

## **BOURBON COUNTY CDBG-CV Grants**

### **Program Parameters**

This is the guiding document for the grant program being offered by Bourbon County. It sets the parameters for who is eligible, how to apply, funding limits, and minimum required documentation. The grants will be scored and consequently awarded on a first come first serve basis to those that are eligible and approved by the county commission. The grants will be awarded until all funds have been expended or June 15, 2021, whichever occurs first.

#### **Who Is Eligible**

- Businesses located within Bourbon County but outside of the city limits of City of Fort Scott are eligible for application.
- The business must have no more than 50 employees and can be as small as one employee.
- No less than 51% of the jobs impacted must meet Low to Moderate Income Levels.
- Grants are for COVID 19 related hardship only.
- Farmers/Ranchers not eligible under this program because they can apply for USDA Coronavirus Food Assistance program:
  - **The USDA's Coronavirus Food Assistance Program** is open for applications from impacted producers. The application can be found [HERE](#). And more details about the program's eligibility and payment structure can be found here at <https://www.farmers.gov/cfap>. Producers will receive 80% of their payment now with the additional 20% distributed at a later date. Contact your FSA office for questions and assistance.
- Non-profits are not eligible under this program

#### **How to Apply**

Applications will be available to submit online or accepted by the Bourbon County Economic Development Director. The contact information is:

Website: <https://www.bourboncountyks.org/emergency-funding-application/>  
CDBG-CV Grant Program  
Attn: Jody Hoener  
*210 South National*  
*Fort Scott, KS 66701*  
*jhoener@bourboncountyks.org*

Once an application is submitted, required supplement forms will be sent by email to the applicant business. They may also be downloaded online at <https://www.bourboncountyks.org/emergency-funding-application/>. The County Clerk will provide applications via hard copy at the County Clerk's office. Questions regarding application should be directed to Jody Hoener at 620-215-5725.

An application will only be considered once it is fully completed with all requested documentation required to support the requested funding.

**Minimum Required Documentation**

- Completed Application Form
- Letter of statement that hardship has been caused by COVID 19
- Job Certification of jobs to be retained
- Most recent tax return for self-employed applicants
- Payroll Report if more than one employee
- Invoices of expenses to be covered by this grant
- Tax clearance certificate available at [ksrevenue.org/taxclearance.html](http://ksrevenue.org/taxclearance.html)
- The county reserves the right to request additional documentation

**Parameters**

- Grants may be considered for working capital expenses for a 60 day period
- Grants are available for those that have already received previous relief. However, funds cannot be used for the same need as was utilized under the previously awarded relief program.
- Funds can only be used for qualified working capital expenses incurred during the 60 day period beginning March 1, 2020.
- Grant Scoring Algorithm:

	Maximum Points Possible	Points Received
<b>Grant Purpose: Job Retention</b>		
<b>Closure Status</b>	30	
Business directly mandated to closed, use funds to reopen	30	
Business closed as indirect result, use funds to reopen	10	
Business remained open, drastic cut to operations as a result to mandate, use funds to sustain	10	
<b>Other Relief Awarded</b>	20	
With the exception of IRS Stimulus Checks, NO other relief awarded	20	
<b>Impact</b>	50	
1 point per Full Time Equivelants Jobs Retained	50	
<b>Supply Chain Impact</b>	5	
Part of the food system	5	
Not part of the food system	0	
<b>Seasonality</b>	5	
Non-Seasonal	5	
Seasonal	0	
<b>SCORE</b>	<b>110</b>	<b>0</b>

- Grant Maximum:

Total Points		Maximum Grant
51+	\$ 31,350.00	\$ 10,450.00
31-50	\$ 87,780.00	\$ 5,852.00
15-30	\$ 6,270.00	\$ 2,090.00
Grant Admin	\$ 6,600.00	\$ 6,600.00
TOTAL	\$ 132,000.00	

**Process**

- A complete application must be submitted online or to Mrs. Hoener in electronic or paper form
- Additional Information may be requested for clarification
- Economic Development Director will score application and make recommendation to County Commission
- County Commission will approve/decline/adjust request at a regularly scheduled public meeting
- County will issue check for approved expenditures.

Approved by Bourbon County Commission

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Lynne Oharah, Chair

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Date