



SOUTH GATE CHAMBER OF COMMERCE SMALL BUSINESS COVID-19 GRANT PROGRAM



Up to
\$7,500
GRANTS

available for
small businesses



DO YOU:

- ▶ Have a business license issued by City of South Gate?
- ▶ Employ 20 or less employees (owner included)?
- ▶ Opened December 26, 2019 or earlier?

Visit southgatecc.org for full details and to apply today

Limited grants available

Program Contact:
South Gate Chamber of Commerce
Ana Elizarraras

(323) 567-1203
admin@southgatecc.org



SOUTH GATE CHAMBER OF COMMERCE PROGRAMA DE SUBVENCIONES SOBRE COVID-19 NEGOCIOS PEQUEÑOS



**SUBVENCIONES
DE HASTA
\$7,500**

**Disponible para
Negocios Pequeños**



USTED TIENE:

- ▶ Licencia de negocio otorgada por la ciudad de South Gate?
- ▶ 20 empleados o menos (incluyendo el dueño de negocio)?
- ▶ Abrió su negocio antes del 26 de Diciembre 2019?

Visite southgatecc.org para mas detalles y aplica hoy

Subvenciones limitadas

Fecha de Entrega: lunes, 11 de Enero del 2021 hasta las 5:00 p. m.

Contacto:

South Gate Chamber of Commerce
Ana Elizarraras

(323) 567-1203
admin@southgatecc.org



SOUTH GATE CHAMBER OF COMMERCE SMALL BUSINESS JOB RETENTION AND CREATION GRANT PROGRAM Eligibility Checklist

South Gate
Chamber of Commerce
Ana Elizarraras
Executive Director
(323) 567-1203
admin@southgatecc.org

ABOUT THE SOUTH GATE SMALL BUSINESS JOB RETENTION AND CREATION GRANT PROGRAM

The South Gate Chamber of Commerce's Small Business Job Retention and Creation Grant Program offers one-time \$7,500 grants to help local small businesses retain staff and continue to provide quality services to the city's residents. The grant program is funded by a federal Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD), therefore businesses must meet all requirements to be eligible for the program. Applications will be considered based on need. Please review all requirements below before submitting your grant application.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following criteria to be eligible to apply:

- Business must be physically located within the city limits of the City of South Gate
- Business has a business license issued by the City of South Gate
- Business must be in good standing with the City of South Gate (i.e. no unresolved outstanding code violations)
- Business must employ less than 20 employees, including the owner(s) and must have more than one employee. (Business must be able to show proof of employees).
- Business must have been open since December 26, 2019
- Have or register for a DUNS Number (Chamber Staff are available to assist. This is not needed to submit an application)
- Submit all required documents (See *Required Documents* Section on page 3)
- Meet **one** of the following criteria below:
 - The service activity of the business is primarily residential, where at least 51 percent of the residents are low-and-moderate (LMI) persons, and the business' services meet the needs of the service area residents. If the commercial district is composed of stores and businesses that serve local customers that meet the LMI then it qualifies (LMI Map is attached).
 - Currently employ and retain at least one low-and moderate-income (LMI) person or in the case of staff turnover, have the identified position filled by LMI person (see details below) **and** demonstrate that without grant assistance the job would be lost.

INELIGIBLE BUSINESSES

- Property management business.
- Businesses that are located in a census tract, block group that do not service LMI persons OR business that do not currently employ LMI Persons
- Due to federal funding restrictions, businesses that fall into the following categories: gaming, liquor or tobacco stores,

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marijuana dispensaries and manufacturing, and any business or activity that does not comply with local, state or federal laws. Nonprofit organizations are also not eligible.

ELIGIBLE USE OF FUNDS

Awarded funds are intended to help businesses retain staff and continue to provide quality services to the residents of South Gate. Use of funds is at the business owner's discretion. Below are some examples of eligible activities, please note this list is not meant to be exhaustive:

- Overhead expenses
- Rent and utilities
- Business services to increase capacity to carry out business activities
- Labor expense (excluding the owner), business inventory and supplies
- Capital or equipment purchases necessary for the business operation, excluding vehicles

INELIGIBLE USE OF FUNDS

Funds may not be used for the following activities:

- Vehicle purchase
- Personal property or equipment
- Repayment of refinance of existing debt or to pay operating deficits tax arrearages, governmental fines or penalties or general government expenses
- Personal income
- Political or religious activities, lobbying or any activity prohibited in the CDBG regulations in 24 CFR 570

GRANT REQUIREMENT: MEETING A NATIONAL OBJECTIVE

All CDBG-funded activities must meet one of the CDBG program national objective. The national objective for this program is to retain jobs for low-and moderate- income (LMI) persons. To be eligible for this grant, the business must meet at least one of the following criteria:

- Low Mod Area Benefit (LMA)** – activities that benefit a residential neighborhood and all residents in an area where at least 51 percent of the residents are LMI persons. **Please see attached LMI Map to ensure your business is located within one of the eligible Census Tracts, Chamber Staff can help determine if your business meets these criteria.**
- Low Mod Job Retention (LMJ)** – activities designed to retain permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be held by LMI persons. If the commercial district is composed of stores and businesses that serve local customers that meet the LMI then it qualifies. **Chamber Staff can help determine if your business meets these criteria.**

Under the LMJ criteria, the applicant must satisfy the following LMI national objective requirements:

- LMI Information – provide documentation showing the jobs are held by LMI persons **OR** steps will be taken to ensure that jobs will be made available to LMI person during expected turn over within the following two years.
- A business meets the criteria for LMJ if they meet one of the following below:
 - Identified LMI staff reside in an eligible census tract with at least 70 percent LMI persons.
 - The business is in an eligible census tract (Chamber staff can help verify, but requirements are listed below) and the job will be located within that same census tract.
 - Census tract must:
 - Have a poverty rate of at least 20 percent

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- Does not include part of a central business district (unless the Census tract has a poverty rate of at least 30 percent)
- Evidences pervasive poverty and general distress as defined by the City.

ONGOING MONITORING

If awarded the grant, the business agrees to participate in ongoing federally required monitoring. The Chamber may ask businesses to periodically submit documents that support the use of grant funds and reports on the impact grant funds have had on their businesses. Requested documents may include purchase receipts, employee payroll, lease agreement and receipts, etc.

REQUIRED DOCUMENTS

Applicants will be required to submit documentation to support all provided information. The list below identifies some of the required documents that will be requested during the eligibility review. **Applicant is not required to submit these documents at the time of submitting their application!**

- Completed application
- Quarterly Contribution Return and Report of Wages Form DE 9C
- [Form W-9 Request for Taxpayer Identification Number and Certification](#)
- Financial statements for the most recent six months
- Itemized details of how the funds will be spent with supporting documentation
- Self-certification forms from all employed staff to determine household income
- Grant Agreement, Agreeing to the Terms and Conditions of the Grant

QUESTIONS/CONCERNS

Please direct any questions to:

Ana Elizarraras
 Executive Director
 3350 Tweedy Blvd.
 South Gate, CA 90280
Phone: (323) 567-1203
Email: admin@southgatecc.org

PROGRAM TIMELINE

Grant applications will be released on Monday, January 11, 2021 at 9:00am and will be available on our website (<http://www.southgatecc.org/>). We will also have copies available at the South Gate Chamber of Commerce Office, located at 3350 Tweedy Blvd, South Gate, CA 90280. We will begin accepting applications on Monday, January 11th and the deadline to submit the application will be Monday, January 18, 2021 at 5:00pm. All applications will be due by email (admin@southgatecc.org) or by dropping off a hard copy at the South Gate Chamber of Commerce location. Assistance in Spanish is available / **Asistencia en Español esta disponible.**

RESERVED RIGHTS

THE SOUTH GATE CHAMBER OF COMMERCE HEREBY RESERVES, IN ITS SOLE DISCRETION, EXERCISABLE AT ANY TIME AND FROM TIME TO TIME, THE RIGHT TO AMEND, MODIFY, SUSPEND OR DISCONTINUE THIS SMALL BUSINESS JOB RETENTION AND CREATION GRANT PROGRAM AND ANY SUCH AMENDMENT, MODIFICATION, SUSPENSION OR DISCONTINUANCE WILL BE WITHOUT LIABILITY WHATSOEVER TO ANY APPLICANT HEREUNDER. NOTHING HEREIN CREATES OR IMPOSES ANY LEGAL OR EQUITABLE OBLIGATION OR COMMITMENT ON THE SOUTH GATE CHAMBER OF COMMERCE TO OFFER OR MAKE ANY GRANTS TO ANY APPLICANTS UNDER THE SMALL BUSINESS JOB RETENTION AND CREATION GRANT PROGRAM.

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SOUTH GATE CHAMBER OF COMMERCE SMALL BUSINESS JOB RETENTION AND CREATION GRANT PROGRAM Application

South Gate
Chamber of Commerce
Ana Elizarraras
Executive Director
(323) 567-1203
admin@southgatecc.org

Application Submittal Period: January 11, 2021- January 18, 2021 by 5:00 PM

South Gate Chamber of Commerce’s Small Business Job Retention and Creation Grant Program offers one-time \$7,500 grants to help local small businesses retain staff and continue to provide quality services to the City of South Gate residents. The program is funded by a federal Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD), therefore businesses must meet all requirements to be eligible for the program. Applications will be considered based on needs.

Please type or use BLUE or BLACK ink. Do not use pencil or other colors of ink. Please write legibly.

1. APPLICANT INFORMATION

DATE: _____

Business owner name(s): _____

Mailing address: _____

E-mail address: _____ Phone: _____

Business name: _____

Business address (location): _____

Business phone: _____ Website: _____

Business License #: _____ Business Start Date: _____

Organizational Structure: LLC S Corp. Sole Proprietorship Corporation Other: _____

Tax ID number/IRS EIN #: _____

2. BACKGROUND INFORMATION

- a. Is the business owner(s) or any individual owning 20% or more of the equity of the business subject to an indictment, criminal information, arraignment, or other means by which formal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole?
- No Yes

- b. Within the last 5 years, for any felony, has the business owner(s) 1) been convicted, 2) plead guilty, 3) pleaded nolo

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contendere, 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgment)?

No Yes

c. Does the business owner(s) presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?

No Yes If yes, please describe:

d. Does the business owner(s) have any personal/business judgments, unsettled lawsuits, major disputes, or tax liens against you/them or pending against you/them?

No Yes If yes, please describe:

e. Has the business, or any principals of the business, been involved in bankruptcy or insolvency proceedings within the last 10 years?

No Yes If yes, please describe:

f. Are there any delinquent undisputed taxes (local, state, federal, etc.) or payments owed to municipal utilities (sewer, water) by the applicant business and/or any of its owners?

No Yes If yes, please describe:

g. Are you compliant with all applicable local, state, and federal zoning, building, business laws and permits, and other regulations regarding the operation of your business?

No Yes If no, please explain:

h. Has the business received an SBA Loan from the U.S. Small Business Administration?

No Yes If yes, how much assistance did the business receive:

3. FINANCIAL INFORMATION

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a. Provide a description of your business, including the types of services and/or products you provide.

b. Who is your target market?

c. List your business industry(ies) (E.g. Manufacturing, wholesale, etc.)

d. List the number of staff your business directly employs:

- Full-time _____
- Part-time _____

Are these permanent or seasonal positions?

e. How much funding are you seeking?

f. Please list the expenses that the grant would pay for (include a description and amount). If you intend to use funds to help prevent number of layoffs, provide an estimate of number of layoffs this grant will help prevent. **If the grant is awarded the business will be required to submit supporting documentation to demonstrate that grant funds were used as intended and described here. If the business changes their intended use of funds, they MUST notify the Chamber in writing five (5) days before using the funds.** Add additional sheets if needed.

g. Please describe other sources of funding for business expenses, including revenues, personal funds, grants or

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loans received. Total Other Funds (1-year): \$_____.

h. Describe steps and resources needed to maintain your business operation over the next year.

4. DISCLAIMER, ASSURANCES AND SIGNATURES

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I understand and by signing agree that all information I have provided in this application is true and correct to the best of my knowledge. I agree to notify you promptly in writing upon any material change in the information provided herein. You are authorized to make such inquiries, as you deem necessary and appropriate to verify the accuracy of this application.

I also agree to comply with all equal employment opportunity laws and civil rights laws, and the provisions of the Americans with Disabilities Act. Grant recipients must give equal consideration to all qualified job applicants and treatment of employees without regard to race, color, national origin, religion, sex, age, disability, or income level.

Applicant Name Date

Applicant Signature Date

PLEASE SUBMIT COMPLETED AND SIGNED GRANT APPLICATION:

Via Email: admin@southgatecc.org

ATTN: Ana Elizarraras

Executive Director

Phone: (323) 567-1203

Via In Person at South Gate Chamber of Commerce

3350 Tweedy Boulevard, South Gate, CA 90280

ATTN: Ana Elizarraras

Executive Director

Phone: (323) 567-1203

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OFFICE USE ONLY

REVIEW FOR COMPLETE APPLICATION Reference Eligibility Checklist to verify all required documents are collected

- Application is complete
- Application includes Attachment A or B
- Business license has been verified

MEETING NATIONAL OBJECTIVE

Does the Applicant meet LMA National Objective?

Yes (Provide Census Tract, Block Group information to support National Objective criteria attached to this application)

Business address has been confirmed to be in an eligible census tract

Census Tract: Click or tap here to enter text. **LMI:** Click or tap here to enter text.

• **Collect the following documentation**

- Print out from US Census with the business address and identified census tract
- The business is in a primarily residential area.

No

Does the Applicant meet LMJ National Objective?

- Yes (Provide employee information attached to this application) *See Documentation section for more details.*
- No

Reviewer Name

Signature

Date

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