

# Table of Contents

---

**Program Transfer Overview 2**

---

**Small Business Recovery Fund 3**

---

**Emergency Rental Assistance Program 6**

---

**Next Steps 9**

---

**Appendix: Allocation Totals 11**

---

# Program Transfer Overview

*Cities may transfer their Coronavirus Relief Fund (CRF) Small Cities Program allocation to one of the following Harris County grant programs to better aid their city's residents.*

01



## Small Business Recovery Fund

Assist small businesses who are struggling with operating costs and reduced patronage

02



## Emergency Rental Assistance Program

Assist renters who are behind on payments due to COVID-19 adverse economic circumstances

By reallocating the city's CRF dollars to the established Harris County programs, your city:

1. Support small businesses and residents with the greatest need in your city
2. Avoid the burden of grant administration
3. Avoid duplication of benefits by running a separate grant program

# Small Business Recovery Fund: Grant Overview



Harris County allocated **\$30 million** to the SBRF program to date

- Created to mitigate the negative economic impact on small businesses in Harris County
- Focus on small businesses owned by low-to-moderate income (LMI) individuals
- Money can be used to assist with:
  - Payroll
  - Mortgage
  - Utility
  - Other business operating expenses

# Small Business Recovery Fund: Eligibility Criteria



In business for the entire 2019 calendar year



Less than 30 employees



No outstanding tax liens or judgments, excluding 2019 property taxes



Demonstrate negative financial impact from COVID-19



Located in Harris County (excluding city of Houston)



Must not have received other COVID-19 financial assistance

# Small Business Recovery Fund: Grant Funding

*Determined by the higher of these two calculations, not to exceed \$25,000*

## Payroll Expenses

- The average of 2019 monthly payroll costs; same calculation as the Payroll Protection Program including:
  - Gross payroll
  - Retirement costs
  - Health insurance costs
- Applicants can use average monthly amount of 2019 net income

## Fixed Operational Expenses

- Twice the average of 2019 monthly fixed costs
  - Rent, lease or mortgage payment
  - Real property taxes
  - Business personal property taxes
  - Utilities excluding costs of personal residence

## Grant Distribution Timeline

75% paid within 30 days of approval of the application

25% paid in November 2020, upon validation of continuing operation

# Emergency Rental Assistance Program: Grant Overview

- Designed to provide emergency financial assistance **for critical rental assistance related to COVID-19**
- **Maximum** amount of assistance available to residents of Harris County is **\$1,200 per household**
- **Paid directly to landlords** on behalf of eligible households
- Program will **assist with payments or arrears of rent** and rent-associated fees from the period from March 2020 until December 2020
- **Actual** amount of assistance will depend on amount required to fill gaps in individual ability to pay rent, related fees, and/or arrears in full

# Emergency Rental Assistance Program: Eligibility Criteria



Must be age 18 or older to qualify



Total household income cannot exceed 50% of the HUD Area Median Family Income (HAMFI) limits



No other COVID assistance received through Harris County



Documentation:

- Proof of economic hardship due to COVID (termination/furlough letter, unemployment application, etc.)
- Notice to vacate, proof of a lack of resources, and any unpaid rent statements
- Personal Identification and Lease Agreement

# Emergency Rental Assistance Program: Application Process

01

Complete the online application available at  
[www.harriscountyrenthelp.org](http://www.harriscountyrenthelp.org)

02

Apply over the phone through the designated Rental Assistance Call Center during the enrollment period

The Rental Assistance Program will begin to accept applications in August:

**Landlord Enrollment:** August 17th - August 26th

**Tenant Enrollment:** August 24th - August 30<sup>th</sup>

Contact Harris County's Social Services Department at (713) 696-7900 with questions.

# Next Steps

*Below is a summary of the next steps for each small city that plans to divert money from their CRF allocation to Small Business Recovery Fund or Emergency Rental Assistance Program*

1

Determine if your city wants to earmark money to the Harris County Small Business and / or Rental Assistance Program

2

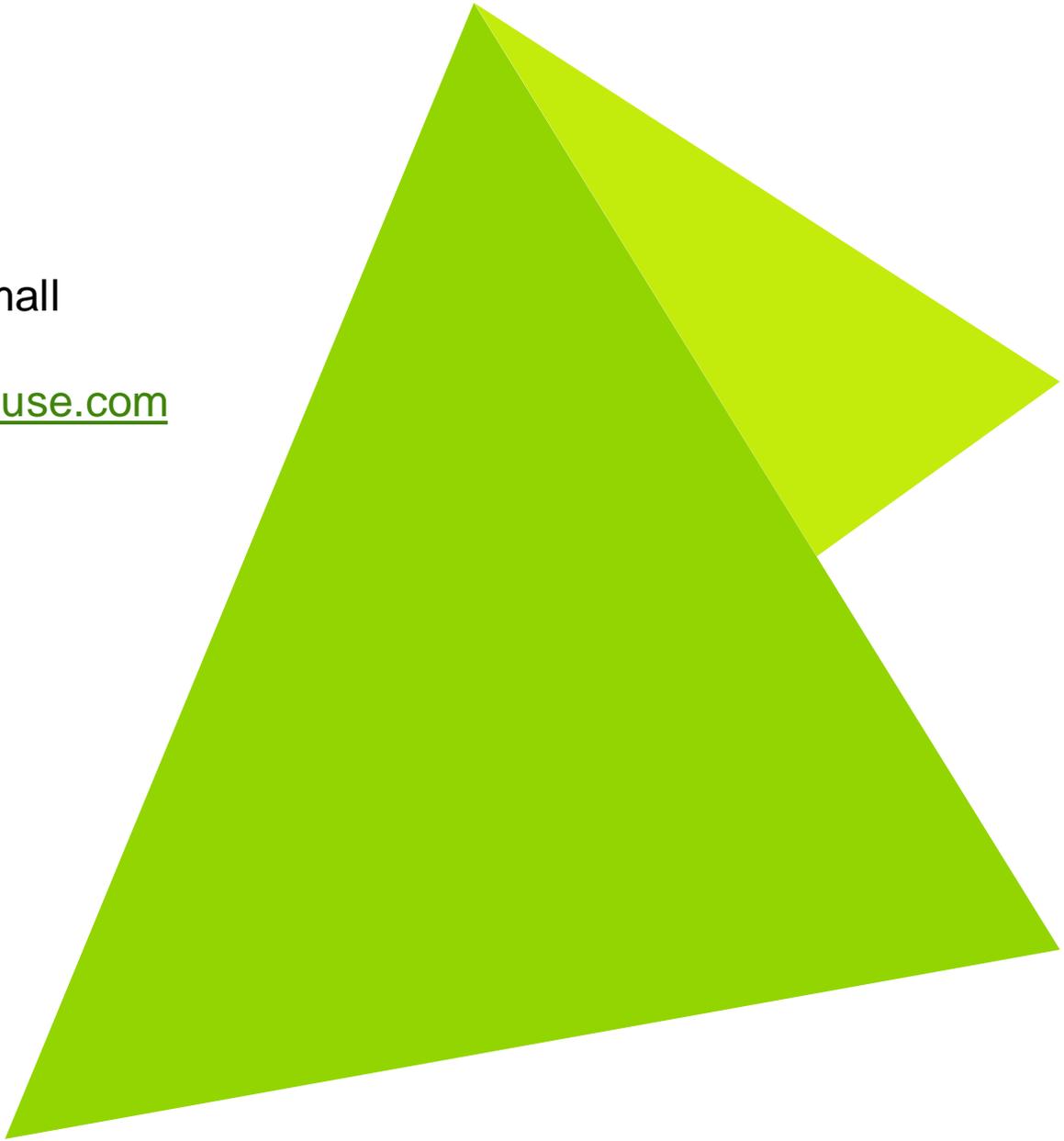
Indicate the program and the amount you want to allocate – email [harriscountyscap@guidehouse.com](mailto:harriscountyscap@guidehouse.com) with the request

3

Look out for further program updates

# Contact

Send questions about the Small  
Cities Assistance Program to  
[harriscountySCAP@guidehouse.com](mailto:harriscountySCAP@guidehouse.com)



# Appendix A: Allocation Maximums by City

*Allocation ceiling is \$55 per capita for Harris County residents based on the 2018 Census*

City	2018 Census Population Data	Allocation Ceiling	City	2018 Census Population Data	Allocation Ceiling
Baytown	72,879	\$4,008,345	Pearland	5,237	\$288,035
Bellaire	18,966	\$1,043,130	Piney Point Village	3,449	\$189,695
Bunker Hill Village	3,982	\$219,010	Seabrook	14,291	\$786,005
Deer Park	33,931	\$1,866,205	Shoreacres	1,611	\$88,605
El Lago	2,727	\$149,985	South Houston	17,583	\$967,065
Friendswood	11,575	\$636,625	Southside Place	1,881	\$103,455
Galena Park	10,931	\$601,205	Spring Valley Village	4,333	\$238,315
Hedwig Village	2,669	\$146,795	Stafford	309	\$16,995
Hilshire Village	819	\$45,045	Taylor Lake Village	3,625	\$199,375
Humble	16,041	\$882,255	The Woodlands	13,000*	\$715,000
Hunters Creek Village	4,891	\$269,005	Tomball	11,761	\$646,855
Jacinto City	10,625	\$584,375	Waller	600	\$33,000
Jersey Village	7,962	\$437,910	Webster	11,201	\$616,055
Katy	15,251	\$838,805	West University Place	15,676	\$862,180
La Porte	35,423	\$1,948,265	<b>Total</b>	<b>519,087</b>	<b>\$28,549,785</b>
League City	1,984	\$109,120			
Missouri City	6,273	\$345,015			
Morgan's Point	345	\$18,975			
Nassau Bay	4,037	\$222,035			
Pasadena	153,219	\$8,427,045			