

Pulaski County COVID-19 Response
SMALL-BUSINESS GRANT PROGRAM
Round 2 (Spring 2021)

In an effort to provide additional assistance to small businesses that have suffered financial/operational distress because of the COVID-19 pandemic and social restrictions implemented in response thereto, Pulaski County has applied for a second grant from the Indiana Office of Community and Rural Affairs (OCRA) to be able to make grants of up to \$10,000 to qualifying small businesses. This document contains the program's eligibility requirements and application questions.

To be eligible for the Pulaski County OCRA COVID-19 Response Program, businesses must

- be in good standing with regard to state and local taxes, licenses, and code compliance;
- be in good standing with the Indiana Secretary of State;
- have been an established in Pulaski County and in the process of starting operations, if not already operational, no later 30 June 2020. Businesses that have expanded to a storefront from another business are eligible (e.g., an established caterer who opened a restaurant or an online retailer who opened a boutique);
- be able to demonstrate need arising from the COVID-19 pandemic;
- be able to document claims made about the impact on their businesses in the application;
- have 100 or fewer full- and part-time employees;
- not be a governmental unit or non-profit entity;
- remain operational in the time between application submission and grant distribution;
- complete the income eligibility form.

Owners of multiple businesses within Pulaski County are eligible for each business that meets these criteria. Eligible uses of funds: payroll, utilities, rent, mortgage payments, insurance, or similar expenses, and products directly used in production of a product for sale. *Businesses operating in Winamac may apply to the County's program and to the Town's, both, but may not be funded by both unless the two entities are able to agree to an arrangement whereby the total award does not exceed the maximum allowable amount.*

Preference may be given to businesses that:

- have demonstrated a commitment to the community;
- plan to hire/re-hire, to train or to assist individuals who lost jobs or experienced economic hardship during the COVID-19 crisis;
- have unmet needs that have not been addressed through the Small Business Administration (SBA) Disaster Loan Program or through other government assistance programs;
- have made all reasonable efforts to keep employees employed during the recovery process;
- operate in industry sectors, such as food service and retail, that faced the greatest impacts as a result of being deemed "non-essential";
- have 20 or fewer employees; and/or
- had been in operation for less than 18 months as of 1 January 2020.

Applications are due by 4:00 p.m. E.T. on Tuesday 25 May 2021, at the address below or to nporiger@pulaskionline.org. Applications received after this time will be considered only if all other approved requests total less than the available funds. Grant amount will be awarded based on demonstrated need; amounts less than requested may be awarded based on demonstrated need and scoring criteria and availability of funding. This program has limited funding; therefore, not all grant requests may be approved. Pursuant to OCRA guidelines, grants are capped at a maximum amount of \$10,000.

Businesses that received a grant from the fall-2020 program may apply, but will be subject to the following limitations:

- Businesses that received \$10,000 will be considered only if funds remain available after other applications have been reviewed and approved or rejected.
- Businesses that received \$6,000 will be considered new applicants for up to \$4,000, with any amount beyond that to be subject to funds remaining after other applications have been reviewed and approved or rejected.
- Businesses that received \$3,950 will be considered new applicants for up to \$6,050, with any amount beyond that to be subject to funds remaining after other applications have been reviewed and approved or rejected.

Applications will be reviewed and kept confidential by the selection committee, which will consist of the Pulaski County Community Development Commission (CDC) or members thereof. Applications and supporting documents are due by 4:00 *p.m.* E.T. on Tuesday, 25 May 2021. Applications received after this time will be considered if all other approved requests total less than the available funds. Applications will then be reviewed by the selection committee, and applicants will be notified if they have been approved for the grant or not.

Because this program is funded by a State grant made with federal Community Development Block Grant moneys, there is an income-eligibility component to the program. The *preliminary*, local grant-approval determination will be made with minimal attention paid to this criterion, but a final determination made by the grant administrator may require *the denial of some locally approved grants in order for the program to meet federal income-eligibility requirements in the aggregate*.

If your grant is approved, additional documents may be required before transfer of funds. Additionally, you will need to complete a report later this year to document how the funds were used, consistent with grant program rules. The C.D.C. currently expects funds to be disbursed to successful applicants approximately 45-60 days after the C.D.C. has preliminarily approved the requests. Any awardee that fails to remain in operations for at least two years after receipt of the grant will be required to justify its closure to the State of Indiana.

Business Grant Application

Section 1: Business Description

Business Name:

Amount Requested:

\$

Business Address:

Business Contact:

Business Owner, if different from above:

Contact Phone and Email:

EIN Number:

Type of Business/Target Market:

Number of Full-Time Employees as of 30 June 2020¹:

Number of Part-Time Employees as of 30 June 2020¹:

Number of Full-Time Employees as of application submission date²:

Number of Part-Time Employees as of application submission date²:

¹ Please provide a payroll details report or other documentation from this quarter as evidence.

² Please provide a payroll details report or other documentation from the most recent quarter as evidence.

Notice: The Pulaski County OCRA COVID-19 Response Program selection committee is dedicated to maintaining the confidentiality of all private client information including proprietary business data, business plans, and tax ID numbers.

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**Section 2: Questions about the Business
and the Impact of COVID-19 on Operations**

1. What is the legal structure of your business (*e.g.*, sole proprietorship, LLC, *et .c*)?
2. Do you have paid employees, and are they provided W-2's?
3. When did this business begin operations? Please provide some form of evidence that it was operational before 1 July 2020.
4. Explain how your business has been affected by the impact of COVID-19 and how your existing needs are consistent with the purpose of the grant program. Please attach a separate letter to this application if necessary.
5. Has this pandemic forced you to shut down completely for any length of time? For how long?
6. What percentage of your business has been affected by COVID-19? Please provide a P&L or other appropriate documentation as evidence of this answer.
7. One of the reporting requirements for this grant is job retainage. If you are awarded funds from this grant, would it help you retain and/or allow you to call back desirable employees into the workforce? Please explain (on a separate page if necessary).
8. If no funds are awarded from the County, please explain why jobs would need to be eliminated if not for this grant. Please attach a separate letter to this application.
9. Have you received any SBA disaster assistance loans, SBA emergency grants, other governmental assistance (*i.e.*, Paycheck Protection Plan or the County's fall-2020 program), or traditional loans from a bank? If so, please state which and how much.
10. If no funds are awarded from the County, what is the likelihood you will be able to pay rent or mortgage payments?

11. In what ways has your business reconfigured its business model during the public health emergency? Feel free to attach a separate letter to this application if necessary.

12. Please share other information that you would like the selection committee to know about your business. Here is where you may explain the ways in which you have been and/or intend to demonstrate your (business's) commitments to the community. Feel free to attach a separate letter to this application if necessary.

Section 3: Grant Request information

1. How do you plan to use the grant funding? Feel free to attach a separate letter to this application if necessary.

2. How will these funds help your business move towards stability or sustainability? Feel free to attach a separate letter to this application if necessary.

Section 3: Certification Statement

I certify that the information above is correct to the best of my knowledge. I authorize the selection committee to make inquiries as necessary to verify the accuracy of the statements made by me in the application. I agree to indemnify and hold harmless Pulaski County, its officers, directors, employees, agents and volunteers from any and all claims, loss or other liability arising from or related to the services that committee provides before, during, and after the grant review process. I agree that I will use any funds received for purposes consistent with my application and with the grant program rules.

Owner or Authorized Representative Signature

Section 4: Documentation Checklist

In addition to this application, please submit the following:

- Copy of driver's license or other form of ID
- W-9
- W-2's
- Payroll details report or other appropriate document
- P&L or other appropriate document
- Completed Income Eligibility Form