



Hutchinson CDBG-CV Childcare Provider Grant Program Guidelines

Funded by:
Community Development Block Grant
Coronavirus Response
(CDBG-CV)

Approved by:
Kansas Department of Commerce on June 2, 2020

Applications Due – Tuesday, September 15, 2020 at 5:00 p.m.

For Office Use Only: Date and Time Received:	
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HUTCHINSON SMALL BUSINESS EMERGENCY RELIEF GRANT PROGRAM COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE (CDBG-CV)



APPLICATION



I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

On June 23, 2020, the City of Hutchinson allocated \$12,500 of CDBG-CV grant funds to assist childcare providers who employ persons from low to medium income households. The City of Hutchinson is accepting applications from childcare providers that meet the following requirements:

- Must be physically located in Hutchinson;
- Must have one to fifty employees;
- Must have at least 51% full-time equivalent jobs for persons from low to medium income households;
- Must provide proof of financial hardship due to COVID-19;
- Must submit the application and all required supporting documentation; and
- Must disclose if they have received capital through alternative sources (e.g. Economic Injury Disaster Loan (EIDL) or Payroll Protection Program (PPP) Loan) at the time of application submittal.

B. AVAILABLE FUNDING

The program is based on the availability of CDBG-CV funds, program guidelines, and submission of all required information. Based on the criteria stated above, applicants may receive a grant of up to two thousand five hundred dollars **(\$2,500)**.

Grant funds are to be used for working capital such as employee wages, rent, mortgage payments, and utilities. The City anticipates being able to assist approximately five (5) childcare providers within the City of Hutchinson with the funds allocated for the program.

C. FEDERAL HOUSING AND URBAN DEVELOPMENT (HUD) REGULATIONS

- 1. NATIONAL OBJECTIVE:** To be considered for CDBG-CV funding a program or project must first meet the following National Objective:

a. **Benefit to Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI). For Reno County the LMI standards are as follows:

Size of Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
80% of AMI	36,200	41,400	46,550	51,700	55,850	60,000	64,150	68,250

2. LIST OF INELIGIBLE CDBG-CV ACTIVITIES

- a. Any activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus
- b. Reimbursement for expenses that have already be accrued – other than rental assistance prior to March 1, 2020
- c. Income payments prior to March 1, 2020
- d. Supplanting or substituting expenses currently paid for by other sources
- e. Must not have received COVID-19 disaster assistance from other sources for the same recovery purpose and the total assistance received is more than the total need
- f. Political activities and lobbying
- g. Purchase of equipment, specifically for construction, unless it is specifically related in response to COVID-19

D. APPLICATION GUIDELINES

1. **CDBG-CV Application:** Provide an eligible CDBG-CV program that serves low to moderate-income residents or businesses. Please complete and submit the CDBG-CV Application and relevant attachments.

2. FUNDING REQUEST RESTRICTIONS

- a. Maximum Grant Request: **\$2,500** for expenses that occur on or after March 1, 2020.

3. SUBMISSION GUIDELINES

All applications must follow the following guidelines:

- a. Only one application per childcare provider will be accepted; previous CDBG-CV grantees are ineligible for additional funding;
- b. Required and supporting documents shall be labeled and attached to the application prior to the deadline or your application will be considered incomplete;

- c. The full application with signature must be submitted to Ryan Hvitlök, Director of Planning & Development via email at ryan.hvitlok@hutchgov.com, via mail at P.O. Box 1567 Hutchinson, KS 67504, or in-person at the Hutchinson Planning & Development Department, 125 East Avenue B.
- d. This grant program is limited to childcare providers of up to 50 employees who employ at least 51% of their employees from LMI (low to medium income) households. **An employee certification form (attached) must be filled out by each employee counted as LMI.**

E. DEADLINES

1. SUBMISSION DEADLINES: Tuesday, September 15, 2020 by 5:00 p.m.

LATE APPLICATIONS WILL BE CONSIDERED ONLY IF FUNDING IS AVAILABLE AFTER THE FIRST ROUND OF AWARDS

F. REVIEW PROCESS AND SCORING

1. REVIEW PROCESS

All complete applications submitted by the deadline above will be reviewed by the CDBG-CV Grant Committee for eligibility. If the amount of requested funding exceeds the available funding, the committee will score all applications based on the scoring categories. Staff will prepare a list of the recommended applications, including any scoring, for City Council review and approval.

A program timeline for the CDBG-CV Process is below but subject to change pending Kansas Department of Commerce’s timeline:

September 1, 2020	Applications are available
September 15, 2020	Applications DUE by 5:00 p.m.
Week of September 21, 2020	CDBG-CV Grant Committee reviews & scores all applications, if needed
October 6, 2020	City Council reviews and approves grant awards

2. SCORING CATEGORIES AND POINT DISTRIBUTION

Applications will be rated and ranked based on their responses to the application elements.

Business has not received Federal Support for COVID-19 (PPP loan, EIDL, etc.)	5 points for no federal support received 0 points if federal support received
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Percentage of FTE employees who are LMI	5 points for greater than 67% 2 points for 60% to 67% LMI employees
Overall Application Quality	Up to 10 points

G. POST AWARD AND SUB-RECIPIENT CRITERIA

All awards are subject to the City’s receipt of its CDBG-CV appropriation from the Kansas Department of Commerce.

The City of Hutchinson is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and, in a manner, to maximize low- and moderate-income public benefit. Monitoring each grant recipient ensures that the goals and objectives of the CDBG program are met.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG-CV funds. The forfeited funds will be then returned to the CDBG-CV program for reallocation.

- CDBG-CV funds shall not be used for any costs incurred prior to March 1, 2020.
- CDBG-CV recipients must complete their program by June 15, 2021.
- CDBG-CV recipients will be required to maintain accurate records documenting that the funds received were used for the prevention of, preparation for, response to the Coronavirus AND records documenting targeted populations and/or areas being served by this program.
- Recipients may be asked to provide a final summary reporting all accomplishments and outcomes to be provided to the City and the Kansas Department of Commerce. This includes a description of the impact or outcomes of this program.

Signature of the Executive Authority

My signature below confirms that I have read and understand the guidelines set forth on this application. If my application is approved, I will adhere to the terms described in the application and use the funds according to these guidelines and the guidelines set for by the Federal Housing and Urban Development. I will be able to provide the appropriate documentation to the City on the funds used for the stated purpose. I further acknowledge that I have not received other COVID-19 disaster assistance funds for the same recovery purpose as set forth in this application. Failure to meet these guidelines will require me to forfeit the funds to the City of Hutchinson upon City’s request.

Name

Title

Signature

Date

CDBG-CV Business Application

Date:

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		RACE/ETHNICITY:
	<input type="checkbox"/> Male		<input type="checkbox"/> White
	<input type="checkbox"/> Female		<input type="checkbox"/> Black/African American
	VETERAN		<input type="checkbox"/> Asian
	<input type="checkbox"/> Yes		<input type="checkbox"/> American Indian/Alaskan Native
	<input type="checkbox"/> No		<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	

A copy of your 2019 Business Tax Return must be included with your application.

<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>	