

CITY OF MENIFEE

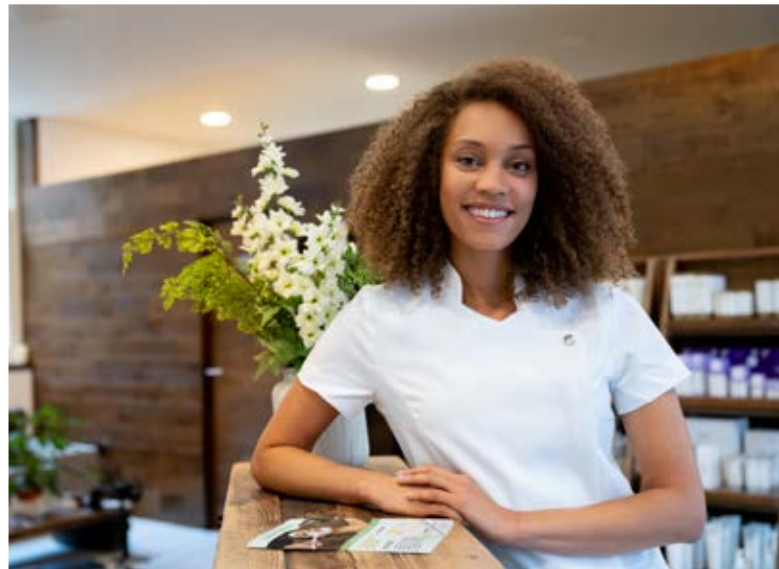


MENIFEE CARES GRANT PROGRAM GUIDELINES PHASE IV

In response to the economic hardships experienced by small businesses resulting from the COVID-19 pandemic, the City of Meniffee has established a Small Business Relief Grant Program, as part of the Meniffee FORWARD Initiative. As small businesses are the backbone of our economy, and in order to promote their continued success, the City has released Phase IV of the Meniffee CARES Grant, up to an additional \$150,000. The City of Meniffee is launching Phase IV of the grant program in an effort to assist local Meniffee businesses with the wave of sudden closures and provide grants to retain jobs, keep business open, and maintain their lease payments.

APPLICATION PERIOD

Pre-Applications will be
accepted until
December 24, 2020 at 4 pm.



MENIFEE

New. Better. Best.

FOR MORE INFORMATION:

Please email econdev@cityofmeniffee.us
or by calling (951) 723-3712.

meniffeebusiness.com

STRUCTURE

Small Business Relief Grants will be made available for a maximum of \$5,000 (and a minimum of \$1,500) to businesses with 15 or fewer employees. All funds will be offered through a lottery process, while funding is available, and pre-applications will be closed to submittals after the application period ends.

ELIGIBILITY

In order to apply, all conditions must be satisfied:

- Pre-application must be submitted to the City of Menifee via email submittal to MenifeeCaresGrants@cityofmenifee.us. The subject should read “Menifee Cares Grant – Business Name”.
- Business must have an existing City of Menifee Business License and be in good standing.
- For-profit business located in the City of Menifee with 15 or fewer employees (sole proprietors are permitted to apply).
Owner has a valid employer identification number (EIN)
- Owner is 18 years or older

- Business has a bank account
- The business must prove their business has been negatively affected by COVID-19
- Business is current with all local, state and federal taxes, fees, and any other debt payments to the City of Menifee
- No person who is subject to the provision of the City’s Conflict of Interest Code has any ownership interest in the business, or would otherwise receive a financial benefit from the business
- Business and owner must not be listed on the Federal Debarred list (SAMS Search)

ELIGIBLE COSTS

Staff salaries, PPE’s, supplies/materials/equipment, rent, and/or utilities. Previous phase grant recipients are eligible for Phase IV funding.



INELIGIBLE COSTS

Funds under this grant program may **not** be used to:

- ✗ Reimburse expenses incurred prior to March 27, 2020
- ✗ Expense paid by other grant/loan
- ✗ Purchase personal items or for personal expenses or pay business debt
- ✗ Direct financing to political activities
- ✗ Direct financing to religious activities
- ✗ Direct financing to purchase alcohol
- ✗ Pay taxes and fines
- ✗ Conduct construction-related work
- ✗ Activities associated with the relocation of a person or a business
- ✗ Expansions of businesses that result in a significant loss of jobs in the labor market area from which the relocation occurs

INELIGIBLE APPLICANTS

Businesses that are **not** eligible for this grant include:

- ✗ Businesses located outside the City of Menifee
- ✗ Nonprofit organizations
- ✗ Passive real estate investments
- ✗ Home-based businesses
- ✗ Government organizations
- ✗ Businesses that limit patrons to 18 and older

PRE-APPLICATION PROCESS

The following documents are required to deem an application complete:

- ✓ A City of Menifee Small Business Relief Grant Pre-Application
- ✓ City of Menifee Business License
- ✓ Official Identification – State Identification Card
- ✓ W-9
- ✓ Receipts/Proof of Reimbursable Expense (must have occurred prior to Dec. 31)
- ✓ Invoice for Lease agreement or rental agreement (*only for reimbursement of rent expense*)
- ✓ Documentation that the business was adversely impacted by the COVID-19 pandemic (*this may include showing loss in revenue/profit or other documentation to the satisfaction of the City*)
- ✓ Final Menifee CARES Grant Report



DUPLICATION OF BENEFITS

Businesses may not receive federally subsidized disaster assistance that duplicates any part of their disaster loss covered by insurance or another source, such as the Small Business Administration (SBA) or the Federal Emergency Management Agency (FEMA). Applicants for City of Menifee grant funds under the Small Business Relief Grant Program must disclose any funds applied for or received from these sources or other federal assistance programs. It is in the City's sole discretion to determine if funds received from any of these sources constitutes a duplication of benefits. If a duplication of benefits determination is made after City of Menifee funds have been disbursed, the amount of funds that were determined to be duplicative must be repaid to the City.

SELECTION PROCESS: LOTTERY

At the close of the application period, the City will hold a lottery to randomly order all pre-applications and preliminarily select the businesses that are eligible to obtain grants from Menifee's Small Business Relief Grant Program.

After the lottery is held, the City will notify businesses via email if they have been preliminarily selected for the grant.

A business that is selected in the lottery is not guaranteed to obtain a grant. Before obtaining a grant, the business must provide the required documentation demonstrating that it is eligible to obtain a grant. If a business is deemed ineligible, the city will conduct an eligibility review of the next applicant on the lottery list. The city will continue to go down the list until all funds have been allocated.

If the funding requests of applications do not exceed the total funding available at the close of the application period, the City will preliminarily select all businesses that submitted an application and conduct a second application period and lottery with the remaining, additional funds.

Businesses who received funding from previous Phases of the Menifee CARES Business Grant ARE eligible to apply for Phase IV, as long as the expenses in previous phases are NOT being duplicated in Phase IV.



APPLICATION REVIEW

The City will conduct a thorough eligibility review of the application and request additional, supporting documentation from the business to confirm program eligibility. During this review, the City will request additional information from each business owner including demographic and socioeconomic data for Federal program reporting and documentation via DocuSign.

The following documents are required to deem an application complete:

- Driver's License
- W-9 Form

This review will confirm the following:

- The business and requested funds are eligible
- The business was adversely impacted by COVID-19
- The business did not receive duplicative benefits from other Federal, State, local, or private resources

If, during this review, an application is deemed incomplete or lacking adequate detail, the City may request additional info to complete the application and provide the necessary documentation before deeming the business ineligible.

Any determination that deliberate misrepresentation (or fraud) has occurred will result in the disqualification of the applicant and/or the rescission of a grant at any point from the award to closeout.

GRANT ADMINISTRATION

Upon successful completion of the application review, the applicant will enter into a grant agreement with the City. The agreement will require original signatures from those authorized to enter into and sign agreements.

Upon execution of the grant agreement, the funds will be distributed to the business owner via check.

Within 90 days after funds are dispersed, the business owner must submit evidence to the City that the grant funds have been spent in the manner and for the purposes stated in the application. Evidence may include documents like payroll, canceled checks for lease payments, mortgage statements, etc. Evidence provided must be to the satisfaction of the City.

If there is evidence that the grant funds have not been spent on eligible uses as outlined in these guidelines or that the grant funds have not been paid within the six-month period, the applicant shall be required to re-pay a portion of or all of the grant funds to the City.



APPLICANT CONFIDENTIALITY

All personal and business financial information will be kept confidential to the extent permitted by law. Grant participant files with personal and business confidential information will be kept in locked, secured cabinets.

EQUAL OPPORTUNITY COMPLIANCE AND NON-DISCRIMINATION

Menifee Small Business Relief Grant Program will be implemented in ways consistent with the City's commitment to State and Federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole on the basis of his or her 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.

PROGRAM ADMINISTRATION

The City of Menifee, will oversee Menifee Small Business Grant Program. The responsibilities of the City include:

- Originate grant funds
- Market the grant program
- Accept and process applications
- Conduct lottery for eligible businesses and notify selected businesses
- Ensure timely disbursement of funds
- Maintain documents and fiscal records
- Administer grants and locally sourced funds used for this program
- Ensure compliance with program guidelines as they relate to the funding sources
- Review grant and analyze receipts/reimburseables

CONFLICT OF INTEREST

In accordance with 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, shall directly or indirectly be eligible for this program.



PROGRAM GUIDELINE CHANGES AND 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 City Manager. Federal regulatory requirements for the program are not subject to modification or revision.

ADDITIONAL INFORMATION

Menifee businesses that are interested in the program, can review the pre-application form and review more information on City of Menifee's Economic Development business page menifeebusiness.com/menifee-cares/benefits-for-businesses.

In addition to the City of Menifee Small Business Relief Grant Program, there are loan programs available to Menifee businesses through the County of Riverside, which can be reviewed at menifeebusiness.com/menifee-cares/benefits-for-businesses.

For assistance in completing the application, please contact: Inland Empire Small Business Development Center (IESBDC) at (951) 781-2345.

