



City of Odessa Business Assistance Program Application

Business Information	
Business Name:	
Date Business was established:	
Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other <input type="checkbox"/> Specify:	
Business Address:	
Applicant Information	
Name:	
Address:	
Telephone:	
Email:	

1. Is your business located within the city limits of the City of Odessa and registered to do business in the State of Texas?

- Yes
 No – If no, your business is not eligible for this program.

2. Is your business current on City of Odessa fees, property taxes, State and City sales tax?

- Yes
 No – If no, your business is not eligible for this program.

3. Has your business been in operation since March 18, 2019?

- Yes
 No – If no, your business is not eligible for this program.

4. Is your business or any of its owners currently in bankruptcy or declared bankruptcy in the last 12 months?

- Yes – If yes, your business is not eligible for this program.
 No

5. Is the business a nonprofit organization?

- Yes – If yes, your business is not eligible for this program.
 No

6. Is your business one of the following: businesses that are sexually oriented and/or a gambling establishment?

Yes – If yes, your business is not eligible for this program.

No

7. Does your business employ 20 or less employees?

Yes

No – If no, your business is not eligible for this program.

8. Did your business experience business interruptions occurring on or after March 18, 2020 due to COVID-19, which resulted in required closures, voluntary closures to promote social distancing, or decreased customer demand?

Yes

No – If no, your business is not eligible for this program.

9. Are you able to show documented loss of business revenue due to the COVID-19 pandemic?

Yes

No – If no, your business is not eligible for this program.

10. Does your business have an Annual Gross Revenue below \$750,000.00?

Yes

No – If no, your business is not eligible for this program.

11. Are you, or any person acting as an agent for the business, related (by blood or marriage) to an employee of the City of Odessa, an elected official of the City of Odessa, or a member of the City of Odessa Business Assistance Advisory Committee?

Yes – Please list name(s) and affiliation(s): _____

No

12. Does an employee of the City of Odessa, an elected official of the City of Odessa, or a member of the City of Odessa Business Assistance Advisory Committee have a financial interest in this business?

Yes – Please list name(s) and explain interest: _____

No

13. Are you able to provide at least one of the following documents: Financial Statements, Business operating bank statements from the last year OR check register detailing business expenses; 2019 Business Tax Returns; or Sales Tax Report?

Yes

No – If no, your business is not eligible for this program

14. Have you applied and received other COVID-19 economic assistance through other Federal or local government agencies [examples include: Economic Injury Disaster Loans (EIDL Loans), Paycheck Protection Program (PPP) loans or Federal Emergency Management Agency (FEMA) funding]

Businesses may not receive federally subsidized assistance that duplicates any part of their disaster loss covered by insurance or another source. It is the City's sole discretion to determine if funds received induce an eligibility.

Yes - If yes, your business is not eligible for this program.

No

15. These grant funds can be used to reimburse expenses incurred for business interruptions occurring on or after March 18, 2020 due to COVID-19, which resulted in required closures, voluntary closures to promote social distancing or decreased customer demand. Please select the below options of intended expenses. (please select all that apply)

- Fixed Assets:** [which can include equipment/machinery, personal protective equipment (PPE), technology, contactless payment devices, business software]

- Services:** [which can include; working capital, payroll expenses, healthcare benefits, supplier payments, rent, lease or mortgage payments for real property used for business purposes (does not include personal residence), rent, lease or purchase payment for business property (ex: delivery vehicle, food truck, kitchen equipment, technology payment and communications system/equipment)]

- Marketing:** (which can include website design, website improvements, redesign, and cost of digital marketing)

16. Please provide a brief explanation of what adverse economic impacts COVID-19 had on the operations of your business and hardship(s) that your business has experienced:

By signing below, you make the following representations, authorizations and certifications:

I represent that:

- I understand and have answered the above questions honestly and to the best of my ability.
- I certify that at the time of submitting this application, that I have not applied for and received any other federally subsidized disaster assistance including the EIDL loan, PPP loan or FEMA funding.
- All grant proceeds will be used only for business related purposes as specified in the application
- I will comply with all requirements listed in application and submit all required documents listed on page 4
- I acknowledge that the City of Odessa Small Business Program Advisory Board will calculate the eligible grant award using tax documents I have submitted. I affirm that these tax documents are correct.

Name of Authorized Applicant of Business

Date

Applicant Signature

Required Documents to submit with application:

- ✓ Completed Application
- ✓ Valid Personal Identification
- ✓ Proof of Business location within City of Odessa limits
- ✓ Form W9

Also need a minimum of ONE or more of the below documents:

-Financial Statements

-Business operating bank statements from the last year OR check register detailing business expenses

-2019 Business tax returns

-Sales Tax Report

If you need assistance or have additional questions regarding this application, please contact the City Manager's Office at 432-335-4107.

The Advisory Committee will render a decision on grant application within 5 days of receipt of completed application and supporting documents.

Completed Applications and supporting documents can be emailed to COBAP@odessa-tx.gov or hand delivered to City of Odessa, City Hall, City Manager's Office.