



## CITY OF PICO RIVERA SMALL BUSINESS GRANT PROGRAM GUIDE

### PROGRAM OVERVIEW

The City of Pico Rivera's Business Grant Program offers one-time \$10,000 grants to eligible businesses to create jobs, retain jobs, and offer quality services to the residents of Pico Rivera. Grant funds may be used for overhead expenses, rent, utilities, business services such as web site development to increase capacity, and necessary equipment to continue business operations, among others. Businesses are not expected to pay back grants.

The program is funded through a grant from the U.S. Department of Housing and Urban Development as eligible under Sections 105(a)17 of the Housing and Community Development Act of 1974.

**Applications will be made available on April 19, 2021 and will be accepted via postmarked U.S. Postal Service mail through April 30, 2021.**

Please carefully review the guidelines below as successful applicants must:

1. Submit complete applications by the deadline;
2. Provide documentation that they meet the eligibility requirements and terms and conditions;
3. Explain how the grant funds will be used toward necessary COVID-19 related business expenses; and
4. After funds have been issued, provide timely documentation demonstrating that the grant funding was used toward those expenses.

### BUSINESS ELIGIBILITY

To be eligible, businesses must meet all requirements of the program. This is a competitive grant and eligibility does not guarantee award of funds.

Eligibility requirements are outlined below:

- Business must be physically located within Pico Rivera City limits
- Business has a current business license, in good standing in the City of Pico Rivera
- Business must employ approximately 20 or less employees, including the owner(s)
- Business has been operational at least six (6) months
- Business does not have existing municipal code violations
- Business must disclose whether it has received COVID-19 relief funding from the Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), the County of Los Angeles, the State of California, or the City of Pico Rivera. If a business received federal, state, county, or private

funding, it is still eligible to receive City grant funds. However, businesses must not have been a grant recipient from the City of Pico Rivera in the last 24 months.

- Business has or will obtain a Data Universal Numbering System (DUNS) Number. Staff from Avant-Garde may assist in obtaining this.
- 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 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 **OR**
  - Currently employ and retain or will create at least 51% full-time equivalent positions with low-and moderate-income (LMI) persons 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

## ELIGIBLE USE OF FUNDS

Awarded funds are intended to help businesses retain staff and continue to provide quality services to the residents of Pico Rivera. 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 (web site development, etc.) to increase capacity for carryout business activities
- Labor expense (excluding the owner), business inventory and supplies
- Personal Protective Equipment (PPE)
- 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
- 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

## INELIGIBLE BUSINESS SECTORS

Businesses that fall into the following categories are ineligible for this program: gaming, liquor or tobacco stores, and any business or activity that does not comply with local, state or federal laws.

## REQUIRED DOCUMENTATION

For an application to be considered complete, all listed documents must be submitted.

- Completed and signed application
- Attachment A, Attachment B1, OR Attachment B2 and all supplemental required documents for these attachments
- Form W-9 Request for Taxpayer Identification Number and Certification
- 2020 Tax Return, if available
- 2019 Tax Return
- Profit and Loss Statement for 2019 and 2020
- Payroll Records for 2019 and 2020 (e.g. 941 Returns)
- Utility records, if requesting funds for utility reimbursement
- Rent or mortgage statements, if requesting funds for reimbursement
- Proof of purchase of PPE or proposed cost of PPE, if requesting funds for reimbursement
- Documentation supporting economic impact that has resulted from COVID-19 (details of economic impact, e.g. revenue loss, production and employee hours, layoffs, furloughs, modified business hours, etc.)
- Quarterly Contribution Return and Report of Wages Form DE 9C

## CHECKLIST

- Application
- Attachment A, Attachment B1, OR Attachment B2
- Form W-9 Request for Taxpayer Identification Number and Certification
- Duplication of Benefits (DOB) Form, if applicable
- Supporting Financial Documentation (see Required Documentation above)

## CONTACT INFORMATION

Please direct all questions to:

Melissa Aguilar  
Program Manager, Avant-Garde  
Phone: (909) 979-6584  
Email: [maguilar@agi.com.co](mailto:maguilar@agi.com.co)

Please note, all applications must be postmarked by Friday, April 30, 2021. Please submit application and all supporting documents by mail to:

City of Pico Rivera Small Business Grant Program  
C/O Jazmin Faccuseh, Senior Analyst  
6615 Passons Boulevard, Pico Rivera, CA 90660