

# Castle Hills COVID-19 Small Business Reinvestment Program

## Overview

In response to the COVID-19 crisis, the City of Castle Hills has developed the Castle Hills Small Business Reinvestment Program (CHSBRP) to assist small businesses within the City of Castle Hills during this unprecedented pandemic. The Castle Hills Small Business Reinvestment Program is a local economic development program authorized under Chapter 380 of the Texas Government Code to help reduce the strain of the COVID-19 crisis and subsequent state and local emergency orders that have adversely affected local small businesses. The CHSBRP may provide up to \$55,000 in government-funded grants to businesses located in the City of Castle Hills.

## Review Process

Applications must be submitted by September 18, 2020 or as early as possible to ensure staff is able to review and verify applications. City officials, under the direction of the City Manager, will review all applications thoroughly to ensure eligibility of each submission, completeness of application, and that all required supporting documents are included. Applicants will receive notification of their application status within ten (10) business days with final selection prior to September 30, 2020. The City reserves the right to request additional information or clarification from any applicant.

## Eligibility / Qualifications

To assist our businesses in these uncertain economic times, the City of Castle Hills developed the CHSBRP to aid small, independently owned and operated businesses employing between 1 – 10 full-time employees. Eligible industries include retail, food and beverage, personal care (barber shop, nail salons, etc.), health/wellness, small manufacturing businesses, and non-profit organizations. National chains, financial institutions, professional services (physicians, clinics, dentists, attorneys, engineers, architects, insurance agencies, etc.) and apartment complexes are not eligible for grants.

Grants will be awarded prior to September 30, 2020. Individual grants will range in value from \$2,500 - \$15,000 and will be based on such factors as need, location, planning, eligibility and availability of funds.

Eligible expenses allowed under the program include:

- Rent or Mortgage;
- Employee Assistance (salaries, insurance, paid leave, etc.);
- Utilities;
- Debt incurred as a result of COVID-19 crisis;
- Additional expenses or business needs as approved by the City of Castle Hills.

Small businesses seeking grants must meet the following criteria:

- Located and publicly accessible within the City of Castle Hills;
- Less than \$1,000,000 in annual revenue
- Will remain open for three months or reopen in the same location or other location within City of Castle Hills;
- Demonstrates at least a 15% loss in revenue or employment in the period beginning March 1, 2020 and ending September 30, 2020;
- Employed less than 10 full-time employees at all business locations;
- Must be in good standing with the City of Castle Hills regarding licensing and permits;
- Engaged in activities that are legal under state and local law;

Grant Verification Process – Required Documentation. The following documents should be provided as exhibits to the application at the time of application:

- Driver's License / State ID;
- W-9;
- Proof of business address;
- Business entity formation documents: document from Bexar County and/or Secretary of State with date of formation;
- 3 months of business operating bank statements to prove losses (demonstrating expenses and revenues after March 1, 2020);
- If last three months do not show the business revenue level prior to COVID-19, additional business statements from December 2019 to February 2020 will be required;
- Employers: list of employees from payroll system for 2019 & 2020;
- Employment Documentation with IRS 940 and 941 for all of 2019 and Q1 and Q2 of 2020;
- Closing of Non-Essential Business Documentation (if applicable);
- Most recent business and individual tax return to determine business revenue;
- Documentation, receipts and/or invoices for the items they seek reimbursement for to receive funds.

#### Program Information and Assistance

- Ryan Rapelye, City Manager (210) 293-9673