The City of Houston is providing a Personal Protective Equipment (PPE) Grant Program administering federal CARES Act funds for the reimbursement of protective equipment and supplies due to COVID-19 public health emergency.

Does my business qualify?

- May be a for-profit or non-profit entity;
- Must be a business within the City limits;
- Must have been licensed with the State of Alaska and the City of Houston effective March 1, 2020;
- Must be in good standing with the City of Houston. A business with a City lien or balance due for sales tax would not qualify unless the balance owed is under an approved payment plan and payments are determined to be current;
- Must not be in bankruptcy proceedings or filed an intent to close operations with the City of Houston or State of Alaska.

Do I need to fill out a W-9 Form

Yes, a completed W-9 Form is required.

Do marijuana retail and cultivation businesses qualify for the PPE (Personal Protective Equipment) Grant?

Yes, marijuana retail and cultivation businesses qualify for the PPE Grant.

What is used to determine if the entity has a business within the City limits?

The physical location of an entity is reflected on its City business license. If that physical address is inside the City limits, the entity would be considered a local Houston City business for the purpose of this program.

How long will the program operate?

The application period will begin July 20, 2020. It will end August 31, 2020 or until the dedicated funds have been distributed, whichever comes first.

What can I use the funding for?

- Masks
- Gloves
- Sanitation supplies
- Deep-cleansing sanitation service
- Plexi-glass or similar product for social distancing
- COVID-19 related signage.
What can I NOT use the funding for?
Funding may only be used for the uses expressly noted above. Any personal protective equipment that was paid for by other CARES Act funding would not be eligible under this grant. Please note that businesses will be liable for any misuse of funds and the grants are subject to audit.

Will these funds be issued to as loans or grants?
These are grants and do not need to be repaid.

Are there fees associated with these grants?
There are no fees charged to the applicant.

How can I access the application?
You can access the application at the City of Houston Office, or at http://www.houston-ak.gov.

When can I submit the application?
Application will be accepted in person at the Houston City Office at 13878 W Armstrong Rd. Houston, AK, 99694, starting on July 20, 2020 at 9:00 a.m.

Will an electronic or typed signature be accepted on the application?
No. A physical signature is needed on all forms.

Can I apply for both the Personal Protective Equipment Grant and the Small Business COVID-19 Relief Grant?
A for-profit entity may qualify and apply for both grants, although the funds from each grant must be used only for purposes expressly provided for by each grant. Grant funds may not be used to reimburse the same expense twice. Non-profit entities only qualify for the Personal Protective Equipment Grant.

How many employees do I need to have in order to qualify for this grant?
For the Personal Protective Equipment Grant, there is no limit or minimum number of employees. This grant is designed to benefit an entity who expended funds to make our community safer with the use of protective equipment.

Is there a required minimum or maximum revenue amount to qualify?
No. This grant is designed to benefit an entity who expended funds to make our community safer with the use of protective equipment.

What documentation do I need to submit?
- Completed application
- Copies of your State of Alaska and City of Houston business license indicating effective date prior to or as of March 1, 2020
- If you have applied for other CARES Act funding, a copy of the application(s) only
What if I submit an incomplete application? Will I keep my place in line?
If an incomplete application is received the applicant will be notified of the issue regarding incompletion and asked to resubmit the completed application with all documentation. The applicant’s place in the queue will be saved for 5 business days as other completed applications will continue moving forward.

Can Faith Based Organizations or Churches apply?
Yes, if they are licensed with the State of Alaska and the City of Houston effective March 1, 2020. Additionally, they must have a location of operation in the City and expend the dollars in accordance with the grant. Documented proof of being non-profit organization must be provided.

If I have multiple locations in the City of Houston, can I apply for each location?
Yes. If each location is licensed separately and considered a separate legal entity.

If I have applied for other COVID-19 related assistance, can I still apply for this grant?
Yes, as long as a business does not recover the same business expense twice, (i.e., using two different funding sources to cover the cost of the same box of masks). Additionally, if you have secured COVID-19 CARES Act federal funding from other sources, you should ensure the terms of those agreement do not preclude you from applying for this grant.

When will I receive my grant funds?
Applications will be processed and funded as quickly as possible on a first come, first served basis.

How many businesses will be awarded funds?
Applications will be processed on a first come, first served basis. Eligible businesses will be awarded grants until all dedicated funds have been disbursed or the application period has expired.

Is there a physical address where I can mail or drop off my application?
Yes, you may mail your application to City of Houston P.O. Box 940027 Houston, AK 99694 or drop off your application to City Hall – 13878 W Armstrong Rd. Hours of operation are Monday-Friday, 9a.m. - 5p.m.

How much is the grant award?
An entity may receive up to $250.00

Is a franchise eligible for this grant?
Yes, the business must have a bricks and mortar location of operation in City limits and expend the dollars in accordance with the grant.

Who will be reviewing the grant applications?
An extensive first come, first served process has been established involving City staff. The process includes several stages of management review and oversight.
What information and documentation submitted with the application is subject to public disclosure?
Any document deemed a public record by Houston Municipal Code is subject to disclosure in response to a public request. The City reserves the right to publish business names and award amount if desired to promote transparency.

How can I find out the status of my application?
Due to the large number of anticipated applications, we will not be providing individual updates of application status.

Applications are reviewed in the order they are received by our review team.

Once an application is submitted, you will receive a confirmation by email that your application has been received and is under review.

After all documents are reviewed for completion and accuracy by our team, you will receive notification concerning the status of your application.

An application may be rejected or returned for one or more of the following reasons:

- The business is ineligible under program terms;
- Information provided in required documentation is inaccurate,
- The application or required documentation are incomplete.

In the event that the application was rejected but the business is eligible, the notification of status will clearly identify the reasons for returning the application and the applicant will be able to resubmit a new application with the required adjustments if the application period is still open.

Who can I contact for assistance with the application?

If you need assistance with assessing your eligibility or compiling the needed documents for your application, we advise that you consult with your financial or legal advisors. For general questions about the program, please contact Marilyn at mbell@houston-ak.gov or call 907-892-6869 to set up an appointment.