



# Seabrook Emergency Business Retention Incentive

## 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.
- Total program budget: \$250,000, or as otherwise determined by the EDC and City Council.
- 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.
- Additional applications may be accepted after the deadline based on funding availability
- 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 **WEDNESDAY, APRIL 29** 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 4th Quarter 2019***

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 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:

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(if different from applicant)*

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## 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 Q4 2019
- A copy of TWC Q1 2020 report
- 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.

