

Community Development Block Grant-Coronavirus (CDBG-CV) Business Assistance Grant



Availability of Funds

In response to the economic impact of the COVID-19 pandemic, the City of Delray Beach is allocating up to \$521,181 of the CDBG-CV funding towards the economic development initiative. Must have documented COVID-19 hardship. The maximum request is \$35,000 including copies of lease ledger and salary verification. Application deadline is **September 30, 2021**.

Eligible Uses of Grant Award:

- **Salaries/Payroll for job retention and/or commercial rent***
- \$35,000 maximum award, subject to funding availability (***Criteria must be met**)

Eligibility Business Requirements:

Businesses are **ELIGIBLE** to apply for a one-time CDBG-CV Business Assistance Grant if:

- Activities prevent, prepare for, and/or respond to coronavirus;
- It is defined as a “microenterprise” as a commercial enterprise that has five (5) or fewer employees, one (1) of whom is the owner.
- Overall Benefit to Low-Moderate Income (LMI) Persons. (III.B.5. (d)(iv) Overall Benefit to LMI Persons
- Has an Active **Delray Beach Business Tax Receipt** and/or **Palm Beach County Business Tax Receipt** or is **Exempt** from filing a Business Tax Receipt with the Palm Beach County Tax Collector *You can renew your Business Tax Receipt **online** if it is not currently active; If you do not have a Palm Beach County Business Tax Receipt, please contact the Palm Beach County Tax Collector at 561-355-2264 or Delray Beach at 561- 243-7203 select option 4
- Full-Time Equivalency (FTE) is calculated as one or more employee’s hours to equal 40 hours per week. Verified by W-2.
- Must create or retain at least one (1) full-time permanent job per \$35,000 of CDBG-CV funds invested.
- Duplication of benefits are prohibited. (Form Attached)
- Business cannot have received CDBG-CV funds under Round 1 allocation from the City of Delray Beach

CDBG National Objective:

Under federal regulations, use of CDBG funds for microenterprise activities must meet the national objective of benefit to low/moderate (“low/mod”) income persons under the Limited Clientele definition at the time of household income certification and for up to 6 months following certification. As such, all microenterprise owner households must be documented as employees of the business and meet Housing and Urban Development (HUD)’s low/mod household income definition prior to receiving any Program services. This is in addition to meeting the “definition” of a microenterprise, as described above. City Staff will verify that microenterprise owner(s) meet HUD’s low/mod income household requirement by completing the HUD 24 CFR Part 5.609 income verification process. Business Assistance program applicants must submit documentation to complete the income verification process, when applicable, to determine program eligibility as requested by City staff (included in Appendix C of the application). This information will be kept confidential to the extent permitted by law, but will be used to determine program eligibility. Separate files will be maintained by the City for each CDBG Business application. As with other program activities, if the City determines that the applicant household income information is not accurate, is over HUD’s income limits, is using funds for ineligible activities, or is disqualified

from receiving federal assistance, then all program services will cease immediately and any allocated funds will be due and payable immediately.

What You Will Need to Apply:

- **Completed Business Financials**
 - **Individuals: Sole Proprietors, Independent Contractors, Individual/Single-Owner Limited Liability Companies**
 - 2020 Individual Income Tax Return* ([Form 1040](#)) including [Schedule C](#) and all other schedules/statements submitted with the tax returns to the IRS; **or**
 - 2019 Individual Income Tax Return* ([Form 1040](#)) including [Schedule C](#) and all other schedules/statements submitted with the tax returns to the IRS if 2019 Individual Income Tax Return is not filed; **and**
 - Any payroll forms submitted to the IRS if you have employees other than yourself; **and**
 - **Active [Palm Beach County Business Tax Receipt](#); and/or [Delray Beach Business Tax Receipt](#)**
 - [Palm Beach County Business Tax Receipt Exemption](#); **and**
 - **For Individuals using a Fictitious Business Name:** An Active State of Florida Division of Corporations Record as shown on [SunBiz.org](#)
 - **Corporations: C-Corps, S-Corps, and Limited Liability Companies**
 - 2020 Corporate Income Tax Return* ([Form 1120](#)) including all schedules/statements submitted to the IRS; **or**
 - 2019 Corporate Income Tax Return* ([Form 1120](#)) including all schedules/statements submitted to the IRS if the f 2020 Corporate Income Tax Return is not filed; **or**
 - 2020 Income Tax Return for an S Corporation* ([Form 1120-S](#)) including all schedules/statements submitted to the IRS; **or**
 - 2019 Income Tax Return for an S Corporation* ([Form 1120-S](#)) including all schedules/statements submitted to the IRS if the 2020 Income Tax Return for an S Corporation is not filed; **and**
 - 2020 Transmittal of Wage and Tax Statements ([Form W-3](#)) Employer's Quarterly Federal Tax Return for 4th Quarter 2020 ([Form 941](#)) ; **or**
 - Employer's Quarterly Federal Tax Return for 4th Quarter 2020 ([IRS Form 941](#)); **or**
 - Any other payroll forms submitted to the IRS; **and**
 - **Active [Palm Beach County Business Tax Receipt](#); and/or [Delray Beach Business Tax Receipt](#)**
 - [Palm Beach County Business Tax Receipt Exemption](#); **and**
 - An Active State of Florida Division of Corporations Record as shown on [SunBiz.org](#)
 - **Partnership**
 - 2020 Return of Partnership Income* ([Form 1065](#)); **or**
 - 2019 Return of Partnership Income* ([Form 1065](#)) if 2019 Return of Partnership Income is not filed; **and**
 - 2020 Transmittal of Wage and Tax Statements ([Form W-3](#)); **or**
 - Employer's Quarterly Federal Tax Return for 4th Quarter 2020 ([IRS Form 941](#)); **or**
 - Any other payroll forms submitted to the IRS; **and**
 - **Active [Palm Beach County Business Tax Receipt](#); and/or [Delray Beach Business Tax Receipt](#)**
 - Written Statement attesting to your business [Exemption](#); **and**
 - **For Partnerships using a Fictitious Business Name:** An Active State of Florida Division of Corporations Record as shown on [SunBiz.org](#)

*** Note:** All Returns must be **SIGNED and DATED** or must include a completed IRS e-file Signature Authorization (**Form 8879**) to demonstrate it was submitted electronically to the IRS.

- Lease Agreement (*Commercial rent). Staff to request balance statement/vendor app completion by Landlord
- W-2 for employee being retained.
- Bank Statements – Three (3) months of checking account/Most recent savings statement
- Business Tax Receipt as required for company/licensure type

Applying for the Program:

- You will access, complete, and submit the Application through the City of Delray Beach Neighborhood Services Page
- You will be required to attach the required documentation as part of the application completion and submission process
- Please gather all required documentation prior to applying;
- Applications will be reviewed on a first-come, first served basis
- [Access to the system will begin at 8:00 a.m. on September 1, 2021 and end at 11:59 p.m. on September 30, 2021](#)

Certification of Household Income (Must be met by employee being retained)

Household Size and Income Categories to be served:

Number of Persons in Household	Low 80% AMI (less than or Equal to)
1	\$47,950
2	\$54,800
3	\$61,650
4	\$68,500
5	\$74,000
6	\$79,500
7	\$84,950
8	\$90,450
9	\$95,872
10	\$101,350

For more information regarding the program, please contact Neighborhood Services staff at communityneighborhood@mydelraybeach.com. Hours of operation are Mon-Friday 8:00 AM - 5:00PM. Thank you.