

Community Development Block Grant COVID-19 (CDBG-CV)
Small Business Grant (SBG) Program FY 2020-21
FREQUENTLY ASKED QUESTIONS

- 1- Can I submit my application in person?
No, physical applications will not be accepted. All applications must be submitted online at www.simivalley.org/CDBGCVPrograms.

- 2- I do not have a computer. Where can I go for assistance?
Contact the Simi Valley Public Library at 2969 Tapo Canyon Road, Monday through Saturday from 10 am to 5pm, at (805) 526-1735

Requirements-
 - *Applicants must call and make an appointment*
 - *Only one (1) applicant at a time will be scheduled*
 - *Computer may only be used for Small Business Grant Application*
 - *Printing and scanning equipment will be available*

- 3- I own more than one business. Am I allowed to submit an application for each business that I own?
No, you may only apply one time, even if you own or co-own multiple businesses.

- 4- Are all businesses eligible to apply?
No, businesses involved in the following are not eligible to apply: Illegal activities; loan packaging; multiple-sales distribution; gambling; investing or lending institutions; strip clubs; liquor stores; places of worship; real estate firms; dealers of rare coins, stamps, etc.; massage parlors; escort services; and government owned corporations. Businesses where the owner is incarcerated or on parole are also not eligible to apply.

- 5- What is a DUNS number? Do I need one? How do I obtain one?
*A Data Universal Number System (**DUNS**) number is a unique nine-character number used to identify your business. The federal government uses the DUNS number to track how federal money is allocated. Yes, all applications require a free DUNS number.*
To register for a DUNS Number, visit the [Dun & Bradstreet \(D&B\) website](#) or call (866) 705-5711 to register or search for your DUNS number.

- 6- What is SAM? Do I have to register for SAM?
Yes, HUD requires verification status of all businesses via the online System for Award Management (SAM) at www.sam.gov/SAM. 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 (866) 606-8220.
- 7- If my business applied for other grants or loans but has not heard whether we will receive the funding, can we apply for the City's Grant?
Yes, all businesses that meet the qualifications are encouraged to apply for our program, too. However, keep in mind the Stafford Act restrictions regarding duplication of benefits apply to federally-funded programs [Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155)], including the City's Small Business Grant Program. Federal financial assistance cannot be awarded for the same expense more than once, meaning from other funding sources. Please note: Priority will be given to businesses that have not received COVID-19-related financial assistance from any other sources.
- 8- If my business has been approved for or received financial assistance from another federally-funded grant or loan program, such as Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), or another similar program, is my business ineligible for the City of Simi Valley's Small Business Grant?
Federally-funded programs, including the CDBG program and funding provided through the CARES Act, must comply with the Stafford Act restrictions, preventing duplication of benefits. You cannot receive federal financial assistance and use it to cover the same expenses for the same timeframe. You can receive and use federally-funded financial assistance from separate sources and use for different expenses and/or similar expenses covering a different timeframe. Please note: If total requests for funding from qualifying applicants exceeds the total amount available for the SBG Program, the City will prioritize businesses that have not received any other sources of financial assistance.
- 9- Are home businesses eligible for the SBG Program?
No, the SBG Program focuses on businesses with employees located in commercial properties. In other words, it is intended for brick and mortar businesses within the City of Simi Valley.
- 10- Do my employees have to be residents of the City of Simi Valley to qualify for the SBG Program?
No, eligibility criteria requires that the physical business is located in the City of Simi Valley but only that the business is locally-owned, meaning that at least one owner (owning at least 50% of the business) is a resident of Ventura County or lives within 15 miles of the City of Simi Valley.

- 11- Is the employee limit of nine (9) based on the actual number of individual employees or Full-time Equivalent (FTE) employees?
The employee limit is based on a FTE calculation. A FTE employee is someone working 40 hours per week. For example, two part-time employees working a combined total of 40 hours per week are also considered one (1) FTE. A business currently employing more than nine (9) individuals can still qualify for the SBG Program so long as the cumulative hours of all currently employed individuals does not exceed 360 hours total.
- 12- Can this grant be used for mortgages?
If the commercial property in which the eligible business is located is owned by the business owner rather than leased, the funds may be used to make those mortgage payments. This grant does not pertain to residential mortgages.
- 13- Are non-profit organizations eligible for the SBG Program?
No, Community Development Block Grant-CV restricts this type of Grant program to for-profit entities.
- 14- What is a Low- to Moderate-Income (LMI) employee?
A Low- to Moderate-Income (LMI) employee means an employee whose household income is no higher than 80% of the 2020 HUD Annual Household Income Limits for Ventura County (See Income Limit Table in the Application Instructions). For purposes of this Grant, employers may consider individuals that apply for or hold jobs to be members of a one-person household.
- 15- How do I certify that my employee(s) meets the LMI household income threshold?
We have provided a self-certification form for business owner applicants to obtain the necessary information from their LMI employees. An employee cannot be required to fill this out. However, employees should be asked and encouraged to complete the household income self-certification form in order to show primary benefit to LMI individuals.

CDBG Program Administration

For additional information contact:

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