



Dickinson Economic Development Corporation
Emergency Business Recovery and Expansion Grant Program

Terms and Conditions

Purpose:

The Emergency Business Recovery and Expansion Grant Program (the “Project” or the “Program”) is found by the Board of Directors of the Dickinson Economic Development Corporation to be suitable for the recovery and/or expansion of Dickinson businesses that have suffered due to the state of emergency caused by the COVID-19 pandemic. Under Section 505.158 of the Texas Local Government Code, the Project will provide expenditures for the recovery or expansion of qualified businesses who have suffered financially from required business closures and shortened operating hours causing employee layoffs and terminations due to the COVID-19 pandemic. Eligible businesses must maintain a physical business address within the city limits of Dickinson that is not based in a home or residence and have fifty (50) or fewer employees. Qualified applicants will be eligible for grants paying up to two (2) months’ salaries, rent, utilities, and other normal operating expenses for the months of March through May, 2020 up to a maximum of \$7272.00. The total funding for the Project shall be capped at four hundred thousand dollars (\$400,000).

Deadlines:

Applications must be submitted to the Dickinson Economic Development Corporation c/o the CEO prior to **5:00pm on June 30, 2020**. Grants will be awarded by DEDC on July 27, 2020 and funded by the City of Dickinson on or about July 31, 2020. The grant funds will be available until all such allocated funds are distributed. Grant recipients will be notified in writing by a member of the Grant Review Committee or DEDC employee upon approval.

Program Requirements:

- a. Eligible businesses are any business, non-profit organization, veterans’ organization, or Tribal business that prior to March 15, 2020, maintained a physical business address within the city limits of Dickinson, Texas and that must have employed fifty (50) or fewer employees. An applicant must demonstrate that

the COVID-19 emergency has had a significant, material, and continuous negative impact on the revenues of its business. Such impact may be forward-looking based on recent governmental restrictions on business operations.

- b. An applicant must provide a detailed summary and recovery plan that includes its anticipated uses for the proposed grant funding based on historical operating data.
- c. Applicant must sign a Performance Agreement and provide DEDC its most recent payroll schedule, list of positions laid off, a list of positions to be retained and/or employees re-hired and hired for at least one year from the date of this Agreement, expected rent or mortgage payments, utilities anticipated during its recovery and expansion, and other normal operating expenses. The Applicant must agree (in the Performance Agreement) to provide the DEDC access to its business records or documentation verifying its utilization of grant funds for recovery, expansion and retention and/or re-hire of its employees for at least one-year from receipt of the grant funds to ensure compliance with the Performance Agreement.
- d. The Performance Agreement will include terms under which repayment must be made if the business does not meet the performance requirements specified in the Agreement, as determined by the DEDC.

Ineligible Applicants:

1. Businesses receiving assistance from insurance funds are ineligible; the applicant business must include a copy of its business insurance declarations page along with its application, if any.
2. Businesses receiving funds from this particular grant are not allowed to re-apply for this offer, but if future incentives become available and the business qualifies, may be allowed to apply for those.

Guidelines:

The total grant amount for each applicant for this Program solicitation may not exceed \$7,272.00. Less may be applied for. Allocated grant funds will be distributed on a first come, first approved basis.

A grant review committee will evaluate the grant applications and will make recommendations to the DEDC Board of Directors for approval. The grant review committee will give preferred consideration to applicants based on the date and time of receipt of the completed application and any supporting documentation. Grant recipients will adhere to all applicable local, state and federal laws. DEDC reserves the right to award or deny grants in its sole discretion. The grant committee may apply other rules to an application in order to conform to State law.

Applicant businesses shall repay all grant funds should a Chapter 501-505, et seq, Section 505.160 petition be filed within the sixty (60) day publication and protest period, and Applicant business agrees that these funds are being distributed prior to the sixty (60) day public period ending.

Applicants must be in good standing with the DEDC and the City of Dickinson. "Good standing" shall refer to those with no delinquent taxes or City liens filed against the business or business owner, and those in compliance with all DEDC program requirements. No grant will be awarded to any applicant that owes any delinquent indebtedness to DEDC or the City of Dickinson or that is found to be in noncompliance with any DEDC program requirements. Any deviation from the grant requirements may result in the total or partial withdrawal of the grant and repayment of grant funds.

Application Process:

1. Determine eligibility: set up a telephone meeting, if necessary, to discuss the grant process and application with the DEDC Review Committee or staff, as directed.
2. Fill out the application and sign the agreement form. All grant applications must be completed.
3. Return the completed application and direct any questions related to:

Dickinson Economic Development Corporation

c/o Scott Jones, CEO

1621 FM 517 Road East, Suite A

Dickinson, TX 77539

281-337-6105

sjones@ci.dickinson.tx.us

4. The application will then undergo an approval process that includes, but is not limited to:
 - a. The DEDC Review Committee will only consider applications that have been properly and fully completed and which contain all information requested in and with the application.
 - b. All business operation documentation must be current and dated no earlier than ninety (90) days prior to the application.
 - c. Any grant awarded will not be allotted to any business that is not in good standing with the City and the DEDC.
 - d. No applicant has a proprietary right to receive grant funds. DEDC shall consider, for any application, what grant amount would be in the best interest of the business, the Program, the DEDC, and the City of Dickinson.
 - e. The DEDC has the final discretion with regard to funding and reserves the right to approve, recommend modifications to, or reject any grant application.
 - f. Because the purpose of the grant is the recovery and expansion of Dickinson businesses from the effects of the COVID-19 pandemic, a business must remain operational within the city limits of Dickinson for at least one-year from date of receipt of grant funds. If the property owner/applicant sells the business after the approval of grant funds, and the business remains open within the city limits of the City of Dickinson, the grant may be transferrable to the purchaser upon approval of the DEDC Board and a new Performance Agreement with the new business owner. If sold without DEDC Board approval, the grant will be revoked and any grant monies received must be immediately reimbursed by the seller to the DEDC pursuant to the original executed Performance Agreement.
5. An Applicant shall present the DEDC with the following, along with the Application:
 - a. Copies of all documents providing proof of salaries, rent, utilities, and any other normal operating expenses the Applicant is requesting to use the grant monies for, or that are subject to the requirements of the Performance Agreement.
 - b. A copy of all business insurance policies in effect as of 4/1/20, including a copy of the declaration page verifying coverage, policy limits and effective dates.

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Performance Agreement

The undersigned applicant affirms that:

1. The information in the application and all attachments are true and accurate. The location of business I am applying for is within the city limits of the City of Dickinson, Texas.
2. I am not in arrears or delinquent on any debt or monies owed to the DEDC or the City of Dickinson, or any sales taxes or fees collected by the State of Texas.
3. I have met with or spoken with the DEDC Review Committee or a designated representative of the DEDC, if applicable.
4. I fully understand the Emergency Business Recovery and Expansion Grant Program procedures and requirements thereof, and agree to follow them. I agree to provide DEDC with any and all documentation of expenditures for normal business operations.
5. I agree within, but not later than twelve (12) months from receipt of any grant funds, or prior to applying for any additional grant funding, that I will provide the DEDC an itemized accounting of the use of all grant funds received.
6. I intend to use these grant funds, if awarded, to rehire laid off employees, retain employees I would otherwise have to layoff and/or prevent the closing of my business due to the state of emergency caused by COVID-19, and/or to pay salaries, rent, utilities and other normal operating expenses as described in this application for the recovery and expansion of my business in the city limits of the City of Dickinson.
7.
 - a. I have not received FEMA proceeds or other grants, or insurance monies for the business expenses applied for herein.
 - b. I have not received, nor will I receive insurance monies for business continuation or business interruption for the business expenses applied for herein.
8. I understand that, if I am awarded a grant, any deviation from the program and this Agreement may result in the partial or total withdrawal and/or repayment of the grant funds.
9. I understand that, if I am awarded a grant, it is conditioned upon my agreement to rehire laid off employees and/or retain the employees, if any, necessary for the operation of my business and to keep my business open within the city limits of Dickinson for at least one year from receipt of the grant funds. I understand that failure to comply with any provision of this Agreement may result in the requirement to reimburse the DEDC immediately for the full amount of the grant and/or removal of eligibility for any future incentives, Program grants or Projects.
10. I understand that, in an effort to get the grant funds to businesses as soon as possible during the COVID-19 emergency, the DEDC is providing funds prior to the expiration of sixty (60) days from the date of notice to the public set forth in Chapter 501-505, et seq, Section 505.160, and as such, if a Chapter 501-505, et seq, Section 505.160 petition is filed within the sixty (60) day publication and protest period, I agree to repay the grant funds I have received to the DEDC.

Applicant Signature

Date

Name of Business (must be within Dickinson City Limits)

Title

Approved: _____

Declined: _____

Grant Amount \$: _____

DEDC

Date

Anticipated uses of grant funds (Please explain): _____

Detailed recovery plan that includes historical operating data: _____

I certify that I have examined this application and the answers given and the supporting information provided are true, correct and complete to the best of my knowledge. I understand that providing answers or supporting information that the applicant knows are not true, correct, and complete is grounds for disapproval of this application and may be a crime under Texas law.

Signature: _____ Title: _____ Date: _____

You can submit the application with supporting documentation to the Chief Administrative Officer by email at sjones@ci.dickinson.tx.us or you can drop off the application with supporting documentation at Dickinson Economic Development Corporation offices, 1621 FM 517 Road East, Suite A, Dickinson, Texas 77539. (Drop slot is located on the front office entry door)