



**City of Carson
Small Business Assistance Grant Program**

**CDBG/CDBG-CV Funding allocated to the City of Carson through
the U.S. Department of Housing & Urban Development (HUD)**

GUIDELINES AND PROCEDURES

PART I. APPLICATION INFORMATION

I. Application Introduction and Procedures

If you are a small business owner or non-profit organization impacted by COVID-19, you can apply for a small business grant of up to \$10,000 if you have 2-50 employees and up to \$5,000 if 0-1 employees. The City of Carson invites all interested and eligible small businesses with zero to fifty employees, based in the City of Carson, to apply for CARES Act CDBG-CV funding to assist in the preparation, prevention and response to coronavirus.

How to apply for the program

The City has partnered with the California Community Economic Development Association (CCEDA) to assist small businesses who meet the pre-eligibility criteria with the application process. The application is available online at carson.cceda.com.

Application Period

Applications will be accepted beginning October 12, 2020. Only complete applications containing all submittal documentation will proceed through the full application process. Applications that are incomplete or are missing necessary attachments will not be accepted or considered.

Call Center

For more information or to learn about other resources and answer questions regarding eligibility and the application process, please call the Application Call Center at (213) 348-7504.

Assistance Provision

The City will assist applicants on a first-come, first served basis based on the pre-applications received by date, time, and meeting the pre-eligibility requirements. Applications will be processed on a priority scoring basis, for Carson-based businesses based on: (i) number of years operated in Carson; (ii) if the owner of the business is also a Carson resident; and (iii) the number of Carson residents employed by the business. Assistance will be provided until funding is exhausted.

Eligibility Review

Applications for CDBG/CDBG-CV funding must be completed in full. Applicants will not be considered for funding until all required documents have been submitted to the CCEDA.

II. What is the Community Development Block Grant (CDBG) Program?

The United States Department of Housing and Urban Development (HUD) administers the Community Development Block Grant (CDBG) program to assist low and moderate-income persons in several ways including: elimination of slums and blight, preserving and improving the supply of affordable housing, development of needed public facilities and improvements and business growth through the creation and retention of jobs and business opportunities.

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) granted the City of Carson additional coronavirus-related funding (also known as CDBG-CV grants), specifically to

- prevent,
- prepare for, and
- respond to the coronavirus pandemic

III. How can CDBG Funds be used?

Federal regulations require that CDBG/CDBG-CV funds be used for eligible activities that meet both CDBG-CV and CARES Act objectives. CDBG-CV funding must meet one of three CDBG national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slum or blight; and
- Meet a need having a particular urgency

Additionally, CDBG-CV funding must also meet CARES Act objectives by preventing, preparing for or responding to the coronavirus pandemic.

Eligible Uses of Funds Include:

- Purchase of materials or equipment needed to convert business activities to comply with social distancing guidelines
- Purchase of safety supplies/materials for employees (examples: gloves, masks, face shields, other personal protective equipment, hand sanitizers)
- Assistance to create and/or retain jobs caused by business closures related to social distancing

- Financial assistance for business stabilization due to COVID-19; related revenue shortfalls including business license fees, rent/mortgage, utilities, inventory, and payroll payments
- Cleaning and other public health and safety measures implemented by the Los Angeles County Health Department to ensure physical distancing, infection control, protecting employee's health, and communication to the public.

The following are examples of ineligible CDBG/CDBG-CV activities

- General government expenses and political activities
- Religious activities
- Purchase of construction equipment
- Purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property that is not a permanent structural fixture

Additionally, the City of Carson will only fund direct costs. Direct costs are those that have a direct and specific link to the eligible activity which can be readily identified.

Applicants must be able to prove that CDBG-CV grant funds were used for the approved purpose.

IV. Eligible Applicants and Criteria

Small Business Assistance Requirements

You must demonstrate hardship related to the COVID-19 pandemic, including but not limited to:

- Your business has unpaid, extended, or soon to be delinquent operating expenses, such as rent, utilities, inventory, taxes, etc.; or
- If you have employees and had to lay-off, furlough, or reduce work hours/shifts for any of your employees; or

- Must create or retain 1 full-time equivalent position for a low/moderate income employee.

In addition all business must demonstrate the following:

- A drop in revenue since January 1, 2020;
- A valid business license from the City of Carson that was issued prior to January 21, 2020;
- All applicable business insurances must be valid and up to date;
- Valid and current federal and state tax ID numbers;
- Must be a Carson small business with fewer than 50 employees; and
- Your business is not eligible for this program if you have received funding from any other source for the same purpose.

Eligible Businesses

For-profit Carson businesses and non-profit organizations with 0-50 employees are eligible so long as they can demonstrate a drop in revenue since January 1, 2020. This includes but is not limited to retail, wholesale, service, entertainment, and restaurant/bar businesses. The goal is to assist businesses that rely on customers making purchases at their establishments who are most impacted due to the Safer At Home Restrictions.

Ineligible Businesses

- Business with a physical business location or registration that is outside the City of Carson boundaries.
- Business chains or franchises are not eligible to apply to this program.

Grant Process

Once the application and all supporting documents are provided by the business, the CCEDA will review them for eligibility. The review process will take approximately one week to complete.

After review, and if approved, CCEDA will provide the business owner a Grant Agreement outlining the terms of the grant. Once the agreement is executed, the City of Carson will issue checks payable to the business.

Demographic Information

The City of Carson may collect certain income and demographic data from applicants and their employees for purposes of reports to the U. S. Department of Housing and Urban Development. This data will not be used in any way to determine eligibility for the program.

PART II - APPLICATION CDBG/CDBG-CV GRANTS

Business Name: _____

Business Address: _____

Business Owner Name: _____

Business Owner: _____

Mailing Address: _____

Phone: _____

Business email: _____

FEDERAL TAX ID #: _____

Business License Number _____

Issue Date: _____

Business must have a valid license issued prior to January 21, 2020

How long as the applicant owned/operated this business? _____

Number of employees, including owner:

Full Time	Part Time	Total

Describe in detail the type of service/products your business does/will offer:

Eligibility: Use of funds must be used to prevent, prepare for, or respond to the coronavirus pandemic. Please certify the business eligibility.

COVID-19 Impact *(as of January 21, 2020)

Yes No Please Describe:

Profit loss	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please indicate the amount of loss:
Temporary Closure	<input type="checkbox"/>	<input type="checkbox"/>	
Layoffs/Retention of employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Payroll limitations?	<input type="checkbox"/>	<input type="checkbox"/>	
Need to purchase specialized equipment or	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	Please provide detailed description:

INTENDED USE OF CDBG-CV FUNDS

Assistance funds can be used for:

- Financial stabilization and support
- Technical assistance
- Professional advice and business services
- Installation of equipment to ensure a safe working environment
- Purchase of equipment used to ensure a safe working environment

Describe the intended use of the CDBG Grant funds:

Total CDBG Request:

\$ _____

Describe the financial requirements needed to reopen or remain open, including other potential funding sources:

	Total funds needed	CDBG Request	OTHER (Federal, State, Local, private loans)
Working Capital	\$	\$	\$
Payroll	\$	\$	\$
Rental Costs	\$	\$	\$
Profit Loss	\$	\$	\$
Increased Insurance Costs	\$	\$	\$
Equipment Purchase	\$	\$	\$
Purchase of Health/Safety Consumable Products	\$	\$	\$
Other. Provide a Detailed Description:	\$	\$	\$

*Note: The use of federal funding in excess of \$2,000 for construction, alterations, or repairs (including painting and decorating) of buildings is subject to Davis Bacon prevailing wage requirements.

Please provide a timeline for the implementation of your proposed CDBG funded project/activity. If awarded, the applicant will need to provide proof that the funds were used for the requested purpose.

Activity	Start Date	End Date

Duplication of Benefits Affidavit:

In order to prevent duplication of benefits (double dipping) applicants must identify any other sources of funds that the business has received as a result of the coronavirus pandemic other than insurance. Sources of funds include but are not limited to: Federal, state and local loan/grant programs, private or bank loans, nonprofit donations or loans. Please indicate below the amount received by your business from any and all funding sources.

Source of Funds #1

Lender/Grant Provider Name		
Purpose		
Amount		
<input type="checkbox"/> Government Loan	<input type="checkbox"/> Government Grant	<input type="checkbox"/> Government Forgivable Loan
<input type="checkbox"/> Nonprofit Grant	<input type="checkbox"/> Nonprofit Loan	<input type="checkbox"/> Nonprofit Forgivable Loan
<input type="checkbox"/> Private Loan	<input type="checkbox"/> Other: _____	

Source of Funds #2

Lender/Grant Provider Name		
Purpose		
Amount		
<input type="checkbox"/> Government Loan	<input type="checkbox"/> Government Grant	<input type="checkbox"/> Government Forgivable Loan
<input type="checkbox"/> Nonprofit Grant	<input type="checkbox"/> Nonprofit Loan	<input type="checkbox"/> Nonprofit Forgivable Loan
<input type="checkbox"/> Private Loan	<input type="checkbox"/> Other: _____	

Source of Funds #3

Lender/Grant Provider Name		
Purpose		
Amount		
<input type="checkbox"/> Government Loan	<input type="checkbox"/> Government Grant	<input type="checkbox"/> Government Forgivable Loan
<input type="checkbox"/> Nonprofit Grant	<input type="checkbox"/> Nonprofit Loan	<input type="checkbox"/> Nonprofit Forgivable Loan
<input type="checkbox"/> Private Loan	<input type="checkbox"/> Other: _____	

If more space is need, please add additional pages in the same format.

Receiving other funding assistance does not automatically disqualify the business from receiving CDBG grant funding. However, the amount of funding under this program may be reduced depending on the documented need.

Please note that any application submitted by the applicant for other sources of funding must include any CDBG funds awarded under this program.

By executing this affidavit, Applicant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

Dated this _____ day of _____, 2020.

Signature of Applicant

Name and Title of Applicant (Please Print or Type) _____
Date

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California _____
County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Maintenance and Operations Commitment

Any equipment purchases or installation made with CDBG-CV funds must be kept in good working order for its intended purpose. The applicant must be willing to assume the maintenance and operation responsibility and costs associated with the purchase of any equipment purchased through this grant.

The sale of equipment purchased with CDBG-CV funds must be reported to the City of Carson and may be subject to repayment provisions under 24 CFR 85.32.

NOTE: Community Development Block Grant funds of any kind may not be utilized for ongoing maintenance and operation costs of building improvements/equipment.

Signature of Authorized Applicant Representative

Name and Title of Authorized Applicant Representative Date
(Please Print or Type)

City of Carson CDBG Beneficiary Information:

RACE/ETHNICITY	CHECK ONE
White	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>
Asian	<input type="checkbox"/>
American Indian/Alaskan Native	<input type="checkbox"/>
Native Hawaiian / Other Pacific Islander	<input type="checkbox"/>
American Indian / Alaskan Native and White	<input type="checkbox"/>
Asian and White	<input type="checkbox"/>
Black / African American and White	<input type="checkbox"/>
American Indian / Alaskan Native and Black / African American	<input type="checkbox"/>
Other Race/Ethnicity (Specify)	<input type="checkbox"/>

Do you identify yourself as Hispanic/Latino (Cuban, Mexican, Puerto Rican, South/Central American or other Spanish culture)? Yes No ____

The Undersigned Certifies That:

- a) The information contained in this application and supporting documents are complete and accurate;
- b) The proposed program/project described in this application meet one or more of the objectives for CARES Act related activities;
- c) The applicant shall comply with all Federal, State and City laws, policies and requirements affecting the CDBG-CV Program; and
- d) If the project includes the purchase of equipment or facility improvements, the applicant shall maintain and operate the equipment and/or facility for its approved use throughout its economic life.

Signature of Applicant

Name and Title of Applicant (Please Print or Type)

____/____/____
Date