



CITY OF GRAND TERRACE
CARES ACT
SMALL BUSINESS GRANT
STOREFRONT ASSISTANCE PROGRAM



Applications Accepted

September 11, 2020
22795 Barton Rd. (City Hall/City Clerk's Office)
909-824-6621 ext. 230



Grand Terrace Small Business Storefront Assistance Grant Program.

Overview & Objectives

To mitigate the impact of COVID-19 on Grand Terrace small businesses and their employees, the City of Grand Terrace has committed up to \$35,000 in one-time funds to create the Grand Terrace Small Business Storefront Assistance Grant Program. The objective of this program is to offer immediate financial assistance to small businesses located in the City of Grand Terrace to aid in maintaining their business place of work.

Program Overview

1. Grants of \$3,000 for qualified small businesses with at least one and no more than 25 full-time employees that have been deemed non-essential under the County of San Bernardino's Public Health Department order dated March 16, 2020.
2. Grant funds may only be used to cover lease payments for business premises.
3. Grants will be awarded on a first-come, first-served basis for qualified applicants.
4. Grant was designed to assist businesses that were forced to close operations because of COVID-19 or where state regulations severely limited their ability to operate at full capacity.

Eligibility Requirements

- For a \$3,000 grant award, applicants must be a small business with at least one and no more than 25 full-time employees that has been deemed non-essential under the County of San Bernardino's Public Health Department order dated March 16, 2020.
- Applicants must verify the business has experienced a loss of income due to COVID-19 by completing the Estimated Disaster Economic Injury Worksheet.
- Applicants must submit a current copy of its W-9 form.
- Applicants must operate out of a physical commercial storefront within the city limits of Grand Terrace.
- Applicants must have an active City of Grand Terrace Business License.
- Applicants must be in good standing with the City.
- Applicants who are involved or have been involved in legal or financial issues may not qualify.



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- Applicants must have been in operation in the City of Grand Terrace since at least January 1, 2020.
- PLEASE NOTE: Chains (national or local with 3 or more locations) will not be eligible for award. Application and Funding Process:

Application and Funding Process:

1. Grant applications can be accessed by visiting City Hall.
 - a. Businesses will be required to complete the “Estimated Disaster Economic Injury Worksheet” that documents current or forecasted estimates of economic impact.
 - b. Businesses forced to discontinue operations can request funding for lease payments for each month they were forced to close (up to \$3,000). If applicant paid lease during closure and was unable to operate, applicant should estimate their reopening costs and request assistance for future lease payments.
 - c. Businesses will be required to provide a current copy of a W-9.
 - d. Non-profits will be required to submit proof of non-profit status.
 - e. Reimbursements for lease payments will be based on leases in effect March 1, 2020. Reimbursements to supplement negotiated discounts will not be allowed.
2. If application is found complete, application will be reviewed for eligibility and applicants will receive a notice of award within a target of one to two weeks following submission.
 - a. In all cases, the City reserves the right to reject all applications in the event the City identifies a potential conflict of interest or the appearance of a conflict of interest.
 - b. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, wholly or in part, at any time, without penalty.
3. Awards will be made on a first come, first served basis.
4. If awarded, the application becomes a binding contract between the applicant and the City of Grand Terrace.



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5. If awarded, funds will only be distributed to Small Business owner's landlord as lease payment(s).
6. Businesses receiving funding are required to:
 - a. Certify via a written statement how many jobs were retained or how many months of lease payments for the business premises were paid allowing the business to continue operations.
 - b. The City reserves the right to audit the applicant's books and records for compliance with terms in the agreement. Small Business Assistance Grant Program
7. Businesses receiving funding are encouraged to:
 - a. If applicable, adopt Federal and State guidance for operating their businesses (social distancing, clean down procedures, limiting in-store occupancy, etc.).
 - b. If applicable, prioritize delivery of food and services to seniors and economically vulnerable populations.
8. Grant funds will be issued upon execution of the agreement.
9. Applicants must be a participant in the County of San Bernardino's COVID Compliance Business Partnership program.
10. The program will remain in effect during the City of Grand Terrace's declared state of local emergency and while funds are available.



COVID-19 Economic Injury Worksheet

Please provide the following information, it will determine your eligibility and amount of your Grant award.

Name of Business Owner _____

Business Phone _____ Email _____

Name of Business _____

Number of Employees _____

Was your business:

CLOSED OPERATIONS RESTRICTED

Annual Income of Business for 2019 (verified with W-9)

Gross Receipts _____

Monthly Lease Amount _____

From March 1, 2020 – August 31, 2020

Monthly Gross Receipts _____

Monthly Lease Amount _____

The City will review gross revenue and divide by 12 to determine average monthly gross revenue, prior to January 1, 2020. A score of revenue to rent will be assigned to your application. A new monthly revenue will be calculated from (March 1, 2020 – August 31, 2020). The new monthly revenue will be compared to revenue to rent ratio from 2020. If it is higher, you will qualify for full assistance of rent or lease payment. The amount of your rent/lease payment shall be no more than \$3,000.

Once your application is processed, you will receive notice of your grant award. To utilize your grant, you will need to present the following information to the City.

1. Existing lease agreement that shows you were in business in the City of Grand Terrace as of January 1, 2020
2. Copy of your business license or business license # _____
3. Please provide copy of your certificate showing that you were approved for the County of San Bernardino COVID-19 Business Partnership Program.
4. A letter from your landlord or modified lease which states that you will not be evicted or restricted from using your storefront for 90 days (award tries to cover a maximum of three months' rent), unless stipulated by Federal, State and County order.
5. All lease agreements must be executed by October 15, 2020.

Office Use Only

Date submitted _____

Approved _____ Not Approved _____

Staff Signature _____ Revenue to Loan Ratio



COVID-19 Economic Injury Worksheet

Certified Statement

Businesses receiving funding are required to:

- a. Certify via a written statement how many jobs were retained or how many months of lease payments for the business premises were paid allowing the business to continue operations.

The City reserves the right to audit the applicant's books and records for compliance with terms in the agreement. Small Business Assistance Grant Program.

Office Use Only

Date submitted _____

Staff Signature _____