



ARPA Small Business COVID-19 Recovery Grant Program

February 14, 2022

Meghan Huber, Economic Development & Communications Manager

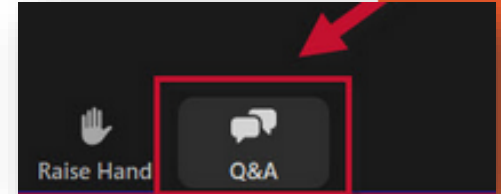
Raj Prasad, Accounting Manager

Bill Zenoni, Interim Administrative Services Department Director



Before We Dive In...

- Please use the Q&A button to submit your questions.
- A recording will be available on the City's website and YouTube Channel
- If you have comments on the program, please send them to ARPA@CitrusHeights.net



**Webinar: Small
Business Grant
Program**



**Ask Questions
About the
Application**



**Learn About
Business
Eligibility**



**Grant Amounts
Per Business**



**Accepted
Use of Funds**





City of Citrus Heights ARPA Small Business COVID-19 Recovery Grant Program Guidelines





Program Overview

- City of Citrus Heights City Council has created the “ARPA COVID-19 Small Business Recovery Grant Program”
- The total amount of grant funds available is \$320,000.
- The program will be open for applications for 30 days: Feb. 24 through March 26
- There is a limited allocation of funds available for the Program





Business Eligibility

Small Business Eligibility:

- Commercial business located and licensed in Citrus Heights, since at least 2019
- Business was operational as of March 1, 2020, and is still in business at the time of application submittal, and intends to remain open indefinitely
- Open to all industries, available to franchises and affiliate businesses
- Business entity earned \$3 million annual revenue or less in calendar year 2019
- Business experienced a net revenue loss (gross revenue net of operating expenses) of at least 25% for the calendar year 2020 OR calendar year 2021 compared to the calendar year 2019.
- A business cannot receive more in ARPA grant funding than total revenue loss
- Business employed 20 full-time equivalent (FTE) employees or less, as of March 1, 2020.
- For businesses with multiple locations, only employment and revenue figures for the Citrus Heights location(s) can be used to qualify for a grant under the Program, and all grant funds received must be used only to support Citrus Heights business operations. Multiple locations within Citrus Heights operating under a single business entity will be considered one business for purposes of the Program.
- Passive businesses are not eligible. These include rental properties or any business in which the owner does not actively participate.
- This program does not include non-profits at this time.



Funding Allocation Levels

2019 Annual Gross Revenue Brackets	Grant Amount
\$1,000 - \$100,000	\$2,000
\$100,000 - \$1,000,000	\$10,000
\$1,000,000 - \$3,000,000	\$15,000

CitrusHeights.net/1167





Use of Funds

Grant funds can be used to offset or reimburse the business for operational costs or revenue loss caused by the COVID-19 pandemic, to support:

- General business operations
- Payroll expenses
- Supplier payments
- Rent, lease, or mortgage payments for business real or personal property
- Façade improvements to resolve COVID related blight
- Outdoor improvements
- Personal Protective Equipment (PPE) and/or sanitation supplies and equipment
- Costs of compliance with county, state, or federal requirements or recommendations
- Technical assistance, counseling, or other services to assist with business planning needs



Ineligible Uses

Ineligible use of grant funds are as follows:

- Anything outside the scope relating to COVID-mitigation
- Any expense not applicable through ARPA
- To fund any business other than that which is receiving the grant



City of Citrus Heights ARPA Small Business COVID-19 Recovery Grant Program Application

Will Be Live Feb. 24





Application Overview

Small Business COVID-19 Recovery Grant Program

Business Information

Business Name (must match IRS documents
and City business license)*

Doing Business As:*

Business Owner Name(s):*

Commercial Business Address (home-based
businesses not eligible):*

Telephone Number:*

Email Address:*

Tax Identification Number or
Social Security Number:*

City of Citrus Heights
Business License Number: *

**First part of application: Business
Information**





Application Overview

Year Business Was Established In Citrus Heights:*

(Note: Eligible businesses must have been operating in Citrus Heights, with a Citrus Heights Business License, since at least 2019.)

Was your business operational as of March 1, 2020?*

☐ Yes

☐ No

Is your business in operation as of the date of this grant application?*

☐ Yes

☐ No

Is it your intent for your business to remain open?*

☐ Yes

☐ No

You must provide your Gross Business Revenue for calendar year 2019, and then EITHER Gross Business Revenue for 2020 OR 2021.

Gross Business Revenue – Calendar Year 2019:*

Gross Business Revenue – Calendar Year 2020:

Gross Business Revenue – Calendar Year 2021

Important: You must provide your Gross Business Revenue for calendar year 2019, and then EITHER Gross Business Revenue for 2020 OR 2021.





Application Overview

Number of Full-Time Employees on March 1, 2020:*

(You may put 1, if you are your business' only)

Number of Part-Time Employees on March 1, 2020:*

(If none, please write the word none)

Please briefly describe your business and the products/services provided in the City of Citrus Heights:*

Please describe how your business has been negatively impacted by the COVID-19 pandemic:*



Application Overview

Grant Spending Plan

Please describe how the Small Business COVID-19 Grant funds will be used:*

Which of the following are part of your Grant Spending Plan (check all that apply):*

Grant funds can be used to offset or reimburse the business for operational costs or revenue loss caused by the COVID-19 pandemic.

- | | |
|---|---|
| <input type="checkbox"/> General business operations (most common) | <input type="checkbox"/> Outdoor improvements * |
| <input type="checkbox"/> Payroll expenses (most common) | <input type="checkbox"/> Personal Protective Equipment (PPE) and/or sanitation supplies and equipment |
| <input type="checkbox"/> Supplier payments | <input type="checkbox"/> Costs of compliance with county, state, or federal requirements or recommendations |
| <input type="checkbox"/> Rent, lease, or mortgage payments for business real or personal property | <input type="checkbox"/> Technical assistance, counseling, or other services to assist with business planning needs |
| <input type="checkbox"/> Façade improvements to resolve COVID related blight * | |

Part 2: Grant Spending Plan





Application Overview

Required Documentation

In order for your grant application to be considered, all of the following documents must be submitted, in addition to submitting this application:

2019 Federal Income Tax
Return documenting business
income*

No file selected.

2020 or 2021 Federal Income
Tax Return documenting
business income*

No file selected.

Copy of Current Citrus
Heights Business License*

No file selected.

Acknowledgement and Certification

I/We understand that this Small Business COVID-19 Grant application will be considered based upon the information and documentation provided.*

- ☐ Yes
- ☐ No, and I understand that by selecting "No," my business is ineligible for this grant.

Part 3: Required Documentation & Acknowledgement + Certification





Submitting Your Application

Three ways to submit once the period opens:

- **Electronic Application (via online form), available Feb. 24**
- **Mailed application, Printable PDF available Feb. 24**
 - Attn: City of Citrus Heights Accounting Manager at 6360 Fountain Square Drive, Citrus Heights, CA 95621
- **Delivered Application, Printed PDF available Feb. 24**





Your Application and Privacy

- Unless otherwise exempt under applicable law, applications and application materials are public records.
- All information received from an applicant, whether received in connection with a grant application or in connection with any grant-funded activities performed, are subject to disclosure pursuant to the California Public Records Act, unless otherwise exempt.
- Examples of potential exemption include social security numbers, tax identification numbers, or other security related information.





Payment Method

- Grant payments will be made by check in the business' name.
- The City anticipates that qualified, selected small businesses will be issued payments by the end of April 2022.



A large, stylized letter 'Q' in a light blue color, centered on the page. The 'Q' has a thick purple outline and a small notch at the bottom right. The background consists of vertical stripes in light blue, yellow, and orange, with a purple vertical stripe on the right side.

Questions?