



## **Sunnyvale COVID-19 Business Incentive Program Guidelines**

Small businesses in the Town of Sunnyvale, like small businesses throughout the country, are suffering financial hardships as a result of the COVID-19 pandemic. Estimates suggest that lost consumer spending may reach \$16.5 billion across the Dallas-Fort Worth region between March and October of 2020. As a result, many small businesses will experience significant revenue losses. Recognizing the unprecedented financial impacts to the local economy and to our community's small businesses, the Sunnyvale 4B Economic Development Corporation and Town Council have approved initial funding of \$50,000 to establish the Sunnyvale COVID-19 Business Incentive Program.

This assistance program is designed to provide funding for small businesses to cover economic damages suffered as a direct result from COVID-19 and to result in job retention. This includes a business lease or mortgage payments, utility payments, payroll for employees still employed and working at the business and other business needs.

### **Qualifying Criteria:**

Assistance review committee members will review each application independently. Awards will be based on the merit of the data contained within the application. Assistance reviews will include, but are not limited to, questions contained within the application, potential site visits, or direct questions regarding the application and/or business. Assistance amounts will be up to \$5,000. Applicants must enter into a 12-month performance agreement, and retain employees as required in the agreement.

### **Eligibility Requirements:**

- Must be located within corporate limits of the Town of Sunnyvale, Texas.
- Must be in business for at least 6 months prior to COVID-19 pandemic.
- Priority will be given to businesses with less than 20 FTEs (full-time equivalent employees).
- Business has had a 25% or greater reduction in revenue after COVID-19 Disaster declared.
- Supporting documentation, if you have applied for additional financial assistance through other programs.

### **Non-Qualified Businesses:**

- Home-Based
- Non-Profits

### **Types of Assistance:**

- Up to \$5,000; however, incremental amounts may be awarded.
- Repaid or forgiven over a 12-month period with performance agreement requiring the retention of jobs.
- If employees are retained for 12-months, pay back terms will be forgiven.

### **Application Process:**

Applications will be reviewed on a first come, first served basis. Assistance will be awarded until approved funding is exhausted or the program is ended, whichever occurs first. Continued funding of this program is not guaranteed. All businesses participating in the program will be required to enter into a performance agreement 4B Economic Development Corporation.

### **Required Documentation:**

The following items represents the minimum application requirements for the Sunnyvale COVID-19 Business Incentive Program:

- Must have been a business prior to COVID-19 Disaster Declaration from Governor Abbott.
- Must have been at a fixed permanent address located in the corporate limits of the Town of Sunnyvale.
- Must have been a business for at least six months prior to Disaster Declaration.
- Business must submit completed application.
- Business must be open and operational at the present time unless limited by County or State order.
- Number of full-time employees-If you have lost employees, will you be rehiring?
- IRS Form W-9 (Request for Taxpayer Identification Number and Certification).
- Supporting documentation, if you have applied for additional financial assistance through other programs.
- Must not be in default of an agreement with the Town of Sunnyvale or 4B Economic Development Corporation prior to March 1, 2020.

The Sunnyvale COVID-19 Business Incentive program is not intended to and shall not be construed to confer any right, interest or entitlement to any person or business entity, and any or all assistance under this program may be suspended, revoked or cancelled at any time. Applications for assistance will be uniformly considered based on compliance with eligibility criteria and on a first-come-first-served basis only; awards will not be given nor considered on the basis of age, race, ethnicity, religion, sex or any legally protected classification. Due to limited funding, no person or business entity will be allowed overlapping awards or more than one award, nor more than the maximum allowable award. The Town of Sunnyvale reserves the right to decline any application for any non-discriminatory reason or to approve and provide funding of less than the maximum amount. Following an award, if any one or more of the criteria is not met or it is discovered that an application contains materially false or misleading information, then as a condition of an award and of this program, the applicant shall immediately refund all assistance payments previously made and all costs incurred by the Town, including reasonable attorney's fees.

By submitting an application or by accepting an award, it is an express condition that the applicant and recipient indemnify, defend, release and hold harmless the Town, 4B Economic Development Corporation and its members, officials, employees and representatives from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly or indirectly arising from or in connection with any act, omission or conduct of the Town or 4B Economic Development Corporation.

Participation in this program may or may not affect your eligibility to participate in the Paycheck Protection Loan Program as managed by the Small Business Administration, relief under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, or other forms of federal or state aid. Please see <https://www.sba.gov/fundingprograms/loans/coronavirus-relief-options/paycheck-protection-program-ppp> for more information.



## Sunnyvale COVID-19 Business Incentive Program

### Application

#### 1. Applicant Information

Contact Name(s): \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### 2. Information on Business

Annual Gross Receipts: \_\_\_\_\_ Under \$250,000 \_\_\_\_\_ Over \$250,000

Typical Monthly Revenue: \_\_\_\_\_ Typical Monthly Expenses: \_\_\_\_\_ Own or Rent? (circle one)

Purpose(s) of Forgivable Loan Request: \_\_\_\_\_

Cash on Hand and in Banks: Name of Primary Financial Institution: \_\_\_\_\_

Have you approached your bank about financial assistance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of Years in Business: \_\_\_\_\_ Number of Years at Current Location: \_\_\_\_\_

Number of Full-Time Employees: \_\_\_\_\_ Number of Part-Time or Seasonal Employees: \_\_\_\_\_

#### 3. Commitment

I agree to adhere to the Sunnyvale COVID-19 Business Incentive Program guidelines as established by the Town of Sunnyvale and the Sunnyvale 4B Economic Development Corporation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit applications and supporting documents to the Town of Sunnyvale Economic Development Department at [burton.barr@townofsunnyvale.org](mailto:burton.barr@townofsunnyvale.org). Hard copies will be accepted at 127 N. Collins Rd., Sunnyvale, Texas 75182. Please note that our lobby is currently closed to the public, but you may set up an appointment if necessary. Please contact Burton K. Barr at (972)203-4154 for additional questions or to schedule an appointment.



## Sunnyvale COVID-19 Business Incentive Program

### Checklist

This assistance program is designed to provide funding for small businesses to cover economic damages suffered as a direct result from COVID-19. This includes a business lease or mortgage payments, utility payments, payroll for employees still employed and working at the business and other business needs.

- Sunnyvale COVID-19 Business Incentive Program Application
  
- Proof of payroll records with the number of employees
  
- Financials for the previous six months. Must be able to demonstrate a revenue decline since the COVID-19 crisis began (March 1, 2020)
  
- Supporting documentation if you have applied for additional financial assistance through other programs
  
- Completed IRS Form W-9 (Request for Taxpayer Identification Number and Certification)

Please verify eligibility prior to submitting the application. Requirements can be found in the Sunnyvale COVID-19 Business Incentive Program Guidelines. Once completed, please send your PDF application and supporting documents to [burton.barr@townofsunnyvale.org](mailto:burton.barr@townofsunnyvale.org), or deliver by appointment to 127 N. Collins Road, Sunnyvale, Texas 75182. For additional questions or to schedule an appointment, please contact Burton K. Barr at (972)203-4154.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific instructions on page 2.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requestor's name and address (optional)</p>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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OR					
Employer identification number					
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1099 (home mortgage interest), 1099-E (student loan interest), 1099-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is Backup Withholding, later.*