

# City of Springfield Business Assistance Grant Program

## How does the program work?

- Businesses/owner must demonstrate a hardship that was caused by the COVID-19 virus outbreak
- Maximum \$10,000 grant
- Must have a physical location within the city limits of the City of Springfield and be a for-profit business
- This program is contingent upon the availability of funds. Applications will be processed in the order they are received. In order to process your application, it must be complete

## Am I eligible to apply?

- Business/owner must have been in operation for at least one year prior to application
- Applicant must be a 51%+ majority owner of the business
- Business/owner must have a valid SS# or EIN and a business bank account
- Business/owner must not be in bankruptcy
- Business/owner must be current with business property taxes and city fees
- Business/owner must be able to provide current insurance information
- Business/owner must be current on terms of any existing City of Springfield loan
- Business/owner must not have a conflict of interest with the City of Springfield (i.e. employee of the City of Springfield or member of City Council may not have a direct or indirect personal or financial interest in the business)
- Businesses/owners who received funding from a previous round of COVID funds from The City of Springfield are not eligible to apply until April 5, 2021 and it may be a reduced amount

## Who is not eligible to apply?

- Businesses/owners outside the city limits of the City of Springfield
- Nonprofit organizations
- Other ineligible businesses/owners include payday businesses, liquor and tobacco stores, pawn shops, firearm or other weapons dealers, adult entertainment, passive real estate investments, or any business/owner operating without appropriate zoning, licenses and/or permits

## What are the job retention requirements?

Pre COVID employment level	Number of low/mod FT or FT equivalent jobs to be retained
1-5 employees	1 job
6-15 employees	2 jobs
16-25 employees	3 jobs
26-35 employees	4 jobs
36-50 employees	5 jobs
Above 50 employees	20% of pre-COVID employment level

- You must provide sufficient documentation that jobs would have been lost without this grant assistance by providing current profit/loss statements from 2019 and 2020 along with any completed months in 2021
- Must provide documentation showing low/mod FT or FT equivalent employee(s) were retained by completing and submitting the attached job retention form within 8 weeks of receiving funds for each employee

#### **What are the terms for this grant?**

- Business/owners must remain open for at least 3 months from approval
- Business/owner must retain and document the required number of low/mod income FT employee(s) or FT equivalent employee(s)
- If the business/owner has no employees, the owner must be able to document they are a low/mod owner
- The business/owner must submit payroll records at the end of 3 months from the time the grant is approved to satisfy HUD requirements for job retention

#### **What can the funds be used for?**

- Funds may be used for operating expenses for day-to-day operations including but not limited to working capital, payroll, rent/mortgage costs, utilities, inventory, food supplies and insurance.

#### **What can I not use the funds for?**

- Any items that are currently/have been/or will be covered using any other available funding from programs such as, but not limited to, the PPP or EIDL program--no double dipping!
- Equipment, construction or expansion
- Payment of non-business debt
- Personal expenses or purchases of personal items
- Political activities
- Taxes and fines

#### **What happens after I apply?**

- The application review process will be carried out by city staff after receipt of all required materials
- After review and if approval is granted, documents will be prepared for signing and after signing funds will be available to be drawn
- Funds will be disbursed by reimbursement to the business for documented eligible project expenses or paid directly to third party vendors for purchase orders
- You will be required to submit payroll records after three months showing employees have been retained

**CITY OF SPRINGFIELD  
MISSOURI GRANT PROGRAM**

**BUSINESS INFORMATION**

Business Name:

Doing Business As (DBA):

Business Owner(s) Name:

Business Address:

Business Owner(s) Home Address:

Business Phone:

Applicant Phone:

Email:

EIN No.

Social Security No.

Are any owners or the  
business in bankruptcy?

\_\_\_\_ Yes \_\_\_\_ No

Is the business current  
on all city taxes,  
licenses & fees?

\_\_\_\_ Yes \_\_\_\_ No

BUSINESS TYPE: ☒ LLC ☐ Partnership ☐ Sole Proprietor ☐ Other

Date of Incorporation:

Current number of  
employees:

Full Time      Part Time

\_\_\_\_\_

Number of employees retained if  
business receives loan

Full Time      Part Time

\_\_\_\_\_

Has the business ever been subjected to criminal or civil fines and penalties including from City of Springfield code or regulatory violations? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

**BUSINESS DESCRIPTION AND SUMMARY OF EXPERIENCE IN INDUSTRY**

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PROPOSED USES OF FUNDS	
AMOUNT OF REQUEST	USE
\$	Payroll expenses
\$	Rent/mortgage
\$	Utilities
\$	Inventory
\$	Working capital
\$	Other(specify):
Total Grant Funds Request (Max \$10,000): \$	

Please specify below the jobs your business intends to retain through the funds provided by this program.	
Position Title:	Hours Worked per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Please indicate any additional jobs retained on a separate sheet	

### **EMERGENCY NEED**

1. Describe the negative impact the COVID-19 pandemic has had on your business. Include the number of employees that have been laid off or maybe be laid off, if any.
2. Explain how the funding will help your business remain viable and prevent further or future layoffs:

### **Other Funds**

1. Describe your business revenues during COVID-19 and during a similar period prior to COVID-19:
2. List all funding you have received, the amount and if those funds have been expended (e.g. PPP, EIDL, Greene County, unemployment insurance benefits, etc.):
3. List any other funding you plan to apply for:
4. Indicate if you are receiving any "Business Interruption Insurance" and the amount:
5. Describe any other gaps in financing you might have to prevent employee layoffs or create new jobs and your plan to fill those gaps:

**APPLICANT STATEMENT:** I hereby certify that the information on this form is complete and accurate. I understand that the information provided may be subject to further verification by the City of Springfield. If necessary, I will provide any additional information requested to verify this data. I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary. Please provide signatures of all members of the business with 20% or more ownership.

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

**Please provide signature(s), printed name(s), and title(s) of additional owners on separate page (if applicable).**

**Please submit the following documents along with application**

	Small Business Relief Grant Application (this document)
	Owner Income(s) self-verification form
	Owner's last two years of recently completed IRS Form 1040 (all owners 20% of business or more) along with two years of the most current business returns
	Business Operating Agreement– (for businesses with multiple partners)
	Copy of insurance (or indicate you are willing to obtain)
	Previous eight weeks of payroll prior to application along with eight weeks of payroll pre-COVID
	Profit/loss statements showing revenues and expenses from 2019 and 2020 and any available months for 2021
	Criminal Background Disclosure form

## HUD NATIONAL OBJECTIVE

HUD program rules state that in order to be eligible for funding, every CDBG-funded activity must meet a National Objective. For this program you must qualify as a low-mod owner (below 80% of Median Income—see chart below) or one of the following criteria must be met.

- The funding requested will assist you in retaining jobs that would have been lost
- The funding requested will assist you in creating new jobs

### 80% OF MEDIAN INCOME

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	9 Person
\$36,600	\$41,800	\$47,050	\$52,250	\$56,450	\$60,650	\$64,800	\$69,000	\$73,150

**NOTE-** Staff will follow-up with applicants for required additional information and documents after application submission, including income self-certification forms for all employees.

**Email completed application and any requested attachments to:**  
[chagler@springfieldmo.gov](mailto:chagler@springfieldmo.gov)

## **Business Owner Income Documentation and Conflict of Interest Certification**

**INCOME** is defined as the annual gross income (before deductions) of all family and non-family members 18+ years old living in the household. All sources of income must be counted from all persons in the household based on the anticipated income expected in the next 12 months.

**Please circle the number of family members in your household and then move across and circle whether your household income is less than the amount listed or above the amount listed:**

Number of Family Members in Household (Select one)	Annual Income	
	Select Which Household Size and Income Applies to You	
1	\$36,600 or less	Above \$36,600
2	\$41,800 or less	Above \$41,800
3	\$47,050 or less	Above \$47,050
4	\$52,250 or less	Above \$52,250
5	\$56,450 or less	Above \$56,450
6	\$60,650 or less	Above \$60,650
7	\$64,800 or less	Above \$64,800

**Please check your ethnicity (pick 1 of 2):**    ☐ Hispanic/Latino    ☐ Non-Hispanic/Latino

**Please check your race (pick 1 of 10 choices):**

- |  |   |
|--|---|
| <input type="checkbox"/> White   | <input type="checkbox"/> Black or African American              |
| <input type="checkbox"/> Asian   | <input type="checkbox"/> American Indian/Alaskan Native         |
| <input type="checkbox"/> Asian & White   | <input type="checkbox"/> American Indian/Alaskan Native & White |
| <input type="checkbox"/> Native Hawaii/Other Pacific Islander                    | <input type="checkbox"/> Black/African American & White         |
| <input type="checkbox"/> American Indian/Alaskan Native & Black/African American | <input type="checkbox"/> Other Multi-Racial                     |

**APPLICANT STATEMENT:** I hereby declare that any person(s) employed by the City of Springfield, who has direct or indirect personal or financial interest in this application or in any portion of the profits that may be derived there from, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of). An example of a direct interest would be a City of Springfield employee or City of Springfield Council Member, who would be paid to perform services under this proposal. An example of indirect interest would be a City of Springfield employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt, please disclose to the extent known).

**Name:** \_\_\_\_\_ (printed)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disclosed Conflict of Interests:**

\_\_\_\_\_

**Name:** \_\_\_\_\_ (printed)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disclosed Conflict of Interests:**

\_\_\_\_\_



**CITY OF SPRINGFIELD  
DEPT OF PLANNING & DEVELOPMENT  
SMALL BUSINESS COVID-19 GRANT PROGRAM  
JOB RETENTION RECORD**

**NAME OF EMPLOYER:** \_\_\_\_\_

**NAME OF EMPLOYEE:** \_\_\_\_\_

**ADDRESS OF EMPLOYEE:** \_\_\_\_\_

\_\_\_\_\_

**DATE EMPLOYED:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**Full Time** \_\_\_\_\_

**Part-Time** \_\_\_\_\_

**Hrs/Week** \_\_\_\_\_

**Male** \_\_\_\_\_

**Female** \_\_\_\_\_

**White** \_\_\_\_\_

**Black** \_\_\_\_\_

**Indian** \_\_\_\_\_

**Asian** \_\_\_\_\_

**Hispanic** \_\_\_\_\_

**Other** \_\_\_\_\_ (\_\_\_\_\_)

**Is employee head of household?**    **Yes**    \_\_\_\_\_    **No**    \_\_\_\_\_

**Total number of persons in household** \_\_\_\_\_ **(include yourself, spouse, children & others)**

**Current Household Income:**    **\$** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**EMPLOYER SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_  
**Date**



## Criminal Background Disclosure for the City of Springfield

Applicant: \_\_\_\_\_

Project Address: \_\_\_\_\_

All applicants must provide and certify their complete adult criminal conviction record from age 17. This form must be completed by all loan applicants and must include all criminal convictions other than minor traffic violations.

I have NEVER been **convicted of** or **pled guilty** to felony and/or misdemeanor offense(s) in

Federal: ☐ State: ☐ or Municipal court: ☐

I have been **convicted of** or **pled guilty** to felony and/or misdemeanor offense(s) in

Federal: ☐ State: ☐ or Municipal court: ☐

Are you currently on probation? ☐ YES ☐ NO

Are you subject to a lifetime registration requirement under a state sex offender registration program? ☐ YES ☐ NO

I have attached the papers that show the punishment the court(s) imposed on me for the above offense(s). ☐ YES ☐ NO

I understand that my failure to truthfully complete this disclosure and attach any relevant documents means that my loan application will be automatically rejected. I also understand that if this disclosure proves to be untruthful or incomplete after I receive a loan, I must return the loan in full with any accrued interest upon demand.

**The City is authorized to conduct a criminal background check of the applicant and any guarantors.**

\_\_\_\_\_  
Applicant

In witness whereof I have hereunto subscribed my name and affixed my official seal this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Missouri