

#21-CV-130

Decatur County has received a CDBG grant to help local for-profit business retain jobs for low-to-moderate income people. CV funding can assist these businesses with issues prompted by the COVID-19 virus.

Decatur County will be accepting applications for CV immediately and until funds are no longer available.

Applications can be found or requested by contacting:

Decatur County Clerk Office

120 E. Hall

Oberlin, KS 67749

785-475-8102

Applications should be completed and dropped off at the Decatur County Clerk's Office.

Qualifications:

*For profit business

*Must have at least 1 low-to-moderate income employee

*Was in business prior to March 1, 2020

*Has eligible expenses requesting reimbursement for, with some limitations.

(Payroll, inventory, monthly bills etc.)

CDBG-CV Business Application

Date:

Decatur County #21-CV-130

COMPANY INFORMATION			
Legal Name of Business:		Type of Business:	
Primary Contact Person:		Mobile Phone:	
Email:		Business Phone:	
Website:		Social Media:	
Home Address of Owner:		Number of Owners:	
Project Site Address:		Duns #:	
Business Structure (LLC, Sole Proprietorship, Inc.):		Is the business located in the same city as the mailing address above? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Business Established:		Does the applying business have a related operating or holding company? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gross Revenue for previous 12 months:			
Cost of Goods sold for previous 12 months:			
Voluntary Demographics	GENDER		VETERAN
	<input type="checkbox"/> Male		<input type="checkbox"/> Yes
	<input type="checkbox"/> Female		<input type="checkbox"/> No
	RACE/ETHNICITY:		
	<input type="checkbox"/> White		
	<input type="checkbox"/> Black/African American		
	<input type="checkbox"/> Asian		
	<input type="checkbox"/> American Indian/Alaskan Native		
	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander		
	<input type="checkbox"/> American Indian/Alaskan Native & White		
	<input type="checkbox"/> Asian & White		
	<input type="checkbox"/> Black/African American & White		
<input type="checkbox"/> American Indian/Alaskan Native & Black/African American			
<input type="checkbox"/> Other Multi Racial			
<input type="checkbox"/> Hispanic			
<input type="checkbox"/> Non-Hispanic			
Total Working Capital Need:			
List any and all other funding you are currently seeking, including but not limited to, bank loans, SBA loans, public or private loans, grant funding, etc.	<input type="checkbox"/> SBA	<input type="checkbox"/> City	<input type="checkbox"/> Network Kansas/HIRE
	<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> Main Street	<input type="checkbox"/> Community Foundation
	<input type="checkbox"/> E-Community	<input type="checkbox"/> MCAC	<input type="checkbox"/> Banker/Financing
	<input type="checkbox"/> Other:		
Jobs Retained: Full-time:		Part-time:	
Will full or part-time jobs be retained as a result of the funds? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
Does the business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

<p>Please provide a description of the services provided by your business:</p>	
<p>Please provide a short description of how COVID-19 is negatively impacting the business (e.g. weekly sales average drop for restaurants, occupancy rate drop for hotels, etc.)</p>	
<p>Describe how the use of the CDBG grant fund enhances the ability of this business to survive.</p>	
<p>What types of working capital will the funds be used for (e.g. utilities, payroll, inventory)?</p>	
<p>Please list any other business resource partners that the business is working with, if any, (e.g. small business development centers, economic development organization, industry or trade services).</p>	

DID YOUR BUSINESS RECEIVE BENEFIT FROM ANY OF THE BELOW PROGRAMS?

- **SBA Payment Protection Program Loans**
- **SBA Economic Injury Disaster Loans**
- **SBA Express Bridge Loans**
- **SBA Debt Relief Program**
- **FEMA Disaster Relief Fund**
- **FEMA Public Assistance Program**
- **FEMA Emergency Food and Shelter Program**
- **TREASURY The Corona Virus Relief Fund**
- **TREASURY Unemployment Insurance Provisions**
- **IRS Economic Impact Payments**
- **USDA Commodity Assistance Program**
- **USDA Child Nutrition Programs**
- **USDA Supplemental Nutrition for Women, Infants and Children**
- **USDA Nutrition Assistance Block Grant to Territories**
- **USDA Disaster Household Distribution**
- **USDA Summer Food Service Program**
- **USDA The Emergency Food Assistance Program**
- **USDA Pandemic EBT**
- **USDA Supplemental Nutrition Assistance Program Emergency Allotments**
- **HHS Community Living Allocation**
- **LABOR Dislocated Worker Grants**

IF SO, PLEASE CIRCLE THE ABOVE PROGRAMS UTILIZED AND LIST BELOW EXACTLY WHAT THOSE FUNDS WERE USED FOR AND WHEN (BE SPECIFIC):

PLEASE NOTE THAT YOU CANNOT APPLY FOR ANY CV FUNDING THAT DUPLICATES THE "ACTIVITY" YOU USED THE ABOVE FUNDS FOR WITHIN THE SAME TIME FRAME. IE: IF YOU USED PPP FOR JULY AND AUGUST, YOUR FIRM IS INELIGIBLE FOR CV3 PAYROLL DURING THOSE MONTHS. IF YOU USED EIDL FOR INVENTORY, YOUR FIRM IS INELIGIBLE FOR INVENTORY ONLY DURING THE SAME TIMEFRAME.

IS THIS A MICRO BUSINESS (1-5 EMPLOYEES)? YES OR NO

IS THIS AN ED BUSINESS (6-50 EMPLOYEES)? YES OR NO

HOW MANY JOBS ARE BEING RETAINED? _____

PLEASE PROVIDE A COMPLETED EMPLOYMENT CERTIFICATION FORM FOR EACH EMPLOYEE BEING RETAINED. NOTE: IT DOES NOT HAVE TO BE ALL EMPLOYEES OF THE BUSINESS (UNLESS YOU ARE RETAINING ALL OF THEM WITH THIS PROJECT).

IF THEY ARE A PART TIME EMPLOYEE, PLEASE DENOTE ON THE FORM OR APPLICATION WHETHER THEY ARE FT OR PT. IF PT, INDICATE IF THEY ARE ¼, ½, or ¾.

0-5 hours – 0 person

6-15 hours – ¼ time person

16 to 25 hours – ½ time person

26 to 35 hours – ¾ times person

36 to 40 hours – full time person

Seasonal workers are not to be counted.

The business must prove they are retaining at least one LMI job to be eligible. Regardless of how many jobs they are retaining, 51% of the jobs retained must be LMI. WHEN THE EMPLOYEE FILLS OUT THE FORM, IT IS FOR THE 12-MONTH PERIOD FROM THE DATE THE JOB CERTIFICATION IS FILLED OUT. PLEASE BE SURE THE CITY HAS YOUR ORIGINAL APPLICATION AND EMPLOYEE CERTIFICATION FORMS – THEY CANNOT BE COPIES.

CONFLICT OF INTEREST –

ARE YOU A CITY COUNCILPERSON? Yes _____ No _____

ARE YOU A CITY EMPLOYEE? Yes _____ No _____

ARE YOU RELATED TO ANY OF THE ABOVE? Yes _____ No _____

IF YES, PLEASE DESCRIBE:

Note: If there is a conflict of interest identified, the City must hold a hearing disclosing the information plus submit a formal request to the State for approval before processing the application.

INELIGIBLE BUSINESSES

- **BUSINESSES SUCH AS MARY KAY, AVON, ETC.**
- **FARMERS AND RANCHERS THAT RECEIVE BENEFIT FROM USDA**
- **NON-PROFIT/GOVERNMENT ORGANIZATIONS**
- **BUSINESSES THAT WERE NOT IN EXISTANCE PRIOR TO 3/1/2020**
- **BUSINESS MUST STILL BE OPEN AND CURRENT ON ALL TAXES**
- **BUSINESSES THAT RECEIVED CDBG RLF EMERGENCY FUNDS**

Additional Notes:

- **A business may only apply for and receive CV funds one time.**
- **Sole Proprietorships are eligible for salaries/wages if there is a Schedule C for 2019 that documents a profit. Please include a copy of the 2019 Schedule C.**
- **The DUNS number is a requirement.**
- **Working Capital in any category is eligible as long as you are not duplicating any benefit during the same timeframe.**

- **City/County owned utilities are not eligible (water, sewer, trash). We are still under the impression that property taxes are eligible.**
- **CV funds cannot be used to pay for construction, existing debt or contract labor.**

DOLLAR AMOUNT OF CV FUNDS YOU ARE APPLYING FOR: \$ _____

\$25,000 maximum per job retained for business under 5 employees for a maximum of \$30,000 per company. \$35,000 maximum per job retained for business with 6-50 employees for a maximum of \$50,000 per company

Please be sure to attach documentation to justify your request. Please provide a clear invoices and corresponding proof of payment. If you are applying for payroll, be sure to attach payroll documentation. If you are applying for other working capital needs (inventory, utilities, taxes, etc.), please provide invoices/receipts to document all costs. We cannot accept QuickBooks printouts or statements listing invoice numbers – it must be a dated invoice that shows what was purchased. Remember, only expenses after March 1, 2020 are eligible.

Certified by: _____

Business Owner Signature

Business Owner Printed Name

Date: _____

It will take time to process the applications ensuring the correct documentation for each business is included.
Thank you for your patience!

EMPLOYEE CERTIFICATION FORM INSTRUCTIONS

The County of Decatur has received a grant from the KS Dept. of Commerce *Kansas Small Cities CDBG Program* to assist with CV3 funding. The employee job certifications are confidential and are not for public view; they **may only be checked by the Kansas Department of Commerce, the Department of Housing and Urban Development and our Grant Administrator**. The survey is not to determine the exact income of a household, but rather if the income is above or below the set income limits.

INSTRUCTIONS: Please complete a separate job certification for each employee that is being retained. Enter name of business and date of hire. The employee will then complete the form as follows:

What is the employee's family size? Check the applicable box under Family Size

On that same line, indicate what range the household income is. Please note this is gross income of all family members 18 years of age and older. The amount should be for the past 12 months. Please refer to columns A (30%), B (50%), and C (80%) for the State's income limits for your family size. If the gross income* of your family is below the income limits listed in Column A, check the box that says "**Income below Column A**". If your income falls between the amounts in Column A (30%) and Column B (50%), please check the box marked "**Income between Column A & B**". If your household income falls between the amounts in Column B (50%) and Column C (80%), please check the box marked "**Income between Column B & C**". If the income of your family is above the income limit listed in Column C for the family size, check the bottom box ("**Income above Column C**"). **Please note that income is defined as: Adjusted Gross income as defined for the purpose of reporting under Internal Revenue Service IRS Form 1040 for individual Federal annual income tax purposes.*

Household Demographic Information: Please answer the household and demographic information as completely as possible. Note that "Disabled" is defined as a person who has a physical or mental impairment, which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment.

Indicate if your employer offers a health care plan and whether you were unemployed before taking this job. The employee will need to indicate their job title, print and sign their name, and date the form which certifies the information is true and correct.

Please return the **ORIGINAL** completed job certification with the CDBG-CV Business Application. If you have any questions or concerns about the employee certification form, please contact the following individual(s): Justine Benoit, NWKP&DC Phone #: (785) 421-2151

**STATE OF KANSAS
DEPARTMENT OF COMMERCE
EMPLOYEE CERTIFICATION FORM**

Name of Company: _____ Project #: Decatur County #21-CV-130

Date Employed: _____

Family Income-Total income from all family members during the prior year from all sources. This includes but is not limited to wages, salary, interest, dividends, royalties, and farm income.

In the left column below, check off the box that indicates your family size. Using the income limits on the line corresponding to your family size, check off the appropriate income box on the right side.

FAMILY SIZE	Section 1: INCOME LIMITS			
	A (30%)	B (50%)	C (80%)	
1 <input type="checkbox"/>	<u>13,750</u> TO	<u>22,900</u> TO	<u>36,650</u>	<input type="checkbox"/> Income below Column A
2 <input type="checkbox"/>	<u>17,420</u> TO	<u>26,200</u> TO	<u>41,850</u>	<input type="checkbox"/> Income between Column A & B
3 <input type="checkbox"/>	<u>21,960</u> TO	<u>29,450</u> TO	<u>47,100</u>	<input type="checkbox"/> Income between Column B & C
4 <input type="checkbox"/>	<u>26,500</u> TO	<u>32,700</u> TO	<u>52,300</u>	<input type="checkbox"/> Income Above Column C
5 <input type="checkbox"/>	<u>31,040</u> TO	<u>35,350</u> TO	<u>56,500</u>	
6 <input type="checkbox"/>	<u>35,580</u> TO	<u>37,950</u> TO	<u>60,700</u>	
7 <input type="checkbox"/>	<u>40,120</u> TO	<u>40,550</u> TO	<u>64,900</u>	
8+ <input type="checkbox"/>	<u>43,200</u> TO	<u>43,200</u> TO	<u>69,050</u>	

RACE/ETHNICITY & DISABILITY STATUS

Do you have a handicap or disability? Yes No
 Are you Hispanic? Yes No
 Are you a female head of household? Yes No

<u>RACE</u>	
<input type="checkbox"/> White	<input type="checkbox"/> American Indian/Alaskan Native & White
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Asian & White
<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American & White
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> American Indian/Alaskan Native & Black/African American
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Other

Does your employer offer a health care plan for this job? Yes No
 Were you unemployed before taking this job? Yes No

To the best of my knowledge, the above information is true and can be verified if requested by proper officials of the city/county or the State of Kansas. I also certify that I am authorized to work in the United States and can produce evidence of work authorization.

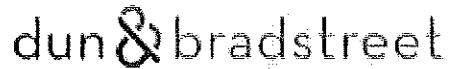
Job Title

Date

Print Name

Signature Required

BUSINESSES ARE REQUIRED TO HAVE A DUNS NUMBER IN ORDER TO RECEIVE CV FUNDS. LACK OF A VALID DUNS NUMBER CAN DISQUALIFY AN APPLICATION. DUNS INFORMATION MUST BE UPDATED ANNUALLY. THERE IS NO COST FOR A DUNS NUMBER.



Thank you for contacting D&B's Government Customer Response Center. iUpdate will provide you **quick, convenient** and **secure** access to request a new D-U-N-S Number or access to D&B's information on your business. Registered users can view, print, and submit updates to their D&B Business Information Report in a secure environment through a streamlined process.

Please follow the below steps and read the attached document to assist you with your iUpdate Registration request:

1. Click or copy the following link to your browser
<http://fedgov.dnb.com/webform>
2. Click on **Begin D-U-N-S Search / Request Process** at the top of the left hand tool bar
3. In the **Search** screen select **Your Country or Territory** from the drop down list and click **Continue**
4. In the **iUpdate Webform Page** click on **Continue to iUpdate** arrow at the bottom of the screen
5. In iUpdate, locate the box on the left side titled **Register to use iUpdate** and click on the **Start Now** button
6. Read the attachment **Step-by-Step Process for Customers** document. This will assist you in the process.
7. Once you have completed the entire process, you will receive a confirmation email.

As a reminder; after two business days of submitting the DUNS request, please review your spam or junk folder. Occasionally DUNS requests are re-routed to one of these folders as D&B is not recognized by all email domains.

Thank you for using iUpdate,

D&B's Government Customer Response Center