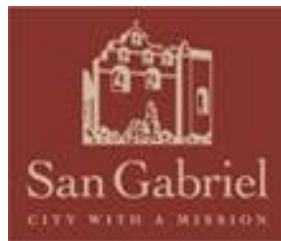


**CITY OF SAN GABRIEL
COVID-19 SMALL BUSINESS GRANT PROGRAM
GUIDELINES & REQUIREMENTS**



Community Development Block Grant (CDBG)
Notice of Funding Availability

City of San Gabriel Community Development Department
Economic Development Division
SanGabrielBusiness@SGCH.org
(626) 308-2826 Ext. 221 or 222
www.SanGabrielED.com

Applications will become available August 3, 2020 at
www.SanGabrielCity.com/Assistance.
Grant application period August 3- August 28, 2020.

PROGRAM BUDGET:

\$70,000 (Supplemental CDBG Funding through CARES Act)

PURPOSE:

As a result of the novel coronavirus pandemic (COVID-19), many businesses have seen significant financial impacts due to the public health orders to help limit the spread of the virus. Impacts include the closure of 'non-essential' business, the slow reopening of the local economy following Los Angeles County's reopening phases, and strict adherence to new protocols by which businesses can safely open. Businesses are operating with social distancing, at lower capacities, and with new requirements and responsibilities of work place procedures and sanitizing, the purchasing and use of personal protective equipment and cleaning supplies, and other possible expenditures in order to comply with the orders.

To help support local businesses navigate through this crisis, the City Council in conjunction with the Economic Development Division established a 10-Point Plan for Recovery, Resiliency and Reinvestment that will assist businesses in connecting to financial resources, saving on City fees, exploring news ways of commerce, marketing the re-opening of their stores, and more. Additionally, the City has implemented three assistance programs made possible through Community Development Block Grant (CDBG) supplemental funding provided through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Through the supplemental allocation of \$186,148, \$70,000 is being allocated to small business grants, \$66,000 to rent relief to be paid to landlords or mortgage companies, and \$50,148 to help fund the senior meals program through August 2020.

The small business grant program will provide \$2,500 grants to 28 eligible San Gabriel businesses who can demonstrate they have been financially impacted as a result of COVID-19 pandemic.

ELIGIBLE BUSINESS ASSISTANCE:

Assistance will be in the form of grants to San Gabriel businesses that have been closed or severely impacted by COVID-19, for the monthly commercial rental or business mortgage payment, utility payment, employee payroll, or other expenditures related to adhering to Los Angeles County Department of Public Health reopening guidelines and protocols.

Under the U.S. Department of Housing and Urban Development (HUD) regulations, CDBG funded activities must meet the national objective of benefit to low- and moderate ("low-mod") income clientele. As such, applicants must provide documentation that demonstrates that they serve a low-mod income area (Attachment A) prior to receiving the small business grant.

PROGRAM REQUIREMENTS

- For-profit business located in the City of San Gabriel with an active business license
- Following the CDBG requirements, the business applicant must serve a low-mod income area.

DISQUALIFYING CRITERIA:

Businesses with outstanding code enforcement and law enforcement violations or with a history of such violations will not be eligible for receiving the grant.

PROCESS OF ACCEPTING, REVIEWING AND AWARDING GRANTS:

The application period will be open from August 3-August 28, 2020, with complete applications to be submitted or postmarked by August 28, 2020 by 5:00 p.m. Applications will be available on the City's Economic Development website, emailed, or mailed upon request. Applicants will email or mail in the completed application, acknowledging that if chosen through the lottery system, they will be required to provide supporting documentation as requested in a timely manner.

STAFF REVIEW:

Applications will be pre-screened and entered into a lottery system for randomized selection. Applicants will be able to submit the application and all required supporting documentation by mail or by email at sangabrielbusiness@sgch.org. Pre-screened grant recipients will be asked to provide the City with requested support documents within applicable deadlines to verify eligibility, and to ensure that the CDBG supplemental funding is appropriately used according to HUD regulations, prior to any grant payments being issued.

SAN GABRIEL SMALL BUSINESS GRANT APPLICATION ATTACHMENT A: LOW-MODERATE SERVICE AREAS

CDBG Low-mod areas are reflected in the shaded areas on the map.

Per CDBG requirements, applicants must demonstrate that they are located or provide service to the low-mod areas in San Gabriel in order to be eligible for the small business grant.

