



**CITY OF AGOURA HILLS  
DEVELOPMENT SERVICES DEPARTMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**COVID-19 SMALL BUSINESS GRANT PROGRAM APPLICATION**

City of Agoura Hills, City Managers Department  
30001 Ladyface Court, Agoura Hills, CA 91301, (818)597-7309, jtreichler@ci.agoura-hills.ca.us

**BUSINESS APPLICANT INFORMATION**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS OWNER FIRST AND LAST NAME(S): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROGRAM REQUIREMENTS CHECKLIST - City staff will verify accuracy of all answers**

*Definitions for specific terms can be found in the Program Guidelines and Requirements.*

Number of full-time equivalent (FTE) employees (including owners and independent contractors): \_\_\_\_\_

Does your business have a bona fide commercial storefront? Yes  No

Does your business have an active City of Agoura Hills Business License? Yes  No

Does your business have any unresolved municipal code violations and/or delinquent penalties? Yes  No

**GRANT CRITERIA - City staff will verify accuracy of all answers**

*Definitions for specific terms can be found in the Program Guidelines and Requirements.*

1. BUSINESS TYPE: Please indicate which category your business falls into

- Independently owned retail, restaurant, café, or gastropub (25 Points)
- Single locally-owned franchise of retail, restaurant, café, or gastropub (15 Points)
- Other eligible business type (15 points)

2. LENGTH OF TIME YOUR BUSINESS HAS BEEN IN CONTINUOUS OPERATION IN THE CITY:

- More than 5 years (25 Points)
- Up to 5 years (15 Points)

3. COVID-19 FINANCIAL NEED AND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OBJECTIVES (50 POINTS) – Note: At time of grant issuance business may be asked to provide city with requested support documents for the responses provided below as needed to verify

1. Have you experienced reduced revenue/cash flow of at least 20% since the COVID-19 outbreak in March 2020 compared to this same time-period 12 months prior, or compared to January and February of the 2020 calendar year? (10 Points)

Yes  No

2. Is your business experiencing significant financial solvency issues as a result of COVID-19? (10 Points)

Yes  No

3. Will the current finances of your business in combination with a \$2,500 grant allow your business to remain open (or re-open following easing of restrictions) for a minimum period of at least 90 days following awarding of the grant? (10 Points)

Yes  No

4. As a result of the COVID-19 pandemic, have you had to layoff, furlough, or reduce the number of weekly working hours of one or more employees considered low-moderate income as defined in Attachment A of this application? (10 Points)

Yes  No

5. Will the grant be used all or in part to pay wages of an employee that is considered low-moderate income as defined in Attachment A of this application, or otherwise used to meet the CDBG requirement of hiring or maintaining at least one low-moderate income job? (10 Points)

Yes  No

**ACKNOWLEDGEMENT**

I/We HEREBY CERTIFY that the aforementioned facts are true and correct. Furthermore, if approved, I/We will provide additional documentation and certification of the information provided on the application form prior to grant issuance. I/We will be liable for all costs incurred through the program if any information provided is determined to be false and/or incorrect which may have initially qualified me/us for the Small Business Grant Program.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's signature

\_\_\_\_\_  
Date

.....  
**FOR OFFICE USE ONLY**

Date and Time Submitted: \_\_\_\_\_

Total Score: \_\_\_\_\_ Eligibility: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date Evaluated: \_\_\_\_\_

## **ATTACHMENT A: LOW-MODERATE INCOME GUIDELINES**

For purposes of this application, “low-moderate income” persons and jobs are those whose household income is at or less than 80% of the Median Household Income for Los Angeles County, as defined under the CDBG 2020 Program Income Guidelines listed below:

<b>Number of Persons In Household</b>	<b>Maximum Combined Household Income</b>
1	\$63,100
2	\$72,100
3	\$81,100
4	\$90,100
5	\$97,350
6	\$104,550
7	\$111,750
8	\$118,950