



# Kansas City, Kansas COVID-19 Small Business Grant Program

## PROGRAM OVERVIEW

### Introduction

This grant is adopted by the Unified Government (UG) Board of Commissioners and was funded by the Unified Government's allocation of the American Rescue Plan Act (ARPA) Local Fiscal Recovery Funds. The expenditure of these funds are subject to the eligibility requirements, rules and regulations set forth by the US Treasury Department and the US Office of Management of Budget (OMB). For more details go to:

[www.wycokck.org/ARPA](http://www.wycokck.org/ARPA)

### Purpose

In the beginning of the COVID-19 pandemic the Unified Government of WYCO/KCK focused on local business recovery grants for lost revenue. With the funds from ARPA the UG will now focus on building the resiliency of local businesses. Grant funds can be used to help businesses continue to prepare for the changes in the way consumers are doing business. This includes funding for upgrading websites for e-commerce, buildings and physical plants remediation to comply with safety guidelines, software upgrades, professional service support (accounting, legal), etc. As we focus on building resiliency for local businesses, we will use a portion of the funds to support business training from entrepreneurial support agencies.

### Business Eligibility

1. Existing business is located in Kansas City, Kansas; however, priority will be given to businesses in qualified census tracts.
2. For profit businesses with less than 100 employees are eligible to apply for up to \$10,000 in grant funds. Priority will be given to businesses with fewer than 25 employees.
3. Businesses must be current on property taxes and have the appropriate business (occupational tax) license.
4. Business must demonstrate a need directly related to the COVID-19 pandemic.
5. Grant applications will be denied for:
  - Liquor stores, payday loans, hookah and vape shops
  - Seed capital

### Eligible Expenses

The Unified Government Resiliency Grant is created to help reduce the financial strain on our local businesses due to the COVID-19 pandemic. All businesses who receive grant funds are required to complete a business intake and 2 hours of business technical assistance training to assist with business planning.

The UG will provide grant payments to applicants in need of one or more of the grant types.

- Facility Remediation  
Any costs that are used clean and/or disinfect business for the safety of staff and general public. This includes costs associated with physical plant changes within the business to enable social distance.
- Technology  
Any costs related to increased technology capabilities including software purchases and subscriptions, point of sale systems, laptops, and monitors, etc.
- Marketing

Any costs related to website upgrades and e-commerce services.

- **Back-to-Work Incentives**  
Incentives assist in the recruitment of new employees for businesses experiencing staff shortages. The business must provide payroll documentation of paid incentives and include a policy of how incentives will be distributed to new employees.
- **Revenue Loss**  
Revenue loss is measured relative to the revenue collected in the most recent full fiscal year prior to the pandemic. Applicants who are approved for revenue loss must also use a portion of the grant funds for a technical assistance program. Applicants who meet the following criteria are eligible to apply for revenue loss.
  1. Business employs 10 or less employees
  2. Business has an annual revenue of \$250,000 or less
  3. Business can provide documentation of at least 20% revenue loss
  4. Business is located in 66101, 66102, 66103, 66104, 66105
  5. Business has not previously received funds for revenue loss

### **Required Documentation**

Applicants will need to provide the following documentation during the application process. Please note that you will be required to submit the application in a single sitting, so please gather all necessary documents before beginning the application.

- 2019 and 2020 Tax Returns
- 2021 Occupational Tax Certificate
- Secretary of State Registration Certificate (if applicable)
- Lease Agreement or Real Estate Contract

*If business owns property:*

→ Proof of 2019 and 2020 Property Tax Payments

*For each planned expenditure:*

- Planned Expenditure Documentation (at least 1 quote for each planned expenditure)

### **Technical Assistance Training Scholarship**

The Unified Government Small Business Scholarship is created to support small businesses with technical assistance and training courses. Participation in the courses will help businesses in Kansas City, KS that have been impacted by the COVID-19 pandemic to build resiliency and sustainability. All businesses who receive scholarship funds will be required to submit proof of completion to the Unified Government. Please see attached list of eligible programs.

Please contact [KCKGMSSupport@iParametricsDS.com](mailto:KCKGMSSupport@iParametricsDS.com) or 1-913-386-7600 for any application accommodations, including technical assistance. Phone hours are Monday through Friday from 8 AM to 4 PM.

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----- Please read this document in its entirety before you proceed -----

## General Instructions

The registration and application processes were developed for use with these devices and browsers:

- Google Chrome on Windows
- Microsoft Edge Chromium on Windows
- Mozilla Firefox on Windows
- Safari on Mac OS X

## Two-step Process to Request a Grant

Step 1 of the process is to register with the system by submitting an Applicant Registration Form. You will need to provide your email address.

Step 2 of the process is to submit the Application Intake Form.

## Completing the Forms

- Each form is comprised of multiple tabs. You must complete each tab in its entirety before proceeding to the next tab. You can submit the form for processing after you complete the last tab.
- You cannot save a form and return to it. For example, if you close your browser, your data will be lost and you will have to start over.
- You cannot edit the form after you submit it. The form will be processed after you submit it.
- An asterisk (\*) indicates a required field (see “Information to Apply” for the list of required information and documentation).

## Step 1: Submit an Applicant Registration Form



You must provide an email address in the registration form. Please note that you will need to enter that same email address in your application form. That email address **MUST** match the email address submitted in the registration form. If the email addresses do not match, the system will reject your application.



You must complete a basic eligibility check to submit the applicant registration form. Based on your responses to the eligibility check, you may be ineligible for an award. If you are ineligible, you will not be able to submit the registration form.

1. Go to Grant Portal at <https://iparametricsbpa.workflowcloud.com/forms/b31992ca-eaf1-4b08-abd4-a37dc2d32afd> to begin the registration process.

2. Begin the registration process by following the instructions on the first tab and then proceed to the second tab and third tabs, in that order. You will be able to submit the form on the third tab.

**1** Introduction      **2** Prequalification      **3** Registration

**KCK Small Business Resiliency Grant**  
Applicant Registration Form

This grant is adopted by the Unified Government (UG) Board of Commissioners and was funded by the Unified Government's allocation of the American Rescue Plan Act (ARPA) Local Fiscal Recovery Funds. The expenditure of these funds are subject to the eligibility requirements, rules and regulations set forth by the US Treasury Department and the US Office of Management of Budget (OMB).  
For more details go to: [www.wycokck.org/ARPA](http://www.wycokck.org/ARPA)

In the beginning of the COVID-19 pandemic the Unified Government of WYCO/KCK focused on local business recovery grants for lost revenue. With the funds from ARPA the UG will now focus on building the resiliency of local businesses. Grant funds can be used to help businesses continue to prepare for the changes in the way consumers are doing businesses. This includes funding for upgrading websites for e-commerce, buildings and physical plants remediation to comply with safety guidelines, software upgrades, professional service support (accounting, legal), etc. As we focus on building resiliency for local businesses, we will use a portion of the funds to support business training from entrepreneurial support agencies.  
The first step in the process is to complete the registration process by following the instructions on these three pages. When you complete this process, and if you are prequalified, a link to the application form will be emailed to you.

Please note that you must have access to email in order to complete the registration process and to submit the application.  
**Please read the [End User License Agreement](#) before proceeding.**  
**Cookies are required - please read the [Privacy and Cookies Policy](#) before proceeding.**  
**Please download the [Program Overview and Instructions](#) before proceeding.** Save the instructions and read them before starting your application.

Please contact us by email at [KCKGM5Support@iParametersDS.com](mailto:KCKGM5Support@iParametersDS.com) if you have any questions or need assistance.

Thank you,  
Unified Government of Wyandotte County

By checking this box, I acknowledge that I have read and I accept the terms of the End User License Agreement and the Privacy and Cookies Policy \*

Next

3. After submitting the registration form, you will receive a verification email – please click on the link in the email and click the “Verify Email” button to complete the registration process.

**KCK Small Business Resiliency Grant**

Thank you for submitting the Registration Form. Please verify your email by clicking on the button below.

Verify Email



The verification email will timeout after 3 days – if you do not verify your email within 3 days, you will need to restart the registration process.

4. After verifying your email, you will receive an email with a link to the application form – please click on the link to start the application process.

## Step 2: Submit an Application Intake Form



Do not begin the application form until you have successfully registered for the program. The system will reject your application if you have not registered.



The application must be completed in a single sitting – there is no option to save your progress and return to it – please gather all necessary material before starting the application process (see “Information to Apply” for the list of required information and documentation).

1. Begin the application process by filling out the application form with all required information and supporting documentation. You must complete each tab in order. You can submit the form on the last and final tab.

The screenshot shows the first page of a six-page application form. At the top, there is a navigation bar with six tabs labeled 'Page 1' through 'Page 6'. The 'Page 1' tab is highlighted. Below the navigation bar is the logo for 'UNIFIED GOVERNMENT' of Wyandotte County, Kansas City, Kansas. To the right of the logo is the title 'KCK Small Business Resiliency Grant Application Intake Form'. Below the title is a paragraph of text explaining that the grant is adopted by the Unified Government (UG) Board of Commissioners and funded by the American Rescue Plan Act (ARPA) Local Fiscal Recovery Funds. It also mentions that the expenditure of these funds is subject to eligibility requirements, rules, and regulations set forth by the US Treasury Department and the US Office of Management of Budget (OMB). A link to 'www.wycokck.org/ARPA' is provided for more details. Below this text is a section titled 'BEFORE YOU GET STARTED' with a warning: 'DO NOT PROCEED IF YOU HAVE NOT SUCCESSFULLY REGISTERED FOR THE PROGRAM AND RECEIVED THE REGISTRATION CONFIRMATION EMAIL. PLEASE NOTE THAT IF YOU SUBMIT THIS APPLICATION WITHOUT REGISTERING, YOUR APPLICATION WILL BE REJECTED.' A link to 'Applicant Registration Link' is provided. Below this is a 'Program Overview' section with a link to 'here' to view and download the Program Overview. At the bottom of the page is a form titled 'General Business Information' with three input fields: 'Name of Business \*', 'Type of Business (e.g. Retail, Service, etc.) \*', and 'Physical Street Address \*'.

2. After submitting the application form, you should receive a confirmation email within two hours with an Application ID – please save this email for your records.



While the application undergoes the review process, a Case Manager may contact the Applicant using the Primary Contact contact information if any additional information is needed. It is the Applicant’s responsibility to respond in a timely manner. If the Applicant fails to respond to the Case Manager in a timely fashion the application process may be deactivated.

## INFORMATION TO APPLY

This section identifies the required and optional information and documentation that can be entered in the application. Required information must be entered to submit the application. Required documentation must be uploaded to the submit the application. All required information and documentation is denoted with an asterisk below.

### Application Information

- Name of Business \*
- Type of Business (e.g. Retail, Service, etc.)\*
- Physical Street Address, City, State, and Zip Code \*
- Date of Inception or Incorporation \*
- Federal Entity Identification Number \*
  - Issued through the IRS
- Secretary of State Certificate Number (if applicable)
- Does the business own or rent property? \*
- Is the business currently in bankruptcy? \*
- Business Certifications\*
  - Choices include Section 3 Business, Minority-Owned Business (MBE), Women-Owned Business (WBE), Service Disabled Veteran-Owned Business (SDVOB), Small Disadvantaged Business, Disadvantage Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), None of the above apply to the Entity \*
- Number of Employees (2019) \*
- Gross Revenue (2019) \*
- Number of Employees (2020) \*
- Gross Revenue (2020) \*
- Authorized Representative Name, Title, Email, and Phone \*
  - Authorized Representative will be required to sign the financial assistance agreement agreeing to comply with the terms and conditions of the Kansas City, Kansas Small Business Resiliency Grant Program
- Authorized Representative Mailing Address, City, State, and Zip Code \*
- Primary Contact Name, Title, Email, and Phone \*
  - Primary Contact will serve as the main contact for the grant application, review, reporting and administration process
- Primary Contact Mailing Address, City, State, and Zip Code \*
- Which grant(s) would you like to apply for? \*
  - Choices include Facility Remediation, Technology, Marketing, Back-to-Work Incentive, Revenue Loss

*If "Revenue Loss":*

  - Does the business have 10 or fewer employees? \*
  - Does the business have greater than \$250,000 in revenue? \*
  - Can the business provide documentation of 20% or greater loss due to the pandemic? \*
  - Is the business located in one of the following zip codes: 66101, 66102, 66103, 66104, 66105? \*
  - Has the business received previous COVID-19 assistance funds for revenue loss? \*

*If "Yes":*

  - Amount \*
- Business Summary of How Funds will Improve Business Resiliency \*

- Was the business required to close during the COVID-19 pandemic? \*  
*If "Yes":*
  - Length of Closure (Months) \*
  - Is the business still closed? \*
- Did the business experience decreased revenues or production due to COVID-19? \*
- Description of Pandemic Impacts on the Business (e.g. loss of revenue, additional supply costs, etc.) \*
- For each planned expenditure:*
  - Grant Type \*
    - Choices include Facility Remediation, Technology, Marketing, Back-to-Work Incentives, Revenue Loss
  - Expense Amount \*
  - Expense Description\*
  - Has the business applied for or received funding for items requested above? \*
  - If "Yes":*
    - Amount \*
    - Comments
- Has the business received any pandemic-related funds? \*  
*If "Yes":*
  - Alternate Funding Mechanism \*
    - Choices include Small Business Administration (SBA), Federal Emergency Management Agency (FEMA), Charitable Organization, Community Development Block Grants, Unified Government Grant, State of Kansas Grant (SPARK), Other
  - For each alternate funding mechanism:*
    - Amount \*
    - Comments

### **Application Documentation**

- 2019 Tax Return \*
- 2020 Tax Return \*
- 2021 Occupational Tax Certificate \*
- Secretary of State Registration Certificate (if applicable)
- Lease Agreement or Real Estate Contract \*
- If business owns property:*
  - Proof of 2019 Property Tax Payment \*
  - Proof of 2020 Property Tax Payment \*
- For each planned expenditure:*
  - Planned Expenditure Documentation (at least 1 quote for each planned expenditure) \*
- For each alternate funding mechanism:*
  - Funding Documents

**Additional Questions? Email [KCKGMSSupport@iParametricsDS.com](mailto:KCKGMSSupport@iParametricsDS.com) or call 1-913-386-7600**