



ARPA Small Business Development Program Guidelines & Application

PROGRAM OBJECTIVES

Created through the American Rescue Plan Act (ARPA), the City of Pahokee Small Business Development Program primary objective is to provide and encourage rehabilitation and the preservation of local small businesses by offering financial assistance and support for commercial façade rehabilitation and improvements, along with accounting, legal or administration support challenges cost to small businesses in the Pahokee.

APPLICATION PROCESS

You must submit a written application. Staff will work with you to meet program conditions that are required for a commitment of funds. Incomplete applications and applications submitted after the application deadline will not be accepted or considered for approval.

CRITERIA:

- Must be a small business as defined by the U.S. Small Business Administration. (for more information, visit www.sba.gov/size).
- Must be a business and/or property owner in good standing with the City of Pahokee (current business tax receipt, property taxes, no fines, etc.) on or before March 1, 2020.
- The maximum grant the city will provide is \$5,000. Applicant must absorb additional costs over and above the approved grant amount.
- The business must be located within the boundaries of the City of Pahokee (see map) and along designated streets.
- The business owner and property owner must jointly apply (Commercial business owner only if not the property owner).
- The improvements must meet the City of Pahokee's building, zoning, and code standards for approval and will require board approval.
- Must provide proof of an active business account registered to the applicant (an official tax document, EIN or tax returns) or secretary's certificate – written authorization from the company, signed and notarized by the secretary of a company).

ELIGIBILITY:

Eligible applicants include both small commercial property owners and small business lessees with written authorization of the property owner.

Eligible Work:

Rehabilitation and improvements of existing commercial building facades visible to the street or public right-of-way, including storefronts; cornices; gutters and downspouts; signs (sign structure only-excludes business copy); exterior lighting; canopies and awnings; painting and masonry cleaning. Permit and design review fees can be reimbursed through the program.

- Small Commercial Business (Brick-and-Mortar Business, store front, front door etc.) may apply for:
 - Administrative cost - limited to purchasing legal fees, accounting fees, business tax compliance, activation/ renewal of license(s) and façade for commercial properties.

• Home Based/ Mobile/ Local Contractor Businesses applicants are only eligible to apply for the following:



- Administrative cost - limited to purchasing of day-to-day supplies, repair/ replacement of commercial equipment, legal fees, accounting fees, business tax compliance, activation/ renewal of license(s).

Ineligible Work: any roofs; structural foundations; billboards; security systems; non-permanent fixtures; interior window coverings; personal property and equipment; security bars; razor/barbed wire fencing; streetscape, landscaping, sidewalks, and paving.

THE FOLLOWING ARE INELIGIBLE FOR GRANT FUNDS:

- National Corporate Franchises
- Government offices and agencies (non-governmental, tenants are eligible) properties primarily supporting a residential use
- Properties exempt from property taxes

CONTRACTURAL AGREEMENT

Accepted applicants will have to enter a contractual grant agreement with the City of Pahokee prior to disbursement of grant funds.

DESIGN

Design and planning costs directly related to the application for grant funds at 60% of project cost may be advanced under the ARPA Small Business Development Program when improvements are completed and verified by the City's Code Enforcement Officer.

APPROVALS

The City of Pahokee shall have the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Applicants will be responsible for obtaining necessary regulatory approvals, including any additional approvals needed by City departments or boards and including, but not limited to, building permits and any other necessary permits. All work must comply with city, state, and federal regulations.

COMPETITIVE BIDDING

Applicants are required to obtain two (2) competitive bids. If the lowest bid is not chosen, the applicant will have to match the cost to the lowest bid or provide justification why they want to use the higher bid and the City will consider waiving the requirement if it is justified. All contractors must be insured and licensed by the State of Florida and registered with the City of Pahokee and authorized to do business in the City.

BUY LOCAL AND COMMUNITY SUPPORT

Applicants are encouraged to hire locally owned businesses and contractors for the work outlined in the grant agreement.

COMMITMENT OF FUNDS

The grant available for each property is up to \$5,000 of the cost of eligible improvements and associated design fees. Accepted applicants may be advanced 60% of the estimated grant monies to be awarded, as determined by the lowest bid on the application. The remaining grant payment will be paid once the project is completed. Grants are awarded as long as funding remains available in the program.



PROGRAM REUSE RESTRICTION

A grant recipient’s business location may not be the beneficiary of another ARPA Small Business Development Program grant.

GENERAL CONDITIONS

The following general conditions will apply to all projects:

- Based on the discretion of the City Manager.
- Improvements funded by the grant must be approved by the City and properly maintained.
- Property taxes must be current, have a business license and applicants may have no debts in arrears to the City when a contract is signed (property owner is responsible for due diligence and validity).
- Applicants must show proof of current property insurance.
- No work shall commence until authorized by the City of Pahokee’s Community & Economic Development Department’s Building, Planning and Zoning Division. The application process will consist of being first reviewed by the Community & Economic Development Department’s Building, Planning and Zoning Division and recommended to the City Manager for approval and upon approval enter into an agreement.
 - City of Pahokee Mayor and Commission must approve payment disbursement for approved applicants before any form of payment is issued by the City of Pahokee.
- All projects shall obtain a building permit and will display signage indicating the City of Pahokee’s involvement in the improvement work. Signs will be provided by the Community & Economic Development Department’s Building, Planning and Zoning Division.

QUESTIONS OR INQUIRES MAY BE DIRECTED TO THE DIRECTOR OF COMMUNIY & ECONOMIC DEVELOPMENT AT 561.924.5534 EXTENSION 2005.

| SUBMITTAL REQUIREMENTS PLEASE BRING ALL OF THE FOLLOWING ITEMS THAT APPLY WHEN SUBMITTING YOUR REQUEST | | STAFF |
|---|--|--------------------------|
| APPLICATION | ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. | <input type="checkbox"/> |
| BUSINESS TAX RECEIPT | PROVIDE A COPY OF THE CURRENT BUSINESS TAX RECEIPT. | <input type="checkbox"/> |
| INSURANCE CERTIFICATE | PROVIDE A COPY OF THE CURRENT PROPERTY INSURANCE. | <input type="checkbox"/> |
| PROPERTY TAX VERIFICATION | PROVIDE A COPY OF THE PROPERTY’S PROPERTY TAX PAYMENTS CURRENT | <input type="checkbox"/> |
| SCOPE OF WORK | PROVIDED A DETAIL SCOPE OF WORK ENSURING KEY ASPECTS OF THE PROJECT ARE INCLUDED | <input type="checkbox"/> |
| DRAWINGS RENDERINGS, SKETCHES | PROVIDE A DRAWING, RENDERING OR SKETCH FOR ENCOMPASSING SCOPE OF WORK. | <input type="checkbox"/> |
| FEE | \$229 MAY BE PAID SEPARATELY OR PAID DIRECTLY TO CITY OF PAHOKEE BUILDING, PLANNING AND ZONING DIVISION. | <input type="checkbox"/> |



PROPERTY OWNER INFORMATION / AUTHORIZATION:

OWNER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FACSIMILE: _____ EMAIL: _____

I, _____ AS OWNER OF THE PROJECT PROPERTY I HEREBY PROVIDE AUTHORIZATION TO THE APPLICANT TO REHABILITATE THE SAID PROPERTY AND THAT THE APPLICANT HAS THE AUTHORITY TO SIGN AND ENTER INTO AN AGREEMENT WITH THE CITY OF PAHOKEE TO PERFORM THE REHABILITATION WORK ON THE PROPERTY LOCATED AT _____.

OWNER ALSO HEREBY ACKNOWLEDGES THE FOLLOWING (initial in the boxes below):

- Owner has been provided a copy of the program guidelines and have read and understands them.
- Owner agrees to the conditions and restrictions of the City of Pahokee ARPA SMALL BUSINESS DEVELOPMENT PROGRAM .

OWNER'S SIGNATURE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____ BY _____, WHO DID NOT TAKE AN OATH.

- PERSONALLY KNOWN OR;
- PRODUCED IDENTIFICATION / TYPE OF ID PRODUCED _____

Notary Seal

SIGNATURE OF NOTARY

CERTIFICATION / SIGNATURE OF APPLICANT:

I, _____ CERTIFY THAT ALL INFORMATION IN THIS APPLICATION, AND ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION, IS GIVEN FOR THE PURPOSE OF OBTAINING A GRANT (UP TO \$5,000) THROUGH THE ARPA SMALL BUSINESS DEVELOPMENT PROGRAM AND IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY TO BE REHABILITATED OR, IF THE APPLICANT IS NOT THE SOLE OWNER OF THE PROPERTY, THE APPLICANT CERTIFIES THAT HE/SHE HAS THE AUTHORITY TO SIGN AND ENTER INTO AN AGREEMENT TO PERFORM THE REHABILITATION WORK ON THE PROPERTY.

SUCCESSFUL APPLICANTS IN THE ARPA SMALL BUSINESS DEVELOPMENT PROGRAM ARE ENCOURAGED TO CONTRACT WITH LOCALLY OWNED BUSINESSES WHEN AVAILABLE FOR THE PURPOSES OF FULFILLING THIS GRANT.

VERIFICATION OF ANY INFORMATION CONTAINED IN THIS APPLICATION MAY BE OBTAINED ON BEHALF OF THE CITY OF PAHOKEE FROM ANY AVAILABLE SOURCE.

APPLICANT ALSO HEREBY ACKNOWLEDGES THE FOLLOWING:

- APPLICANT HAS READ AND UNDERSTANDS THE PROGRAM GUIDELINES AND CRITERIA.
- APPLICANT MUST MEET ALL CITY REQUIREMENTS AND CODES THROUGH THE CITY OF PAHOKEE COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT BUILDING PLANNING AND ZONING DEPARTMENT AND THE STATE OF FLORIDA.
- APPLICANT UNDERSTANDS THAT FINAL APPROVAL FOR FUND DISTRIBUTION MUST COME FROM THE CITY OF PAHOKEE MAYOR AND COMMISSION.

SIGNATURE OF NOTARY

| | | |
|----------------------------|--------------------|-------------------|
| FOR OFFICE USE ONLY | | |
| SUBMISSION _____ | COP SBDP- _____ | DATE STAMP |
| DATE | APPLICATION NUMBER | |