

# Royse City Community Development Corporation

## Disaster Relief Fund Program

est. March 2020

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### Purpose

The purpose of the Royse City Community Development Corporation (the "RCCDC") Disaster Relief Fund Program (the "DRFP") is to provide temporary cash flow relief to local businesses in the event of an unforeseen emergency or disaster as declared by the Mayor of Royse City, County Judge (Rockwall, Collin, or Hunt), and/or Governor of Texas. This cash flow assistance is intended to fund payroll for the public purpose of reducing unemployment.

### Implementation

The RCCDC DRFP will be a normally inactive program. Upon emergency or disaster declaration by the Mayor of Royse City, Rockwall County Judge, Collin County Judge, Hunt County Judge, or Governor of Texas, and upon activation by the RCCDC Board of Directors, the Royse City Community Development Disaster Relief Fund Program will activate and remain active until 50 days after the end of such declaration period. **Per the disaster declaration by the Royse City Mayor on March 17, 2020 and extended by the Royse City Council on March 24, 2020, and per a Resolution passed by RCCDC Board of Directors on March 23, 2020 and the Royse City Council on March 24, 2020, and after publication in the official newspaper for Royse City, and allowing time for public comment, this RCCDC Disaster Relief Fund Program (RCCDC DRFP) for the COVID-19 emergency is implemented and active as of Monday, April 6, 2020.**

### Eligibility

Program applications will be considered for any business that meets the following:

- sole proprietor, corporation, partnership, limited liability corporation, or any other form of business as recognized by the State of Texas and listed with the TX Secretary of State and Texas Comptroller of Public Accounts;
- not owned by a national chain corporation (franchisees ARE eligible);

- located in the corporate limits of Royse City;
- conducting business at the time of emergency declaration,
- suffers direct economic impact as a result of the declared emergency or disaster;
- employs at least one (1) employee at the time of declaration; and
- is not a “debarred entity” on the System for Award Management (SAM) electronic roster or as registered with the TX State Comptroller’s Office.

## **Funding Amount**

The RCCDC DRFP will be funded with three hundred thousand dollars (\$300,000.00) from the RCCDC reserve funds. A change in this amount for any reason must be approved by the RCCDC Board of Directors at the next meeting after the activation of the RCCDC DRFP.

Amounts are anticipated to be approved as follows:

Non-Essential businesses: One thousand five hundred dollars (\$1,500.00) for each full time employee (30+ hours/week) and seven hundred fifty (\$750.00) for each part-time employee (10-29 hours/week)

Essential businesses that are closed: One thousand two hundred fifty dollars (\$1,250.00) for each full-time employee (30+ hours/week) and five hundred (\$500.00) for each part-time employee (10-29 hours/week)

Essential Businesses that remain open: Seven hundred fifty dollars (\$750.00) for each full-time employee (30 hours/week) and three hundred dollars (\$300.00) for each part time employee (10-29 hours/week)

The number of employees is determined by the payroll reporting immediately preceding or during this program’s active period. Maximum funding amount is fifteen thousand dollars (\$15,000.00). A business may make multiple requests. Same business requests must be 30 days apart. The maximum payout to any one business during a single activation of this program is twenty-five thousand dollars (\$25,000.00)

Employers that use a contractor based workforce may apply for the program and be considered on a case by case basis.

Funds provided to a business will be structured as a loan with a zero percent (0%) interest rate. Loan principal will be fully amortized over 24 equal monthly payments beginning on the first day of the first month 180 days after the disaster period ends. Employers who have retained at least 50% of the workforce 120 days after the disaster period will have the entire principal balance forgiven.

## **Application**

Application is made by written narrative to the Royse City Community Development Corporation. This may be done:

Email - [cdcdirector@roysecity.com](mailto:cdcdirector@roysecity.com),

In person or by mail – 216 N Arch St, Suite A, Royse City, TX, 75189

Written narrative application should include a business description, business structure, Federal Employee Identification Number, number of employees broken down as full or part time, a description of how the emergency or disaster affects the business, and complete name and contact information of the owner. If the business is a leased premise, contact information for landlord must also be provided. A payroll report with a date immediately preceding or during the RCCDC DRFP should accompany application.

Once application is made, RCCDC office will make an eligibility determination. Upon affirmed eligibility, RCCDC office will fill out a RCCDC DRFP agreement form. Applicant will be responsible for providing information needed for the form.

### **Approval**

Approval of applications for RCCDC DRFP are at the sole discretion of the RCCDC Executive Director. RCCDC Board of Directors approval and Royse City Council approval are waived under the guidelines of this program.

### **Agreement Memorializing Participation in RCCDC DRFP**

The Royse City Community Development Disaster Relief Fund Program agreement will serve to meet documentary and legal requirements.

**\*\*RCCDC DRFP policies are subject to change at discretion of RCCDC Executive Director\*\***