

Farmersville CARES Act Small Business Assistance

Approval / Rejection Process

The purpose of this effort is to distribute the CARES Act funds earmarked for small business in the most efficient and effective way possible. The approach suggested is to approve if possible within the constraints of the criteria and common sense, NOT to grade beyond the criteria with an effort to reject when possible.

This process is designed to promote transparency and reduce subjectivity.

The ***Approval / Rejection Form*** will be copied and mailed to the applicant. Please keep any added comments terse and factual.

1. Pre-Screen Process
 - 1.1. When Received by City, the Approval Form will be attached to front of packet and the date/time received will be noted on the form
 - 1.2. The packet will be reviewed for the following:
 - 1.2.1. Sales and Use Tax Form is included for at least most current quarter
 - 1.2.2. Any form or document referenced in the application is included
 - 1.2.3. ALL checkboxes in the Attestation section of the form are checked
 - 1.2.4. All blanks are completed
 - 1.2.5. Signatures are complete
 - 1.3. Any deficits are marked in the Pre-Screen section on the ***Approval / Rejection Form***
 - 1.4. In case additional or revised documents are submitted by Applicant, ALL documents in their final form must be received by the City before the deadline on **Noon, December 7, 2020** to be considered.
2. The ***Approval / Rejection Form*** (in the packet) mirrors the application form
 - 2.1. On the ***Approval / Rejection Form***, check the box beside all qualifying entries.
 - 2.2. Complete the entire form, even if one requirement is missing.
3. Consider the “*Additional Documents*”, which should support the dollar amount requested
 - 3.1. If the “*Additional Documentation*” is compelling, then note in the “*Other Information*” section on the ***Approval / Rejection Form*** any overriding factor (whether to approve or reject)
 - 3.2. This is where additional information may be brought into the process, such as if an Approver is aware of more information than is noted on the Application, for example, if a business has been shuttered for the past two years and the Approver has First Person awareness (**not hearsay**). **This MUST be noted on the Approval / Rejection Form and the Applicant will see it.**
4. Check the *Approve* or *Reject* box at the bottom of the form.
5. Each Application approval process will be initially completed by one reviewer then reviewed by two. While less efficient, this allows a quick verification of the checkbox entries, and, more importantly, additional viewpoints of the subjective “*Other Information*”.
 - 5.1. If there is a different finding based on the “*Other Information*” between reviewers, the application will be returned to the Facilitator, who hold all such forms until all applications in the session will have been reviewed.
6. In the last part of the Approvals Meeting, any applications with contested subjective results will be read by the Facilitator (without mentioning the name of the business unless it is

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pertinent), and final approval/rejection determined by show of hands. A short discussion is allowed.

7. If the Approval Meeting is continuing past the point of productivity due to length, an additional Approval Meeting will be scheduled
8. To prevent loss or oversight, no Application or Packet will leave the room for any reason unless in custody of the Facilitator or City Designated Coordinator
9. The Facilitator will separate packets into boxes by Rejected or Approved status
 - 9.1. The rejected applications will have the ***Approval / Rejection Form*** copied and mailed to the applicants. The decision is final.
 - 9.2. The approved applications will move to the City Finance Director to have a check processed to be held until the City of Farmersville / Colling County Small Business Grant Agreement” (the “Agreement”) is executed, along with a copy of the related ***Approval / Rejection Form***
 - 9.2.1. The check number, amount and date will be noted in the appropriate block on the Approval/Rejection Form by the City on or before December 15, 2020.
 - 9.3. Before the check is released, the aforementioned “Agreement” must be signed by the Applicant and the Mayor.
 - 9.3.1. A copy of the Approval/Rejection form and the “Agreement” will be mailed to the successful Applicant as soon as possible after the approval with instructions to sign and received by the City no later than December 29th or funds will be returned to the city.
 - 9.3.2. As soon as practicable after the signed “Agreement” is received by the City and logged, the “Agreement” will be presented to the Mayor for signature, then returned to the Finance Director.
 - 9.4. As soon as the executed agreement is received, it should be logged on the back of the ***Approval / Rejection Form***, a copy made of the form and the ***“Agreement”, and then*** both copies mailed with the check to the successful Applicant.

Key Dates

- Friday, November 20: Applications Mailed out
- Monday, Dec 7 (Noon): Completed applications and ALL changes and documents RECEIVED by the City (not postmarked)
- Tu-Th, December 8-10: Approval Meetings
- Tuesday, Dec 15: Checks cut
- Wed, Dec 16: “Agreements” mailed or distributed for signature to successful Applicants
- Tuesday, Dec 29 (EOD): “Agreements” signed by applicant and returned to the City (not just postmarked) or funds will be returned