

Cherokee County CDBG-CV Coronavirus Relief Grant Program

Cherokee County was recently awarded \$127,600 in CDBG-CV grant funds to assist local businesses impacted by COVID-19 who employ persons from low to moderate income households. The county will be providing grants of:

- Up to \$5,000 for businesses with 1 to 5 employees, and;
- Up to \$10,000 for businesses with 6 to 50 employees.

Grant funds are to be used for working capital such as employee wages, rent, mortgage payments, utilities, and to purchase up to 60 days of inventory needed to reopen the business. Costs can be reimbursed back to March 1, 2020.

Businesses will be required to provide copies of invoices, bills, receipts, and/or other materials documenting their expenditures before funds are released.

To be eligible to apply for a grant, you:

- Must be a for-profit business physically located in Cherokee County
- Must have been established prior to March 1, 2020
- Must have been impacted by COVID-19
- Must have from 1 to 50 employees (including the owner)
- Must have at least 51% of full-time equivalent employees meet low to moderate income standards (see page titled Job Certifications for Economic Development Projects for information on how full-time equivalents are calculated). For Cherokee County, this is a household income less than the amount shown in the chart below based on household size.

Household Size	Income Limit
1	\$36,200
2	\$41,400
3	\$46,550
4	\$51,700
5	\$55,850
6	\$60,000
7	\$64,150
8	\$68,250

- Must submit the application and all supporting documentation including disclosing any other financial resources received to help deal with the impacts of COVID-19. Businesses may have received other federal funds including PPP and EIDL. However, they must document that CDBG-CV funds will be used for different expenditures than those funds and that there is no duplication of benefits.

The County will accept applications from businesses until funds have been depleted.

To apply, businesses must complete and submit:

- The Cherokee County CDBG-CV Grant Application Form;
- Employee Certification Forms for each retained employee, and;
- their 2019 business tax return (or their 2019 gross receipts/sales, cost of goods sold, and gross profit if the return is not yet available).

Materials should be submitted to Cherokee County Economic Development Director Janet Miller and may be delivered in the following ways:

- Electronically – jm@cherokeecountykansas.com
- By Mail – Cherokee County Economic Development, P.O. Box 432, Columbus, KS 66725
- In Person – Cherokee County Economic Development, 201 E. Pine, Columbus, KS. Call ahead at 620-762-0717 to ensure that someone is in the office when you plan to stop by.

If you have questions regarding your eligibility or need assistance with the application process, contact Economic Development Director Janet Miller at 620-762-0717 or jm@cherokeecountykansas.com.

JOB CERTIFICATIONS FOR ECONOMIC DEVELOPMENT PROJECTS

I. Job Retention

Job retention is determined by income level only at time of award and any reasonable turnover in two years. Retention jobs are those jobs that would be lost, by company certification, if the company had not been funded. Jobs are certified at the award stage and at the end of the project for any jobs that may have been replaced.

II. Job Creation

Taken by: Income level at time of employment.

III. Base Employment

Base employment is the number of current employees on the payroll, not counted as retentions, that would keep their job if the grant were not funded. These do not have to be income-qualified.

IV. Jobs in Excess of Requirement

The agreement (state contract), should state that at a minimum, at least 51 percent of all jobs created or retained (**including any in excess of the number specified which result from the assisted activity**) must benefit low- and moderate-income persons.

FTE's (Full-Time Equivalent) will be figured by the following formula by the Department.

40 Hour Week

0 - 5 hours	0 Person
6 - 15 hours	1/4 Time Person
16 - 25 hours	1/2 Time Person
26 - 35 hours	3/4 Time Person
36 - 40 hours	Full-Time Employee