

Coppell Cares Business Retrofit Grant Program Overview and Instructions

Purpose:

The Coppell Cares Business Retrofit Grant Program is aimed at assisting businesses in Coppell retrofitting their physical and/or virtual space to meet public health and/or safety concerns. The goal of the program is to reimburse businesses that have incurred expenses through the extra precautions they have taken in retrofitting their business to protect the safety and health of the public from COVID-19.

Items eligible for reimbursement include:

- plexiglass barriers
- cleaning supplies that are used to clean common contact surfaces
- hand sanitizing stations
- PPE supplies
- costs to create an on-line purchasing system
- contactless faucets
- upgrading to a contactless payment system
- upgrading sanitation systems (such as UV systems)
- antimicrobial furniture
- cubicle height extenders
- desk dividers or privacy panels
- quick flex walls
- costs to install plexiglass or protective barriers

All eligible expenses will be reimbursed after the receipt is submitted, and the grant will not exceed the amount spent by the business to retrofit their business. In all cases, the maximum grant amount each month will not exceed \$5,000. The City of Coppell is dedicating \$990,000 to the Coppell Cares Business Retrofit Grant Program. Grants will be awarded based on actual dollars spent by the business. To be eligible for reimbursement, all expenditures must take place no later than November 18, 2020, and all receipts must be received by the City of Coppell no later than November 30, 2020.

All Coppell businesses are eligible to apply. To qualify, the business:

- Must be located within the city limits of Coppell and must be in current compliance with the City of Coppell Code of Ordinances, including all applicable zoning and land use ordinances;

- Must not be in any litigation with the City of Coppell or the County they are located in;
- Must have a physical store front in the City of Coppell;
- Must be open to the public to conduct business.

The following documentation must be provided by the business at the time of application:

- A completed application.
- A signed Affidavit of Eligibility and Liability Release Agreement.
- A copy of the Coppell Certificate of Occupancy for the business.
- Copies of all receipts if the expenses have already been incurred.

There will be a monthly application period with designated submission deadlines until all funds have been distributed (see Submission Deadlines document). Any incomplete submissions will be denied for that grant period. A business may apply more than once, but the maximum grant awarded each month will never exceed \$5,000 and reimbursement will never exceed the expenses incurred by the business. Funds will not be distributed until receipts have been received by the City. Furthermore, businesses that have not previously received a grant will be given higher priority when considering applications.

Applicants will be notified once their grant is approved. At that time, additional paperwork will be sent to applicant to complete before payment can be made. No grants will be distributed until the City of Coppell receives CARES funds from Dallas County.

***** Please be aware that grants are considered gross income that is taxable to a business receiving the grant under the Internal Revenue Code.*****

If you have questions, please email Mindi Hurley at mhurley@coppelltx.gov.