
USDA	Pandemic EBT
USDA	Supplemental Nutrition Assistance Program Emergency Allotments
HHS	Community Living Allocation
Labor	Dislocated Worker Grants

CBDG-CV Business Grant Application

Date: _____

Due to the Cowley County Economic Development Office by noon on October 2, 2020

COMPANY INFORMATION			
Legal Name of Business:		Type of Business:	
Primary Contact Person:		Mobile Phone:	
Email:		Business Phone:	
Website:		Social Media:	
Home Address of Owner:		Number of Owners:	
Project Site Address:		Duns #:	
Business Structure (LLC, Sole Proprietorship, Inc):			Is the business located in the same city as the mailing address above? Yes No
Date Business Established:		Does the applying business have a related operating or holding company? Yes No	
Gross Revenue for previous 12 months:			
Cost of Goods sold for previous 12 months:			
Voluntary Demographics	GENDER	VETERAN	RACE/ETHNICITY:
	Male	Yes	White
	Female	No	Black/African American
			Asian
			American Indian/Alaskan Native
			Native Hawaiian/Other Pacific Islander
			American Indian/Alaskan Native & White
			Asian & White
			Black/African American & White
			American Indian/Alaskan Native & Black/African American
			Other Multi Racial
			Hispanic
		Non-Hispanic	
Total Working Capital Need: (Total from expense report)			
List any all other funding you are currently seeking, including but not limited to, bank loans, SBA loans, grant funding, etc. – <i>reference list duplication of benefits list in application packet</i>	County/City	Main Street	Network Kansas/HIRE
	Chamber of Commerce	PPP	Community Foundation
	E-Community	EIDL	Banker/Financing
	Amount of PPP:		
	Amount of EIDL:		
	Other:		
Jobs Retained:	Full-time:	Part-time:	
Will full or part-time jobs be retained as a result of the funds?		Yes	No
Does the business owner have a tax liability in areas with Cowley County, the Kansas Department of Revenue or the IRS?		Yes	No

<p>Please attach Narrative Letter describing how COVID-19 is negatively impacting the business (e.g. weekly sales average drop for restaurants, occupancy rate drop for hotels, etc.)</p>	<p>Please attach dated and signed letter</p>
<p>Please provide a description of the services provided by your business:</p>	
<p>Describe how the use of the CDBG grant fund enhances the ability of the business to survive.</p>	
<p>What types of working capital will the funds be used for (e.g. utilities, payroll, inventory)?</p>	
<p>Please list any other business resource partners that the business is working with, if any, (e.g. small business development centers, economic development organization, industry or trade services).</p>	

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1. Are you or an immediate family member of an employee of Cowley County?	Yes	No
2. Business revenue decrease month of April 2020 compared to month of April 2019.		
Less than 10%	10 to 25%	25 to 50%
50 to 75%	75 to 90%	>90%
3. How did you respond to reduce the negative impact of Covid-19?		
4. Were you denied for PPP or EIDL funds?		Yes
If yes, by how much	\$	and why?

1. Program requirements:
 - Must be located in Cowley County
 - Must have been in business as of December 31, 2019
 - Must have store front – physical location
 - Chain establishments with two or more locations are not eligible
 - Eligible businesses, such as:
 1. Food Service – restaurants, diners, etc.
 2. Retail – clothing, housewares, gifts, appliances, etc.
 3. Wellness & Personal Grooming – hair and nail salons, massage therapy, etc.
 4. Repair Service – home repair, appliance repair, vehicle repair/service, etc.
 5. Hospitality – motel, hotel, lodging, etc.
 6. Professional Service – accountants, law offices, real estate agencies, etc.
 - This is a one-time payment. Eligible reimbursable expenses paid for with these funds are not required to be paid back.
 - Businesses with delinquent property, income or sales taxes are not eligible.
 - If a business received PPP funding, funds may not be used for payroll and proof of forgiveness will be required.

Yes - I hereby certify that this business will provide detailed invoices/receipts for all expenses paid using these grant funds.

I understand that if it is found that any of this information was provided falsely, all funds will have to be immediately repaid, and my business will be disqualified from any further funding through this program.

I hereby certify that all information in this application, LMI Certification worksheets, and RETAINED certification letters submitted for the CDBG-CV Grant application are complete and accurate to the best of my knowledge.

Certified by: _____

Business owner

Date: _____