



Community Development Block Grant COVID-related Small Business Relief Grant Program

In response to the COVID-19 pandemic and related economic hardships experienced by small businesses, Taylorsville City is providing grants to locally owned businesses to retain jobs and provide safe work environments. This program is funded by Community Development Block Grant-CV (CDBG-CV) funds provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and is separate from other Federal COVID-19 related funds. Any funds distributed through this grant program must comply with all relevant CDBG requirements. Grant applications will be accepted until November 16, 2020. Applications may reopen if funds are still available.

Program Requirements

Applicant Eligibility

Eligible businesses may receive multiple grant awards until they have been awarded up to \$20,000 in grant funds. The following terms are required to be considered eligible:

- For-profit business located in Taylorsville City.
- Applicant is 51%+ majority owner of business.
- Owner/applicant is a qualified low/mod income household (for businesses with no more than 5 employees) OR business commits to retaining full-time equivalent (FTE) jobs held by a low/mod income household.
- Owner/applicant has, or will have, a valid EIN (tax ID), Data Universal Number System (DUNS) number, and business bank account.
- Owner/applicant is not currently in bankruptcy.
- Owner/applicant is current with property taxes and municipal fees or has a payment plan in place with the municipality as of June 30, 2020.

Total household residents:	1	2	3	4	5	6	7	8
30% Very Low-Income	\$18,450	\$21,100	\$23,750	\$26,350	\$28,500	\$30,600	\$32,700	\$34,800
50% Low-Income	\$30,800	\$35,200	\$39,600	\$43,950	\$47,500	\$51,000	\$54,500	\$58,050
80% Moderate-Income	\$49,250	\$56,250	\$63,300	\$70,300	\$75,950	\$81,550	\$87,200	\$92,800

FY2020 HUD Income Limits



Ineligible Applicants

- An ineligible existing business applicant is one that has a physical business location or registration outside of the Taylorsville City jurisdictional boundary.
- Nonprofit organizations are not eligible businesses and will not be considered for funding.
- Other ineligible businesses include payday grant businesses, liquor and tobacco stores, pawn shops, firearm or other weapons dealers, adult entertainment, passive real estate investments, or home-based businesses operating without appropriate zoning and/or permits.

Eligible Activities

Eligible activities may include, but are not limited to:

- Purchase of materials or equipment needed to assist businesses with social distancing requirements.
- Purchase of safety supplies and/or materials for employees.
- Assistance to avoid job loss caused by business closures related to social distancing.
- Purchase of equipment needed to assist with point-of-sale systems to encourage online purchasing and enhance curbside pick-up.
- Assistance for business stabilization due to COVID-19 related revenue shortfalls including business license fees, lease payments, and payroll payments.

Ineligible Activities

In addition to CDBG-ineligible costs outlined in 24 CFR 570, funds under this Program may not be used to:

- Pay off non-business debt, such as personal credit cards for purchases not associated with the business.
- Purchase personal expenses such as buying a new family car or making repairs to a participant's home.
- Direct financing to political activities or paying off taxes and fines.
- Purchase personal items or support other businesses in which the borrower may have an interest.
- Construction fees.

Funding Source and Reimbursement Process

The Small Business Relief Grant Program is funded through Community Development Block Grant-CV (CDBG-CV) funds provided by the U.S. Department of Housing and Urban Development (HUD) to Taylorsville City. As such, these funds have Federal requirements. Funds will be disbursed by reimbursement to the applicant for documented eligible project expenses or paid directly to third party vendors for purchase orders.



Other Grant Requirements Required for HUD Grants

Grant applicants must:

- Not be listed on the Federal Debarred list (SAM Search).
- Provide a valid DUNS number and CAGE code.
- Allow Taylorsville City to complete an environmental review per the National Environmental Policy Act before providing funds.
- HUD does not allow for duplication of benefits; therefore, if your business receives funds from multiple sources that exceed the costs and losses for which you are seeking CDBG-CV funds, you will be required to repay the excess cost to the grantee. For example, if you are seeking \$15,000 but receive \$20,000 from multiple sources (\$10,000 from the County and \$10,000 from CDBG-CV), the duplicative benefit would be \$5,000.

Grant Closing Process

Application Review

Applications to the Small Business Relief Grant Program, as well as a copy of a current business license, must be submitted to the City of Taylorsville Community Development Department at 2600 W Taylorsville Blvd., Taylorsville or via email at jspung@taylorsvilleut.gov by November 16, 2020.

Staff will review applications for eligibility. Once it has been determined that the application is eligible, City staff will prepare grant closing documents with the applicant. After closing, applicants may begin submitting invoices to request reimbursement funds from the City. City staff will review invoice requests and initiate reimbursement payments. CDBG-CV funds will only be disbursed for reimbursement to the applicant for documented eligible project expenses or may be paid directly to third party vendors for purchase orders.



Small Business Relief Grant Program Application

Taylorsville City staff are available in the event you need assistance with this application or require translation services. Please contact Jim Spung at 801-963-5400x3709 or jspung@taylorsvilleut.gov to schedule.

Business Information

Name of Business:		Phone:
Address:	City:	State:
Business Owner:		Phone:
Email:		Website:
Type of business: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Other (describe):		
Federal EIN:		DUNS Code:
Date of incorporation:		Total years in operation:
Total full-time employees:		Total part-time employees:
Is business minority-owned: <input type="checkbox"/> Yes <input type="checkbox"/> No Is business women-owned: <input type="checkbox"/> Yes <input type="checkbox"/> No Has business ever been subjected to criminal or civil fines and penalties including from City code or regulatory violations? Yes No If yes, click to explain:		
Is the business up-to-date on property taxes and municipal fees? If no, has a payment plan been set? Yes No		
Business Description – What services and goods does this business provide? How has this business been impacted by the COVID-19 pandemic?		



Why are you applying for a Small Business Relief Grant? Please check all that apply.

- Lease assistance for business space
- Payroll assistance
- Purchase of equipment needed to assist with point of sale systems to encourage online purchasing and enhance curbside pick-up.
- PPE supplies
Please describe supplies needed:

Please describe the need and planned use of requested funds. If possible, please attach copies of invoices as early to be reimbursed to this application:

Applicant Statement

I hereby certify that the information on and attached to this application is complete and accurate. I understand that the information provided may be subject to further verification by the City of Taylorsville, or the U.S. Department of Housing and Urban Development. If necessary, I will provide the information required to verify this data (e.g., payroll records, tax filings, bank account statements, etc.). I, therefore, authorize such verification and I will provide the supporting documentation, if necessary. Additionally, I certify that any duplicative benefits will be repaid to the grantee.

Signature: _____

Date:

Name (print):

Title (print):

Signature: _____

Date:

Name (print):

Title (print):

Signature: _____

Date:

Name (print):

Title (print):



CDBG-CV Recipient Intake Form

*This information is confidential and is only used for government reporting purposes to monitor compliance with equal opportunity laws. Please include the **total** number of employees recorded in your Small Business Relief Grant application. Ethnicity is different than race; a person may be recorded as Hispanic/Latinx regardless of their race.*

Race

Select all that apply:

- | | |
|--|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> Other: |

Ethnicity

- Hispanic/Latinx
 Non-Hispanic/Latinx

Other Demographics

- Female head of household
 Senior (62 and Older)
 Person with a disability

Income

Total household residents:	1	2	3	4	5	6	7	8
30% Very Low-Income	\$18,450	\$21,100	\$23,750	\$26,350	\$28,500	\$30,600	\$32,700	\$34,800
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FY2020 HUD Income Limits

Use the above table to categorize your employee's income levels:

- 30% Very Low-Income or below
 50% Low-Income
 80% Moderate-Income
 Higher than 80% Moderate-Income