Osborne County
CDBG-CV (Coronavirus Aid, Relief, and Economic Security (CARES) Act)
CDBG #20-CV-050 Plan

Osborne County has received a Community Development Block Grant to help local for-profit businesses (excluding those within the city limits of Osborne) retain jobs for low-to-moderate income people. CV funding can assist these businesses with issues triggered by the Covid-19 virus and when no other funds are available.

Osborne County will begin accepting applications for CV assistance beginning on July 2, 2020. Applications will be accepted until July 31, 2020. Applications can be picked up and dropped off at the Osborne County Clerk’s office at at 423 W. Main Street, Osborne, Kansas. Applications can also be obtained from the following website: www.osbornecounty.org

After the July 31, 2020 deadline, the CDBG Administrator will review the applications for completeness and eligibility. After that the County will review applications and award funds based on review of demonstrated need. Businesses will be notified in writing of the outcome.

Should additional funding remain after the July 31, 2020 deadline, Osborne County will advertise for a second application period.

Note: The previous questionnaire was only to gauge interest and need in order for Osborne County to apply for the CV funding. A formal application is now required.
CDBG-CV Business Application

Date:

<table>
<thead>
<tr>
<th>COMPANY INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name of Business:</td>
<td>Type of Business:</td>
</tr>
<tr>
<td>Primary Contact Person:</td>
<td>Mobile Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Business Phone:</td>
</tr>
<tr>
<td>Website:</td>
<td>Social Media:</td>
</tr>
<tr>
<td>Home Address of Owner:</td>
<td>Number of Owners:</td>
</tr>
<tr>
<td>Project Site Address:</td>
<td>Duns #:</td>
</tr>
<tr>
<td>Business Structure (LLC, Sole Proprietorship, Inc.):</td>
<td>Is the business located in the same city as the mailing address above? Yes No</td>
</tr>
<tr>
<td>Date Business Established:</td>
<td>Does the applying business have a related operating or holding company? Yes No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voluntary Demographics</th>
<th>GENDER</th>
<th>VETERAN</th>
<th>RACE/ETHNICITY:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Yes</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td>No</td>
<td>Black/African American</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Asian</td>
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<td>American Indian/Alaskan Native</td>
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<td>Native Hawaiian/Other Pacific Islander</td>
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<td>American Indian/Alaskan Native &amp; White</td>
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<td>Asian &amp; White</td>
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<td>Black/African American &amp; White</td>
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<td>American Indian/Alaskan Native &amp; Black/African American</td>
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<td></td>
<td>Other Multi Racial</td>
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<td></td>
<td></td>
<td></td>
<td>Hispanic</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-Hispanic</td>
</tr>
</tbody>
</table>

Total Working Capital Need:

- SBA
- City
- Network Kansas/HIRE
- Chamber of Commerce
- Main Street
- Community Foundation
- E-Community
- MCAC
- Banker/Financing
- Other:

Jobs Retained: Full-time: Part time:

- Will full or part-time jobs be retained as a result of the funds? Yes No Unknown
- Does the business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS? Yes No Unknown

Bank (or other organization) name:

Please call Corina Cox, NWKP&DC, at (785) 421-2151 if you have any questions regarding this application.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide a description of the services provided by your business:</td>
<td></td>
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<tr>
<td>Please provide a short description of how COVID-19 is negatively</td>
<td></td>
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<tr>
<td>impacting the business (e.g. weekly sales average drop for</td>
<td></td>
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<tr>
<td>restaurants, occupancy rate drop for hotels, etc.)</td>
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<tr>
<td>Describe how the use of the CDBG grant fund enhances the ability of</td>
<td></td>
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<tr>
<td>this business to survive.</td>
<td></td>
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<tr>
<td>What types of working capital will the funds be used for (e.g.</td>
<td></td>
</tr>
<tr>
<td>utilities, payroll, inventory)?</td>
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<tr>
<td>Please list any other business resource partners that the business</td>
<td></td>
</tr>
<tr>
<td>is working with, if any, (e.g. small business development centers,</td>
<td></td>
</tr>
<tr>
<td>economic development organization, industry or trade services).</td>
<td></td>
</tr>
</tbody>
</table>

Rev. 6/35/2020
DID YOUR BUSINESS RECEIVE BENEFIT FROM ANY OF THE BELOW PROGRAMS?

- SBA Payment Protection Program Loans
- SBA Economic Injury Disaster Loans
- SBA Express Bridge Loans
- SBA Debt Relief Program
- FEMA Disaster Relief Fund
- FEMA Public Assistance Program
- FEMA Emergency Food and Shelter Program
- TREASURY The Corona Virus Relief Fund
- TREASURY Unemployment Insurance Provisions
- IRS Economic Impact Payments
- USDA Commodity Assistance Program
- USDA Child Nutrition Programs
- USDA Supplemental Nutrition for Women, Infants and Children
- USDA Nutrition Assistance Block Grant to Territories
- USDA Disaster Household Distribution
- USDA Summer Food Service Program
- USDA The Emergency Food Assistance Program
- USDA Pandemic EBT
- USDA Supplemental Nutrition Assistance Program Emergency Allotments
- HHS Community Living Allocation
- LABOR Dislocated Worker Grants

IF SO, PLEASE CIRCLE THE ABOVE PROGRAMS UTILIZED AND LIST BELOW EXACTLY WHAT THOSE FUNDS WERE USED FOR:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

PLEASE NOTE THAT YOU CANNOT APPLY FOR ANY CV FUNDING THAT DUPLICATES THE “ACTIVITY” YOU USED THE ABOVE FUNDS FOR. IE: IF YOU USED PPP, YOUR FIRM IS INELIGIBLE FOR PAYROLL. IF YOU USED EIDL FOR INVENTORY, YOUR FIRM IS INELIGIBLE FOR INVENTORY. CV FUNDS CANNOT BE USED TO PAY FOR EXISTING DEBT.

IS THIS A MICRO BUSINESS (1-5 EMPLOYEES? YES OR NO
IS THIS AN ED BUSINESS (6-50 EMPLOYEES)? YES OR NO
HOW MANY JOBS ARE BEING RETAINED? _____
HOW MANY ARE FTE? ___ HOW MANY ARE PT? ___
OF THE PT JOBS, ARE THEY ¼, ½, ¾ HOURS? Please DESCRIBE: __________________
PLEASE PROVIDE JOB CERTIFICATION FORMS FOR THOSE EMPLOYEES BEING RETAINED ONLY.

DOLLAR AMOUNT OF CV FUNDS YOU ARE APPLYING FOR: ________________________________

CONFLICT OF INTEREST –
ARE YOU A COUNTY COMMISSIONER? Yes___ No___
ARE YOU A COUNTY EMPLOYEE? Yes___ No___
ARE YOU A CITY COUNCIL PERSON? Yes___ No___
ARE YOU RELATED TO ANY OF THE ABOVE? Yes___ No___

IF YES, PLEASE DESCRIBE: _______________________________________________________

___________________________________________________________

ARE YOU CURRENT ON YOUR PROPERTY TAXES? Yes____ No____
IF NO, PLEASE EXPLAIN: ______________________________________________________

INELIGIBLE BUSINESSES
• HOME BUSINESSES SUCH AS MARY KAY, AVON, ETC.
• FARMERS AND RANCHERS
• NON-PROFIT ORGANIZATIONS
• BUSINESSES THAT WERE NOT IN EXISTANCE PRIOR TO 3/1/2020

Note: A business may only apply for and receive CV funds one time.

Please be sure to attach documentation that matches or exceeds the amount of funds you are applying for. If you are applying for payroll, be sure to attach payroll documentation. If you are applying for other working capital needs (inventory, utilities, taxes, etc.), please provide receipts to document all costs. Remember, only expenses after March 1, 2020 are eligible.

Certified by: ________________________________

___________________________
Business Owner

Date: ________________________________
EMPLOYEE CERTIFICATION FORM INSTRUCTIONS

Osborne County has received a grant from the KS Dept. of Commerce Kansas Small Cities CDBG Program to assist with CV funding. The employee job certifications are confidential and are not for public view; they may only be checked by the Kansas Department of Commerce, the Department of Housing and Urban Development and our Grant Administrator. The survey is not to determine the exact income of a household, but rather if the income is above or below the set income limits.

INSTRUCTIONS: Please complete a separate job certification for each employee that is being retained. Enter name of business and date of hire. The employee will then complete the form as follows:

What is the employee’s family size? Check the applicable box under Family Size

On that same line, indicate what range the household income is. Please note this is gross income of all family members 18 years of age and older. The amount should be for the past 12 months with factoring in money lost during the past several months (if applicable). Please refer to columns A (30%), B (50%), and C (80%) for the State’s income limits for your family size. If the gross income* of your family is below the income limits listed in Column A, check the box that says “Income below Column A”. If your income falls between the amounts in Column A (30%) and Column B (50%), please check the box marked “Income between Column A & B”. If your household income falls between the amounts in Column B (50%) and Column C (80%), please check the box marked “Income between Column B & C”. If the income of your family is above the income limit listed in Column C for the family size, check the bottom box (“Income above Column C”). *Please note that income is defined as: Adjusted Gross income as defined for the purpose of reporting under Internal Revenue Service IRS Form 1040 for individual Federal annual income tax purposes.

Household Demographic Information: Please answer the household and demographic information as completely as possible. Note that “Disabled” is defined as a person who has a physical or mental impairment, which substantially limits one or more of such person’s major life activities, has a record of such impairment, or is regarded as having such impairment.

Indicate if your employer offers a health care plan and whether you were unemployed before taking this job. The employee will need to indicate their job title, print and sign their name, and date the form which certifies the information is true and correct.

Please return the ORIGINAL completed job certification with the CDBG-CV Business Application. If you have any questions or concerns about the employee certification form, please contact the following individual(s): ___Corina Cox, NWKP&DC___ Phone #: (785) 421-2151
STATE OF KANSAS  
DEPARTMENT OF COMMERCE  
EMPLOYEE CERTIFICATION FORM  

Name of Company: __________________________ Project #: Osborne County #20-CV-050

Date Employed: ____________________________

Family Income-Total income from all family members during the prior year from all sources. This includes but is not limited to wages, salary, interest, dividends, royalties, and farm income.

In the left column below, check off the box that indicates your family size. Using the income limits on the line corresponding to your family size, check off the appropriate income box on the right side.

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>Section 1: INCOME LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A (30%)</td>
</tr>
<tr>
<td>1 □</td>
<td>13,600 TO</td>
</tr>
<tr>
<td>2 □</td>
<td>17,240 TO</td>
</tr>
<tr>
<td>3 □</td>
<td>21,720 TO</td>
</tr>
<tr>
<td>4 □</td>
<td>26,200 TO</td>
</tr>
<tr>
<td>5 □</td>
<td>30,680 TO</td>
</tr>
<tr>
<td>6 □</td>
<td>35,160 TO</td>
</tr>
<tr>
<td>7 □</td>
<td>39,640 TO</td>
</tr>
<tr>
<td>8+□</td>
<td>42,650 TO</td>
</tr>
</tbody>
</table>

☐ Income below Column A  
☐ Income between Column A & B  
☐ Income between Column B & C  
☐ Income Above Column C

RACE/ETHNICITY & DISABILITY STATUS

Do you have a handicap or disability?  □ Yes  □ No
Are you Hispanic?  □ Yes  □ No
Are you a female head of household?  □ Yes  □ No

RACE

☐ White  ☐ American Indian/Alaskan Native & White
☐ Black/African American  ☐ Asian & White
☐ Asian  ☐ Black/African American & White
☐ American Indian/Alaskan Native  ☐ American Indian/Alaskan Native & Black/African American
☐ Native Hawaiian/Other Pacific Islander  ☐ Other

Does your employer offer a health care plan for this job?  □ Yes  □ No
Were you unemployed before taking this job?  □ Yes  □ No

To the best of my knowledge, the above information is true and can be verified if requested by proper officials of the city/county or the State of Kansas. I also certify that I am authorized to work in the United States and can produce evidence of work authorization.

Job Title __________________________  Date __________________________

Print Name __________________________  Signature Required  

Community Development Block Grant  89  Economic Development Grantee Handbook
BUSINESSES ARE REQUIRED TO HAVE A DUNS NUMBER IN ORDER TO RECEIVE CV FUNDS. LACK OF A VALID DUNS NUMBER CAN DISQUALIFY AN APPLICATION. DUNS INFORMATION MUST BE UPDATED ANNUALLY. THERE IS NO COST FOR A DUNS NUMBER.

dun & bradstreet

Thank you for contacting D&B's Government Customer Response Center. iUpdate will provide you quick, convenient and secure access to request a new D-U-N-S Number or access to D&B's information on your business. Registered users can view, print, and submit updates to their D&B Business Information Report in a secure environment through a streamlined process.

Please follow the below steps and read the attached document to assist you with your iUpdate Registration request:

1. Click or copy the following link to your browser
   http://fedgov.dnb.com/webform

2. Click on Begin D-U-N-S Search / Request Process at the top of the left hand tool bar

3. In the Search screen select Your Country or Territory from the drop down list and click Continue

4. In the iUpdate Webform Page click on Continue to iUpdate arrow at the bottom of the screen

5. In iUpdate, locate the box on the left side titled Register to use iUpdate and click on the Start Now button

6. Read the attachment Step-by-Step Process for Customers document. This will assist you in the process.

7. Once you have completed the entire process, you will receive a confirmation email.

As a reminder, after two business days of submitting the DUNS request, please review your spam or junk folder. Occasionally DUNS requests are re-routed to one of these folders as D&B is not recognized by all email domains.

Thank you for using iUpdate,

D&B's Government Customer Response Center