

CITY OF SAN GABRIEL
2023 SMALL BUSINESS ASSISTANCE GRANT:
GENERAL ASSISTANCE AND RELOCATION ASSISTANCE
PROGRAM GUIDELINES, REQUIREMENTS AND APPLICATION



City of San Gabriel
Community Development Department
Economic Development Division

Program Guidelines and Application are available at
www.SanGabrielED.com

Application Submission Period

Applications will only be accepted online at www.sangabrieled.com beginning at
10:00am on Thursday, April 6, 2023.

General Assistance:

Applications will be accepted for a three-week period:
April 6, 2023 at 10:00 AM through April 27, 2023 at 5:00 PM
OR until the City receives a sufficient number of eligible applications

Relocation Assistance:

Applications will be accepted for an eight-month period:
April 6, 2023 at 10:00 AM through January 1, 2024 at 5:00 PM
OR until the City receives a sufficient number of eligible applications

PROGRAM BUDGET

- \$175,000 total budget
 - \$95,000 - \$100,000 for general assistance
 - \$2,500 grant amounts for 38 to 40 qualified businesses
 - \$75,000 - \$80,000 for relocation assistance
 - \$7,500 or \$10,000 grant amounts for 8 to 10 qualified businesses

Businesses that have received the City's previous grants – either 2021's CDBG Assistance Grant and 2022's Small Business Assistance Grants - are eligible to apply to the relocation assistance component and ineligible for general assistance. Since previous grants were in the amount of \$2,500 and relocation assistance grants are in the amount of \$10,000, a business that received a prior grant and is approved for relocation assistance will be awarded \$7,500. All other businesses approved for relocation (that have not received the City's previous grants) will be awarded \$10,000.

PURPOSE

This grant program will provide one-time financial assistance to San Gabriel businesses seeking general assistance or relocation assistance.

ELIGIBLE USES OF FUNDS

General Business Assistance Grant

Eligible uses of funds for general business assistance are to improve business operations which could include covering costs of commercial rental or business mortgage payment, utility bills, employee payroll, supplies, and new equipment.

Relocation Costs Reimbursement Grant

Eligible uses of funds for relocation costs are to reimburse businesses that have moved locations within San Gabriel city limits. Only businesses relocating from a San Gabriel location to another San Gabriel are eligible to apply for relocation assistance. Relocation must have occurred between January 1, 2022 and December 31, 2023, with the business being fully established and open for business by December 31, 2023.

GRANT PROGRAM REQUIREMENTS

- Business must be physically located within the city limits of the City of San Gabriel;
- Business must have a current business license from the City of San Gabriel;
- Business must be in good standing with the City of San Gabriel (i.e. no open Code violations, current on transit occupancy tax (TOT) reporting, etc.);
- Businesses with more than one physical location may apply for the grant program for one location only; and
- Business must be current on reporting its sales tax data;
- In addition:
 - Applicants to the **General Assistance Grant** must
 - Have 10 or fewer employees, not including the owner;
 - Business or Owner must not have previously received 2021's CDBG or 2022's Small Business Assistance grant funds from the City of San Gabriel;
 - Applicants to the **Relocation Assistance Grant** must have relocated within San Gabriel and fully established and open to the public for business by December 31, 2023.
 - Relocation Assistance applicants must also submit the following with their application:
 - Current lease or purchase agreement, dated January 1, 2022, or later, indicating location of business in the City of San Gabriel; and
 - Previous lease or purchase agreement, dated before current lease or purchase agreement, indicating business was in another location in the City of San Gabriel.

DISQUALIFYING CRITERIA

Businesses with outstanding code enforcement and/or law enforcement violations will be ineligible. If an application is submitted and later found to have active violations predating the application, including an inactive business license, the business will be disqualified from the program.

PROGRAM PROCEDURES

I. Timeline

General Assistance

- March 7, 2023: Program approved by the City Council
- March 8, 2023 – April 5, 2023: Promotion and outreach of the City's program (4 weeks)
- April 6, 2023 – April 27, 2023: Application submission period (3 weeks); may be extended until the City receives a sufficient amount of eligible applications
- May 1, 2023: Begin staff review, grant recipients notified within 10 days of completion of the review.

Relocation Assistance

- March 7, 2023: Program approved by the City Council
- March 2023 – December 2023: Promotion and outreach of the City's program
- April 6, 2023 – January 1, 2024: Application submission period (8 months)
- January 2, 2024: Begin staff review, grant recipients notified within 10 days of completion of the review.

II. Application Submittal

Applications may only be submitted online, on the City's website, www.sangabrieled.com.

General Assistance

The application period will be open for a three-week period, beginning 10:00am on Thursday, April 6, 2023 through 5:00pm on Thursday, April 27, 2023, or until the City receives a sufficient number of eligible applications.

Applicants to the General Assistance Grant must also submit documentation that shows the business has 10 employees or less (not including the owner).

Relocation Assistance

2023 City of San Gabriel Small Business Grant:
General and Relocation Assistance

The application period will be open for an eight-month period, beginning 10:00am on Thursday, April 6, 2023 through 5:00pm on Monday, January 1, 2024

Applicants to the Relocation Assistance Grant must also submit:

- Current lease or purchase agreement, dated January 1, 2022 or later, indicating location of business in the City of San Gabriel; and
- Previous lease or purchase agreement, dated before current lease or purchase agreement, indicating business was in another location in the City of San Gabriel or another City.

III. Staff Review

Staff will review the applications in the order they are received to ensure program requirements are met. If a business is deemed ineligible after staff review, the next qualified business will be considered. This process will repeat until the City can award the grant to enough qualified businesses.

Applications that are deemed incomplete shall be returned to the applicant and shall be required to resubmit by the said deadline. Applications that are later found to have active code and/or law enforcement violations, including but not limited to a lack of a business license, shall be automatically disqualified from the program.

IV. Awarding of Grant

Grant recipients will be notified primarily by the phone number and email address provided on the application. Approved businesses may be asked to provide additional supporting documents, if necessary, to verify qualifications with the program.

Recipients can anticipate approximately 2 – 4 weeks from approval to receive the grant funds.