

## **GONZALES ECONOMIC DEVELOPMENT CORPORATION**

820 N. St. Joseph Street  
Gonzales, Texas 78629

### **COVID-19 BUSINESS GRANT APPLICATION – Cover Letter**

April 14, 2020

Dear Grant Applicant:

The COVID-19 Business Grant was recently approved by the GEDC board. A Type B Economic Development Corporation, such as the GEDC, is bound by certain rules and laws that include how or when to expend funds. Also, any amount exceeding \$25,000.00 must be approved by the City Council.

Knowing the rules in respect to public hearings, expenditures and what is commonly called the “60 Day Wait Period”, the Gonzales City Council and the GEDC acted, almost simultaneously, to approve \$500,000.00 for this grant. By acting so quickly, the grant funds will be made available to our struggling businesses at the earliest possible moment within the legal limits. That having been said, Mayor Connie Kacir, along with other Mayors in the state and legislators, such as Lois Kolkhorst, have asked Governor Abbott to lift the requirements of the 60 day waiting period so grant funding can be made available to our businesses immediately. If the Governor does not lift or suspend the 60 day rule, the earliest available date for these grant funds to be let will be June 1, 2020.

In the interim, the board is not prevented from reviewing grants for approval. We encourage all qualifying businesses located within the city limits of Gonzales, Texas to apply for funding through this grant. We ask that you insert your completed grant application and supporting documents into an envelope marked with the words, GEDC BUSINESS GRANT and drop it off at the drive-thru window at City Hall for processing.

Sincerely,



Andy Rodriguez, President

[www.gonzalesedc.org](http://www.gonzalesedc.org)



phone: (830) 672.2815



## GONZALES ECONOMIC DEVELOPMENT CORPORATION

### COVID-19 BUSINESS GRANT APPLICATION

The Gonzales Economic Development Corporation (GEDC) Board of Directors recognizes the economic strain placed on local businesses due to the unprecedented COVID-19 Pandemic. Part of the mission of the GEDC is job retention. In an effort to assist our business partners and their workforce, the GEDC is implementing the COVID-19 Business Grant Program that will make funding grants available to businesses located within the city limits of Gonzales, Texas. The COVID-19 Business Grant is available to any business with a NAICS Code <https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2017> and reports to the IRS within one of the following categories:

(Please Check One)

- Sole proprietor
- Independent contractor
- Self-employed person
- Partnership
- C-Corporation (less than 25 employees)
- S-Corporation (less than 25 employees)
- LLC (less than 25 employees)
- 501(c)(3) non-profit organization (less than 25 employees)

#### **Required Documents/Disclosures**

- Copies of 2019 payroll tax IRS Form 941 reports (4 quarters), if applicable
- Copies of 2019 TWC quarterly wage reports (4 quarters), if applicable
- Copies of rental, lease, or license agreements indicating how many tenants, lessees, or licensees use the Property for economic development purposes, if applicable
- Copy of Form 1040 - Schedule C (only) of most recent Income Tax Return filing
- Each applicant is required to provide documentation of applying for Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding through the SBA and documentation as to whether they were approved or denied, and
- Each applicant will disclose if they have applied for other funding related to COVID-19 and provide copies of application(s) for the funding

Business Legal Name: \_\_\_\_\_

Business DBA (If Applicable): \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
Address Town State Zip

Business Physical Address: \_\_\_\_\_

Taxpayer Identification Number (EIN, SSN): \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Average Monthly Payroll (income if self-employed): \_\_\_\_\_

For the purposes of this grant, **Brick and Mortar Business** refers to a physical presence of a business in a building or other structure.

**I am applying for Business Grant funding as a:**

- Brick and Mortar Business
- Non-Brick and Mortar Business

A Full Time Equivalent (FTE) will be used to determine a unit of grant funding.

The FTE formula is: 8 hour day x 5 days in a week x 52 weeks in a year = 2080 hours.

A full-time employee is one who meets the equivalent of 1 FTE unit. Additional (overtime or extra) hours for exempt and non-exempt employees is not calculated for any FTE Unit. Part-time employee hours will be added for sum total amounts of 40 hours per FTE.

To help understand FTE calculations, examples are offered below. Grants are in no way limited to just these examples. The reviewers will have broad discretionary powers to round up or down the hours submitted in the application. You are encouraged to apply for the grant and allow the grant reviewers to determine qualifications and calculations. Grant reviewers will contact you if there are any questions with the contents of the application.

**Example 1:** A brick and mortar business owned by a sole proprietor who works 40 hours a week has 3 employees who work 40 hours a week. **The FTE units = 4**  
Sole proprietor + 3 full-time employees = 4

**Example 2:** A brick and mortar business owned by a sole proprietor who works 40 hours a week has 2 full-time employees who work 40 hours per week, each. 1 part-time employee works 20 hours per week and 2 part-time employees work 30 hours per week, each. **The FTE units = 5**  
Sole proprietor + 2 full-time employees + 80 hours of part-time labor = 5

**Example 3:** An independent contractor works an average of 59 hours a week. **The FTE unit = 1**

**Example 4:** A husband and wife operate a sole proprietor business with no employees. They work 50 hours a week, each. **The FTE units = 2**

Applicants will be required to enter into a Performance Agreement with the GEDC to ensure funding is used consistent with the Development Corporation Act. Failure to comply with the Performance Agreement would result in the applicant being required to reimburse to the GEDC the funds provided under said agreement.

Pursuant to state law, Section 2264.051 of the Texas Government Code requires the GEDC to provide within this application a statement certifying that the business, or a branch, division, or department of the business, does not and will not knowingly employ an undocumented worker. Further, the performance agreement will contain a provision specifying the rate and terms of the payment of interest should the business be convicted of knowingly employing an undocumented worker, in violation of 8 U.S.C. Section 1324a(f) during the term of the agreement.

**Grant Amount:** \$1,500 per FTE Unit with a maximum cap of \$12,000

**I am applying for \_\_\_\_\_ FTE units.**

The GEDC Directors will accept, review, and approve completed grant applications with priority given to non-essential businesses, as listed in the Cybersecurity and Infrastructure Security Agency (CISA) *Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response*, Version 2.0 guide, March 28, 2020.

This application is made for a non-essential business as defined above.

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**INTERNAL USE ONLY**

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Grant Reviewer Signature 1: \_\_\_\_\_

Print Name: \_\_\_\_\_

Grant Reviewer Signature 2: \_\_\_\_\_

Print Name: \_\_\_\_\_

Grant Review Date: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Grant Amount Approved: \_\_\_\_\_

Disapproved Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

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**Grant Applications not approved by the reviewers may be appealed to the GEDC board by submitting a letter requesting the appeal and explaining the reason the grant should be reviewed by the board.**