



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

**SECTION 1 – GENERAL INFORMATION**

*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 within the city limits of the City of Baytown.*

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

What is the Legal Entity of Your Business?    Corporation    LLC    Sole Proprietorship  
Other \_\_\_\_\_

Type of Business: \_\_\_\_\_

If Other, please explain: \_\_\_\_\_

Business Employer Identification Number: \_\_\_\_\_

DUNS Number\*: \_\_\_\_\_

**OWNERSHIP**

Name	Percentage of Ownership

\*<https://www.dnb.com/duns-number.html> to get one or look yours up.

## Business Entity Information

1. Brief description of your business: *(type of work)*
  
2. 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 publicly 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 1<sup>st</sup>, 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 a decline in revenue beginning or after March 1, 2020?  
Yes      No *(If no, your business is not eligible for funding under this program)*
  
9. Provide evidence of revenue decline such as monthly profit and loss statements or monthly revenue receipts.      **Check if provided**
  
10. Is your business currently in good standing with the City of Baytown regarding permits, licensing, property tax payments, utilities, and sales tax payments?  
Yes      No *(Your business must be in good standing with the City of Baytown to be eligible for funding)*

**SECTION 2 – ASSISTANCE TO BUSINESSES APPLICATION (20 POINTS)**

**Activity Information**

1. Select from the options below how your business has been affected by COVID-19 restrictions.

Business closed due to Executive Order                      Reduced daily operation hours

Reduced occupancy due to social distancing                      Reduced staff

Other (Please explain)\_\_\_\_\_

GÈ Between March 1, 2020 and the date of your Application, has your business been closed due to COVID-19 restrictions? ..

Yes .. No

HÈ What is your current business situation? Are you currently open/operational? ..

Yes ... No

I È If open, have the hours of operation been reduced? ..

Yes .... No

If Yes, provide an explanation\_\_\_\_\_

Í È 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 Small Business Grant Budget detail provided later in this Application.

Î È Is the business registered as a minority-owned business? ..

Yes .. No

Ï È Is the business registered as a woman-owned business? ..

Yes .. No

ì È Select how quantifiable outcomes will be measured.

Number of new hires

Other \_\_\_\_\_

**SECTION 3 – SMALL BUSINESS GRANT BUDGET (20 POINTS)**

The maximum award by the City of Baytown per Business Entity will not exceed \$15,000.00

<b>A: Item</b> <i>Item(s) for which funding is requested</i>	<b>B: Item Description</b> <i>*Must be directly related to effects of COVID-19</i>	<b>C: Quantity Needed</b>	<b>D: Cost per Item</b>	<b>E: Total Amount Requested</b>  <i>Sum of Columns C and D</i>
<b>BUDGET TOTAL</b>				

**CDBG-CV Funding Request**

- Reason for which CDBG-CV funding is requested?

If Other, please explain: \_\_\_\_\_

**SECTION 4 – OTHER COVID FUNDING (10 POINTS)**

**Other COVID-19 Funding**

- 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 duplicate any benefits already received by other Federal, State, or other government entities. CDBG Funds are not substituted for non-federal funds.

<b>Funding Source</b>	<b>Amount Applied for or Awarded</b>	<b>Application Date</b>	<b>Award Date</b>

**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 Baytown employee?

Yes      No

2. Are you or any employees elected officials with the City of Baytown, related to anyone employed by the City of Baytown, related to elected officials of City of Baytown 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 Baytown?

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 \_\_\_\_\_

## **BUSINESS ENTITY CERTIFICATION**

I certify that all information reported in this application and that all attachments are 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 Baytown.

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, have 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.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **LIST OF ATTACHMENTS TO INCLUDE WITH SUBMISSION OF APPLICATION**

- Organizational chart
- Completed IRS W-9 Form
- Owner's last two years of recently completed IRS Form 1040 (all owners 51% of business or more)
- Total business entity budget
- Most recent audit or financial statement
- Payroll register for pay period closest March 1<sup>st</sup>, 2020
- Payroll register for pay period ending closest to date of submission of application
- Self Certification of income for employees listed for use of program funds
- Business Operating Agreement (for businesses with multiple partners)
- Signed Section 3 Certifications if Applicable

## **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 Baytown's program, the business must have no more than 10 full-time equivalent employees for Small Economic Business.

To be eligible for funding with Baytown'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 10 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 Baytown’s program, the business must agree to remain operating as a business at its location in Baytown, 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 Baytown, 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 Baytown 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 \_\_\_\_\_