CITY OF KINGSPORT, TENNESSEE

COVID-19 CDBG-CV Small Business Assistance Grant Program

Applicant Checklist

How to Apply:

Business owners may apply on-line for Kingsport's COVID-19 Small Business Assistance Grant at the following web address: www.kingsport.com

Qualifying businesses selected to receive grants will be contacted by KOSBE staff with a request to submit additional documentation prior to issuance of grant award (see below listing of additional required documentation that will be requested).

Applications will be reviewed by the Kingsport Office of Small Business Enterprise staff. If an application is incomplete and requires additional documentation, applicants will be notified and given four (4) business days to respond or submit necessary documentation. If the applicant is unable to complete the application, it will be denied.

Additional Required Documentation Post On-line Application Submittal:

Below is a listing of the documentation that will be requested by City staff upon notification of selection to receive a grant:

- ☐ A copy of the applicant's government-issued identification card or driver's license.
- ☐ Applicant's most recently completed form 2019 IRS Form 1040 (all owners 51% or business or more), Schedule C (sole proprietorship), Form 1120 (corporations), and other IRS forms as may be necessary to evidence for-profit business status and $1,000,000 or less in annual gross revenue.

Documentation of expenses for which the business is requesting assistance:

- ☐ Lease Agreement
- ☐ Monthly Utility Statements
- ☐ Receipts for PPE and other COVID-19-related costs
- ☐ Self-Certification of Income Form for Business Owner to qualify for the retained LMI job / position
- ☐ City of Kingsport Vendor Identification Number – The City will disperse grant fund award payments directly to the applicant. Awardee will be required to enroll online as a vendor in the City's Self Service vendor registration portal and provide the City with an IRS W9 form (Request for Taxpayer Identification Number and Certification).

Timeline:

Application Portal Open	April 1, 2021
Application Portal Close	April 23, 2021
Pre-Application Review	April 26 2021
Notification to Provide Additional Documentation	May 3, 2021
Final Application Review by Review Board	May 11, 2021
Notification of Award	May 17, 2021
Funding Agreements	May 31, 2021