



Thank you for your interest in the City of Aliso Viejo's Community Development Block Grant (CDBG) Business Grant Program. Attached is the information and application for this Program. The CDBG Business Grant Program's purpose is to provide pandemic relief funding to assist small businesses. Funds will be provided based on compliance with Program Guidelines, availability of funds, and submission of the required application and supporting documentation.

- Application can be obtained online at <https://avcity.org/360/small-business>
- All applications must be received by **October 3, 2022 at 4:00 pm**
- Applications can be submitted by:
 - ❖ Via email to: tDOBBS@avcity.org with "AV CDBG Small Business Grant Application" in the subject line; not to exceed 20 megabytes, or
 - ❖ In person at Aliso Viejo City Hall, Community Development Department, CDBG Small Business Grant, 12 Journey, Suite 100, Aliso Viejo, CA 92656.

Applications will be reviewed by the Program Consultant for completeness and shall determine if any additional documentation is needed. All qualified applications will be forwarded to the Business Grant Committee for their final review and approval after October 3, 2022. Notifications to businesses are expected sometime in November.

Low-Mod Benefit: All grants in this program must benefit low-moderate income household(s) in accordance with Housing and Urban Development (HUD) income guidelines. The 2022 low-moderate income for a household of one (1) is currently \$75,900 per year. One of the following requirements must be met in order to qualify. An Employee Certification Form must be completed by all applicants and subject to the FTE calculations below.

- The business must create or retain at least one Full Time Employee (**FTE**) or equivalent, and 51% of all FTE's, created or retained must be low/mod income as determined by HUD.
- For a Microbusiness, the business owner can be qualified as low-moderate income or one (1) FTE or equivalent.

Full time Employee (FTE) Calculations:

- Full time employees that work at least 40 hours per week in any month are counted as one full time employee.
- Part time employees are calculated by taking the hours worked by part time employees in a week and dividing that amount by 40.
- IRS.gov calculates FTE based off of total hours worked by employees for the entire year, divided by 2,080.
- Wage Calculations is as follows: \$75,900/2080 hours - \$36.49 maximum F/T hourly wage to qualify
- Maximum annual income: \$75,900, full time hours per year is 2,080.

Should you have questions regarding the Aliso Viejo CDBG Small Business Grant Program, please contact tDOBBS@avcity.org.

City of Aliso Viejo
Community Development Department



CITY OF ALISO VIEJO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
BUSINESS GRANT APPLICATION

BUSINESS INFORMATION

Name of Business: _____

Business Owner Name: _____

Business Address: _____

Authorized Applicant Name: _____

Applicant Phone: _____ Applicant Email: _____

DUNS Number (required) _____ (Contact fedgov.dnb.com/webform or call 1-866-705-5711)

ELIGIBILITY CRITERIA – SUPPORTING DOCUMENTATION WILL BE REQUIRED

1. Type of Business:

Restaurant _____ Retail _____ Personal Care Services _____ Gym/Fitness Center _____
Other (please list) _____

2. Total Number of Full-Time Employees (or Full time Equivalent Employees*) prior to March 1, 2020:

One to Five Employees _____ Six to Twenty-Five Employees _____ Twenty-Five Employees or more _____

3. Did your business incur revenue losses by 15% or more of Gross Profit in the 3rd and 4th quarter 2021 as compared to 3rd and 4th quarter 2019? **Yes** _____ **No** _____

4. Has your business listed above been in Aliso Viejo since March 1, 2020? _____ If Yes, does your business have a current Certificate of Occupancy and had one since March 1, 2020? **Yes** _____ **No** _____

5. Do you intend to keep your business open and operation in Aliso Viejo through December 31, 2022? **Yes** _____ **No** _____

6. Does your business have or agree to develop a plan that addresses employee and customer health concerns?
Yes _____ **No** _____

7. Have you received, been awarded or applied for any other COVID-19 Pandemic relief funds from any agencies? If yes, please list below ALL funds that you have requested, received and/or awarded. Please include the date you applied for funds, the type of funds you applied for (i.e. PPP, OC Grant etc.), amount you received or expect to receive, what the funds were used for and what time period they were used for. Attach additional page if necessary. _____

8. Has your business had to use reserves to continue operating due to Covid-19? **Yes** _____ **No** _____

9. Please provide a Business Impact Statement – Provide specific information as to the adverse effects the pandemic has had on your business. Please include days you have been forced to close, modifications you have had to make and any other impacts that have had an effect on your business financially. Attach additional pages if necessary.

10. Will the business create or retain at least one (1) Full-Time or Full Time Equivalent low- moderate income employee for a minimum of ninety (90) days; or for a business with 5 or fewer employees, the owner, (if they meet the low-mod income requirements) may be the qualified employee. **Yes** _____ **No** _____

10. Is your grant application complete with all supporting documentation? **Yes** _____ **No** _____
 If not, please explain. _____

Proposed Use of Funds

<u>Item(s) Requesting Reimbursement</u>	<u>Amount of Funds</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Type of Business

Sole Proprietor _____ Partnership _____ Limited Liability Company _____
 S-Corporation _____ C-Corporation _____ Year Business Started _____

Attachments to this application: Employee Certification Form, W-9, Supporting Documentation.

Certification and Acknowledgement

As the Business owner or Authorized Agent, I hereby certify, understand, and concur with the terms of the Aliso Viejo Community Development Block Grant (CDBG) Business Grant Program. I make the following representations and acknowledge agreement to the following terms and conditions:

1. The information submitted in this application is true and correct to the best of my knowledge. I further understand that any false or misleading statements or omissions may result in denial or revocation of this application and/or forfeiture of any grant award.
2. I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
3. If funds are provided by the City of Aliso Viejo, the funds will be used for the purposes set forth above.
4. In no event shall the City of Aliso Viejo's financial responsibility exceed the approved amount, as set forth above.
5. I bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the City.
6. There is no agency, employment, joint venture or other such relationship created by virtue of award of this grant. The City of Aliso Viejo does not endorse the specific business.

7. Applicant shall defend, indemnify, and hold the City and its officials, employees, agents, and representatives harmless from and against any and all claims, demands, causes of action, injuries of any kind, in law or equity, to property or persons, including wrongful death, liabilities, losses, costs and/or expenses or damages including, without limitation, all costs and reasonable attorney's fees, arising from or alleged to arise from this Grant Program.
8. I attest that the business is in compliance with and agrees to all terms and conditions as provided in the CDBG Business Grant Program.
9. I agree to expend the funds in the manner and for the purposes stated in this application.
10. I agree that the City has sole and absolute discretion in deciding whether or not to grant any funds to the applicant or to any other applicant, and there shall be no right of appeal. I also agree that the City may amend or revise the terms and conditions of the CDBG Business Grant Program at any time, in its sole and absolute discretion, including without limitation, suspending the program or cancelling it altogether.

Applicant Signature _____

Date _____

Applicant Name Printed _____

Eligible Activities

- Purchase of Personal Protective Equipment
- Rental costs for improvements to outdoor patios, heaters, fencing etc.
- Facility Cleaning due to Covid-19 safety guidelines
- Third party delivery costs/fees
- To go containers, cups, plates, silverware etc.
- Purchase of materials or equipment needed to convert business activities to comply with social distancing guidelines
- Wi-Fi/communication and technology enhancements, upgrades or expansions, website improvements to address alternative work forms or delivery options due to Covid-19
- Payroll/Employee Retention (see FTE calculations below)
- Improvements to adapt to curbside delivery, "no touch" purchases, etc.
- Rent or mortgage payments
- Other grantor eligible approved uses addressing temporary Covid-19 related restrictions on business activities

Required Documents

- 2019 Tax Return
- 2019 Profit and Loss by Quarter
- 2021 Profit and Loss by Quarter
- Certificate of Occupancy
- Payroll Records for 2019 and 2022
- Invoices or other Proof of Purchase for any items that you are requesting funds for reimbursement
- Employee Certification Form (attached)
- W-9 (attached)
- Other Documents as Deemed Necessary

Attachments to this application: Employee Certification Form, W-9, Supporting Documentation.