

SMALL BUSINESS ASSISTANCE PROGRAM

THE CITY OF ORANGE PROVIDES \$10,000 IN GRANT FUNDS TO LOCAL SMALL BUSINESSES IMPACTED BY THE COVID-19 PANDEMIC. SMALL BUSINESSES MUST HAVE 5-50 EMPLOYEES AND MUST NOT HAVE RECEIVED ANY OTHER FEDERAL FUNDS FOR BUSINESS ASSISTANCE.



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CONTACT

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ELIGIBLE BUSINESSES

1. A BUSINESS THAT IS PHYSICALLY LOCATED IN ORANGE AND HAVE BEEN OPERATING FOR A MINIMUM OF 3 YEARS.
2. THE BUSINESS IS NOT PART OF A CHAIN OR FRANCHISE OF MORE THAN THREE LOCATIONS.
3. GROSS ANNUAL REVENUES OF AT LEAST \$350,000, BUT NO MORE THAN \$5 MILLION.
4. MUST HAVE EXPERIENCED AT LEAST A 50% REDUCTION IN REVENUE DUE TO COVID-19 AND BE ABLE TO PROVIDE DOCUMENTATION SHOWING THE LOSS IN REVENUE.
5. 51% OF EMPLOYEES MUST MEET LOW AND MODERATE INCOME REQUIREMENT OF $\leq 80\%$ OF THE HUD AREA MEDIAN INCOME.
6. CONTINUE TO OPERATE LEGALLY DURING THE COVID-19 CRISIS AND THE DESIGNATED EMPLOYEES ARE ACTIVELY WORKING AT THE BUSINESS.
7. THE BUSINESS MUST HAVE NO MAJOR CODE VIOLATIONS IN THE LAST TWELVE MONTHS.
8. BUSINESSES THAT HAVE RECEIVED FUNDS THROUGH THE CARES ACT ARE NOT ELIGIBLE.

APPLICATION PROCESS

SMALL BUSINESSES MAY APPLY FOR GRANT FUNDS ONLINE THROUGH THE FOLLOWING PROCESS:

1. COMPLETE THE APPLICATION FORM ONLINE AT WWW.CITYOFORANGE.ORG
2. CERTIFY THAT THE SMALL BUSINESS EMPLOYS LMI PERSONS AND SUBMIT INCOME VERIFICATION DOCUMENTATION
3. SUBMIT REVENUE STATEMENTS FOR 2 MONTHS IN 2020 VERIFYING 50% LESS REVENUE THAN THE SAME MONTHS IN 2019
4. SUBMIT REVENUE STATEMENTS FOR THE SAME 2 MONTHS IN 2019
5. SUBMIT ANNUAL REVENUE STATEMENT FOR 2019
6. SUBMIT PAYROLL RECORDS FOR EACH QUALIFYING EMPLOYEE
7. SUBMIT COPIES OF ALL LICENSES AND REGISTRATION REQUIRED TO OPERATE
8. SUBMIT COMPLETED W-9

USE OF GRANT FUNDS

THE GRANT FUNDS MUST BE USED FOR PAYROLL EXPENSES TO RETAIN LMI EMPLOYEES FOR A PERIOD OF AT LEAST 90 DAYS. THE GRANT FUNDS CANNOT BE USED FOR BUSINESS CONSTRUCTION OR REHABILITATION PROJECTS.

QUALIFYING HOUSEHOLD INCOME LIMITS

ELIGIBLE SMALL BUSINESSES WILL HAVE MORE THAN 51% OF EMPLOYEES THAT ARE LOW AND MODERATE INCOME (LMI).

HOUSEHOLD SIZE	MAXIMUM INCOME
1 PERSON	\$71,750
2 PERSONS	\$82,000
3 PERSONS	\$92,250
4 PERSONS	\$102,450
5 PERSONS	\$110,650
6 PERSONS	\$118,850
7 PERSONS	\$127,050
8 PERSONS	\$135,250

SOURCE: U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT 2020 INCOME LIMITS FOR ORANGE COUNTY, CA.