

# La Joya CARES Grant Program

City of La Joya Business Grant



June 30, 2020

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**Small Business Grant Program  
COVID-19 Assistance  
City of La Joya  
July 20, 2020**

1. Background

The [County of Hidalgo](#) has provided the City of La Joya federal CARES Act funds from which the City is utilizing to establish a COVID-19 Recovery Assistance Program in response to the Coronavirus Disease 2019 (COVID-19) pandemic. The City has established this Small Business Grant Program as part of this initiative, and capitalized it at \$30,000.

2. Policies

During June 2020, the City Council and administration has adopted the following policies and procedures for this program. The City reserves the right to make changes without notice.

A. Purpose

The purpose of the Small Business Grant Program is to provide temporary, short-term financial assistance to small businesses located in La Joya, Texas for their operating expenses during the COVID-19 pandemic.

B. Eligibility

*Program Requirements*

Any Business Entity satisfying the following eligibility requirements may qualify for a grant:

Date of Existence:	Before January 1, 2020
Location:	Within La Joya corporate city limits
Maximum Employees:	20
Maximum Annual Net Revenues:	\$75,000.00

However, the following Business Entities are not eligible for this program: 1) Franchisees; 2) Residential rentals.

*Business Entity Requirements*

Business Entities will be screened to determine: 1) participation in federal and state programs; 2) bankruptcies; 3) criminally liable; 4) committed any felonies; 5) nepotism; and 6) conflicts of interest.

C. Expenditures

Grant proceeds may be used for the following eligible operating expenses: employee payroll; mortgage or rental lease payments; utilities; and other eligible expenses.

Funds may not be used for: 1) capital expenditures; 2) expansion of existing operations; nor 3) personal purposes.

D. Amounts

The City may award grants to small businesses as follows:

Grant Type	Annual Net Revenues	Maximum Award
Micro	\$0-24,999	\$1,000
Middle	\$25,000-49,999	\$2,000
Maximum	\$50,000-75,000	\$3,000

Business entities shall receive only one (1) award under this program.

E. Prioritization

The following criteria will be used to prioritize grant fund awards:

1. Non-essential businesses adversely affected by the pandemic.
2. Businesses which previously have not received any COVID-19 assistance.
3. Businesses demonstrating substantial loss of gross revenues due to pandemic.

Remaining funds, if any, may be used for essential businesses adversely affected by the pandemic and/or Business Entities which have received COVID-19 funds previously.

F. Background

The authorized representative of the Business Entity must certify in good faith as to the “Business Entity/Owner Background” qualifications itemized in the Application below.

G. Administration

*Definitions*

- **Business Entity:** All forms of commercial enterprises such as: sole proprietorships, partnerships, and corporations (private and public). Business Entities that operate the following are not eligible for this program: 1) Franchisees; 2) Residential rentals such as duplexes, four-plexes, apartment complexes or other multi-family housing.
- **Non-Essential Business:** As defined by the Texas Governor’s Office Executive Order GA-14, and subsequent applicable revisions.
- **Owner:** Any individual owning ten percent (10.0%) or more of the equity of the Business Entity.

*Selection*

The COVID-19 City Administration shall evaluate applications for program compliance. The administrator shall make recommendations to the City Manager based on the program prioritization and first-come-first-serve basis. City Manager shall review, select, and award program grants.

*Indemnification*

The Business Entity and the Applicant release the City and its officers, employees and agents from any and all liability associated with participation in this Program.

*Authority*

The City Manager shall have final authority in the administration of this program. Any ambiguity in policies or procedures shall be reviewed and adjudicated by the City Manager.

### 3. Procedures

#### A. Application Information

Applications are available at COVID-19 Administration Assistance, [La Joya City Hall](#) (pick-up at drive-thru) and [online](https://www.cityoflajoya.com) at <https://www.cityoflajoya.com> Eligible Business Entities must complete, sign, and submit applications and supporting documentation to the COVID-19 City Administration. Incomplete applications will not be processed.

#### B. Documentation Required

Business Entities must submit the following as part of the application process:

1. Small Business Grant Program Application
2. Photo Identification (eg, driver's license, government identification)
3. IRS FEIN proof and/or Social Security Card
4. Bank statements and/or Profit and Loss Statement
5. Voided Business Entity Check (optional)
6. One or more of the following as needed for expenditure of grant funds:
  - a. Monthly Payroll Report(s)
  - b. Mortgage document or Rental Lease Agreement
  - c. Utility bill(s)

Completed applications and corresponding documentation must be submitted in person to the COVID-19 City Administration or via email at [covid19@cityoflajoya.com](mailto:covid19@cityoflajoya.com). Date and time of submittals will be documented.

**Incomplete applications (with proper documentation) will be rejected, and are ineligible for funding.**

All submitted documents become the property of the City and will not be returned.

#### C. Assistance

Staff assistance will be available during regular office hours to answer questions or complete applications. This assistance is available in person, via telephone or email:

#### **La Joya COVID-19 Assistance Center**

La Joya City Hall  
701 E. Expressway 83  
La Joya TX 78572  
956.581.7002

[covid19@cityofLaJoya.com](mailto:covid19@cityofLaJoya.com)

#### D. Schedule

Applications will be accepted on a first-come-first-serve basis. The program will operate on the following schedule:

Activity	Start Date	End Date	Duration (Days)
Program Approval	June 2020	June 2020	1
Program Promotion	July 27	Continuing	
Applications Available	July 27	Continuing	
Evaluate Applications & Award Funds	August 3	Continuing	

#### E. Emergency Order Stay-At-Home Order Due to COVID-19, City of La Joya

City of La Joya Mayoral Emergency Declaration Order 2020-02 of Local State of Disaster Due to Public Health Emergency Ordered on March 23, 2020

<https://www.cityoflajoya.com/>

#### F. Proclamation of Local State of Disaster due to Public Health Emergency

Proclamation by the Governor of the State of Texas declaring a state of disaster for all counties in Texas in accordance to Section 418.014 of the Texas Government Code. Please review links below for further information.

<https://gov.texas.gov/news/post/governor-abbott-declares-state-of-disaster-in-texas-due-to-covid-19>

[https://gov.texas.gov/uploads/files/press/DISASTER covid19 disaster proclamation IMAGE\\_03-13-2020.pdf](https://gov.texas.gov/uploads/files/press/DISASTER_covid19_disaster_proclamation_IMAGE_03-13-2020.pdf)

A. Small Business Grant Program Application

**1. Contact & Program Information**

The authorized representative of the Business Entity shall enter completely the following information as required. Information should be based on ordinary operations in 2019:

<b>Business Contact Info</b>	<b>Business Info</b>
Legal Name	Business Type <span style="float: right;">Choose an item.</span>
Street Address	Date Established
City, State Zip	Total Employees
Business Phone	Monthly Payroll <span style="float: right;">\$</span>
Business email	Net Annual Revenues <span style="float: right;">\$</span>
	FEIN

<b>Applicant Contact Info</b>	<b>Financial Info</b>
Legal Name	Requested Amount <span style="float: right;">\$</span>
Street Address	Requested Purpose <span style="float: right;">Choose an item.</span>
City, State Zip	Bank Account Name
App. Phone	Bank Name
App. email	Routing Number
Social Security Number (SSN)	Account Number

**Brief description how business was negatively affected by pandemic:**


**Brief description how business intends to use funds:**


Additional information, if needed:


## 2. Program Requirements

By initialing below, the authorized representative of the Business Entity certifies in good faith as follows:

- \_\_\_\_\_ a. The Business Entity was in operation before January 1, 2020.
- \_\_\_\_\_ b. The Business Entity's principal place of business is within the City of La Joya municipal limits.
- \_\_\_\_\_ c. The principal place of residence for all Owners and employees of the Business Entity is within the City of La Joya.
- \_\_\_\_\_ d. The Business Entity had no more than 20 employees for whom it paid salaries and payroll taxes or paid independent contractors.
- \_\_\_\_\_ e. The Business Entity's annual net revenues are no more than \$75,000.
- \_\_\_\_\_ f. The Business Entity is a non-essential business adversely affected by the pandemic.
- \_\_\_\_\_ g. The Business Entity and/or any Owner received no federal or state small business COVID-19 financial assistance after January 1, 2020? If yes, provide details on Additional Information section above.
- \_\_\_\_\_ h. The Business Entity has demonstrated substantial loss of gross revenues due to pandemic.
- \_\_\_\_\_ i. The current economic uncertainty makes this grant request necessary to support the continuing operations. Grant funds will be used exclusively to: 1) retain existing workers; 2) make mortgage or rental lease payments; 3) utility payments; or 4) other eligible small business related expenses. Grant funds will not be used for personal expenses.



### 3. Program Guarantees & Authorizations

By initialing below, the authorized representative of the Business Entity certifies in good faith as follows:

- \_\_\_\_\_ a. I acknowledge that the City may confirm the eligible grant amount using required documents submitted.
- \_\_\_\_\_ b. I understand, acknowledge and agree that the City can share any tax information that I have provided with the appropriate federal and state governmental agencies, for the purpose of program compliance and reviews.
- \_\_\_\_\_ c. I acknowledge that I will provide proper documentation as requested by the City to assure the fund will be utilized in a proper/eligible manner. The Business Entity and/or I will provide to the City documentation verifying the number of full-time equivalent (FTE) employees on the Business Entity's payroll as well as payroll costs, covered mortgage payments, covered rent payments, covered utilities and/or other relevant information for the eight-week period following award of this grant.
- \_\_\_\_\_ d. If the funds are knowingly used for unauthorized purposes, the City may hold Business entity and/or Owners joint and severally legally liable.
- \_\_\_\_\_ e. I will comply, whenever applicable, with state and municipal ethics laws, including disclosures of nepotism, conflicts of interest and other related requirements.

### 4. Business Entity/Owner Background

The authorized representative of the Business Entity certifies in good faith as follows:

If YES, CHECK BOX. If no, leave blank.

- Is the Business Entity or any Owner presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any federal or state department or agency?
- Is the Business Entity or any Owner presently involved in any bankruptcy?
- Is any Owner subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole?
- Within the last five (5) years, for any felony, has any Owner: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?
- Does any Owner have any relationships to any elected or appointed municipal officers as defined by Texas Government Code, Chapter 573 and/or [municipal charter](#)?
- Does the Business Entity or any Owner have any Conflicts of Interest as per the Texas Local Government Code, Chapters 173, 176 and/or the City's [municipal charter](#)?

## 5. Certifications and Authorizations

By signing below, the Business Entity and/or Owner make the following representations, authorizations, and certifications:

I certify that:

- I am the authorized representative of the above referenced Business Entity.
- I have read the statements included in this application, and I understand them.
- The information I have provided in this application and all supporting documents and forms is true and accurate in all material respects.
- I understand that knowingly making a false statement to obtain grant funds may be punishable under the law.
- For Applicants who are Owners: I authorize the City to perform a criminal record background about me from criminal justice agencies for the purpose of determining my eligibility for this program.

X

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Print Legal Name:

Title & Date:

B. Voluntary Release of Image for Publication

I authorize City of La Joya (Grantee) to film, photograph, and record my likeness, voice, and any other form of my identity (Recording), and grant Grantee an irrevocable, transferable, sublicenseable, royalty-free right and license to create, reproduce, alter, modify, publish, publicly perform, publicly display, distribute, sell, assign, transfer, exhibit, create derivative works of, and use my voice, likeness, and any other form of my identity in any manner (including without limitation advertising, promotion, merchandising, and other commercial purposes) or form, including without limitation all video, audio, digital, and print formats and any other media now known or hereafter created, including without limitation use via computer, the internet, films, DVDs, video tapes, audio tapes, digital audio files, digital image files, photographs, prints, copies, facsimiles, and electronically captured images thereof, without limitation as to method of reproduction or exhibit and without any territorial or time restrictions.

Further, I hereby relinquish, give, transfer, and assign to Grantee all right, title, copyright, and interest I may have in the finished product contemplated by this Release, agree that any and all materials created by or on behalf of Grantee are the property of Grantee, and I waive any right of review or inspection. I agree that no other material needs to be submitted to me for any further approval, and Grantee shall be without liability to me or any person for any distortion or illusionary effect resulting from the publication or dissemination of any likeness, audio recording, or other indicia of my identity.

I further release the City and any of its agents, employees and customers, and their officers, agents and employees, and those acting pursuant to their authority, from any and all liability associated with my execution of this Publicity Release or from the use of the Recording of my name, likeness and/or voice, or other form of my identity, described above, and from all claims of every kind on account of such use.

I state further that: (a) I am of legal age and capacity; (b) I acknowledge that nothing herein requires Grantee to use my likeness as described herein or elsewhere; (c) I acknowledge that no compensation or consideration will be provided to me for the rights and releases granted herein, other than the potential publicity; (d) I have read, or have had read to me, this release and agreement and have had the opportunity to ask questions before its execution, and I am fully familiar with and understand its contents; and (e) I hereby irrevocably release Grantee from any and all liability based upon, arising out of or in any way related to this release and agreement or the exercise of the rights granted herein.

Recording Date(s): \_\_\_\_\_

X

\_\_\_\_\_  
Print Legal Name:

Title & Date: