



# City of Live Oak

BUSINESS  
ASSISTANCE  
GRANT





# Business Assistance Grant

**LIVE OAK, TEXAS** — Small businesses in the City of Live Oak, like small businesses throughout the country, are suffering financial hardships as a result of the COVID-19 pandemic. As a result, many small businesses will experience significant revenue losses. Recognizing the unprecedented financial impacts to the local economy and to our community's small businesses, the Live Oak City Council and Economic Development Corporation has approved an initial funding of \$300,000 to establish the Business Assistance Grant program.

As part of an overall strategic priority of fostering economic vitality, the City Council & LOEDC adopted a goal to strengthen the City's employment base. We feel strongly that the Live Oak business community now needs our support during this extraordinary health crisis.

Developed by the City Council and Live Oak Economic Development Corporation, (LOEDC), the grant will provide short-term, immediate financial aid to small businesses who meet certain criteria and have sustained economic losses due to the COVID-19 pandemic. Providing a maximum award total of \$5,000 per business, applicants may qualify for grant funds in two categories: **Lease/Mortgage Assistance, Payroll Assistance.**

**Qualifying criteria includes but is not limited to:**

- Must be a locally owned, independent business responsible for all revenues and expenses.
- Must have 50 or fewer FTE (Full time equivalent) for payroll as of April 1, 2020.
- Must have a current or anticipated revenue decline beginning March 1, 2020 resulting from COVID-19 impacts.
- Must have a physical and publicly accessible location within the City of Live Oak in a commercial building or business district with a valid Certificate of Occupancy.
- Must have been in continuous operation for a period of at least six months prior to the application date.
- Cannot be a home-based business.

"On behalf of the Live Oak City Council and the Live Oak Economic Development Corporation, we want to thank each of you for your dedication during this unprecedented time. This program will allow small business owners to retain employees and make their lease payments.

For more information or to apply, go to [www.Liveoaktx.net](http://www.Liveoaktx.net). Funding is available on a **first come, first serve basis**, applications will be accepted beginning at 12:00 pm. April 29<sup>th</sup> through 5:00pm May 8th. Contact staff at 210-653-9140, ext. 2219 or 2286.

# Quick Reference

## **PURPOSE:**

The City of Live Oak and the Live Oak EDC have created the Business Assistance Grant recognizes that small businesses are suffering from financial impacts of the COVID-19 pandemic. The EDC Board of Directors, and the Live Oak City Council feel strongly that the Live Oak business community needs our support during this extraordinary health crisis. The Business Assistance Grant was developed to provide short-term, immediate financial aid to small businesses who have sustained economic losses due to the COVID-19 pandemic. It is not intended to be the sole source to sustain a business during this health crisis. Businesses are encouraged to seek out additional sources of stop-gap funding in addition to this grant.

The stimulus program provides a maximum award total of **\$5,000.00** per business for economic losses sustained as a result of the COVID-19 pandemic. Applicants may qualify for grant funds in two categories: Lease/Mortgage Assistance and Payroll Assistance.

## **CRITERIA:**

This program is open to all non-home based, small businesses located within the City of Live Oak who meet the following criteria:

- 1. Must have 50 or fewer FTE (Full time equivalent) for payroll as of April 1, 2020.**
- 2. Must have a physical and publicly accessible location within the City of Live Oak in a commercial building or business district with a valid Certificate of Occupancy, and must have been in continuous operation for a period of at least six months prior to the application date.**
- 3. Must be in good standing with the City of Live Oak with respect to taxes, fees, utility payments, and other financial obligations to the City.**
- 4. Must have current or anticipated revenue decline beginning March 1, 2020 resulting from COVID-19 impacts.**
- 5. Must be a locally owned, independent business responsible for all revenues and expenses.**
- 6. Must have sustained a financial loss as a result of the COVID-19 pandemic.**

### **EXCLUSIONS:**

Home-based businesses and non-profit organizations are specifically excluded from the grant.

### **NOTE:**

Participation in this grant may or may not affect your eligibility to participate in the Paycheck Protection Loan Program as managed by the Small Business Administration, relief under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, or other forms of federal or state aid.

### **Please see:**

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program-ppp> for more information.

### **PRIVACY INFORMATION:**

Information provided in this application may be considered public records and may be subject to public disclosure through the Texas Public Information Act. The LOEDC will endeavor to retain all submitted information on a confidential basis to the extent allowed by law. If submitted information is considered by the applicant to be confidential or protected as a trade secret, the information must clearly be marked as such.

## **GRANT DESCRIPTION**

### **WORKING CAPITAL:**

The grant is available to all non-homebased small businesses in the City of Live Oak with 50 or fewer employees. Categories of eligible small businesses include: retail (storefront), restaurant/food business; personal care (barber shop, nail salons, spas, etc.); healthcare and social assistance (childcare, etc.); art galleries and performance venues; and small manufacturing businesses.

Funding can be used for working capital for personnel costs, rent/mortgage, utilities, etc. for existing small business enterprises within the City of Live Oak. **Grants will be issued by first come, first serve basis.**

# Application Process

## **APPLICATION PROCESS:**

Applicants may apply online. Applications will be reviewed on a **first come, first served basis**. Grants will be awarded until approved funding is exhausted or the grant program is ended, whichever occurs first. Applications will be accepted during the Open Enrollment. Continued funding of this grant is not guaranteed.

## **SUSTAINABILITY:**

Applicant agrees that if awarded, the business will remain open with current staffing and business operations for a minimum period of 3 months following the award of the grant program.

## **REQUIRED DOCUMENTATION:**

1. **Taxable Retail Sales in March 2020 and March 2019, or other evidence of gross revenue decline beginning March 13, 2020.**
2. **Lease, Mortgage or other documentation as proof of Lease or Mortgage**
3. **Proof of Payroll for period closest to April 1, 2020 or IRS Form 941**
4. **Proof of receipt of or application for other forms of federal aid.**
5. **Additional information, documentation or clarification may be requested.**
6. **Current copy of Certificate of Occupancy.**
7. **Attach completed W-9.**

## **PROGRAM LIMITATIONS:**

The Live Oak Business Assistance Grant program is not intended to and shall not be construed to confer any right, interest or entitlement to any person or business entity, and any or all grants under this program may be suspended, revoked or cancelled at any time. Applications for grants will be uniformly considered based on compliance with eligibility criteria and on a **first come, first served basis only**; awards will not be given nor considered on the basis of age, race, ethnicity, religion, sex, or any legally protected classification. Due to limited funding, no person or business entity will be allowed overlapping awards or more than one award, nor more than the maximum allowable grant. The LOEDC reserves the right to decline any application for any non-discriminatory reason or to approve and provide grants of less than the maximum amount.

Following an award, if any one or more of the Criteria is not met or it is discovered that an application contains materially false or misleading information, then as a condition of an award and of this program, the applicant shall immediately refund all grant payments previously made and all costs incurred by the City and/or LOEDC, including reasonable attorney's fees. By submitting an application or by accepting an award, it is an express condition that the applicant and recipient indemnify, defend, release and hold harmless the City, LOEDC, and its members, officials, employees and representatives from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly or indirectly arising from or in connection with any act, omission or conduct of the City and/or LOEDC.

**OPEN PERIOD: 12:00 p.m., Wednesday, April 29, 2020 until 5:00 p.m., Friday, May 8th, 2020.** Grants will be reviewed and awarded at a special meeting of the Live Oak Economic Development Corporation on May 15, 2020. Disbursements will follow as quickly as possible after grants are approved.

# Business Assistance Grant

## Checklist

- ☐ Taxable Retail Sales in March 2020 and March 2019, or other evidence of gross revenue decline beginning March 13, 2020
- ☐ Lease, Mortgage or other documentation as proof of Lease or Mortgage
- ☐ Proof of Payroll for period closest to April 1, 2020 or IRS Form 941.
- ☐ Proof of receipt of or application for other forms of federal aid.
- ☐ Additional information, documentation or clarification may be requested.
- ☐ Copy of current Certificate of Occupancy
- ☐ Attach completed W-9

### Evaluation Criteria (Inter-office use only)

Evaluation Factor	Possible Points	Score
Must have 50 or fewer FTE (Full time equivalent) for payroll as of April 1, 2020.	10	
Must have sustained a financial loss as a result of the COVID-19 Pandemic	20	
Provided <u>ALL</u> required documentation with the stimulus grant application	30	
Must have a physical and publicly accessible location within the City of Live Oak in a commercial building or business district with a valid Certificate of Occupancy, and must have been in continuous operation since <b>December 31, 2019.</b>	40	
<b>TOTAL SCORE RECEIVED</b>	<b>100</b>	

# Application

## APPLICANT/TENANT

**Applicant's Name:** \_\_\_\_\_

**Applicant's Daytime Phone:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Business Category:** \_\_\_\_\_

## APPLICANT — BUILDING /PROPERTY OWNER

**Building/Property Owner's Name:** \_\_\_\_\_

(if a partnership, corporation, etc., list each officer name and title)

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

### Documentation to be attached to application

- Taxable Retail Sales in March 2020 and March 2019, or other evidence of gross revenue decline beginning March 13, 2020
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## BUSINESS IMPACT DUE TO COVID-19

**Provide a brief description of the impacts to your business from COVID-19 and the intended use of the grant funds:**

How many Full Time Equivalent employees did the business have on March 1, 2020? \_\_\_\_\_

## PROPOSED GRANT TIMELINE

April 29<sup>th</sup> – May 8<sup>th</sup> 2020 – Live Oak Business Assistance Grant application period opens.  
April 29<sup>th</sup> – LOEDC staff push information via social media, website and email.  
May 8<sup>th</sup> – Grant Committee begins reviewing application for required criteria.  
May 12<sup>th</sup> – City Council completes second reading of Resolution.  
May 13<sup>th</sup> – LOEDC considers applications for approval.  
May 15<sup>th</sup> – Grant checks are processed and mailed.



## TERMS & AGREEMENT

In the event of Default by the Company the Corporation shall, as its sole and exclusive remedy for Default hereunder, have the right to terminate this Agreement and to recapture one hundred percent (100%) of the Small Business Grant plus two percent (2.00%) annual interest if the Default occurs prior to September 30, 2020 and fifty percent (50%) of the Small Business Grant plus two percent (2.00%) annual interest if the Default occurs after September 30, 2020 or prior to December 31, 2020 (the "Recapture Amount"). The Recaptured Amount shall be paid by the Company within one hundred twenty (120) days after the date the Company is notified by the Corporation of such Default (the "Payment Date"). In the event the Recaptured Amount is not repaid by the applicable Payment Date, the unpaid portion thereof shall accrue interest at the rate of five percent (5.00%) per annum from the Effective Date until paid in full. The grant will be 100% forgiven if the business continues to operate through December 31, 2020.

I have read and agree to the terms and conditions set forth above. I understand that my request will be evaluated and recommendations made as to approval of this Business Assistance Grant. I understand that the submittal of this application in no way guarantees me a grant from the Live Oak Economic Development Corporation. I understand that additional information may be requested as needed. The Live Oak Economic Development Corporation reserves the right to reject any and all applications at its sole discretion. All information is provided is true and accurate and financial information has not been manipulated to exaggerate the financial duress of this business.

- ☐ I agree to the above statement.
- ☐ I am authorized to submit this application on Behalf of the business.
- ☐ If awarded a grant, I will provide documentation to the LOEDC demonstrating 100% of awarded funds were spent on eligible expenses.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant Date

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Title of Applicant

**Return the completed application, Checklist attachments, and related materials to:**

**The City of Live Oak**  
**8001 Shin Oak Drive, Live Oak, Texas 78233**  
**Attn: LOEDC Business Assistance Grant**  
**or email to: [dlowder@liveoaktx.net](mailto:dlowder@liveoaktx.net)**