

**LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION BOARD**  
**2020 COVID-19 EMERGENCY RELIEF GRANT PROGRAM**

**INTRODUCTION**

**STATEMENT**

The Liberty Hill Economic Development Corporation (LHEDC) has established and funded up to \$100,000 toward the **2020 COVID-19 Emergency Relief Grant Program** for the City of Liberty Hill. The program provides Grant funds to businesses within the city limits of Liberty Hill on a case-by-case basis.

**OVERVIEW**

This initiative is known as the **LHEDC 2020 COVID-19 Emergency Relief Grant Program** and intends to support our local businesses due to financial losses due to the pandemic. The GRANT is intended to help support local businesses who have been forced to temporarily close and/or experience reductions in sales, workforce capital development and/or business enterprise retractions for all size businesses located within the City of Liberty Hill.

Grant funds through this program are awarded on a case-by-case basis not to exceed \$5,000. Eligibility does NOT include:

1. Exclusive drive through business prior to the pandemic;
2. Grocery stores, Big Box Stores;
3. Construction and Real Estate development and sales;
4. New or Used automotive sales;
5. Banks, lending and financial institutions;
6. Gas Stations and convenience stores;
7. Non-profit entities, organizations or associations;
8. Medical and health providers and related services companies and vendors;
9. Plumbers, HVAC technicians and electricians;
10. Smoke shops;
11. Pawn Shops;
12. Home based businesses.

Applications for the GRANT program are reviewed by the LHEDC Board. Basic eligibility requirements:

- (1) Must have 25 or fewer full time equivalent staff on the payroll as of March 1, 2020;
- (2) Must have a physical and publicly accessible location within the corporate limits of Liberty Hill, Texas with a valid Certificate of Occupancy;
- (3) Must have been in continuous operation prior to March 1, 2020;
- (4) Must be in good standing with the City of Liberty Hill with respect to fees, utility payments or other obligations to the City;
- (5) Must have current or anticipated revenue decline beginning March 1, 2020 resulting from the impacts of COVID-19;
- (6) Must provide a current Sales Tax Certificate for said business;

(7) Must make a declaration of any conflict of interest (no award may be made to any business entity or person which could be a violation of Texas Local Government Code Chapter 171).

The **LHEDC 2020 COVID-19 Emergency Relief Grant Program** is set up as single-payment GRANT fund.

Grant funds are available on a first-come, first-serve basis until total funds for the funding cycle are depleted.

The funding cycle begins May 11<sup>th</sup> 2020 and ends when funds are depleted.

Direct your **LHEDC 2020 COVID-19 Emergency Relief Grant Program Application process** questions: City Hall at 512-778-5449.

# **ELIGIBILITY GUIDELINES**

**All applicants are required to review the following items to ensure eligibility is met.**

**Complete the Application:** Fill out the LHEDC 2020 COVID-19 Emergency Relief Grant Program application and sign the agreement form.

**Submit the Application:**

Submit to:

Nancy Sawyer – Deputy City Clerk  
City Hall  
926 Loop 332  
Liberty Hill TX 78642

**Applications are due no later than June 10, 2020 at 5pm central standard time.**

**Approval Process & Eligibility:** The approval and eligibility process includes:

- a) Only completed Applications with all required information will be considered. Incomplete applications will be returned.
- b) An Applicant denied a grant by the LHEDC Board is not eligible to re-submit a second grant request.
- c) The LHEDC Board will recommend grants based upon the following and there is no proprietary right to receive grant funds.
  - (1) Amount requested;
  - (2) Grant funds available;
  - (3) Other grant requests; and
  - (4) Type and nature of business.
- d) The LHEDC Board shall consider any Application within its discretionary authority to determine what grant amount will be in the best interest of the Grant program.

# GENERAL CHECKLIST

Use this form as a checklist to follow  
all steps needed to complete the LHEDC 2020 COVID-19 Emergency Relief Grant Program

- Complete the Grant application and sign the agreement. (Include ALL attachments – support documentation is required).
- Submit application and agreement with any attachments between May 11, 2020 and June 10, 2020 at 5pm central standard time. Submit the original and one copy of the application and attachments; applicants need to retain a copy.**
- Upon approval, recipient will be able to receive the funds within 72 business hours – your Grant check will be available at Liberty Hill City Hall for pick up.

# APPLICATION

Return the completed application, with necessary attachments and signatures to:

City Hall  
926 Loop 332  
Liberty Hill TX 78642  
[nsawyer@libertyhilltx.gov](mailto:nsawyer@libertyhilltx.gov)

No later than 5:00 p.m. central standard time June 10, 2020.

If there are questions, contact City Hall, 512-778-5449 – Nancy Sawyer – Deputy City Clerk.

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Building / Property Owner (if different from applicant)  
\_\_\_\_\_

Current Building Name (if applicable)  
\_\_\_\_\_

Physical Building / Property Address  
\_\_\_\_\_

Amount requested:  
\_\_\_\_\_

## Workforce

\_\_\_\_\_

How many total employees were employed at the business on March 1, 2020?

Full-time Employees: \_\_\_\_\_ Part-time Employees: \_\_\_\_\_

Number of current or anticipated employees as of July 1, 2020  
or when reopened \_\_\_\_\_

## Business Impacts

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

- |   |  |
|---|--|
| <input type="checkbox"/> Business Closure – Temporary | <input type="checkbox"/> Inability to Respond to Home Delivery Request |
| <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"/> Inability to Pay Salaries    | <input type="checkbox"/> Inability to Pay Other Business Expenses      |

APPLICANT'S SIGNATURE & DATE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION BOARD** **2020 COVID-19 EMERGENCY RELIEF GRANT PROGRAM**

### **LHEDC BOARD REVIEW**

SIGNATURE & DATE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Granted: \$ \_\_\_\_\_

- Approved
- Rejected