

# CITY OF CALIMESA



## COVID-19 SMALL BUSINESS REBATE PROGRAM

For City of Calimesa Small Businesses Impacted by COVID-19

The City of Calimesa (City) recognizes that Coronavirus Disease 2019 (COVID-19) has put a difficult burden on our small business community. As a response to this unprecedented challenge, the City established a \$75,000 COVID-19 Small Business Rebate Program (Program), funded by an allocation of federal CARES Act funds through the State of California (State), with the goal of helping to provide small businesses with emergency cash flow during this immediate health crisis.

With the official certification of Riverside County's economic reopening plan, certain businesses have been allowed to move to various Stages on the State of California's Pandemic Roadmap, so long as they do so safely and according to industry guidance. However, due to the changing circumstances and conditions in the community resulting from the ongoing pandemic, we are aware that many businesses have continued to be impacted based on frequently changing guidance. To assist Calimesa businesses in getting open quickly and safely as allowed by State, County and Federal requirements, and mitigating losses due to the extended business interruption, the City is introducing a new Rebate Program for small businesses with a physical storefront in Calimesa that have invested in safety measures as part of the statewide industry guidance provided by California at the following State website: <https://covid19.ca.gov/industry-guidance>.

Rebate Program applications are administered through our City's Finance Department. Applications will begin to be accepted by email to [financedepartment@cityofcalimesa.net](mailto:financedepartment@cityofcalimesa.net) on **Tuesday, August 4th at 8am**. Applications may also be mailed to or dropped off at City of Calimesa, 908 Park Avenue, Calimesa, Ca. 92320. This program will close once all funds have been allocated, or the end of this calendar year, December 31, 2020, whichever comes first. Eligibility and Program Guidelines are described in the following pages.

The application packet will be accessible at [www.cityofcalimesa.net](http://www.cityofcalimesa.net). Should you have any questions, please email our Finance Department at [financedepartment@cityofcalimesa.net](mailto:financedepartment@cityofcalimesa.net) or call (909) 795-9801. **Funding is limited and rebates are not guaranteed.**

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## REBATE PROGRAM TERMS AND ELIGIBILITY

### REBATE TERMS

1. Applicants may receive rebate(s) of up to 100% of qualified business expenses incurred in response to COVID-19 safety measures, as described in the eligibility terms below.
2. Maximum rebate of up to \$3,000 per business. You may submit for a rebate until (a) the total rebate amount for your business has reached the maximum of \$3,000, (b) the program's funds have fully been expended, or (c) the end of the calendar year, December 31, 2020, has been reached and the program ends, whichever occurs earlier. Applications will be considered based upon date received.
3. Applicants must provide IRS Form W-9 for the business.
4. At the time of application submittal, Applicants must provide clearly legible dated receipts (as far back as March 16, 2020) itemizing products and services purchased in relation to COVID-19 preparedness.
5. Installation of any products and services must be completed at time of request for rebate award and conform to all relevant City of Calimesa Municipal Code and applicable State law requirements for Building and Safety standards.
6. Applicants must submit in the application "Before and After" photos of all products installed or service utilized (one (1) photo per product or service), including a description of each product's purpose. If "Before and After" photos are not available, the City reserves the right to visit the premises to verify installation.

### ELIGIBILITY

1. Be a non-profit or for-profit, independently owned local business authorized to do business in California and with a physical storefront established within the City of Calimesa. Note: Only one business per physical address will be eligible. Individuals that own or have interest in more than one business may be limited to one grant total (i.e., if a person has ownership interest in three businesses, only one of those businesses may receive a grant under the Program).
2. Have a current City of Calimesa Business License, or a documented exemption from the Calimesa business license requirement and have been in operation since at least January 1, 2020.
3. Business owner has a valid employer identification number.
4. Provide a written statement demonstrating that the business has been negatively affected by COVID-19 and how the renovations apply to the COVID-19 safety guidelines.
5. Be in good standing with the City of Calimesa as of March 1, 2020 (e.g., business is not currently in bankruptcy and has not declared bankruptcy in the last seven years; no liens or judgments; no major Code violations in the last 12 months, etc.).

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6. Businesses that have not received funding through other CARES Act programs or other federal or state programs, such as Payroll Protection or Program loans, will be given first priority.
7. If there are questions regarding an application, the City will contact you.

## EXAMPLES OF ELIGIBLE PURCHASES FOR REIMBURSEMENT

The CARES Act imposes certain limitations on the use of these federal funds. Reimbursement can only be made to cover business expenses that were necessary expenditures incurred due to the public health emergency with respect to COVID-19; and were incurred by your business during the period that begins on March 1, 2020 and ends on December 30, 2020.

The following are examples of products that may be considered as qualifying for this reimbursement program if purchased to comply with State Industry Guidance relating to COVID-19 safety guidance and mandates for reopening and operating your business during the pandemic. However, this list is not exhaustive and simply intended to provide examples. (Please consider purchasing needed supplies from Calimesa businesses and help support the local economy).

- Measures to physically separate people by at least six feet such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where customers and/or workers should stand).
- Barriers such as clear acrylic sheeting between employees or between employees and patrons.
- Signage to remind customers of physical distancing and other required or recommended safety practices
- Shading to protect customers queued outside while still maintaining physical distance.
- Costs for Personal Protective Equipment (PPE) for workers.
- Purchase of disposable gloves for workers using cleaners and disinfectants when required (or gloves as a supplement to frequent hand washing for other tasks such as handling commonly touched items).
- Equipping of customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).
- Installation of hands-free devices if possible.
- Upgrades to improve air filtration and ventilation.
- Other expenses as may be allowed from time to time based on federal or state regulation or guidance.

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## INELIGIBLE USE OF FUNDS

Funds under the City's COVID-19 Small Business Grant Program may not be used for any expenses that are not related to implementation of safety measures to facilitate the re-opening and safe operation in accordance with State COVID-19 Industry Guidance. Funds from the Program shall not be used for any of the following:

- Reimburse expenses incurred prior to March 16, 2020 (date of proclamation of local emergency).
- Pay non-business debt.
- Purchase personal items or for personal expenses other than PPE for use in the business.
- Direct financing to political activities or religious activities.
- State or County Fees for Licensing or Certification required notwithstanding COVID-19 pandemic.
- Expenses for operational needs such as lease/mortgage payments, payroll, materials, supplies and services other than supplies, material and inventory related to safety measures.
- Expenses for the State share of Medicaid.
- Damages covered by insurance.
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by California to California unemployment funds.
- Reimbursement to donors for donated items or services.
- Workforce bonuses other than hazard pay or overtime.
- Severance pay.
- Legal settlements.
- Other expenses as may be prohibited from time to time based on federal or state regulation or guidance.

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## **EQUAL OPPORTUNITY COMPLIANCE AND NONDISCRIMINATION**

No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with the Small Business Rebate Program funds on the basis of his or her disability, family status, national origin, race, color, religion, sex, marital status, medical condition, ancestry, source of income, age, sexual orientation, gender identity, gender expression, genetic information, or other arbitrary discrimination.

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## REBATE PROGRAM APPLICATION

### Disclosure of Information

The City of Calimesa understands and supports the public's right to access public records. Information submitted through this application is a public record and may be subject to disclosure under the California Public Records Act (PRA). In addition, the City of Calimesa may be required to disclose information submitted through the application by some other legal process, for example, a subpoena. Please note, that all identifiable personal information will be redacted from any such request, to the extent allowed by applicable federal or state laws.

In signing this Rebate Program Application, I agree that the City of Calimesa may determine in its sole discretion whether information or documentation submitted through this application is subject to disclosure under the California Public Records Act or through another legal process.

PRINTED NAME:

SIGNATURE:

### CONTACT INFORMATION

Applicant Name (complete legal name):

Applicant Email:

Applicant Phone Number:

Preferred method of communication:      • email      • phone

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## REQUIRED DOCUMENTATION

**All required documentation shall be attached to this Rebate Program Application at time of submittal. Please use this checklist to ensure your application is complete.**

Documents must be provided in PDF format if submitted electronically. If submitted via hard copies, the City will retain for its records all copies and information submitted.

Photos submitted must be of high quality in order to clearly demonstrate nature of eligible expenses.

All information set forth in the application must be legible.

All applications **must** include:

- Proof of current City of Calimesa Business License.
- W-9 Form (can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- Purchase Receipt(s) with Date of Transaction, Itemized, and total amount clearly visible (Rebates may be requested for all qualified purchases starting March 16, 2020).
- Before and After photos of each product's or service's installation. Note: If not submitted, an on-site visit will be required to determine eligibility.
- Fully executed and signed Rebate Program Application form.
- Completed Business Information form.
- Completed and signed Financial Information and Certifications form.
- Any additional supporting information the applicant wishes to submit.

The City hereby reserves the right to request additional information or documentation to establish an applicant's eligibility for a rebate pursuant to the Calimesa COVID-19 Small Business Rebate Program.

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## BUSINESS INFORMATION

Business Name (dba) (complete legal name):

Business Address:

Mailing Address (if different):

List of Names of Principal Officers, Members, and/or Partners:

Do you own or lease your establishment at this location?

Primary Business Activity (e.g., such as Restaurant, Retail, Non-Profit)

\_\_\_\_\_Retail

\_\_\_\_\_Restaurant

\_\_\_\_\_Non-Profit

\_\_\_\_\_Other (please specify)\_\_\_\_\_

Please describe your business: (Include what the business produces and how it generates revenue.)

What products have you purchased, or modifications made to comply with the State's COVID-19 Industry Guidance?

What are the costs of each item? You may provide all eligible purchases starting March 16, 2020.

Total cost of products or services purchased/modifications made? (Subject to fund availability, you are eligible for a rebate of up to \$3,000 and legible receipts must be provided – Required Documentation form).

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## FINANCIAL INFORMATION

The City of Calimesa reserves the right to request supporting documentation for all requested information.

Federal Tax ID (EIN):

City of Calimesa Business License #:

Does the business or owner(s) have any outstanding liens or judgements?

Is the business or business owner(s) currently the subject of any litigation?

## CERTIFICATIONS

I understand that I am applying for a one-time rebate program for my business and will only be reimbursed for eligible and fully installed products.

I hereby certify that I and my business have all other required State and/or County permits, licenses and/or approvals for the operation of my business (e.g., ABC license, Seller's Permit, State Contractor's license, Massage Therapy Council certification, Establishment License (Barbering & Cosmetology), Barbering & Cosmetology License, Professional License, County Health Permit, etc.)

I hereby certify that my business follows all applicable laws, including but not limited to providing worker's compensation, paid sick leave to the extent required by state and/or federal law, and following anti-discrimination laws.

I hereby certify that I have read and prepared a safety plan in compliance with the industry guidance for my business based on the State of California's website.

I hereby certify that all of the information submitted in this application is true and correct and agree to audits by the City of Calimesa.

I hereby certify that all products have been installed and are in compliance with Title 24 and the City of Calimesa's Building and Safety Code.

Person(s) signing this certification is an authorized representative and owner of the business.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_