

EXHIBIT A



**COVID-19
Small Business Assistance
Program**

Effective: July 7, 2020

COVID-19 Small Business Assistance Program

Purpose

The City of Sulphur Springs recognizes the economic impact the COVID-19 Pandemic has had on small businesses within the City. In an effort to help our local businesses remain viable, the City has established the City of Sulphur Springs COVID-19 Small Business Assistance Program. The program has been designed to provide funding for small businesses to cover economic damages suffered as a direct result of COVID-19. This includes a business lease or mortgage payments, utility payments (excluding City of Sulphur Springs utilities), payroll for employees still employed and working at the business, and other business needs as approved by the committee. Qualified businesses will be selected and funds allocated on a first-come, first-served basis so long as funds are available.

Eligibility Requirements

- Must have more than 1 employee but less than 50 and not be a publicly traded company.
- Must be a considered a retail, food, or general service industry from a sales tax perspective. Will be verified by the NAICS code listed on the Texas Sales and Use Tax Permit. Grants will be provided to businesses with a NAICS code beginning with 44, 45, 71, 72, or 8121.
- Must have been in business within the City on or before December 13, 2019 and be in a fixed facility (brick and mortar) location in City limits. Business address must be commercially zoned or classified.
- Must be in good standing with the City of Sulphur Springs with respect to taxes, fees, utility payments and other financial obligations to the City.
- Must indicate whether financial assistance was applied for and received from Small Business Administration or Financial Institution.
- Describe how the COVID-19 pandemic has negatively affected your business and sales.
- Business must submit completed application and all required documentation.
- Businesses will be required to execute a 380 agreement and shall be required to remain open for at least 90 days after the disbursement of funds or will be subject to pay back the grant funds.

Ineligible Businesses

- Home Based
- Non-Profits
- Publicly traded companies

Minimum Application Requirements

The following items represent the minimum application requirements for the City of Sulphur Springs COVID-19 Small Business Assistance Program:

- Business must be open and operational at the present time and provide the following information:
 - Business Name and DBA
 - Owner(s) Name
 - Business Address
 - Owner(s) home address
 - Business phone number
 - Owner(s) phone number
 - Business or Owner(s) email address
 - Number of full-time employees at time of application
 - Number of full-time employees prior to March 13, 2020
 - Number of part-time employees at time of application
 - Number of part-time employees prior to March 13, 2020
 - How assistance proceeds will be used.
 - Has your business remained open to the public since March 1, 2020?
 - How do you plan to adapt and remain financially viable for the next 3 months?
 - Copy of current Texas Sales and Use Tax Permit
 - Most recent copy of IRS Form 941 or 944
 - IRS form W-9. Must be signed and dated within last 12 months.
 - Attach supporting documentation to show evidence of financial impact of COVID-19.

Application Process

Applications will be reviewed on a first-come, first-served basis. Grants will be awarded until approved funds are exhausted or the program is ended by the City Council. Applications will be accepted from July 8, 2020 until funds have been exhausted or the program is ended by the City Council. Applications will be reviewed by a committee comprised of the City Manager, Finance Director, Community Development Director, and one appointed City Council member. The City Manager is authorized to take any and all actions deemed necessary to administer this program including a 380 agreement. *Nothing herein shall imply that the City is obligated to provide financial assistance to applicant. In addition, disbursement of funds will not be issued until the City receives notification of reimbursement from TDEM for other COVID related expenses.*

Public Record

All applications are open to public inspection pursuant to the Texas Public Information Act.