



# City of Valparaiso

## Valpo Invests in Business (VIB) Grant

### COVID-19 Grant Program Summary



**Program Announcement: June 14, 2021**

**Application Period Open: June 16, 2021**

The City of Valparaiso, Indiana, is making grant funding available to qualifying businesses to be used for working capital, continuing operations, and to support remote work. The underlying principle is to assist in and help retain current businesses and their workforce with a priority for low to moderate income (LMI) jobs. These grant funds are available to businesses that are in operation within the City of Valparaiso. Veteran and minority owned businesses are encouraged to apply. These funds have been made available by a grant from the Indiana Office of Community and Rural Affairs (OCRA) utilizing Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD).

This is a direct incentive for small businesses to remain in operation and to keep their workers on the payroll. The maximum grant per business is \$10,000.00 and it must be used within two months from the grant award. Grants awarded will be between \$1,000.00 and \$10,000.00 and subject to review. The City expects that these funds will be in high demand and will utilize a competitive application process. Therefore, it is imperative that applicants fully read the application materials and submit a timely and complete application. Once received, applications will be reviewed by a Grant Review Committee and a recommendation made to OCRA for funding. Only upon approval by OCRA will a business be awarded a grant for a specific amount. Funds may be used to bolster the current financial health of a business. Below are some examples of eligible uses of the grant funds:

- Payroll
- Inventory
- Rent or mortgage payments
- Property taxes or insurance
- Utilities (water, sewer, electric, gas, phone, internet)
- Equipment lease payments
- Support remote work

The employees identified for payroll expenses must meet in total the 51% LMI income requirements set forth by HUD. Businesses not using the funding exclusively for payroll must still provide payroll information and income verification for EVERY employee at the eligible business location and are bound by LMI requirements.

In order for a business to be eligible, it must meet the following criteria:

1. Be a for-profit business with employees (who receive W-2's) or a Microenterprise with less than 5 employees (who receive 1099's) in which 1 or more employee is also an owner.
2. Be physically located within the corporate limits of the City Valparaiso, Indiana. Questions regarding whether or not your business is located within the corporate limits of the City of Valparaiso are to be directed to Brandon Dickinson: Valparaiso Redevelopment Commission Executive Director at [bdickinson@valpo.us](mailto:bdickinson@valpo.us) or (219) 462-1161.
3. Be registered to do business in the State of Indiana.
4. Be willing to certify qualified employees are within HUD LMI guidelines.
5. Agree to all terms, conditions, responsibilities, and reporting requirements set forth by OCRA and execute a Grant Agreement document.

**Please complete the VIB Grant Application, have each employee complete an "Employee Income Survey" (last page of the application) and attach your business's most recent Indiana Secretary of State Business Entity Report ([www.inbiz.in.gov](http://www.inbiz.in.gov)). Applications are due by 4pm on July 16th, 2021 to be considered. Applications can be emailed to Brandon Dickinson, VIB Program Manager/ Valparaiso Redevelopment Commission Executive Director, at [bdickinson@valpo.us](mailto:bdickinson@valpo.us) or mailed to:**

**City of Valparaiso  
Valpo Invests in Business (VIB) Grants  
166 Lincolnway  
Valparaiso, IN 46383**

Applications will be reviewed and scored by the VIB Grant Review Committee. All applications are final and once all program funding has been exhausted, the program will be closed. The VIB Grant Review Committee will prioritize applications that show the greatest need due to the COVID-19 pandemic and are at risk of LMI job losses based on the following scoring criteria (maximum 30 points):

**Business Status:**

- Length of Closure (Feb 2020 – Feb 2021) - capacity limits = 7 pts
- Temporary Closure of Business/Reopen = 5 pts
- Partially Open (limited capacity) = 3 pts
- Open as Normal = 1 pt

**Employee Count:**

- <5 Employees = 7 pts
- 6-15 Employees = 5 pts
- 16-25 Employees = 3 pts
- >25 Employees = 1 pt

**Other State or Federal Loans or Grants:**

- Have not received any other state or federal assistance = 5 pts
- Have received State or federal non-forgivable loan = 3 pts
- Have received State or federal grant or forgivable loan = 1 pt

**Employee LMI Representation:**

- 100% LMI Persons = 5 pts
- 75%-99% LMI Persons = 3 pts
- 51%-74% LMI Persons = 1 pt

**Average weekly expenses exceed average weekly revenue (April 15, 2021 calculations):**

- Exceeds by 100% = 5 pts
- Exceeds by 75%-99% = 4 pts
- Exceeds by 50%-74% = 3 pts
- Exceeds by 25%-49% = 2 pts
- Exceeds by 0%-24% = 1 pt

**Cash reserve amount offsets average weekly deficiencies (April 15, 2021 calculations):**

- Offsets for < 1 months = 5 pts
- Offsets for 1-2 months = 4 pts
- Offsets for 2-3 months = 3 pts
- Offsets for 3-4 months = 2 pts
- Offsets for > 4 months = 1 pt

**BONUS POINTS:** Bonus points for Minority and Veteran owned businesses = 3 pts

**Submission Check List:**

- Completed Application form
- Most recent Indiana Secretary of State Business Entity Report ([www.inbiz.in.gov](http://www.inbiz.in.gov))
- "Employee Income Survey" completed for each employee of the business

Questions may be directed to:

Brandon Dickinson  
VIB Program Manager/Redevelopment Commission  
Executive Director [bdickinson@valpo.us](mailto:bdickinson@valpo.us)  
(219) 462-1161



# City of Valparaiso Valpo Invests in Business (VIB) Grant Application



## Business Information

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Trade Name (dba): \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Structure:  Sole Proprietor (dba)  General Partnership  Limited Liability Partnership (LLP)  
 Limited Liability Company (LLC)  C-Corporation  Sub-S Corporation  \_\_\_\_\_

Date of Organization: \_\_\_\_\_ State of Organization: \_\_\_\_\_

Note-Attach your most recent Indiana Secretary of State Business Entity Report (available at [www.inbiz.in.gov](http://www.inbiz.in.gov))

Type of Business (\*see note below):

Microenterprise  Traditional Business

Ownership:

Name	Title	% Ownership	Yrs with Business

Business Location:  Leased (lease expires: \_\_\_\_\_)  Owned (if mortgaged, est. payoff date: \_\_\_\_\_)

As of April 15, 2021 were the following up to date:

Payroll taxes:  Yes  No

Sales taxes:  Yes  No

Property taxes:  Yes  No

Describe the Nature of the Business:

Minority-owned business  Veteran-owned business

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\*Per HUD, A microenterprise is a commercial enterprise that has five or fewer employees and one or more of the employees owns the enterprise - employees may be independent contractors and receive a 1099. If the business only has one employee and that employee is also an owner - it is qualified as a microenterprise. In a traditional business structure, there may be more than 5 employees, all employees will receive a W-2.



**Operations Information**

**Current Status:**

Temporary Closure of Business/Reopen     Partially Open (limited capacity)     Open As Normal

Number of Employees: \_\_\_\_\_ Average current monthly payroll amount \$ \_\_\_\_\_

As of January 1, 2021:

\_\_\_\_\_ Full Time Employees

\_\_\_\_\_ Part Time Employees

As of April 15, 2021:

\_\_\_\_\_ Full Time Employees

\_\_\_\_\_ Part Time Employees

**Financial:**

Gross Annual Revenues:

\$ \_\_\_\_\_ 2019

\$ \_\_\_\_\_ 2020

Gross Annual Expenses:

\$ \_\_\_\_\_ 2019

\$ \_\_\_\_\_ 2020

Average Weekly Revenues:

\$ \_\_\_\_\_ as of February 15, 2020

\$ \_\_\_\_\_ since February 1, 2021

Average Weekly Expenses:

\$ \_\_\_\_\_ as of February 15, 2020

\$ \_\_\_\_\_ since February 1, 2021

Cash Reserves as of:

January 1, 2020: \$ \_\_\_\_\_

April 1, 2021: \$ \_\_\_\_\_

**Disclosure of other grants or loans:**

**State Assistance:**

Indiana Small Business Restart Grant:     Awarded     Applied     Didn't Apply    \$ \_\_\_\_\_

**Federal Assistance:**

Payroll Protection Program (PPP):     Awarded     Applied     Didn't Apply    \$ \_\_\_\_\_

SBA Economic Injury Disaster Loan (EIDL):     Awarded     Applied     Didn't Apply    \$ \_\_\_\_\_

SBA Express Bridge Loan (EBL):     Awarded     Applied     Didn't Apply    \$ \_\_\_\_\_

Other \_\_\_\_\_     Awarded     Applied     Didn't Apply    \$ \_\_\_\_\_

Use of other awarded grant or loan funds from above:

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**Grant Request**

The maximum grant award amount is \$10,000. Grant funds can be used for working capital including payroll, mortgage, rent, equipment lease, inventory, utilities, transportation, other day-to-day expenses, continuing operations and to support remote work for employees. If the business received certain state or federal loans or grants, such as PPP, those same expenses cannot be covered by any award under this program.

Amount being requested under this grant: \$ \_\_\_\_\_

Explain how the use of these COVID-19 grant funds will be utilized and allow you to retain jobs for LMI persons while continuing your operations to the fullest extent practical (attach additional paper if necessary):

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**Certification**

- Yes  No  The applicant is a for-profit business and geographically located within the City of Valparaiso
- Yes  No  The applicant has employees who are not the owner(s) OR is a qualified micro-enterprise
- Yes  No  The applicant business was in operation as of January 1, 2021
- Yes  No  The applicant business will be retaining at least 51% of jobs held by LMI persons
- Yes  No  The applicant can show documentation that jobs would be lost if not for grant assistance
- Yes  No  The applicant acknowledges that the grant funds will only be used for approved purpose
- Yes  No  The applicant acknowledges that the business name and award may be publicized by the City
- Yes  No  The applicant acknowledges that the business is a veteran-owned business
- Yes  No  The applicant acknowledges that the business is a minority-owned business

By signing below, I, on behalf of the applicant business certify:

1. I am fully authorized to sign this application on behalf of the business.
2. If awarded grant funding, agree to abide by the terms and conditions contained herein, including those contained in the COVID-19 Response Program Grant Agreement, and program requirements through the Indiana Office of Community & Rural Affairs (OCRA) and U.S. Department of Housing and Urban Development (HUD) as the parent funding agencies.
3. I have reviewed and verified the content of this application and certify that the financial, job and LMI information provided is true and accurate.

\_\_\_\_\_ **Authorized signer on behalf of Applicant Business**

\_\_\_\_\_ **Printed Name and Title** \_\_\_\_\_ **DATE**

\_\_\_\_\_ **Authorized signer on behalf of Applicant Business**

\_\_\_\_\_ **Printed Name and Title** \_\_\_\_\_ **DATE**

Once completed, sign and return this application along with all other required documentation to:  
City of Valparaiso, Valpo Invests in Business (VIB) Grants, 166 Lincolnway, Valparaiso, IN 46383



## Employee Income Survey

The City of Valparaiso, Indiana is conducting this survey to obtain information necessary to qualify for the Valpo Invests in Business (VIB) Grant. This survey is required to be filled out by each employee to be eligible for the Valpo Invests in Business (VIB) Grant. Employees should not include their name or employee number. If you have any questions concerning this survey, please call or email Brandon Dickinson, VIB Program Manager/Valparaiso Redevelopment Commission Executive Director, at [bdickinson@valpo.us](mailto:bdickinson@valpo.us) or (219) 462-1161.

**STEP 1.** Indicate below whether your total employee annual income is above or below \$41,950 by placing a check mark in either the “Above” or “Below” box. Enter today’s date also.

Income is determined by computing the employee total annual income generated from working at the **business applying for the VIB grant**.

### Employee Annual Income

(Received from this business/employer only)

DATE: \_\_\_\_\_

**\$41,950**

Above

Below

**STEP 2.** Please indicate the race/ethnic information in the table below for your family members.

<b>FAMILY RACIAL/ETHNIC INFORMATION</b>		
Respondents may refuse to provide the following information by checking here <input type="checkbox"/>		
	Number of People	Of Hispanic Origin
White		
Black/African American		
Black/African American and White		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/ Alaskan Native and White		
Asian and White		
American Indian/Alaskan/ Native and Black/African American		
Other Multi-Racial		
<b>TOTAL PERSONS IN FAMILY</b>		

*Note- The income limit listed above is the LMI for 1-person in Porter County.*

*This form should be photocopied as needed and completed employee surveys should be returned with the VIB application.*