



**APPLICATION FOR CDBG-CV FUNDING
Small Business Support in response to COVID-19**

Applications are due by December 31, 2020 at 4:00 PM. Late applications will not be accepted.

Providing all requested documents together with your application will help expedite review and potential award.

SECTION 1 – GENERAL INFORMATION (20 POINTS)

Responses must be precise and complete.

Owner/Business information

Legal Name of Business Entity:

Owner's Full Name:

Contact Person:

Title:

Business Address:

*The primary business location must be physically located in the corporate limits of the City of Amarillo.

Phone #:

Email address:

What is the Legal Entity of Your Business? Corporation LLC Sole Proprietorship
 Other (Explain)

Type of business (*Restaurant, Spa, Child Care, Retail Etc.*)

Business Employer Identification Number:

DUNS Number:

OWNERSHIP

Name	Percentage of Ownership

Applicant Information

This section must be completed pertaining to the Applicant/Owner’s household
 The below information is mandatory for HUD funding in relation to CDBG

FAMILY MEMBER INFORMATION							
LIST EACH FAMILY MEMBER LIVING IN THE HOUSHOLD	AGE	GENDER (M)ALE (F)EMALE	FEMALE HEAD OF HOUSEHOLD Y OR N	DATE OF BIRTH MM/DD/YYYY	RELATION TO APPLICANT	ETHNICITY – mark Y or N if you are of Hispanic origin.	Race – mark the number that identifies your race
1.							
2.							
3.							
4.							
5.							
6.							

Race—select one (1) category applicable to each person in the family. Write the number next to the name of each person indicating that person’s RACE.

- 11** White **12** Black/African American **13** Asian **14** American Indian/Alaska Native **15** Native Hawaiian / Other Pacific Islander **16** American Indian/Alaska Native & White **17** Asian & White **18** Black/African American & White **19** American Indian/Alaska Native & Black/African/American **20** OTHER MULTI-RACIAL

CDBG-CV Funding Request

- Reason for which CDBG-CV funding is requested (e.g. *retention of low- to moderate-income employee, Update of facility to remain in business and or up to code*):

Business Entity Information

- Brief description of your business: *(type of work)*

- Staffing Levels as of **March 27th, 2020**:

Total Number of Employees: Full-time ____ Part-Time ____

Total Number of Low- to Moderate-Income Employees: Full-time ____ Part-Time ____

Is the Owner/Applicant of Low-Moderate Income: Yes ____ NO ____

3. Staffing Levels as of Date of Application for CDBG-CV Funds:

Total Number of Employees: Full-time _____ Part-Time _____

Total Number of Low- to Moderate-Income Employees: Full-time _____ Part-Time _____

4. Is the primary address for your business a residential address (i.e. a home-based business)?

Yes No (If yes, your business is not eligible for funding under this program)

5. Is your business a publically traded company? Yes No (If yes, your business is not eligible for funding under this program)

6. How long has your business been in operation? _____
(Your business must have been in operation since **January 1st, 2020** to be eligible for funding)

7. What was your business revenue for 2019?

Provide supporting documentation such as a profit and loss (P&L) statement with your application. **Check if provided**

8. Did your business experience at least a 25% decline in revenue beginning or after March 1, 2020? Yes No (If no, your business is not eligible for funding under this program)

Provide evidence of revenue decline such as monthly profit and loss statements or monthly revenue receipts. **Check if provided**

9. Does your business have experience receiving and expending federal funds? Yes No
If yes, please briefly describe your experience, including amount and source of federal funds.

10. Is your business currently in good standing with the City of Amarillo regarding permits, licensing, property tax payments, utilities, HOT and sales tax payments? Yes No
(Your business may fall under additional categories with the City of Amarillo if so, please list those below)

If no, please briefly describe the circumstances.

SECTION 2 – ASSISTANCE TO BUSINESSES APPLICATION (20 POINTS)

Activity Information

1. Provide a Description & Documentation of how your business has been affected by COVID-19 restrictions including but not limited to, any reduction in staff, furloughs, lay-offs or closures, facility changes. **Loss of revenue will be required.** *(List the dates your business has been closed i.e.; Closed from March 20, 2020 – May 01, 2020)*

2. Between March 1, 2020 and the date of your Application, has your businesses been closed due to COVID-19 restrictions? Yes No
3. What is your current business situation? Are you currently open/operational? Yes No
4. If open, have the hours of operation been reduced? Yes No
If Yes, provide an explanation.

5. Provide a description of how CDBG-CV funds will be used, including how they will impact your business operations. This description should be consistent with the Assistance to Business Budget detail provided later in this Application.

6. Is the business registered as a minority-owned business? Yes No
7. Is the business registered as a woman-owned business? Yes No
8. Is the business located within any CDBG Target Areas? Yes No
(see CDBG Target Area Map in guideline overview) (If no, your business is not eligible for funding under this program)
9. Who will be responsible for overseeing the grant funding? Briefly describe their roles and experience in managing the personnel and financial aspects of the business.

10. Clearly and concisely describe how quantifiable outcomes will be measured e.g. *number of low-to moderate-income employees retained or rehired, number of new hires, and/or increased hours for eligible employees, service area, number of LMI persons to be served.*

SECTION 4 – OTHER COVID FUNDING (10 POINTS)

Other COVID-19 Funding

1. List all funding sources that you may apply for, have applied for, or have received due to COVID-19. Add more rows if necessary. Please note that funding for this program cannot supplant or “double dip” awards made by other Federal, State, or other government entities. CDBG Funds are not substituted for non-federal funds.

Funding Source	Amount Applied for or Awarded	Applied for (Date)	Awarded (Date)

SECTION 5 - CONFLICT OF INTEREST STATEMENT (10 POINTS)

The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or sub recipients that are receiving CDBG-CV funds.

1. Are you or any employees a City of Amarillo employee? Yes No
2. Are you or any employees elected officials with the City of Amarillo, related to anyone employed by the City of Amarillo, related to elected officials of City of Amarillo or related to someone reviewing this application? Yes No
If yes, please list (name and relationship):
3. Does your business entity do any other business with any person or department with the City of Amarillo? Yes No
If yes, please list (name and relationship):

SECTION 6 (FINAL) – CERTIFICATIONS (20 POINTS)

By signing below, I acknowledge that I have received each of the following certifications and certify the statements presented in each certification to be true and accurate to the best of my knowledge.

1. BUSINESS ENTITY CERTIFICATION
2. CERTIFICATION OF NO SUPPLANTED FUNDING
3. CERTIFICATION OF NUMBER OF FULL TIME EQUIVALENT EMPLOYEES
4. CERTIFICATION OF 6 MONTHS OF CONTINUED OPERATIONS
5. RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION
6. ANTI-LOBBYING STATEMENT
7. OTHER CDBG-CV RELATED CERTIFICATIONS

Date: _____ DUNS OR FEIN NUMBER _____

Name _____

Signature _____

Title _____

LIST OF ATTACHMENTS TO INCLUDE WITH SUBMISSION OF APPLICATION

- Organizational chart
- Completed IRS W-9 Form
- Total business entity budget
- Most recent audit or financial statement
- Payroll register for pay period closest March 1st, 2020
- Payroll register for pay period ending closest to date of submission of application
- Affidavits of income for employees listed for use of program funds
- Signed Section 3 Certifications if Applicable

BUSINESS ENTITY CERTIFICATION

I certify that all information reported in this application and attached is true, accurate and complete to the best of my belief and knowledge.

I will provide written notice of any changes or additions to this information. I also understand the business entity may need to provide additional information during the application process and if funded.

I understand a written contract will be required between the Business Entity and City upon award of funds.

I am aware that the submission of this application does not guarantee funding by the City of Amarillo.

I am aware that the City will verify that the business entity and any principles are not on the Suspended or Debarred List.

I am aware that the City may conduct a background and/or credit check for the business entity and any principles.

I am aware that all CDBG-CV projects/programs must pass all applicable environmental reviews.

I am aware that I must provide affidavits of income for all employees retained or rehired by use of the CDBG-CV funds upon funding award.

All required documentation, including attachments, has been included in the original application. I certify that I have either submitted one original hard copy document with all attachments as instructed or electronically submitted one file containing all documents and attachments saved in Adobe Acrobat format.

I certify that I am authorized to make this application on behalf of the business entity and have been designated as such by the submission of Business Incorporation documents or DBAs.

I understand that applications received after 4:00 PM on December 31, 2020 will not be accepted or considered.

Signature _____ Date _____

CERTIFICATION OF NO SUPPLANTED FUNDING

Federal law prohibits recipients of federal funds from replacing state, local, or business entity funds with federal funds. Federal funds **may not** supplant/displace existing funds for a project and its individual sub-activities, including staff costs and general operating costs.

Business Entity certifies that:

- (1) CDBG and CDBG-CV funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the business entity;
- (2) CDBG and CDBG-CV funds, if awarded, will not supplant any funds used to leverage other funding; and
- (3) CDBG and CDBG-CV funds, if awarded, will not be used to supplant other funds provided directly to employees by the business entity, other programs, or direct Federal, State, or local funding.
- (4) CDBG and CDBG-CV funds are being awarded to be used as Gap Funding only.

CERTIFICATION OF NUMBER OF FULL TIME EQUIVALENT EMPLOYEES

To be eligible for funding with Amarillo's program, the business must have no more than 25 full-time equivalent employees for Small Economic Business.

To be eligible for funding with Amarillo's program, the business must have no more than 5 full-time equivalent employees including the owner for Micro-Enterprise Businesses.

Business Entity certifies that:

- (1) As of the date of this Application, the business has no more than 25 full-time equivalent employees and or no less than 5 employees including the owner.

Signature _____ Date _____

CERTIFICATION OF 6 MONTHS OF CONTINUED OPERATIONS

To be eligible for funding with Amarillo’s program, the business must agree to remain operating as a business at its location in Amarillo, Texas for a period of no less than 6 months following receipt of the award. If business operations do not continue after 6 months of award your business will not be able to apply for any CDBG funding for a minimum of 1 year.

Business Entity certifies that:

- (1) The business will continue operating as a business at its location in Amarillo, Texas for a period of not less than 6 months following receipt of the award.

RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Block Grant Coronavirus (CDBG-CV) program activities pursuant to the CDBG-CV program/activity, the Contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
 - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
 - b. It will not use CDBG-CV funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

PLEASE CHECK ONE:

- Not a religious organization**
- A religious or faith-based organization and agree to follow terms above**

Signature _____ Date _____

ANTI-LOBBYING STATEMENT

The anti-lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the sub recipient that is receiving CDBG-CV funds.

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

OTHER CDBG-CV RELATED CERTIFICATIONS

Overall Benefit: The business entity certifies that the CDBG-CV funds awarded by the City of Amarillo will be used only for the benefit of employees affected by COVID-19 and that those receiving the benefit are low- to moderate-income employees.

Compliance with Anti-discrimination laws: The programs funded in part or totally by CDBG-CV will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619, and implementing regulations, as amended.

Compliance with Laws: The business entity will comply with all applicable local, state and federal laws.

Signature _____ Date _____

-FINAL-