

# Application Period is Now Open

## COVID-19 SMALL BUSINESS RELIEF GRANT PROGRAM

Program Summary: This is a new program being offered to City of Pompano Beach small business owners (25 employees or less) during the COVID-19 pandemic. Utilizing funds from the City's Community Development Block Grant Program (CDBG), this program will provide a one-time grant of up to \$25,000 to help bridge the gap for small businesses enduring hardship during this difficult time. Priority will be given to child day care facilities and to those who have not received prior EIDL/PPP/City loan or grant assistance. Eligible costs include:

1. Rent/Mortgage
2. Staff Payroll Expenses
3. Utilities
4. Insurance
5. Inventory and business supplies related to COVID-19

**The maximum award is subject to change based on the number of employees reported and the availability of City funds.**

The Office of Housing and Urban Improvement ("OHUI") is reviewing and assessing applications received and amounts requested to determine next steps to further assist the public. Applicants will be notified of the status (approved, denied, more information needed etc.) of their application via email.

**IF YOU HAVE ANY QUESTIONS, CALL 954-786-4659**

**APPLY ONLINE NOW:**

**CLICK THE LINK TO APPLY:**

**<https://portal.neighborlysoftware.com/copbfl/Participant>**

# About the Fund

The City of Pompano Beach has received a distribution of **\$1,377,147** in Coronavirus Relief Funds from Broward County. This program is designed to assist eligible small businesses with a one-time grant of up to \$25,000. Assistance will be provided directly to the owner/s of the small business.

## Am I Eligible Eligibility Requirements

The City of Pompano Beach is accepting applications from businesses that meet the following requirements:

- For-profit or Non-profit business located within the City of Pompano Beach.
- 25 employees or less including owner/s.
- Must have a current/active BTR (Business Tax Receipt) with the City at the time of application.
- Business must have been negatively impacted by COVID-19 (must be able to document loss of income as a direct result of COVID-19)
- Business has been in operation for 6 months or more prior to COVID-19 emergency (from September 1, 2019).
- Business with a net annual business income of less than \$500,000 based on their last federal tax return.
- Applicant is 51% + majority owner of business.
- Owner/applicant is a qualified Low/Mod Income household (for businesses with no more than 25 employees) OR business commits to retaining full time equivalent job held by a Low/ Mod Income household.
- Owner is 18 years or older.

- Owner has a valid SS #, EIN & DUNS, Business Bank Account at the time of application.
- 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.
- Business will have active liability insurance at the time of application.
- Business does not have a conflict of interest with the City of Pompano Beach.

# Before you Apply

Review the application and list of the required documents. Start to gather your documents so you are able to submit a complete application. Only completed applications will be considered for assistance. Either scan or take a picture of them ahead of time, as you will need to attach them to the online application. If you need help, select the Technical Assistance section of this website.

Due to the time constraints and volume of applicants, you will NOT be able to:

- Save your application to return and complete at a later time
- Edit your application after submission
- Upload supporting documents at a later time
- Track application status

# Required Documents

In addition, applicants will also need to submit following documents along with their application:

- Proof of Active Business Tax Receipt (BTR)
- Owner Income Self-Verification Form using template in Appendix A of application
- Owner's prior year of recently completed IRS Form 1040 (all owners 51% of business or more)
- Business Operating agreement- (for businesses with multiple partners)
- Copy of Liability Insurance
- Previous four weeks of payroll or other documents showing a history of employees on payroll as of the application submission date.
- All documentation related to prior assistance received (PPE, EIDL, City Loans, etc.). Proof of funds received and documentation as to how the money was expended.

# Technical Assistance

Due to the number of variables involved with individual computer set-ups and differences in internet service providers, Pompano Beach OHUI Call Takers are not able to provide individual internet connection technical support. If you experience technical difficulties, please work with your internet service provider to resolve them. Here are some quick and easy troubleshooting tips for you to explore:

- Recommended browser is Chrome
- Be sure JavaScript is enabled in your browser
- When you upload documents, upload ONLY documents saved as:
  - ❖ Microsoft Word (.doc, .docx )
  - ❖ Adobe Acrobat PDF Files (.pdf)
  - ❖ Image Files (.jpg, .jpeg, .bmp, .png, .tiff)

Or send an email to [support@neighborlysoftware.com](mailto:support@neighborlysoftware.com)

Please note that only ONE application will be accepted per Neighborly Software System.

## Having difficulty submitting your application?

Check to ensure:

- All fields of information requested have been completed
- All required attachments have been uploaded
- You have clicked on the Acknowledgement box

Once you have completed, the link to "Submit" will appear.

Any technical issues please email to [support@neighborlysoftware.com](mailto:support@neighborlysoftware.com)

# Apply

**Application Period Opens Wednesday, October 7, 2020 at 8AM. Application Period will Close Friday, October 30, 2020 at 10PM. City reserves the right to extend if sufficient applications are not received for all funding available.**

Before you begin the online application process, please ensure that you have assembled all the documents you will be required to attach to your application. Remember your application must be completed in order to submit.

**CLICK HERE TO APPLY:**

**<https://portal.neighborlysoftware.com/copbfl/Participant>**