



Seabrook Emergency Business Retention Incentive

ROUND TWO

IMPORTANT GUIDELINES

- Available to all Seabrook businesses within the Seabrook Empowerment Zone (see map—page 5).
- Up to \$10,000 available per business. Please note the eligibility criteria on page 4.
- Funds are targeted for business lease / loan payments, utilities, payroll, etc. and are determined by EDC to promote new or expanded business development and/or for the creation/retention of primary jobs. These funds are not intended for business owner salaries.
- Business must be active on or before January 1, 2020.
- Businesses that received funding from round one funding are not eligible for round two.
- Completed applications (with attachments noted on page 4) will be given priority consideration.

Note: Acceptance of this incentive may exclude your business from applying for other assistance programs.

FINAL DETERMINATION OF INCENTIVE AWARD SHALL BE MADE BY THE BOARD OF THE EDC.

ANY INCENTIVE SHALL BE SUBJECT TO A BINDING AGREEMENT WITH TERMS AND CONDITIONS APPROVED
BY THE EDC AND CITY COUNCIL.

PLEASE **EMAIL** COMPLETED AND SIGNED APPLICATION ALONG WITH ALL DOCUMENTATION
BY **FRIDAY, MAY 22** TO PAUL CHAVEZ AT

PCHAVEZ@SEABROOKTX.GOV

If you have any questions or concerns, please contact directly.



Seabrook Emergency Business Retention Incentive

APPLICATION

Applicant Name & Title: _____

Applicant Email: _____

Applicant Phone: _____

Business Name: _____

Taxpayer ID: _____

File Number assigned by the Texas Secretary of State: _____

Business' Physical Address: _____

Business Website or Facebook URL: _____

Business is a local franchise: YES / NO
Applicant is responsible for all revenue and expenses.

Business is a local independent business (less than 5 locations in Texas): YES / NO

Name and contact information of majority owner of business *(if different from applicant)*

Approximate date of business first opening in Seabrook: _____

Number of employees on January 1, 2020: Part Time: _____ Full Time: _____

Number of employees on April 1, 2020: Part Time: _____ Full Time: _____

Please attach copy of Texas Workforce Commission Quarterly Wage Report for 1st Quarter 2020

Business Industry **(choose only one)**

- Retail / Restaurant
- Professional / Educational
- Boat Sales / Industrial / Warehouse
- Hotel / Apartment Complex
- Service / Automotive Related / Salon

Is your current business status:

- Open, operating as normal
- Open but in a limited capacity (online only, drive through/curb side only, etc)
- Totally Closed

Has your business applied for a COVID-19 Federal grant/loan program? YES / NO

If approved for the incentive, please detail how funds will be utilized:

Applicant Signature: _____ Date: _____

Business Owner Signature: _____ Date: _____
(if different from applicant)

PLEASE **EMAIL** COMPLETED AND SIGNED APPLICATION ALONG WITH ALL DOCUMENTATION
BY **WEDNESDAY, APRIL 29** TO PAUL CHAVEZ AT

PCHAVEZ@SEABROOKTX.GOV

If you have any questions or concerns, please contact directly.

Documents to Accompany Application

It is recommended that the following documentation be included at the time of your application submission to allow for a full evaluation on the incentive request.

- A copy of Texas Workforce Commission Quarterly Wage Report for 1Q 2020
- Receipt or cancelled check of most recent lease/mortgage payment
- Receipt or cancelled check of most recent utility payments (*water, electric, gas, etc.*)
- Copy of Texas Sales and Use Tax Return for FY 2019 (*if applicable*)
- A copy of Q1 2020 Sales Tax payments
- Copy of Harris County Property Tax Bill for 2019
- If Business has applied for a COVID-19 Federal grant/loan program, please provide proof of submittal
- Seabrook Vendor Packet (including form W-9) — required for processing payment

Eligibility and Consideration

The evaluation process will include a full review of the application and required documentation. In addition, the following criteria will be used within the scoring system. If a business is eligible, an incentive could range from \$3,500 - \$10,000 dependent upon criteria.

- Current operating status of the business
- Size and number of employees within the business
- Business Type (Franchise or Independent)
- Type of Business — i.e. Retail, Restaurant, Professional, Service Related, Automotive, Personal Care (salons), Sales, Industrial, etc.

