



WASHINGTON COUNTY COVID-19 RESPONSE FUND

General Information

The Washington County COVID-19 Response Fund (Fund) is created through the support of community partners who recognize the financial stress our small businesses are experiencing as a result of the COVID-19 pandemic. We want to do what we can to provide some financial relief while businesses consider how to move forward through our current state of emergency. Our hope is that we can serve as a bridge to additional funding that may be received in the future from the government or through the Small Business Administration.

This program can only disburse the funds as they are received. Therefore, we cannot guarantee when (or if) funds will be available for applicant requests. However, Washington County has shown itself to be a generous and resourceful community and our hope is that funds will be available to meet the needs of our most at-risk businesses.

Some of the items businesses will want to include in the application are monthly business expenses for: rent/mortgage, utilities, payroll, supplies & inventory, and debt related to equipment or materials. We also encourage each business to contact each entity to which they owe money. Many banks, landlords, suppliers, etc. are making payment accommodations during this COVID-19 crisis.

What is the Washington County COVID-19 Response Fund?

The Washington County COVID-19 Response Fund (Fund) is a fund designated under the City of Brenham Community Projects Fund, Inc. (BCPF), a 501(c)(3) organization managed by a board of directors appointed by the City Council of the City of Brenham. All donations to the Fund will be disbursed to qualifying small businesses (except for a 3% fee charged by PayPal for online donations.) Donors will receive acknowledgement of donations for tax purposes. Donors may remain anonymous at their request. The Fund is managed and administered by a Fund Oversight Committee that will approve all Fund disbursements.

Who may submit a funding request?

The Fund was created in response to the current state of emergency caused by the COVID-19 pandemic and in recognition that businesses are in distress and struggling to maintain their business and pay employees until the funds provided by the Federal CARES Act stimulus package are received. The Fund is open to all businesses in Washington County, Texas who:

1. Have fewer than 20 full-time equivalent employees as reported on the most recent TWC Form C-3 filing; and
2. Were a for-profit business in good standing as of January 31, 2020—no delinquent taxes and operating at normal capacity/hours as of that date; and
3. Is able to demonstrate how the COVID-19 emergency has negatively impacted the business; and
4. Has applied, or is in the process of applying, for federal funding from the CARES Act stimulus package approved by Congress.

Priority consideration will be given to businesses who:

1. Operate a 'brick and mortar' business rather than work from home;

2. Employ at least one person other than the business owner; and
3. Have attempted to make accommodations to stay in operation and keep employees on payroll through the COVID-19 crisis.

What can this funding be used for?

The primary goal of the Fund is to help our community's small businesses pay expenses until federal stimulus funds are received. Therefore, funds may be used for any necessary business expenditure: payroll, rent/mortgage, inventory and supplies, utilities, or monthly debt payment for equipment and materials. Other expenses may be submitted for consideration by the Fund Oversight Committee. Documentation of these expenses must be included.

How do I demonstrate financial impact?

Applicants will be asked to demonstrate how the business has been negatively impacted by the COVID-19 pandemic. This narrative should explain in what manner the business's revenue has been negatively impacted and how the business is making accommodations during the COVID-19 pandemic.

How will the funds be received?

Upon approval, the funds will be disbursed as a forgivable loan. Once a loan agreement is executed between the approved business and the BCPF, an ACH Direct Deposit will deliver funds to the business's preferred bank account. When the business expenses for which the funding was approved are paid by the business, the business will provide documentation (for example, receipts) showing payment, and the loan will be forgiven. Terms and conditions for loan amounts that are not forgiven by documentation of the expenditure will be contained in the loan agreement. It is the intention of the program that all funds donated are paid to qualifying small businesses and that all funds disbursed to small businesses, upon presentation of proper documentation, are forgiven and do not require any repayment.

The minimum amount of funding for which an application may be approved is \$500.00, and the maximum amount is \$3,000.00; however, upon recommendation of the Fund Oversight Committee, the BCPF Board of Directors may approve, on a case-by-case basis, funding amounts that differ from the minimum and maximum amounts as established. All distributions are contingent upon the availability of funds and the approval of the Fund Oversight Committee. All decisions of the Fund Oversight Committee are final; however, every effort will be made to work with applicants if the request is denied due to an incomplete application or insufficient documentation. At this time, only one application per business will be considered.

Application Process

Application forms are available at www.BrenhamED.com/covidresponsefund. Please complete the attached application form and include the requested documentation. Applications may be submitted as follows:

- Email to scates@cityofbrenham.org,
- In person delivered through the Utility drive-thru or Kiosk at 200 W. Vulcan (please label ATTN: Susan Cates), or
- Mail to Susan Cates, City of Brenham, PO Box 1059, Brenham, TX 77834-1059.