

**Notice of Meeting for the  
Georgetown Economic Development Corporation  
of the City of Georgetown  
March 30, 2020 at 4:00 PM  
at**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

**This special meeting of the Georgetown Economic Development Corporation will convene at 4 p.m., Monday, March 30, 2020 via Videoconference.**

**Website: <https://tinyurl.com/qu2ronq> or Call-In Number: 512-672-8405,  
Conference ID: 226 444 046#**

**Public comment will be allowed via the above conference call number above or the “ask a question” function on the video conference option; no in-person input will be allowed.**

**The meeting will be available for viewing at this link:  
<https://tinyurl.com/qu2ronq>**

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## **Regular Session**

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Consideration and Possible Action on a COVID-19 Small Business Assistance Grant Program

## **Adjournment**

Adjourn meeting

## **Certificate of Posting**

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

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Robyn Densmore, City Secretary

City of Georgetown, Texas  
Georgetown Economic Development Corporation  
March 30, 2020

**SUBJECT:**

Consideration and Possible Action on a COVID-19 Small Business Assistance Grant Program

**ITEM SUMMARY:**

Staff is requesting the approval of \$100,000 to be designated for a COVID-19 Small Business Assistance Grant Program. The funds would match \$100,000 in Georgetown Chamber funds, and GEDCO would contract with the Georgetown Chamber of Commerce to administer the grant.

The State of Texas allows up to 10% of Type A funds to be used for marketing expenses. The requested funds would come from these unused marketing funds so that they can be used to assist businesses that are not traditionally considered to be primary employers. This is an individual request due to the COVID-19 pandemic.

**FINANCIAL IMPACT:**


\$100,000

**SUBMITTED BY:**

Michaela Dollar

**ATTACHMENTS:**

|   | <b>Description</b> | <b>Type</b> |
|---|--------------------|-------------|
| □ | Presentation       | Cover Memo  |
| □ | Application        | Cover Memo  |



# COVID-19 Small Business Resource Grant

MARCH 30, 2020

# Background

- ▶ Since the end of the great recession, small businesses have created 62% of the net new private sector jobs in the United States, according to the Bureau of Labor Statistics
- ▶ Knowing the impact of small businesses on our local economy, and the immediate impact that the COVID-19 pandemic has on these businesses, the City and Chamber have been working together to launch a Small Business Grant program

# Overview

- ▶ The Georgetown Chamber of Commerce has \$100,000 designated for a COVID-19 Small Businesses Resource grant program
- ▶ Staff proposes GEDCO contribute an additional \$100,000 to the grant program, and contract with the Chamber to administer the funds
- ▶ The State allows up to 10% of Type A funds to be used for promotion each year, and the unused portion can be used for business assistance in this situation

# Eligible Businesses

- ✓ Non-home based businesses
- ✓ Located in Georgetown
- ✓ 25 FTEs (full time equivalent employees) or fewer
- ✓ Services and revenue has been affected by the COVID-19 pandemic
- ✓ Priority to businesses with frequent and/or close contact with customers

# Application Information


- ▶ Business Ownership
- ▶ Business Impacts due to COVID-19
- ▶ Personnel Counts (and Reductions)
- ▶ Revenue Estimates (and Reductions)
- ▶ Use of Grant Funds
- ▶ Additional sources being sought (i.e. SBA Loans)

# Approval Process

- ▶ Applications will be accepted until August 1, 2020 and reviewed weekly
- ▶ The review committee consists of the Chamber President, Chamber Executive Committee, and the Georgetown Economic Development Director
- ▶ Higher priority will be given for:
  - ▶ Businesses with frequent and close contact with customers
  - ▶ Businesses who check more boxes under “business impacts”
  - ▶ Larger amounts of employee reduction
  - ▶ Larger business revenue loss
- ▶ Max grant of \$5,000



# Questions?



# COVID-19 Small Business Resource Grant

MARCH 30, 2020



## COVID-19 Small Business Support and Recovery Grant

Georgetown Chamber of Commerce

1 Chamber Way | Georgetown, TX 78626 | 512-930-3535

[www.GeorgetownChamber.org](http://www.GeorgetownChamber.org)

**Please Note:** This program is open to all non-home based, small businesses in the City of Georgetown, but the priority is for businesses that have frequent and/or close contact with customers. These types of businesses include: retail (storefront), restaurant/food business, personal care (barber shop, nail salons, etc.), art galleries and performance venues, healthcare and social assistance (childcare, etc.), and small manufacturing businesses.

### Privacy Information

Information provided in this application is considered a public record and may be subject to public disclosure through the Texas Public Records Act.

### CONTACT INFORMATION

First/Last Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Type: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Are you a Chamber Member? *This is not a requirement to be eligible for funding.***

☐ Yes, I am a Chamber Member

☐ No, I am not a Chamber Member

**Business ownership:**

☐ My business is a local franchise (I am responsible for all revenues and expenses)

☐ My business is a local independent business

## **BUSINESS IMPACTS**

What are the impacts to your business from COVID-19? Please check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Business closure   | <input type="checkbox"/> Inability to respond to home delivery requests |
| <input type="checkbox"/> Reduced hours of operation                                       | <input type="checkbox"/> Interrupted supply/deliveries from vendors     |
| <input type="checkbox"/> Employee layoffs/furloughs                                       | <input type="checkbox"/> Inability to serve customers                   |
| <input type="checkbox"/> Revenue decline  | <input type="checkbox"/> Decreased customers                            |
| <input type="checkbox"/> Increased operating costs (i.e. salaries, insurance, paid leave) |   |
| <input type="checkbox"/> Restricted access to capital to address increased costs          |   |

Briefly describe the above impacts on your business and attach supporting documentation that you have to support your grant request (250 words or less).

## **PERSONNEL**

How many FTE (full time equivalent) employees are employed at the business at this time?

Number of Full Time Employees:

Number of Part Time Employees:

Number of current or anticipated employees between March 1, 2020 – May 15, 2020 due to COVID-19 impacts.

- ☐ At or less than 25 FTE's
- ☐ At or less than 10 FTE's
- ☐ Less than 3 FTE's

## **BUSINESS REVENUE**

Current or anticipated revenue decline from March 1, 2020 – May 15, 2020 related to COVID-19 impacts?

☐ 25% or greater

☐ 5-10%

☐ 10-25%

☐ Less than 5%

Compare your current *estimated* net income for the month ending March 31, 2020 with your actual net income from March 31, 2019. If you were not in operation in 2019, you may use your actuals from February 2020. Please provide relevant information that will help us understand the variance between your figures. Also, please note in the text field what time periods you are comparing to illustrate your decreased net income.

## **GRANT FUNDS**

Select how your business will use the grant funds.

☐ Rent/mortgage payment.  
(Must attach proof that landlord/lender has denied assistance.)

☐ Employee support (salaries, insurance, paid leave)

☐ Utilities (i.e. electricity, phone/internet, etc.)

☐ Purchase of COVID-19 supplies for business protection/cleaning

☐ Purchase of supplies to offer alternative business access (i.e. curbside pickup, delivery, website upgrades for online sales, etc.)

☐ Expenses associated with increased material costs from suppliers or alternate suppliers

☐ Expenses associated with marketing the business (if currently open) and/or re-opening the business (if currently closed)

Provide additional information and/or supporting documentation for the intended use of grant funds and how these funds will assist your business in addressing this need (250 word maximum).

Are you currently receiving or expect to receive any local, state, or federal aid or grants or any other subsidies of any kind to assist you with your income loss related to COVID-19 for your business? If so, please specify the type and amount you expect to receive and over what period.

**Total Funding Amount Requested (Maximum award is \$5,000):**

**Acknowledgements/Signature**

Please check each statement acknowledging that you have read and affirm the information you have submitted within this application is true and accurate to the best of your knowledge.

- ☐ Business has 25 FTE's or less
- ☐ Business has a physical and publicly accessible location in the City of Georgetown within a commercial building or business district.
- ☐ The business has experienced or is projecting to experience a decline in employment and/or revenue as a result of the COVID-19 pandemic.
- ☐ The business is in good standing with the City of Georgetown with respect to taxes, fees, utility payments, or other financial obligations to the City.
- ☐ The business is engaged in activities that are legal under city and state law.
- ☐ The business can meet program technical requirements including ability to provide financial records to support grant request.
- ☐ The business is registered with the Texas Secretary of State's Office.

City of Georgetown, Texas  
Georgetown Economic Development Corporation  
March 30, 2020

**SUBJECT:**

Adjourn meeting

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

N/A

**SUBMITTED BY:**

Amy Mertink, Board Liaison