

# AMERICAN RESCUE PLAN ACT

## SMALL BUSINESS GRANT GUIDELINES

### BACKGROUND

The 117th United States Congress passed a \$1.9 trillion economic stimulus bill called The American Rescue Plan Act of 2021 ("ARPA") which was signed into law by President Biden on March 11, 2021. ARPA will deliver \$350 billion for eligible state, local, territorial, and Tribal governments.

The City of Schertz will be awarded a total of \$10,417,416.86 from ARPA. This amount will be delivered in two equal disbursements or tranches and will equate to \$5,208,708.43 per tranche. The following is a timeline of discussions:

- June 17, 2021—Initial ARPA Workshop Discussion with City Council
- August 6, 2021—Budget Retreat with City Council whereby staff received guidance on allocation of ARPA funds
- August 24, 2021—Council approved Resolution 21-R-85 authorizing approval of the allocation of funds from ARPA

### SMALL BUSINESS GRANT ALLOCATION

As outlined in Resolution 21-R-85, the First Tranche Disbursement of Funds includes Category 2 whereby \$1,000,000 has been allocated for small businesses to addresses negative economic impacts caused by the public health emergency.

### SMALL BUSINESS GRANT FUNDING

Per the Federal grant guidelines, the applicant is required to explain the losses the business experienced since the beginning of the pandemic (March 2020) as well as provide documentation of said loss. Ex: Letter of loss, general ledger information, receipts, income statements.

The applicant will also be required to explain what the grant funds would be used for by briefly describing expenditures or proposed expenditures and providing documentation. Note: If applying for funds to cover expenditures already made, please be aware that only purchases made on or after March 1, 2021 are eligible.

For information on eligible uses and restrictions of the ARPA grant funds, please refer to the *Department of Treasury's Interim Final Rule* Sections II, *Eligible Uses* (pages 10-77) and III, *Restrictions on Use* (pages 78-99). This document is provided as a link on our website.

### APPLICATION TIMELINE

Applications will be accepted ONLINE ONLY from Friday, October 1, 2021 through Wednesday, December 1, 2021 at 5:00 PM. (No late submissions will be accepted).

### GRANT COMMITTEE

The ARPA Grant Committee is comprised of the Mayor, City Manager, two Councilmembers, EDC Director, and The Chamber President.

### AWARD PROCESS TIMELINE

The ARPA Grant Committee will meet to review applications and will submit their recommendations of award amounts to City Council for approval. Applicants will be notified as soon as possible after City Council approval.

### HOW TO APPLY

Apply electronically by completing the *Small Business Grant Application*. By electronically submitting the *Small Business Grant Application*, the applicant certifies that they will utilize the ARPA funds awarded by the City of Schertz for the sole purpose as outlined in the application.

### QUESTIONS?

For questions regarding the application process, please contact Cyndi Simmons, Administrative Assistant, City Management Office at 210-619-1000 or csimmons@schertz.com.



# AMERICAN RESCUE PLAN ACT SMALL BUSINESS GRANT APPLICATION

1. Name of Business

2. Address

3. Type of Business	Restaurant	Service	Retail
	Manufacturing	Non-Profit	Home-Based
	Other (Please explain)		

4. Point of Contact

Phone

Email

5. Per the Federal grant guidelines, we need to know what loss(es) your business experienced since the beginning of the pandemic (March 2020). Briefly describe the loss below and attach documentation of loss. Ex: Letter of loss, general ledger information, receipts, or income statement.

6. What specifically have you spent funds on or propose to spend funds on? Briefly describe expenditures or proposed expenditures below and attach documentation. Note: If applying for funds to cover expenditures already made, please be aware that only purchases made on or after March 1, 2021 are eligible.

7. How much grant funding are you requesting?

**APPLICATION PERIOD**

Friday, October 1, 2021 through  
Wednesday, December 1, 2021 at 5:00 PM  
*No late submissions will be accepted*

**AWARD PROCESS**

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**ATTESTATION**

By electronically submitting this *Small Business Grant Application*, I hereby certify that I will utilize the American Rescue Plan Act funds awarded by the City of Schertz for the sole purpose as outlined in Question 7 of this application and the attached documentation describing the proposed expenditures.

*Electronic Signature*

**FOR CITY USE ONLY**

Award Amount Granted \_\_\_\_\_

Date Approved by City Council \_\_\_\_/\_\_\_\_/\_\_\_\_