



City of Yorba Linda

4845 Casa Loma Avenue

Yorba Linda, CA 92886

www.yorbalindaca.gov

SMALL BUSINESS RELIEF PROGRAM GRANT APPLICATION - Round IV

INTRODUCTION

To mitigate the impact of COVID-19 on Yorba Linda small businesses and their employees, the City of Yorba Linda has secured additional Community Development Block Grant Funds (estimated at \$150,000) to allow for a Round IV of Small Business Relief grants to be dispersed. The objective of this program is to offer financial assistance to small businesses located in the City of Yorba Linda that were negatively impacted due to Covid-19.

OVERVIEW

One-time grants will be awarded to eligible businesses up to a maximum of \$9,650. It is estimated that the City will be able to assist at least 16 small businesses **who have not yet received a Small Business Relief Grant** in prior rounds of this program. Should interest exceed the allowable grant monies designated for this program, the City may deem it necessary to host a lottery in order to award the funds. Otherwise, the City will make every effort to assist all eligible businesses that apply.

The relief funds may be used to assist business owners with payroll, capital, equipment expenses, and operational costs, including utility, CAM, loan, lease and mortgage payments.

ELIGIBILITY

Businesses qualified to participate in the Small Business Relief Program, must meet all of the following criteria in order to be eligible for funding:

- For profit Yorba Linda business, within city limits
- Business must be physically located in a commercial, office or industrial space
- Full-time equivalent (FTE) employee count between 1-25, including business owner
- Business must meet income eligibility requirements for owner and/or employees
- Business must have been open and in operation prior to December 31, 2021
- Business must have a current City business license
- Business must be able to prove that they have been negatively impacted by Covid-19
- Business must submit a City application and required supporting documentation
- Business must be in good standing with the City of Yorba Linda
- **Business must NOT have received a Small Business Grant from City previously**



City of Yorba Linda

4845 Casa Loma Avenue

Yorba Linda, CA 92886

www.yorbalindaca.gov

TO BE COMPLETED BY APPLICANT

Name of Business:

Legal Business Entity (if applicable):

City of Yorba Linda Business License Number

Name of Business Owner(s):

Business Address:

City State/Zip

Contact Person Name and Title:

Contact Person Email:

Contact Person Phone:

Business Type (check one):

Sole Proprietor Partnership Limited Liability Company

S-Corporation C-Corporation

ELIGIBILITY VERIFICATION

1. How has your business been impacted by COVID-19 (check all that apply):

Business was forced to shut down due to the State of California's Stay at Home mandate in 2020;

Business revenue is down more than 25% when comparing a 3month period prior to and during Covid;

The business has had to lay off at least one of its employees between 3/20/20 and 12/31/21;

2. What type of business do you operate? (please describe)



City of Yorba Linda

4845 Casa Loma Avenue

Yorba Linda, CA 92886

www.yorbalindaca.gov

ELIGIBILITY VERIFICATION (con't)

3. Is your business a small business with at least one and no more than 25 full-time equivalent employees? Yes No

Number of employees as of December 31, 2019:

Total # Owner(s)

Full time# Part time#

Number of employees as of December 31, 2021:

Total # Owner(s)

Full time# Part time#

4. Do you operate out of a physical commercial, office or industrial storefront within the city limits of Yorba Linda? Yes No
Address (if different than above)

5. Do you have an active City of Yorba Linda Business License? Yes No

6. Is the business or the applicant in good standing with the City of Yorba Linda?
Yes No

7. How do you intend to use the Yorba Linda Small Business Relief funds? (Please list out by amount, up to \$10,000, which must be expended by June 30, 2023)

Rent Payroll Utilities

Accounts Payable Inventory/Equipment

Working Capital Other

8. The following documents must be submitted as verification of proof to responses above. Requests for funding will not be considered if documentation is not included with submittal.

- Completed City application – completed, signed and dated
- Verification of employee count (ie. payroll summary form)
- W-4 form (attached)
- Business banking statements for 3 consecutive months prior to the State's Stay at Home orders being issued (ie. Jan-Mar 2020) and any 3 consecutive months during the Covid-19 eligibility period, between April 2020 and December 2021. Please provide a single bank summary page for each month being submitted (do not need transaction detail) and redact all bank account numbers.



City of Yorba Linda

4845 Casa Loma Avenue

Yorba Linda, CA 92886

www.yorbalindaca.gov

ELIGIBILITY VERIFICATION (con't)

9. This program requires that applicants income qualify under one of the following eligibility options. Please refer to the chart below and check the box to indicate the applicable option. If neither option applies, please check NONE and note that priority for funding will be given to those that qualify under one of the income eligibility options.

The business owner's current household income is at or below 80% of the Orange County median income, adjusted for household size. Refer to chart below.

The business intends to retain at least one (1) full-time equivalent, permanent low- and moderate-income job and the business owner: Can show that 51% of its employees are low- and moderate-income, full-time or equivalent employees; and Agrees that the grant funds provided will ensure permanent employment of the retained employee for a period of two years; and Agree that if the low- and moderate-income job retained under this program is vacated within two years of the date of assistance, the business will take the necessary steps to fill the position with another low- and moderate-income employee for two years following the date of assistance. Refer to chart below.

None**

MAXIMUM Household GROSS Income Limits as of APRIL 1, 2022 (Orange County's low-moderate income at 80% AMI)							
1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$75,900	\$86,750	\$97,600	\$108,400	\$117,100	\$125,750	\$134,450	\$143,100
<i>Gross Income Includes: All gross income (before any deductions) for persons 18 years of age and older including but not limited to, wages, bonuses, unemployment, social security, pensions, disability, child support, alimony, asset income from retirement accounts, checking accounts, savings account, CDs, stocks, bonds, etc.</i>							

Response to question 9 above **may affect eligibility for the Small Business Relief Program. Funding for this program requires income qualification, except under extenuating circumstances or once priority has been given to qualified applicants.



City of Yorba Linda

4845 Casa Loma Avenue

Yorba Linda, CA 92886

www.yorbalindaca.gov

ACKNOWLEDGMENT, AGREEMENT AND CERTIFICATION

Acknowledgment: I/We understand that this grant is being provided by the City of Yorba Linda based solely upon the information that has been provided in this application. I am also verifying that there are no outstanding tax liens or legal judgments against the business and that I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement

Certification: I/We also agree that this application authorizes the City to verify all sources of incomes. If grant funds are provided by the City, the funds will be used for the purposes set forth above. In no event shall the City's financial responsibility exceed the approved amount.

I/We bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the City. There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The City does not endorse the specific business. Applicant shall defend and indemnify the City and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from or alleged to arise from the activity or event.

By signing below, I certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me from benefits and require return of funds to City.

Applicant Signature

Date

Co-Applicant Signature

Date

APPLICATION PROCESS AND TERMS

- Grant applications must be emailed directly to **SmallBusinessRelief@Yorbalindaca.gov** between **Wednesday, February 1, 2023 at 8:00am PST and Friday, February 17, 2023 at 5:00pm PST**. Businesses must submit the completed application and required supporting documentation by the deadline. Applications will not be accepted in person, via mail or fax. Application deadline may be extended if funds not fully exhausted.
- If application is found complete, application will be reviewed for eligibility and applicants will receive a notice of award within 14 days following the close of application period.
- In all cases, the City reserves the right to reject any and all applications in the event the City identifies a potential conflict of interest or the appearance of a conflict of interest.
- Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, wholly or in part, without penalty.
- If awarded, this application becomes a binding contract between the entity named above and the City of Yorba Linda.
- Grant funds will be awarded upon approval of this application.