



# **CITY OF JEFFERSONVILLE**

City of Jeffersonville  
COVID-19 Small Business Grant Program  
Guidelines and Criteria

The Commission has established a COVID-19 Grant Program to provide financial assistance to small, local businesses within the City of Jeffersonville, Indiana. The assistance will be in the form of a grant to businesses who currently employ Low to moderate income employees according to the State of Indiana guidelines, and are willing to commit to retaining and fully funding these positions during the COVID 19 pandemic in exchange for grant funds. These funds can be utilized for working capital to continue operations as well as to support remote working conditions in order to retain these positions.

The Low to Moderate income requirements are as listed below and the business applying must have at least 51% of the employees working for their business qualify as LMI. They will be required to fill out a FTE calculation sheet for all employees.

	1 Person @ 80%	2 Person @ 80%	3 Person @ 80%	4 Person @ 80%	5 Person @ 80%	6 Person @ 80%	7 Person @ 80%	8 Person @ 80%
2019 CDBG Income Limits								
Metro Stats Area	42,800	48,900	55,000	61,100	66,000	70,900	75,800	80,700
Louisville KY-IN MSA	42,800	48,900	55,000	61,100	66,000	70,900	75,800	80,700

**Eligible Businesses:**

Eligible businesses include those engaged in small or emerging business, can't have more than 100 employees and employee low to moderate income

**U.S. Citizenship Requirement:**

To be eligible for the RLF program, at least 51% of the outstanding interest in the project must be owned by those who are citizens of the United States or reside in the United States after being legally admitted for permanent residence.

**Eligible Project Costs:**

- Working capital
- Continuity of operations
- Support remote work

**Prohibited use of Funds:**

- Pay past due taxes

- Businesses sexual in nature
- To pay dividends or repay individual's equity
- To pay personal or business credit card debt

**Applicant:**

- All eligible individuals or corporations applying for loans from the City of Jeffersonville's COVID-19 Grant Fund must submit a completed application available from the City's Office of Economic Development on the City's webpage at [www.cityofjef.net](http://www.cityofjef.net)
- All application fees have been waived for this program.
- Applicant must be at least 18 years of age.
- All Corporations requesting Grant Funding must be in good standing with the Secretary of State of Indiana and be properly filed with a current status.
- Credit report from a recognized source.
- Business must be located within the Jeffersonville City Limits.

**Required Documents:**

- Current Business Plan that addresses COVID-19 disaster operations
- Entity documents: EX: Certificate of Existence, Partnership Agreement, Articles of Incorporation to include Bylaws, Articles of Organization to include Operating Agreement.
- Proof of last 3 months of payroll proving at least 51% of employees qualify as LMI state standards.

	A	B	C	D	E	F	G	H	
1	<b>2019 CDBG Income Limits</b>								
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- Most current interim financial statements (income statement and balance sheet) no more than 90 days old
- Copies of previous three years of company federal income tax returns
- Copies of previous three years of personal federal income tax returns
- If Grant is a corporation, a corporate resolution authorizing the grant will be required. EX: minutes.
- Completed application

- Full description of how funding will be utilized to keep businesses ability to retain LMI employees during COVID -19 pandemic.
- Narrative of need and impact of COVID-19 Grant for the business including (if available) percentage (%) decline in revenue comparing same month last year with same month this year, and any other comments.
- Projected detailed budget of how funding will be utilized.

### **Grant Review Committee and Approval Process:**

The Jeffersonville Economic Development Revolving Loan Committee shall consist of five (5) Committee members that currently serve on the existing Revolving Loan Committee. If for some reason due to the current COVID-19 situation and the short, time sensitive nature for this particular grant program that the members of said committee cannot meet then the Mayor reserves the right to appoint a temporary replacement to the committee to expedite the grant process as the need is immediate for most businesses.

- The Committee will meet immediately after final deadline date to review and score the applications based on the greatest anticipated economic impact for the community. Some but not all of the criteria to be considered in determining economic impact include number of LMI jobs saved, and benefits paid to employees as well as other impacts to the local community.
- Applications of equal economic impact will be funded in date order of application was received.
- In accordance with Federal Law and U.S. Department of Agriculture policy, the grant committee will not, nor will the Director of Economic Development or his designee discriminate on the basis of race, color, national origin, sex, religion, age, disability or marital or family status.
- The Grant Committee will be responsible for determining priorities of application to be funded. Eligibility of applicants will be determined as quickly as the staff and committee can review and score the applicants that have submitted a fully completed application. The application will be considered complete when all information needed by the Grant Committee to make a decision is received. Incomplete applications will not be considered and can be disqualified by the committee.

- City Attorney or designee will prepare the Grant Agreement, and any related Grant documents.
- The Finance Department will prepare check, give to Director of Economic Development to give to grantee.
- If funds need to be dispersed in phases, the Director of Economic Development is responsible for monitoring progress of project.
- No Grant shall be made without sufficient funds available in the applicable account.

### **Reporting Requirements for Grant Awardees:**

- All awardees will be required to submit a monthly report of grant related activity as instructed in Grant Agreement for two years.
- The grant recipient will also be required to close-out the grant at the end of grant period. The instructions and documents for close-out will be provided.
- The Redevelopment Commission will be available for questions and assistance throughout the grant period.

The scoring criteria will be used to score completed applications and determine funding amounts.

- **Complete Application Submitted- 10%**  
Application required follow up but, met minimum criteria-5 points.  
Complete application submitted, with no follow up needed-10 points.
- **% of Revenue Lost – 40%**  
20%-30%- 10pts  
31%-50%- 20 pts  
51%-70% - 30 pts  
71%-100% - 40 pts
- **Mandated Closed or Reduced Capacity – 20%**  
Other COVID-19 impact- 5 pts  
Capacity reduced by Governor’s Executive Orders- 10 pts  
Mandated closed by Governors Executive Orders- 20 pts
- **Monthly Rent or Mortgage Expense – 20%**

1 point per \$100 in rent or mortgage Expense  
Maximum 20 total points

- **Number of Employees- Full Time Payrolled Employees (not 1099) + Part-time**  
1 point per full-time employee (business owner is included as an employee)  
½ point per part-time employee  
Maximum 10 total points
- Additional consideration for veteran, woman, minority owned businesses with proof of status.