



**COVID-19  
SMALL BUSINESS  
ASSISTANCE PROGRAM**

In order to assist local businesses due to the financial hardship created by COVID-19 and government measures to prevent the spread of the pandemic, The City of Donna has created the Donna COVID-19 Small Business Assistance Program. Through Small Business Assistance Program the City has allocated funds for assistance with business operating expenses. Businesses are allowed to apply for a one-time reimbursement of operating expenses, with a maximum assistance payment of \$2,500.00. This may include, but is not limited to, payroll, commercial mortgage/rent, utilities, supplies, inventory, etc.

In order for an applicant to qualify:

1. Business must be located in City of Donna city limits
2. Business must have a maximum of 25 employees or less.
3. Business must demonstrate need for assistance due to COVID-19
4. Business must be located in a commercial setting (i.e. freestanding commercial building, shopping center/plaza, office complex, etc.); home-based businesses will not be considered
5. Business must be in good standing with the City, compliant with City codes and ordinances
6. Business must pay sales tax and/or property tax to the City of Donna.
7. Business must be current on all property, sales taxes, city business permits, and water bills.
8. Business must be engaged in business as that legal under City and State law (franchise status)
9. Business must have a minimum of 6 consecutive months, of operations
10. Business must be independently owned and operated
11. Business must have been in business in the City of Donna on or before March 1, 2020
12. Business must be majority owned (51% or more) by US Citizen Or legal resident.
13. The Business cannot be a non-profit organization.
14. Applications will be approved on the first come basis and while funds remain available

Applications can be picked up at the City of Donna, or requested via our contact page on our website [www.cityofdonna.org](http://www.cityofdonna.org). Applicant must submit a complete application packet which includes application forms, W-9 Form, proof of business ownership and good standing, proof of business location, description of qualifying expenses

Applications will be reviewed as quickly as possible. However, the program does have a general review process time of 30 to 45 days of receipt of a complete application package. Application can be submitted at any time during normal business hours; Monday-Friday 8:00 AM to 12:00PM and 1:00 PM to 5:00 PM. Documentation will be reviewed by a committee. The program review board will have final approval of all applications. Awards will be made while funding is available.

Program terms and conditions: Small Business Assistance Program funding may only be used for payment of applicant's operating expenses or reimbursement of said payments incurred after March 1, 2020. The maximum award will be \$2,500.00. Only one award will be provided per individual business and location. All documents submitted will be subject to the Texas Public Information Act.

For a complete set of the program policies and procedures, please contact the City of Donna Department of Planning and Zoning office at [Planning@cityofdonna.org](mailto:Planning@cityofdonna.org) or call 956-464-3314 x1402.

## **Initial Documents for Grant Application**

- Application Form
- W-9 Form
- Proof of Business Ownership
- Proof Business is in good standing (franchise status, business permit, etc.)
- Proof business has been in operations for 6 months (Water Bill)
- Proof of business location (certificate of occupancy, lease agreement, etc.)
- Project Budget or List of Operating Expense
- 2018 or 2019 Business Tax Returns
- 2020 Profit & Loss Statement (January to Present)

## **Steps for Application Process**

- Fill out grant application
- Submit all documents to the City of Donna Department of Planning and Zoning via mail, email , or by appointment in person
- Staff will review application and determine eligibility and completeness
- If the Department of Planning and Zoning approves or denies the application the applicant will be notified of the decision.

**City of Donna Small  
Business Assistance  
Program Application**

Business Name:	Federal I D. #.	Year Started	Number of years in business:	
Business Address:	City	State:	Zip Code	Business Phone:
Contact Name & Title:	DOB:		SSN-/EIN	
Horne Address:	City:	State:	Zip Code:	Horne Phone:
Email Address:	Request Amount (max \$2,500):			
Total Project Cost:	# of Jobs Pre-COVID-19:		Current # of Jobs:	

General Business Description ( <i>i e Restaurant, tire shop, salon, etc.:</i> )	NAICS Code:
Type of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> S-Corp <input type="checkbox"/> C-Corp <input type="checkbox"/> LLC	
Did you and/or business receive SBA Assistance either via EIDL or PPP? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state amount:\$	

Please provide the names and contact information, if applicable, of any other business principles and/or owners with 20% ownership or more

#1 Name	Contact Information (address/phone#/ email)
#2 Name:	Contact Information (address/phone#/ email)
#3 Name:	Contact Information (address/phone#/ email)
#4 Name:	Contact Information (address/phone#/ email)

Need Statement: Please give a brief description of how COVID-19 impacted your business:

Project Budget/ List of Operating Expenses

**Budget Item**

**Amount**

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**TOTAL:**

Please provide a brief description of your business and the product/service your business provides the City:  
*Include in your description the following: Business owner's background information, history of business, information on products/services, hours of operation, number and types of jobs associated with your business, and yearly gross income/sales for the business.*

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**Applicant Certification:** Everything I have stated in this application is correct to the best of my knowledge. I understand that the City of Donna (City) or its agents will retain this application whether or not it is approved. I authorized the City or its agents to investigate my credit, employment, and income (including but not limited to any other credit report services). I also authorize the City or its agents to report to the proper credit bureaus account performance.

Furthermore, I understand that any award provided to me by the City is based on the information as submitted in my application and that any misstatements and/or misinformation provided in my application may result in my obligation to repay or reimburse the City or its agents for any financial assistance provided to me or my business.

**Nondiscrimination statement:** The City of Donna prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact Donna EDC office at 956-787-6622

Applicant: \_\_\_\_\_

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

Co-Applicant: \_\_\_\_\_  
(If applicable)

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

# **City of Donna** **COVID-19 Small** **Business Assistance** **Program**

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Program Policy & Procedure Manual

7/22/2020

**City of Donna**  
**COVID-19 Small Business**  
**Assistance Program**  
**Program Policy & Procedure Manual**

Program Summary

In 2020, the United States of America was affected by the global COVID-19 pandemic. In order to mitigate the spread of COVID-19, State, County and Local governments took action that in the process resulted in financial hardships for both residents and businesses across the nation. In response to the decline in the economy the federal government through the Coronavirus Aid, Relief and Economic Security (CARES) Act allocated \$151 Million to Hidalgo County. Hidalgo County in turn has allocated \$132 per capita to each of the municipalities within its jurisdiction. The County provided \$114 per person while holding \$18 per person in reserve. For the City of Donna, Texas this means a total allocation of \$2,192,652.00. The \$114/person represents \$1,862,532.00 as an initial allotment to City of Donna, with \$330,120.00 being held in reserve by the County.

In order to address the needs of local business, the City of Donna has established the Donna COVID-19 Small Business Assistance Program. The program will assist local small businesses with financial assistance for operating expenses.

This manual contains the policies and procedures for governance of the COVID-19 Small Business Assistance Program.

## **Section 1 General Provisions**

### 1.1 Purpose:

The purpose of the Donna COVID-19 Small Business Assistance Program is to assist in the recovery from financial hardship due to the adverse economic impact as a result of Federal, State, County and Local government efforts to protect the public from the COVID-19 Pandemic.

### 1.2 Objective 1:

To assist Donna small businesses with financial assistance for operating expenses

### 1.3 Funding Source:

The City of Donna has been allocated \$132.00 per capita by Hidalgo County from federal funds obtained through the CARES Act. This translates to an amount equal to \$2,192,652.00. The City of Donna is allocating 9.12% or \$200,000.00 of these funds towards economic recovery/ development grants that will assist local small businesses with operating expenses. The City will disburse \$200,000.00 for small business assistance program objective, in the initial rounds of awards. The City reserves the right to reallocate these funds based on objective needs upon program implementation.

## **Section 2 Administration**

### 2.1 Authority

This program is being created by the City of Donna, Hidalgo County, Texas. The Small Business Assistance Program falls under the authority of the City Council of the City of Donna.

- a) The Council shall have the right to establish and amend these program policies.
- b) The Council shall have the right to establish a review process for award of financial assistance under this program.
- c) The Council shall have the right to appoint a program manager
- d) The Council shall have the right to determine final approval of an award
- e) The Council shall have the right to delegate its authority to another party such as a program review board.

### 2.2 Program Review

A Program Review Board ("Board") shall be the body or group to oversee the administration of the program

- a) The City Council shall have the right to serve as the program review board or appoint a program review board.
- b) The City Manager shall oversee the Department of Planning and Zoning and Program Activities
- c) If a board is appointed by the Council, the Board shall have final approval of an award.
- d) The Board/City Manager shall review Department of Planning and Zoning's recommendations in making its final decisions