



More Relief Funds Available for Overland Park Small Businesses

Community Capital Fund to Administer Second Round of the City of Overland Park CDBG Small Business Economic Recovery Program

OVERLAND PARK, Kan. (June 17, 2021) – A successful small business grant fund will reopen June 21 for a second round to provide direct assistance to small businesses experiencing continuing negative impacts as a result of the COVID-19 pandemic. The [Overland Park CDBG Small Business Economic Recovery Program](#) is administered by the [Community Capital Fund](#) (CCF) in partnership with the [City of Overland Park, Kansas](#), and will award another round of grants of up to \$10,000 to small businesses located in Overland Park, Kan., which may not qualify for other forms of financial relief. Grants through the Small Business Program will provide immediate liquidity to businesses that are struggling with capital and payroll expenses, low demand, and other challenges associated with the ongoing economic effects of the pandemic and the reopening process.

Funding for the Smart Business Program is made available through an additional allocation of Community Development Block Grant (CDBG) from the CARES Act, which Congress approved on March 27, 2020 to allocate \$5 billion to prevent, prepare for, and respond to the impacts of the coronavirus. The City of Overland Park's allocation of more than \$550,000 CDBG Coronavirus (CDBG-CV) funding for round two is addressing immediate threats to health and safety. In its supporting coronavirus response, the City is prioritizing the needs of businesses focused on job retention. On March 3, 2021, the City of Overland Park's Governing Body approved the use of CDBG-CV funding for a second round of the Small Business Program. Businesses that received funding from the first round may be eligible to receive an additional \$5,000 for a total not-to-exceed grant total of \$10,000.

"Even as many economic indicators brighten in our community, we know the COVID-19 pandemic has created an unexpected economic recession that has disproportionately affected small businesses in our community. Many small businesses lack access to the capital and resources from traditional sources needed to keep their work going as they navigate reopening," City of Overland Park, Kan. Grants Coordinator Julie Smith said. "Businesses most at-risk often do not meet conventional collateral standards for loan capital or lack the technical capacity to access other forms of institutional capital, and we are continuing to help them with their job retention objectives."

Smith said the City decided to work with CCF to support and oversee round two of the fund, given CCF's performance to deploy the first round of the program, which distributed \$200,000 to 40 Overland Park small businesses. CCF is a community grant-maker with a network of support agencies, including [AltCap](#), CCF's sister-organization. Since 2012, CCF has deployed nearly \$1,500,000 to neighborhoods, grassroots organizations and small businesses, organized nine Community Development Workshops for more than 2,100 community leaders, and fiscally sponsored ten social ventures that have raised more than \$1,500,000 to support its communities.

"The opportunity for CCF to once more partner with the City of Overland Park, Kansas to provide needed funding and technical assistance resources to help local, small businesses survive this pandemic is powerful," CCF Executive Director Phyllis Hardwick said. "There is more we can do to help Overland Park's small businesses."

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To ensure full fiscal responsibility to the City of Overland Park, CCF is providing full and transparent documentation as it administers direct payment of grant funds for the following expenses:

- Mortgage payment (to financial institution)
- Rent payment (to landlord/management group)

How to Apply for the Overland Park CDBG Small Business Economic Recovery Program

Application documents will be available in English, Spanish, and Arabic languages, and additional language assistance can be facilitated. Applications need to be completed in English and may be submitted in several ways:

1. Complete and submit the online application and provide your documentation.
Online applications are available starting June 21 at <http://www.ccfkansascity.org/opks>.
2. Complete the fillable-form application and email with your documentation to info@ccfkansascity.org.
3. If online or email submission is inaccessible or burdensome, please print, complete, and mail the application with your documentation to: Myron Scafe Building, ATTN: OPKS CDBG Small Business Program, 8500 Antioch Road, Overland Park, KS 66212. Application pickup is also available at this location.

Eligibility Criteria for the Overland Park CDBG Small Business Economic Recovery Program:

To qualify for the Overland Park CDBG Small Business Economic Recovery Program, applicants must:

For all applicants (1-6):

1. Submit a completed application;
2. Have a business physically located in Overland Park, Kansas;
3. Be in an industry/sector deemed as "non-essential" due to the required response to the COVID-19 pandemic, including retail, food service, arts & entertainment, hospitality, fitness, personal service, and transportation. (Non-profit organizations and home-based businesses are not eligible. Eligible businesses cannot be corporately owned, or publicly traded. Local franchises are eligible.)
4. Prove the business is legally operating and current on State and Local taxes;
5. Be in good standing in the City of Overland Park, Kansas, including no unpaid code enforcement liens or open code enforcement cases and not operating in violation of any Federal, State, or local laws; and
6. Can demonstrate a loss of income since July 1, 2020, due to the necessary measures to combat the COVID-19 pandemic.

Each applicant needs to select the appropriate program (7-8):

7. **If a Microenterprise (Microenterprise Program)** (Have 5 or fewer full-time employees (FTEs), one or more of whom is the business owner)
 - ↑ ○ The business owner must have household income considered to be low or moderate-income as defined by HUD;
 - OR
 - ↓ ○ Have annual revenues of less than or equal to \$500,000.
8. **If a Small Business (Job Retention Program)** (Have 6 to 35 full-time employees (FTEs))
 - Can demonstrate the ability to retain or create jobs for employees representing low or moderate-income as defined by HUD;
 - Have annual revenues of less than or equal to \$750,000.

Required Documentation for the Overland Park CDBG Small Business Economic Recovery Program:

- Certification of Good Standing from the State of Kansas
- Copy of lease, rental or mortgage agreement for a commercial location, including minimum monthly payment requirements
- Copy of most recent quarterly payroll report (if a business with employees)

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Required Documentation (CONT)

- Business financials, including: (The purpose for receiving these documents is to demonstrate reduction in revenue during a three-month period beginning on March 2, 2020, or later.)
 - For Sole Proprietors and individual/single-owner LLCs: 2019 and/or 2020 Schedule C (Form 1040)
 - For Partnerships: 2019 and/or 2020 Return of Partnership Income (Form 1065) with all schedules and K1's and 941's filed, most recent Annual Quarterly Balance Sheet or Profit & Loss Statement
 - For Corporations: (both C and S) 2019 and/or 2020 1120 or 1120S Tax Return, 941's, and/or a payroll statement
 - IRS Form 941 from most recent quarter
 - If the need cannot be determined from other financial documents, bank statements should be provided for a comparable three-month period in 2019, 2020, and/or 2021.
 - If tax returns are not provided, year-end payroll reports are required for 2019 and/or 2020.
- **For Microenterprise Program (business with five (5) or fewer full-time employees (FTEs)):**
 - Most recent personal tax return. *The business owner must have household income considered to be low or moderate-income as defined by HUD.*
 - If no recent personal tax return, please provide income verification for all members of the household (pay stubs, bank statements, other)
- **For Job Retention Program (business with 6-35 full-time employees (FTEs)):**
 - Income documentation for each person in the position(s) you are pledging to retain. *The business owner must demonstrate the ability to retain jobs for employees representing low or moderate-income as defined by HUD.*
- **Round 1 Recipients**
 - Must be in good standing with the current grant (e.g. reports for April July 2021 submitted/approved)
 - Must provide recent payroll documentation and bank statements for the most recent quarter

Key Milestones for the City of Overland Park CDBG Small Business Economic Recovery Program

- **June 21, 2021** – Application Period Opens (application available at <http://www.ccfkansascity.org/opks>)
- **June 28 to July 16, 2021** – Socially distanced, in-person **Office Hours** for applicants will take place at the City of Overland Park, Kansas – Myron Scafe Building, 8500 Antioch Rd., Overland Park, KS 66212.
 - June 28, 2021 – 9:00 AM to 5:00 PM
 - July 12, 2021 – 9:00 AM to 5:00 PM
 - July 15, 2021 – 9:00 AM to 5:00 PM
 - July 16, 2021 – 9:00 AM to 5:00 PM
 - CCF staff will be available by appointment or walk-in for application assistance
- **July 16, 2021** – Application Period Closes (pending quantity of responses, deadline could be extended)
- **August 2021** – Application Review and Notification of award, non-award
- **September 2021** – Grant Awardees receive payments
- **October 2021 to September 2022** – Quarterly reporting for Grant Awardees
- **September 2022** – 12-Month Program Evaluation

Media Inquiries (Para obtener apoyo crediticio en español):

Steff Hedenkamp, Special Projects, CCF, (816) 506-4630 or steff@ccfkansascity.org

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