

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](https://www.bourboncountyks.org/emergency-funding-application/CDBG-CV%20Grant%20Program)
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
- The county reserves the right to request additional documentation

Parameters

- Grants may be considered for working capital expenses. Inventory for no more than 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 beginning March 1, 2020.
- Grant Scoring Algorithm:

	Maximum Points Possible	Points Received
Grant Purpose: Job Retention		
Closure Status	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	
Other Relief Awarded	20	
With the exception of IRS Stimulus Checks, NO other relief awarded	20	
Impact	50	
1 point per Full Time Equivalents Jobs Retained	50	
Supply Chain Impact	5	
Part of the food system	5	
Not part of the food system	0	
Seasonality	5	
Non-Seasonal	5	
Seasonal	0	
SCORE	110	0

- Grant Maximum:

Total Points	Percent of Total Awarded	Maximum Grant
19-50	100%	\$ 14,000.00
Grant Admin		\$ 6,600.00
TOTAL	100%	

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



Lynne Oharah, Chair

8/25/2020
Date