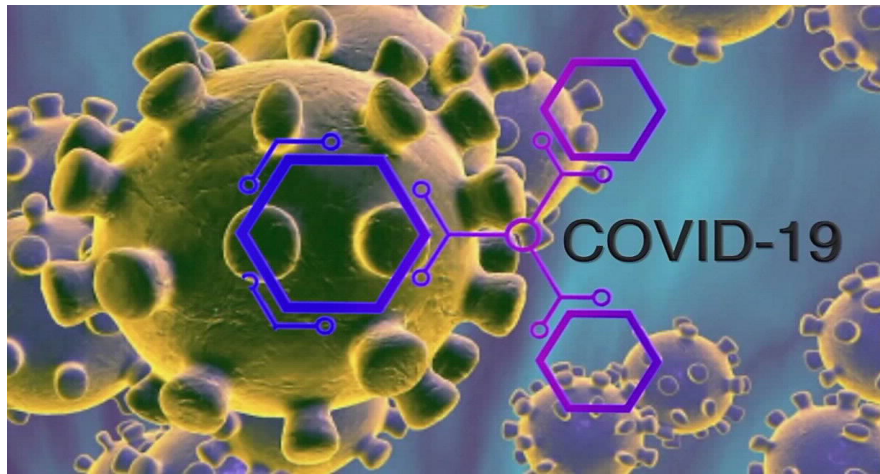


RULES AND GUIDANCE

REGULATING THE CITY OF HIALEAH ECONOMIC STIMULUS “SAVE OUR BUSINESS” FUND PROGRAM



City of Hialeah Staff and Applicant Manual
Effective Date: May 01, 2020

Quintana, Annette
Grants and Human Services Department

Contents

I	GENERAL PROGRAM INFORMATION	2
II	MINIMUM PRE-QUALIFICATION STANDARDS	3
III	COMPLIANCE REQUIREMENTS AND COVID-19	3
IV	PROCESS AND SELECTION	4
V	APPEALS PROCESS	4
VI	CERTIFICATIONS AND ASSURANCES	4

I General Program Information

The City of Hialeah, by and through this rental assistance program to be paid directly to the landlord, seeks to create a temporary emergency program to address critical community needs during Coronavirus (COVID-19). The goal is to assist businesses in mitigating barriers presented by the pandemic and avoid the pressures of rent payments for their business locations.

This opportunity is presented in the form of a forgivable loan to 400 small businesses. The amount of funds dedicated to this endeavor is two-million dollars (\$2,000,000.00).

Awarded businesses will be awarded up to \$5,000.00, disbursed over 3 months or until the maximum award has been reached.

100% Online Application Process
(No paper application process will be allowed for this funding program)

Applications for this grant opportunity can be submitted online through the online application portal. The grant submission portal will open and be available to receive applications, commencing May 4, 2020, 8:00 AM EST.

You will need an email address and be prepared to create password in order to enter the portal.

This email will be used by the Department of Grants and Human Services to communicate with applicants. It is imperative that you check the registered email regularly or risk losing your opportunity.

You may access the portal at the following link:

<http://www.hialeahfl.gov/690/Funding-Opportunities>

Business Applicants with preliminary qualification questions are urged to contact the City of Hialeah's **dedicated COVID Helpline: (305) 883-2940**

This Helpline is monitored between the hours of 8:30 AM to 5:00 PM, Monday through Friday. There is also a voicemail should representatives be on other calls during those times or afterhours. All voicemails are set to be returned by Friday evening for prospective applicants who need their questions answered, so they can be prepared for the portal opening on Monday.

Upon opening the grant portal, it is important to note that it will close upon reaching 1,000 submissions. This number was selected in order to account for incomplete and unqualified applicants and assure that we are able to award all of our earmarked funds for this program. Submission of an application does not guarantee award.

Upon achieving the business applicant goal:

- The application portal will be closed,
- A message will be posted on the Department of Grants and Human Services webpage,
- A message will appear on the City of Hialeah's main webpage in the spotlight section,
- The hotline will have a voicemail indicating closure.

II Minimum Pre-Qualification Standards

- The applicant business owner must complete the online application available at: <http://www.hialeahfl.gov/690/Funding-Opportunities>
- The applicant business must be a located in the City of Hialeah (the applicant themselves does not have to live in City of Hialeah)
- The applicant must be a small business for profit and have one (1) to twenty-five (25) full-time equivalent employees
- Financial institutions, banks, lenders, landlords, publicly-traded companies, non-profits, medical facilities, offices (Law, Real Estate, Clerical), small schools, day cares, teaching institutions, chain or franchise, elected and appointed officials, City employees, and relatives of elected and appointed officials and City employees, or prurient, tobacco, or nuisance category businesses are not eligible for this program
- Must have been active, registered business with the State for more than one (1) year
- Must be current with business licenses and taxes, not have open civil, criminal or code violations
- Must ensure the retention of at least one (1) full-time employee
- Cannot already be receiving assistance from federal, state, or local governmental entities for this purpose.

The Preliminary Qualifications Stage only requires two (2) uploaded items:

- The applicant must submit a copy of picture ID
- The applicant must submit a copy of their fully executed Lease Agreement

III Compliance Requirements and COVID-19

The City of Hialeah funds for this program are federal U.S. Housing and Urban Development funds. Compliance with the rules and regulations is required. Items that may be required of preliminarily approved applicants include, but are not limited to:

- Business must have had experienced loss of income due to COVID-19
- Description of Loss Statement
- Payroll Prior to March 2020
- Revenues and Expenses for March 2020
- Copy of Current Business License
- Complete a W-9 form available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Conflict of Interest Form

The City reserves the right to request additional documents and audit the records.

IV Process and Selection

Applications submitted are timestamped upon receipt and will be reviewed using a first submitted, first completed methodology. This assures an objective method that is both free of bias and fair for all applicants. Preliminarily selected businesses will be contacted by the registered email with request for additional compliance documents. Applicant will only have **three (3) calendar days** to upload requested documents into their online portal application. The Grants and Human Services staff will then confirm documents submitted and will contact the applicant within 7-10 working days.

Applicants who fail to upload the requested documents into the portal within the three (3) day window will be deemed to have forfeited their award, and the next business in line will then be preliminarily awarded. This process will continue until all award funds are earmarked for the selected applicants.

V Appeals Process

The City reserves the right to alter, cancel, or discontinue this program. In the event that an applicant is denied funding, that determination will be final and there is no appeals process. It is important to note that the financial information required by this program may be subject to public inspection or disclosure as required by federal, state or local law, including the Florida Public Records Act.

VI Certifications and Assurances

In order to be eligible to participate in this program, the Applicant must certify as to the following:

- The information contained in their application is true, complete, and correct to the best of their knowledge;
- Confirm they have the authority to apply for the grant as an officer of the corporation;
- Confirm they understand that information containing in their application may be made available for public review and is subject to the terms of the Florida Public Records Act;
- Affirm they understand that if their application is incomplete or missing the required documentation, the application shall be denied;
- In the event of grant approval, Applicant grants permission to the City of Hialeah to release publicity articles regarding the financing of their participation in this program;
- Confirm they understand the City of Hialeah may check the personal credit history of the key individuals under their application and independently confirm all the information contained within their application.;
- Affirm that applicant understands that (1) incomplete (2) incorrect, or (3) false information, will result in suspension of benefits, recapture of funds, fines and/or criminal penalties.
- The City of Hialeah must abide by the Code of Federal Regulations and the rules and regulations promulgated by The United States Department of Housing and Urban Development (HUD). Applicant must certify they understand that, if they qualify and wish to receive assistance, they must enter into a Written Agreement with the City of Hialeah, as required by the CDBG Program Requirements and Code of Federal Requirements.