



City of Palmdale

Guidelines for Small Business Grant

September 2020

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Exhibits

Exhibit 1 Program Application

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Introduction and Program Overview

In response to the Coronavirus Pandemic (COVID-19) the City will be utilizing a funds to extend the assistance to our local businesses through a Small Business Grant (SBG) program. The funds shall be used to provide support to businesses for payroll, rent, personal protective equipment, and other costs required to resume or expand business operations.

As a general principal, SBG funding will only be provided in cases where it can be reasonably determined and documented that the applicant business has been adversely impacted by the COVID-19 pandemic. All grant payments will be made as reimbursements for actual costs. The business will be required to submit appropriate documentation to confirm eligibility for the relevant program and receive grant payment.

Program Definitions

Small Business Grant

Oversight Committee:

The Small Business Grant Oversight Committee shall be a minimum of three members from the City of Palmdale. All applications and all grant financial assistance shall be deemed eligible unanimously by this committee.

Eligible Costs:

Eligible costs include rent, utilities, payroll, personal protective equipment (PPE) required for business operation, business services or investments to increase capacity to carryout business activities (e.g. point of sale system, website development, etc.), or other costs determined to be eligible and necessary to resume or expand business operations.

Small Business:

A business that has fewer than 49 total employees (including the owner) and meets all eligibility criteria of a small business as detailed in Section 1.

Program Application

Interested businesses may access applications from the City of Palmdale website <http://www.CityOfPalmdale.org/SmallBusinessGrant> or, pick up an application at Palmdale City Hall – Development Services Building located at 38250 Sierra Highway, Palmdale, CA 93550.

Applications may be submitted online www.CityOfPalmdale.org/SmallBusinessGrant or via hand delivery to Palmdale Economic Development Division staff at 38250 Sierra Highway, Palmdale, CA 93550 during regular operating hours of Monday through Thursday between the hours of 7:30 a.m. to 6:00 p.m. Applications will **not** be accepted by mail, fax, or email. All applications will be time



stamped and reviewed on a first come first serve basis. The application period will be open from September 28, 2020 to October 5, 2020 or when all funds are granted, whichever comes sooner. If interest persists and funds are still available, the City may extend the application period.

All applications must include all required supporting documentation. The City reserves the right to request additional documentation from applicant businesses.

Submitting an application does not guarantee a grant award. Applications will be reviewed for completeness and compliance with program requirements.

Program Description

Small Business Grant

The SBG program will provide grants up to \$7,000.00 to small businesses that were adversely impacted by the COVID-19 pandemic.

Small Business grants can be used for the following purposes:

- Rent/Utilities
- Payroll
- Personal Protective Equipment (PPE) required for business operation
- Business services or investments to maintain or increase capacity to carryout business activities (e.g. Point of Sale system, website development, etc.)

Eligible Small Businesses

To qualify as an eligible small business, the business must meet the following criteria:

- Fewer than Forty-nine (49) employees (including owner)
- Business opened on or prior to February 29, 2020
- Business is physically located within Palmdale city boundary
- Owner is 18 years or older
- Business has a valid federal employer identification number (EIN)
- Business has a bank account
- No person in the business who has any ownership interest or would otherwise receive a financial benefit from the business is subject to the provisions of the City's conflict of interest code
- At time of application, business has a current City of Palmdale business license
- Business was adversely impacted because of the COVID-19 pandemic and can provide supporting documentation illustrating the impact
- Certification that the business has neither received nor will seek other grants, loans, or other assistance from any private, local, state, or federal funding source for the **same use**



as identified in the program application. For example, if a business received the SBA PPP Loan for payroll costs in May and June 2020, assistance could not be used for payroll costs for the same time period.

Ineligible Small Businesses

The following business types are **NOT** eligible for assistance:

- Businesses located outside of the City of Palmdale boundary
- Nonprofit entities
- Passive businesses (i.e. rental property or other business in which one does not actively participate)
- Government organizations
- Businesses that limit patrons to 18 and older

Small Business Grant Process

Applicants will be required to complete an initial application, including copies of the following documents:

1. City of Palmdale Business License (current at time of application);
2. State Identification Card or Driver's License;
3. IRS Form W-9 (Request for Taxpayer Identification Number and Certification) (Signed & Dated);
4. Most recent (all pages) California Employment Development Department form DE-9 (Quarterly Contribution Return and Report of Wages Form) (if applicable);
5. Documentation of COVID-19 Impact (i.e., Profit & Loss for each month from January – August 2020); and
6. Documentation showing applicant has a business bank account (first page of most recent business bank account statement is sufficient).

The City reserves the right to request additional information upon receiving the application.

Small Business Grant Award and Grant Agreement

The Economic Development staff shall schedule meetings of the SBG Oversight Committee as frequently as necessary to ensure prompt decisions on each completed program application. Staff shall present the committee with a memorandum summarizing the Program Application, applicant qualifications and making a recommendation for approval or denial. The signed SBG Oversight Committee memorandum shall be maintained in each Business file.



The SBG Oversight Committee shall:

- Review and either approve or deny applications for assistance
- Provide direction to terminate previously approved assistance for program participants who violates program requirements
- Provide recommendations for policy improvements or clarifications

If the Oversight Committee denies an application, Economic Development staff shall prepare and send a letter to the applicant indicating the reason(s) for denial and shall include notification of the applicant’s right to appeal the decision in accordance with the Appeals section of these Guidelines.

Upon approval of a Program Application, eligible businesses selected for the SBG program will execute a grant agreement with the City.

Grant awards will be made on a reimbursement basis. Unless otherwise agreed upon between the business and City, businesses will be expected to submit all reimbursement documentation within three (3) months of the date the grant agreement is executed. Recipients are not required to submit all reimbursement requests at a single time and can submit up to five (5) requests during the three-month period.

Reimbursement requests must be submitted in the manner prescribed in the grant agreement and include supporting receipts and other documentation.

The program will reimburse eligible costs incurred from April 1, 2020.

Support for Businesses receiving Small Business Grant

Upon award, selected businesses will be referred to a local partner for technical assistance and support. The partner will be available to provide the following services:

- 1 on 1 coaching and technical assistance
- Training and webinar delivery
- On-call support and assistance

Other Program Requirements

Small Business Grant Appeals

Applicants may appeal application denials. Appeals shall be submitted to the Economic Development Division in person at 38250 Sierra Highway, Palmdale, CA 93550 during regular operating hours of Monday through Thursday; 7:30 a.m. to 6:00 p.m., or by email at economicdevelopment@cityofpalmdale.org with “APPEAL to Small Business Grant Program” in the subject line, within seven (7) calendar days of the date of the application denial letter. The written appeal shall state the reason(s) why the applicant believes the application denial was in error and



provide any additional documentation necessary to support the applicant’s assertion of same. The Director of Economic & Community Development (Director) or designee will review the appeal and issue a determination within fourteen (14) calendar days of receipt of the letter.

Small Business Grant Duplication of Benefits

All participating businesses are not able to have received other federal or non-federal benefits or assistance for the same uses of this grant program and must certify that they will not pursue other federal or non-federal benefits for the same uses of this grant program in the future.

Small Business Grant False Claims

Applicants shall certify on the Program Application under penalty of perjury that “The information provided on this form is subject to verification by the City at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.”

Small Business Grant Applicant Confidentiality

Employees and agents of the City will not disclose any applicant’s personal confidential information as part of the program. All confidential information of applicants will be kept in a locked secured storage facility or password protected electronic files and unavailable to persons outside of the program. At all times, the City will abide by all requirements stated within the Privacy Act of 1974 as amended. If the City receives a request for public records related to the program, only non--confidential information, as verified by the City, will be provided.

Small Business Grant Assistance Nondiscrimination

The SBG program shall be implemented consistent with the City’s commitment to State and Federal equal opportunity laws. No person shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with program funds on the basis of their disability, family status, national origin, race, color, religion, sex, marital status, medical condition, ancestry, source of income, age, sexual orientation, gender identity, gender expression, genetic information, or other arbitrary discrimination.

The City will provide reasonable accommodations and/or modifications, or provide language assistance to individuals requesting such assistance to benefit from the services provided by the SBG program.

Small Business Grant Conflict of Interest

In accordance with City of Palmdale Resolution Number CC 2020-013 and 24 CFR § 570.611, no member of the governing body and no official, employee or agent of the local government, nor any



other person, either for themselves or those with whom they have business or immediate family ties, who exercises policy or decision making responsibilities will financially benefit from this program.

Small Business Grant Program Guidelines Changes or Modifications

Minor changes to these Implementation Guidelines involving administrative procedures or accommodations to adapt to unique applicant situations or opportunities, or regulatory changes may be performed with the approval of the Economic Development Division.

EXHIBIT 1: PROGRAM APPLICATION

(attached)