



City of Peoria - CDBG Small Business Assistance Program Program Guidelines

The City of Peoria has allocated over \$1 million of Community Development Block Grant (CDBG) funding to help small businesses in the City of Peoria recover from the economic impact of the COVID-19 pandemic.

The program will provide assistance for specific fixed operating expenses, such as rent, mortgage, utility payments, internet service, garbage service, insurance, and other fixed debt service. Payment is primarily reimbursement-based with limited option of pre-payment for a fixed cost. Maximum grant award is based on the size and type of business.

Applications will be available beginning Monday, June 22 at 8 AM and ending on Thursday, July 3rd at 3 PM. Two informational webinars will be held on Monday, June 22nd with one at 10 AM and one at 7 PM. The webinar will also be recorded and available for viewing at a later day date by anyone who cannot attend.

Businesses will be selected via lottery on Tuesday, July 7th at 10 AM. Business owners are not required to attend. A list of the lottery order will be posted online by 4 pm.

For information, please visit <http://appreciatepeoria.com/covid19-assistance/>.

For questions, please contact grants@peoriagov.org.

To be eligible, businesses must meet the following criteria:

- Be located within the corporate boundaries of the City of Peoria
- Have 1 to 50 total employees (including owners)
- Be operational as of April 1, 2019
- Be a going concern as on March 1, 2020
- Show a demonstrated loss of revenue due to COVID-19
- Have applied for other financial assistance
- Be locally owned (including franchises)
- Income qualify via one of three methods:
 - Option A: Be located in and serve a qualified low-income area
 - *Option for businesses of 2-50 employees*
 - Option B: 51% of employees at or below 80% area median income (AMI)
 - *Option for businesses of 2-50 employees*
 - *Employees must complete income self-certification form*
 - Option C: Business owner at or below 80% area median income (AMI)
 - *Option for businesses of 2-5 employees*
 - *Required for businesses with 1 employee*
 - *Business owner must provide personal income documentation*

Ineligible Businesses:

- Non-profits
- Home-based businesses (unless a Schedule C was filed in 2019 and separate books were kept in 2020)

City of Peoria - CDBG Small Business Assistance Program Program Guidelines

- Chain businesses (franchises are eligible if they meet all other requirements)
- Businesses that involve the use of cannabis for medical and/or recreational purposes
- Private clubs or businesses that limit membership for reasons other than capacity
- Businesses that make over 33% of their revenue from gambling
- Businesses involved in the manufacturing or sale at wholesale of tobacco products, vaping, liquor, sexually explicit materials, or the manufacturing or sale of firearms at wholesale
- Retail liquor stores, adult bookstores, non-therapeutic massage parlors, strip clubs, or nightclubs
- Pawn shops, payday loan businesses, title loan businesses, etc.
- Storage facilities, trailer-storage yards, or junk yards
- Businesses in which a majority owner or member of the immediate family is an elected official of the City of Peoria
- Businesses that did not comply with the Governor's executive order to cease operations
- Franchises that allowed locations outside of the City of Peoria to remain open in violation of the Governor's executive order to cease operations
- Businesses that owe the City any fees, fines, or taxes or unpaid real estate taxes to Peoria County
- Businesses that have not applied for other financial assistance
- Businesses that are deemed ineligible by the U.S. Department of Housing and Urban Development, the U.S. Department of Justice, or any other governmental agency

Program Details:

- The program will provide assistance for specific fixed operating expenses, such as rent, mortgage, utility payments, internet service, garbage service, insurance, and other fixed debt service.
- Payment is primarily reimbursement-based with limited option of pre-payment for a fixed cost.
- CDBG funds cannot be used as a substitute for other available private debt, cash equity, or assistance.
- Currently operating businesses must commit to retain permanent positions from the point of assistance and for at least 30 days after the final grant payment.
- Currently closed businesses must commit to reopening within 12 months of assistance, creating at least one new job, and retaining all new jobs for at least 30 days.
- Businesses receiving grant funding must sign a participation agreement with the City of Peoria. This agreement will require documentation of the project's impact (i.e. jobs created/retained) as well as repayment of any misspent funds.

The application will be available for two weeks. After the application deadline, a lottery will be held to determine the order of all submitted applications. City staff will start with the first 50 businesses to perform a technical review to ensure eligibility. Staff will continue down the list as funding is available.

Restaurants with 6-50 employees are eligible for up to \$15,000 in assistance.
All other eligible businesses can receive up to \$7,500 in assistance.

City of Peoria - CDBG Small Business Assistance Program Program Guidelines

Required Documents:

- Completed grant application available through online software
- 2019 business tax returns, including IRS Form 1040 Schedule C
- 2020 year-to-date financial statements showing profit/loss
- Current bank (statements)
- Any other documentation that demonstrates the lack of permanent working capital in support of operating expenses (i.e. shutoff utility notices, delinquent bills, denied loan applications, etc.)
- *If applying through Option B:* Completed Income Self-Certification Forms for each low/moderate income employee
- *If applying through Option C:* Most recent two years of business owner's personal tax returns