



## Evansville's NRSA Emergency Relief Program

The purpose of this economic development program is to provide financial assistance to small, for-profit businesses located within the City of Evansville's Neighborhood Revitalization Strategy Areas (NRSA) that have been directly affected by revenue loss resulting from COVID-19 and its subsequent Executive Orders and local Emergency Ordinances requiring a limitation on business operations.

NRSA's are HUD designated areas that are known to be experiencing economic stress. The added financial pressures brought to bear by the unprecedented Coronavirus require extraordinary short-term intervention to assist businesses to retain employees and re-establish operations for long-term economic stability in these distressed neighborhoods.

### **Eligibility:**

To be eligible for an NRSA Emergency Relief Program allocation, a business must:

- Be physically located within the designated boundaries of an Evansville NRSA district (see attached maps);
- Prove that it suffered a significant loss in revenue and disruption in operations due to emergency ordinances issued by the State of Indiana and/or City of Evansville;
- Have had fewer than 50 full-time employees on March 6, 2020 when Governor Holcomb issued an Executive Order declaring a public health emergency;
- Have no current property tax liens or judgements, tax records are available at [www.vanderburghassessor.org/GeneralSearch.aspx](http://www.vanderburghassessor.org/GeneralSearch.aspx);
- Be an independent business headquartered in the City of Evansville and not part of a national franchise or chain; and
- Agree to submit applications for all other eligible opportunities offered to small businesses to the Indiana Small Business Development Center (ISBDC) and acknowledge that only after determining ineligibility or incomplete benefit, will this assistance be considered. DMD will be notified by the ISBDC that the business has exhausted those opportunities in a written report that accompanies the applicant's request.

### **Program Guidelines:**

- Applicant must understand that no cash proceeds will be paid to them directly in this transaction.
- Use of Funds: COVID-19 related expenses incurred in the process of reopening for which either a reimbursement can be made after submittal of a paid invoice, or a vendor/company providing the service or product can be paid directly after submitting an itemized invoice (must also be a vendor with the city).
- Successful applicants will enter into a signed contract with the City of Evansville outlining all requirements in reference to amount, terms and forgiveness period (see Repayment below).

- Successful applicants must register as a Vendor with the City of Evansville at <https://selfservice.evansville.in.gov/MSS/Vendors/Default.aspx>
- Successful applicants must register to do business with the Federal Government at [www.sam.gov/SAM](http://www.sam.gov/SAM)
- Vendors receiving funds from the City for Services on behalf of applicants must also be registered with the City as a Vendor and with the Federal Government.

**Repayment:**

Should the business cease operations, not employ any workers considered of low-to-moderate income, or relocate outside of the NRSA within a five-year period following the approval of funds, the City reserves the right to request full or partial repayment of the funds allocated.

**Submission:**

An applicant should complete the attached forms and required documentation including a signed certification by the business owner. Applicants for the NRSA Emergency Relief Program are due by 4:00 p.m. August 31, 2020. Mailed applications should be postmarked by that date and received no later than September 2, 2020.

Electronic versions are preferred and may be submitted to [cprior@evansville.in.gov](mailto:cprior@evansville.in.gov)

Paper documentation (single sided) may be submitted to:

Evansville's NRSA Emergency Relief Program  
Department of Metropolitan Development  
Civic Center Complex, Room 306  
1 N.W. Martin Luther King Jr., Blvd.  
Evansville, IN 47708-1869

**Required Documentation:**

- Evansville NRSA Emergency Relief Program Application
- W-9 Form
- Indiana Certificate of Incorporation
- Budget demonstrating intended use of funds



## Evansville NRSA Emergency Relief Program Application

By submission of this application, applicant hereby attests that \_\_\_\_\_  
\_\_\_\_\_ is a for-profit business meeting the following requirements:

1. The business is physically located within the NRSA boundary of \_\_\_\_\_;  
(*Jacobsville or Arts District*)
2. The business suffered a significant loss in revenue and disruption in operations due to emergency ordinances issued due to public safety in accordance with the Coronavirus;
3. The business had less than 50 full-time employees on March 6, 2020;
4. The business has no current property tax liens or legal judgements against it;
5. The business is an independent business and not part of a national chain; and
6. The undersigned, has the authority to submit this application on behalf of the business.

I HEREBY AFFIRM THAT THE STATEMENTS MADE HEREIN ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide an explanation of the impact on your business during COVID-19 and how you will utilize funds from this program to restart your business.