



# BASTROP COUNTY COVID-19 CARES SMALL BUSINESS GRANT PROGRAM APPLICATION

All applications are due by July 31, 2020.

All documentation must be provided with the application.  
Incomplete applications will not be considered.

If not applying online, applications can be picked up at the following locations:

- Security desk at the Bastrop County Courthouse Annex
- Bastrop Chamber of Commerce
- Elgin Chamber of Commerce
- Smithville Chamber of Commerce
- Cedar Creek Annex Building (JP/Tax Office)
- Elgin Annex Building (JP/Tax Office)
- Smithville Annex (JP/Tax Office)

Applications will be submitted as follows:

- Online through the Bastrop County Website
- In person at the Bastrop County Judge's Office
- By Mail (must be postmarked by July 31, 2020):

Bastrop County Judge's Office

Attn: CARES Grant

804 Pecan Street

Bastrop, TX 78602

If you have any questions, please email [cares.grant@co.bastrop.tx.us](mailto:cares.grant@co.bastrop.tx.us).

# BASTROP COUNTY COVID-19 CARES SMALL BUSINESS GRANT PROGRAM APPLICATION

## PHASE I

### Public Purposes – Pursuant to Texas Local Government Code Ch. 381 & the CARES Act

- Continuation of Business Operations during declared disaster due to COVID-19 and its impacts
- Retention of jobs of employees of business concern
- Business model adjustments needed to accommodate ongoing practice of social distancing and sanitizing requirements to deter spread of COVID-19 and protect public health

### Bastrop County COVID-19 CARES Small Business Grant Program Overview

- Businesses must be located outside the city limits of Bastrop, Elgin & Smithville, but within Bastrop County.
- Total amount for Phase I of Bastrop County COVID-19 CARES Small Business Grant Program \$250,000
- Maximum amount per business up to \$15,000
- Grants will be processed and funded in order received until budgeted funds are exhausted
- Includes for profit and non-profit businesses headquartered and located in Bastrop County (excluding ineligible entities listed below).
- Recipients must be a sole proprietor or other small business with 100 or fewer Full Time Equivalent (FTE). Business is expected to maintain consistent total FTEs during the Bastrop County COVID-19 CARES Small Business Grant Program.
- For Eligible Uses incurred from March 27, 2020 to September 30, 2020 (see Eligible Uses below)
- Eligible amount of grant is the higher of:
  - 1x the average monthly payroll costs for 2019 (same calculation as payroll protection program (PPP), including gross payroll, retirement costs and health insurance costs ; if not in business in 2019, use 2020, through March 15 to calculate average); if sole proprietor can use average monthly amount of 2019 net income or 2020 net income (must have a net profit) **OR**
  - 2x fixed costs (rent, lease or mortgage payment of real and business property, real property taxes, business personal property taxes, and utilities excluding costs of your personal residence) calculated on 2019 monthly average (if not in business in 2019, use 2020, through March 15 to calculate average);
- Amount received will be based on % of closure during COVID-19 Stay-at-Home Order:
  - Business operations completely closed are eligible for 100% of the grant
  - Business operations partially closed (curbside or online sales) are eligible for 50% of the grant
  - Business operations that stayed open are not eligible
- If owner has more than one business, the owner is eligible for application for up to three businesses (all businesses must be located in Bastrop County). Ownership defined as 20% or more. Application will include disclosure of all 20% or more owners.
- Applications and required documentation will be reviewed by an assigned committee based on Commissioners Court approved Bastrop County COVID-19 CARES Small Business Grant Program Guidelines. Applicant will receive an email indicating Program approval or denial.
- Checks are to be issued to qualifying applicants by Bastrop County Accounts Payable. A weekly list will be sent to Commissioners Court for information purposes.
- Deadline for application for Phase I is **July 31st, 2020**.
- Bastrop County COVID-19 CARES Small Business Grant Program Applicant must have no outstanding tax liens or judgments (not including 2019 property taxes).
- Applicant's business must have been active since February 15, 2020

### Bastrop County COVID-19 CARES Small Business Grant funds may only be used for the following:

- Payroll costs for employees and/or Contract Labor
- Supplier payments
- Rent, lease or mortgage payment (for real property used for business purposes, like storefront or warehouse, excluding personal residence.)
- Rent, lease or purchase payment for business property (e.g., delivery vehicle; food truck; kitchen equipment; technology, payment, and communications systems and equipment)

- New or expanded technology applications and Wi-Fi services
- Utility payments for business properties, excluding personal residence.
- Cost of critical business operations (raw materials, marketing expenses, etc. payments)
- Personal Protective Equipment (PPE) and sanitation supplies and equipment
- Interest on other business debt obligations incurred before February 1, 2020, excluding personal residence.

### **Documentation Required**

- Included with Application - documentation of going concern or business: Secretary of State Texas File number; State of Texas License number; DBA, 2018 or 2019 tax return (return only, schedules not required); Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number
- Signature on Application required:
  - Good Faith Certification as to truth and accuracy of information provided
  - That the grant request is necessary due to conditions caused by COVID-19
  - Agreement to audit of the use of grant funds received
  - Agreement to claw-back provisions if funds are used for ineligible purposes
- Documentation required with application and for proof of fund uses by September 30, 2020: Proof of payment of eligible expenses including Form W-3, Form 941, utility statements, cancelled checks/receipts or bank statements
- For Sole Proprietor Applicants provide 2018 or 2019 Schedule C
- Form W-9

### **Ineligible Business Entities**

- Franchisors
- Real Estate developers/Investors
- Governmental/taxing agencies/departments
- Hobby businesses as defined by federal law
- Multi-level marketing concerns
- Gambling Concerns, including casinos, racing operations or other activities whose purpose involves gambling
- Lobbying organizations and political organizations subject to Internal Revenue Code 527
- Sexually Oriented Businesses (live performances, product sales, items or materials)
- Businesses primarily engaged in lending, investments, or to an otherwise eligible business engaged in financing or factoring.
- Pawn Shops
- An individual who employs household employees such as nannies or housekeepers
- A business where a 20% or more equity owner is incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony within the last five years;
- Concerns engaged in illegal activities under federal, state or local laws
- A business that is otherwise prohibited by federal or Texas law
- A business that is ineligible or precluded to receive federal or State of Texas funding due to federal laws (including but not limited to the CARES Act) or Texas laws

### **CARES ACT FUNDING**

Bastrop County received funding through the Coronavirus Aid, Relief, and Economic Security Aid, also known as CARES Act. The CARES Act established the \$150 billion Coronavirus Relief Fund, which will be used to assist states and local governments impacted by the COVID-19 pandemic.

The U.S. Department of the Treasury issued the money to states and certain local governments. The amount issued to each entity is based upon the population as provided in the CARES act. The funds can only be used to cover costs that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019
- were not accounted for in the budget most recently approved as of March 27, 2020
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

**\*\*IF APPLICATION IS INCOMPLETE YOUR BUSINESS WILL NOT BE CONSIDERED\*\***

**BUSINESS INFORMATION:**

BUSINESS NAME

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PRIMARY CONTACT

---

TAX ID#

---

PHONE NUMBER

---

EMAIL

---

**BUSINESS ADDRESS:**

STREET ADDRESS

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ADDRESS LINE 2

---

CITY/STATE/ZIP

---

**MAILING ADDRESS:**

STREET ADDRESS

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ADDRESS LINE 2

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CITY/STATE/ZIP

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**NAME OF BUSINESS OWNERS (including all investors):**

OWNER NAME	PERCENT OF OWNERSHIP
OWNER NAME	PERCENT OF OWNERSHIP
OWNER NAME	PERCENT OF OWNERSHIP
OWNER NAME	PERCENT OF OWNERSHIP
OWNER NAME	PERCENT OF OWNERSHIP

BUSINESS CATEGORY (DAY CARE, LAW OFFICE, RESTAURANT, ETC.)

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WILL YOU BE APPLYING FOR THE BASTROP COUNTY COVID-19 CARES SMALL BUSINESS GRANT PROGRAM FOR OTHER BUSINESSES THAT YOU OWN? CIRCLE ONE: YES OR NO

IF YES, PLEASE INCLUDE OTHER BUSINESS NAMES BELOW:

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HOW MANY FULL TIME EQUIVALENTS DO YOU HAVE?

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HOW MANY ARE FULL TIME?

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HOW MANY ARE PART-TIME?

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ARE YOU PLANNING ON MAINTAINING THE CURRENT FTE COUNT THROUGH SEPTEMBER 2020?

CIRCLE ONE: **YES** OR **NO**

WAS YOUR BUSINESS OPEN DURING THE STATE OF TEXAS STAY-AT-HOME ORDER? **CHECK ONE**

- PARTIALLY OPEN (CURBSIDE OR ONLINE SALES)
- REQUIRED TO CLOSE

**TOTAL AVERAGE OF 1 MONTH OF PAYROLL:** You will be required to provide one of the following documents as proof: W-3, 941, or other documents showing payroll expenses, employer insurance expenses, and employer retirement expenses. Calculate an average monthly amount.

\$

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**TOTAL AVERAGE OF 1 MONTH OF FIXED COSTS:** You will be required to provide one of the following for backup: a copy of invoices for lease, mortgage, rent payment, utilities, etc.

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**DESCRIPTION OF WHAT FUNDS WILL BE USED FOR:** (i.e. rent, lease, PPE, utility supplier payments, new or expanded technology applications and/or Wi-Fi services, etc.)

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**THE FOLLOWING DOCUMENTATION IS REQUIRED TO SUBMIT THE APPLICATION:**

- A completed W-9 must be included with the application.
- Documentation of Going Concern & Business Verification - this could be Secretary of State Texas File Number, State of Texas License Number, DBA, 2018 or 2019 tax return (return only, schedules not included)
- Supporting Documentation of Eligible Expenses: Supporting documentation includes, but is not limited to, Form W-3, 941, utility statement, cancelled checks/receipts, bank statements, 1x average monthly payroll costs for 2019, 2x monthly fixed cost (rent, lease or mortgage payment of real and business property, business personal property taxes, and utilities), and/or calculation of Employer Insurance and Retirement.

**CERTIFICATION:**

- (Please Check) I acknowledge that Bastrop County is a governmental body subject to the Texas Public Information Act. Information I submit to Bastrop County in this application may be subject to the Act and, therefore, subject to public release.
  
- (Please Check) I certify that I am legally authorized to submit this application and the required documentation on behalf of the applicant and the information and statements that I have provided are truthful and accurate. I understand the information and documentation submitted in this application is being provided to a governmental agency and is subject to the guidelines of a federal program and the Bastrop County COVID-19 CARES Small Business Grant Program and, by submitting this application, I agree to comply with such guidelines and I understand that any funds awarded under the Bastrop County COVID-19 CARES Small Business Grant Program are subject to audit and, if not expended as defined under the Eligible Uses of the Bastrop County COVID-19 CARES Small Business Grant Program, that, in addition to any other civil remedy that may be enforced against me, such funds must be forfeited and be immediately returned to Bastrop County, and, further, that I may be found guilty of perjury and be fined or imprisoned under Section 1746 of Title 28, United State Code.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_