



COVID-19 Small Business Grant Program Guidelines and Requirements

Community Development Block Grant (CDBG)
Notice of Funding Availability
Emergency Economic Development Resources for
Job Creation / Retention of Low-Moderate Income Jobs

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Introduction:

The public health emergency orders that have been issued to combat the Coronavirus (COVID-19) pandemic and the negative economic impact that has resulted to small businesses has presented an unprecedented need to direct financial resources to Agoura Hills small business community. The City is doing what it can to help support small businesses under the existing public health orders, and is committed to assisting small businesses as restrictions are lifted. To that end, the City has created a new COVID-19 Small Business Grant Program economic recovery plan. Utilizing \$44,646 in new CDBG-CV funding provided to the City under the federally funded CARES Act, grants of \$2,500 are now available for Agoura Hills small businesses to apply for as outlined below.

CDBG Background:

The United States Department of Housing and Urban Development (HUD) established Community Development Block Grants (CDBG) in 1974. The primary purpose of these grants is to provide financial resources to address a wide range of community and economic development services. When using CDBG funds, the activity must: 1) Meet a National Objective, 2) Fall into an Eligible Program Category, and 3) Provide Benefits to Low-to-Moderate Income Persons. The COVID-19 Small Business Grant Program meets these requirements, and specifically will be focused on Economic Development and Business Sector Assistance for the creation and retention of Low to Moderate Income Jobs¹.

Program Requirements:

- Small business with no more than 25 full-time equivalent (FTE) employees², located at a commercial or mixed-use zoned property³, and have a bona fide commercial storefront in the city limits of Agoura Hills⁴
- Business has an active City of Agoura Hills business license
- Grant must be utilized to help retain the job of at least one low-moderate income employee per CDBG requirements
- Obtain D-U-N-S number

¹ At least 51% of the jobs created or retained will be held by, or made available to persons whose household income is at 80% of Area Median Income or less, adjusted for household size.

² On an annual basis, a full-time equivalent (FTE) employee is considered a single full-time employee or multiple part-time employees and/or independent contractors that cumulatively work 2,080 hours annually at the place of business, calculated at 8 hours per day and 5 workdays per week. Business owners who work at their place of business are to be included in the FTE calculation.

³ Commercial or Mixed-Use Zoned Property includes all types of commercial, industrial, and mixed-use zoning.

⁴ Bona fide commercial storefront is defined as a direct public entrance to the outside of the building.

- Grant recipient must certify that they will remain open, or if businesses is closed or closes to reopen in a timely manner following the lifting or easing of COVID-19 restrictions, or shall be subject to repayment of grant.

Eligibility Exclusions:

- Any national chain that is not locally franchised
- Businesses with active City of Agoura Hills municipal code violations (open, unresolved code cases, etc.)
- Adult businesses, massage parlors, pawn shops, bail bond services, home-based businesses, businesses with no bona fide commercial storefront.

Criteria and Process of Awarding of Grants:

Applications will be reviewed and scored up to 100 total points based solely on the criteria listed below. All businesses scoring 90 points or greater will be deemed eligible for the initial round of grant funding as “Tier 1” applicants. Grant recipients will be chosen by a random lottery of all eligible Tier 1 applicants (i.e., those scoring 90 points or higher). Remaining applicants will be considered “Tier 2” applicants. If funding is available after Tier 1 grants have been issued, a random lottery of eligible Tier 2 applicants will be held until all available funding is awarded.

1. Business Type:

- *Independently owned retail, restaurants, cafés, and gastropubs (25 points)
- *Individual locally-owned franchises of retail, restaurants, cafés, and gastropubs⁵ (15 points)
- *All other eligible business types (15 points)

2. Length of time business has been in continuous operation in the city:

- *More than 5 years (25 points)
- *Up to 5 years (15 points)

3. Demonstrated financial need resulting from COVID-19 pandemic and consistency with CDBG requirement of hiring or maintaining at least one low-moderate income job

- *Scoring per application questions (10 points per question, maximum of 50 points)



This Program is funded in part by the U.S. Department of Housing and Urban Development through the Community Development Block Grant Program and the 2020 Federal CARES Act

⁵ Defined as locally-owned and owner does not own any additional franchises or other businesses besides Agoura Hills franchise.