

City of Simi Valley Fiscal Year 2020-21  
 Community Development Block Grant COVID-19 (CDBG-CV)  
 Small Business Grant Program  
**APPLICATION INSTRUCTIONS**

The Community Development Block Grant (CDBG) Program is funded and regulated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR 570. Special CDBG COVID-19 (CDBG-CV) pandemic relief funding was provided through the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

The City of Simi Valley has developed a Small Business Grant (SBG) Program to distribute these federal funds to eligible for-profit businesses in the City in order to provide financial assistance to locally-owned, small businesses impacted by the Coronavirus (COVID-19), to help them continue operations and retain employees. The intended use of the SBG funds is to cover payroll and/or rent/mortgage expenses. Applicants may receive up to \$5,000 in the form of a grant. If awarded, grant funds must be spent prior to June 30, 2021.

To be considered for CDBG-CV funds, a business must meet the following federal guidelines:

1. Be an eligible CDBG-CV program activity, as designated by HUD regulations

A business with at least one (1) and up to nine (9) or fewer Full-Time Equivalent (FTE) employees, which will retain jobs for lower-income persons, is eligible for SBG assistance.

2. Document primary (51% or greater) benefit to lower-income persons

In order to meet this objective, a minimum of 51% of the applicant’s jobs must be held by employees with household incomes at low to moderate-income levels as designated by HUD (see table below). For purposes of SBG Program assistance, employers may consider individuals that apply for or hold jobs to be members of a one-person household, regardless of the number of persons residing at the employee’s residence. All employees would need to complete a self-certification form. The phrase “Low Mod Job” and “Low- to Moderate-Income” (LMI) have the same meaning.

<b>Gross Annual Income Range by Household Size</b>	<b>1 Person Household</b>
<b>Very Low (0 - 30% )</b>	\$0 - \$23,700
<b>Low (31 - 50% )</b>	\$23,701 - \$39,550
<b>Moderate (51 - 80% )</b>	\$39,551 - \$63,250

### 3. Be cleared from Federal Debarment Status

HUD requires verification status of all businesses via the online System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Applicants must register with SAM prior to submitting their application. Any parties listed by SAM as debarred or suspended are not eligible to apply for CDBG-CV funding. Registration information for SAM can be obtained by calling toll free at (866) 606-8220 or find the step-by-step instructions on the SAM website at:

[https://www.sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf)

### 4. No Duplication of Benefits (DOB) [Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155)]

A business may not receive financial assistance for the same costs from more than one source (including insurance), if the total amount received exceeds the total of those costs\*. CDBG-CV awardees (hereinafter referred to as “Subrecipients”) must establish and maintain adequate procedures to prevent any duplication of benefits. Please see 2 CFR Part 200 as to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. The Electronic Code of Federal Regulations website for 2 CFR Part 200 can be found at:

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

***\*Note that priority will be given to those businesses that have not received COVID-19-related financial assistance from any other sources.***

### 5. Reporting Requirements

All CDBG-CV Subrecipients are required to report to the City on jobs, income, race, ethnicity, and other demographic information for any employee(s) served through the City’s CDBG-CV grant.

## APPLICATION EVALUATION

In evaluating the eligibility of a proposed CDBG-CV activity, the City will consider the following parameters:

1. Appear to meet HUD requirements for CDBG-funded activities as described in 24 CFR 570.
2. Appear to address an identified need due to COVID-19.
3. Capacity to meet CDBG National Objective: Benefit Low- and Moderate Income (LMI) Persons, under the Job Retention Activities category
4. Degree of need and priority to be funded with 2020-21 CDBG-CV funds.
5. Show no duplication of benefits received for the same costs to be funded with 2020-21 CDBG-CV funds.
6. Proposal's financial impact and merit in use of CDBG-CV funds.
7. Evaluation of applicant's experience in operating a small business; their ability to maintain required records, including demographic data, on project beneficiaries; the proposer's demonstrated ability to manage private and/or public funds; and resources to implement a CDBG-CV funded activity in accordance with HUD requirements and all other applicable federal regulations.

## HOW TO APPLY

CDBG-CV grant proposals for 2020-21 may be submitted to the City of Simi Valley through the Online Application found at [www.simivalley.org/CDBGCVPrograms](http://www.simivalley.org/CDBGCVPrograms) starting September 23 through October 9, 2020.

To apply for SBG funds, be prepared to provide detailed information on the following, and have the required documentation available to upload:

- A. General Business Information: Including City Business License, federal DUNS number, SAM verification; describe business and the impact of COVID-19; where applicable, upload as attachments a list of business stakeholders and proof of insurance, including worker's compensation, general and personal injury/property damage liability, and auto liability.
- B. Applicant Information: Contact information for the application; authorization information to electronically sign documents.
- C. Grant Application Request: Include dollar amount of SBG funding request and describe the specific use, including how and when funds will be spent.
- D. Employees and Job Retention: Describe magnitude of benefit to persons of low- to moderate-income by entering job count information; number of employees as of March 27, 2020; number of jobs at the time of application; describe program job goal and how many jobs will be retained; describe low- to moderate-income jobs to be retained at application time.
- E. Financial Information: Describe other financial assistance sought and/or received; describe financial capacity pre- and post-COVID-19 and revenue management capacity; upload as an attachment recent payroll ledger.
- F. Self-certification forms from employees: Upload as an attachment employee self-certification form(s).

### **CDBG Program Administration**

For additional information contact:

Julia Ramirez, Senior Management Analyst

[CDBGCVPrograms@simivalley.org](mailto:CDBGCVPrograms@simivalley.org)

CDBG-CV Hotline: (805) 583-6889

