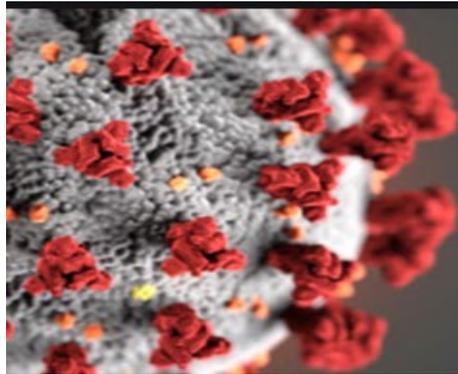


**City of Upland**

**SMALL BUSINESS  
COVID-19 ECONOMIC RELIEF PROGRAM**



*Program Guidelines & Application*  
(2020)



coronavirus  
**COVID-19**



## City of Upland

### SMALL BUSINESS COVID-19 ECONOMIC RELIEF PROGRAM

#### **1. Program Budget:**

\$100,000 Coronavirus Aid, Relief and Economic Security Act ("CARES Act")

#### **2. Program Purpose:**

The Small Business COVID-19 Economic Relief Stimulus Program ("SBCERP") provides reimbursable grants up to \$1,000 to Upland small businesses (i.e. fifty [50] employees or less) that have been negatively impacted by Novel Coronavirus Disease 2019 ("COVID-19"), the Governor of California's Executive Orders, and/or the San Bernardino County Public Health Orders relative to the Novel Coronavirus Pandemic. Due to various health orders issued to combat the spread of COVID-19, restaurants are restricted in the areas of dine-in service, leaving take-out, delivery, drive-thru, and exterior dining as the only food service options. Furthermore, the public health orders have additionally closed many other businesses, such as bars/nightclubs, movie theaters, gyms, breweries and wineries, car washes, personal grooming businesses (barbers, nail salons, hairdressers), clothing stores, and other retail businesses that are not considered "essential businesses."

To help Upland small businesses comply with the public health orders, it is in the best interest of the City to assist small businesses in their efforts to achieve and maintain COVID-19 compliance. It is also in the City's best interest to ensure that businesses follow mandated Center for Disease Control ("CDC") health and safety protocols ensuring public safety and limiting the spread of COVID-19. Due to these conditions, the City of Upland proposes to use CARES Act funding to develop the SBCERP. The SBCERP will issue up to \$1,000 in reimbursable grants (not loans) to small businesses in Upland to assist them achieve and maintain COVID-19 compliance.

#### **3. Eligible Activities:**

Assistance will be in the form of grants up to \$1,000 for Upland businesses which demonstrate that they have been negatively impacted by COVID-19. The program will reimburse businesses for the costs of business items, equipment and/or materials purchased or leased (by the business) to enable it to achieve and maintain COVID-19 compliance. Eligible reimbursable items, equipment and/or materials include:

1. Tables and Chairs (for outdoor service)
2. Umbrellas, Canopies, and Tents (for outdoor service)
3. Temporary Railing (for outdoor service)
4. Disinfectants
5. Personal Protective Equipment (PPE)
6. Any other business item, equipment, and/or material deemed eligible by staff that meets the intent of this program.

#### **4. Eligible Business Assistance:**

SBCERP applicants will be required to complete a program application and self-certify that they have been negatively impacted by COVID-19 and intend to utilize SBCERP funds to achieve and maintain compliance with all public health orders until such time that all public health orders have been lifted by government officials. One grant only per businesses address.

##### Eligible Business Types

- Small Commercial Businesses (fifty [50] employees or less)
- Business must have an active City business license
- Business must be located within the incorporated city limits of Upland
- Business must have been negatively impacted by COVID-19 (required to close as non-essential, reduced, or modified business activity due to county health orders)
  - The following is an example of eligible business types:
    - Restaurants, bars, coffee shops, bakeries, etc.
    - Personal Service (salons, barbers, nail shops, dry cleaners, and other medical personal service type businesses)
    - Gyms, day spas, and fitness studios
    - Retail and Commercial stores (consumer goods, electronics, appliances, health, sporting goods, furniture, clothing, shoes, kitchen equipment, bookstores, entertainment, music and audio/visual equipment, etc.)
  - The following is an example of ineligible business types:
    - Non-Profit and/or Not-for-Profit public service type businesses
    - Office/Professional
    - Homebased businesses

#### **5. Evaluation Criteria:**

All grant applications will be analyzed and must meet the following criteria:

1. **Commitment:** Upon grant approval, the Applicant will need to sign a grant agreement indicating their commitment to achieve COVID-19 compliance, provide a personal guarantee to maintain their establishment COVID-19 compliant as well as post the COVID-19 Business Compliance Plan on their storefront window for the duration of the pandemic.
2. **COVID-19 Business Compliance Plan:** A COVID-19 Business Compliance Plan identifying strategies to be taken by the business to keep employees and public safe and reduce coronavirus transmission must be labeled and posted within a conspicuous and visible area accessible to employees and the public at all times. A standard plan is provided in the SBCERP application for business use (see SBCERP Application).
3. **Location:** Commercially zoned businesses within the City of Upland city limits only. One SBCERP grant per address location.

4. **Economic Stimulus:** Preference will be given to businesses that have not received economic assistance from any other federal, state, or county programs, such as the Paycheck Protection Program, Economic Injury Disaster Loan, or other San Bernardino County COVID-19 programs.
5. **Reimbursement:** Upon grant approval, Applicant will be required to submit original receipts and photographs for all COVID-19 compliance business items, equipment and/or materials purchased that meet the intent of this program up to \$1,000. Items must have been purchased by the business no sooner than July 1, 2020. SBCERP funds can only be used as reimbursement under one governmental COVID-19 assistance program and applicants will be required to certify compliance with this requirement.

All of the above criteria are important, and the absence of any one may be sufficient to deny a grant request.

## **6. Applicant Intake Process:**

Applications will be accepted by the City on an ongoing basis until SBCERP funding is exhausted or October 31, 2020; whichever occurs first. Incomplete applications, or applications with missing information, will not be accepted.

The program application will be available on the City's website (<https://www.uplandca.gov/covid-19-for-businesses>) or made available via email, upon request. Applicants will submit the completed application, and all supporting documentation requested in the application to the Development Service's Department for processing. Federal funding requirements mandate submission of a Duns & Bradstreet number (DUNS No.) for SBCERP approved businesses. Applicants may obtain a free DUNS No. at:

- <https://www.dnb.com/duns-number/get-a-duns.html>

The completed application will require the submission of all the following documents before a program eligibility determination can be made:

1. Completed SBCERP Application
2. Copy of California Driver License or Identification Card for business owner(s)
3. Copy of current/active city business license
4. Completed W-9 form
5. Copy of Dun & Bradstreet (DUNS No.)

## **7. Staff Review:**

SBCERP will be managed by the Development Services Department, Rehabilitation Programs Administrator and may be reached at (909) 931-4105 or emailed at [garellano@ci.upland.ca.us](mailto:garellano@ci.upland.ca.us). Staff will create and maintain a tracking log to document program information such as program applicants, submission dates, eligibility dates, execution dates, reimbursement dates, and any other follow-up documentation required or received.

Upon SBCERP approval, staff will notify the Applicant accordingly and request submission of their original receipts for all COVID-19 compliance items purchased by the business. After review and approval of their receipts, staff will prepare a grant agreement between the business owner and City for signatures and process their reimbursement. Concurrently, the City will provide the business

owner with the SBCERP COVID-19 Business Compliance Plan that must be posted in the storefront window for the duration of the pandemic.

Recreation Division staff will act as “Business Ambassadors” and conduct outreach services to the Upland business community to inform and promote the program. As part of receiving the SBCERP grant, the City reserves the right to conduct unannounced program compliance inspections at participating business as the need arises for the duration of the pandemic.

**8. Grant Distribution:**

A grant agreement will be used to commit the City and the Applicant to SBCERP conditions for grant funding. The agreement will identify eligible uses and all program requirements. All business items, equipment, and/or materials purchased under the program are not for resale purposes and are intended for the business’s COVID-19 compliance only. Qualified Applicants will receive grant funding in the form of a check issued by the City of Upland, upon execution of the grant agreement and City approval. Once an Applicant has been approved to participate in the SBCERP and the program’s grant agreement executed, the City will issue a reimbursement check to the participating business within thirty (30) calendar days.

**9. Program Expiration Date:**

The SBCERP will expire on October 31, 2020.

**10. Authority to Administer:**

The City Manager reserves the right to make modifications to this program as needed to ensure SBCERP goals are met with exceptions to modifying any federal, state, or county regulatory requirement.

***-End of SBCERP Guidelines-***

## **SBCERP APPLICATION CHECKLIST**

1. SBCERP Application
2. Copy of California Driver License or Identification Card for business owner
3. Copy of current/active business license
4. Completed W-9 form
5. Copy of Dun & Bradstreet (DUNS No.) <https://www.dnb.com/duns-number/get-a-duns.html>



**SMALL BUSINESS COVID-19 ECONOMIC RELIEF PROGRAM APPLICATION**

**GENERAL CONDITIONS**

The Small Business COVID-19 Economic Relief Program (SBCERP) requires the completion of the SBCERP Application in order to participate. To be eligible for this program the business listed in the application must meet the following requirements:

1. **Personal Guarantee:** Business owner must sign the program grant agreement inclusive of a personal guarantee to maintain the business in COVID-19 compliance with all health orders for the duration of the Novel Coronavirus Pandemic. Grant agreement will be prepared by staff once the application has been approved.
2. **COVID-19 Business Compliance Plan:** The business must submit along with this application a COVID-19 Compliance Plan identifying strategies to be taken by the business to safeguard public health reducing coronavirus transmission (a standard plan is attached to this application). The "COVID-19 Business Compliance Plan" must be labeled and posted in a conspicuous area accessible to employees and the public, indicating the protocols the business is taking to ensure compliance with State and County safety guidelines.
3. **Location:** Business must be in a commercially zoned location and maintain an active City of Upland business license; homebased businesses are ineligible to participate.
4. **Economic Stimulus:** Business must certify if they have received economic assistance from any other federal, state, or county programs, such as the Paycheck Protection Program, Economic Injury Disaster Loan, or other San Bernardino County COVID-19 programs.
5. **Reimbursement:** Applicant will be required to submit original receipts and photographs for all COVID-19 compliance business items, equipment and/or materials purchased or leased. Items must have been acquired by the business no sooner than July 1, 2020 and no later than October 31, 2020.

The following is a list of the supporting documentation you will be required to submit in order to determine your eligibility into the SBCERP. Accompanying your completed SBCERP application, submit clear photocopies of the following documents:

- Copy of California Driver License or Identification Card for business owner
- Copy of current/active business license
- Completed W-9 form
- Copy of Dun & Bradstreet (DUNS No.) <https://www.dnb.com/duns-number/get-a-duns.html>

***Return your completed application to***

***Upland City Hall Development Services Dept.***

***C/O Giovanni Arellano, Rehabilitation Programs Administrator 460 N. Euclid Avenue Upland CA 91786***

***Email [garellano@ci.upland.ca.us](mailto:garellano@ci.upland.ca.us) PDF format (preferred)***



**SMALL BUSINESS COVID-19 ECONOMIC RELIEF PROGRAM APPLICATION**

**APPLICANT (PRINT CLEARLY)**

Legal Name of Business:	Business Phone:		
	Mobile Phone:		
	Email:		
Business Owner(s) Name	Tax ID Number or SSN:		
Business Address:	City	State	Zip Code
	UPLAND	CA	
Nature of Business:	DUNS No.:	Business License No.	
TYPE OF ENTITY: <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> SUBCHAPTER-S CORP			

**GENERAL ASSERTION AND CERTIFICATION QUESTIONS**

Has your business been negatively impacted by COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your business received or will receive a PPP/EIDL/SBA or any other County COVID-19 assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", check all that apply:	<input type="checkbox"/> PPP <input type="checkbox"/> EIDL <input type="checkbox"/> SBA <input type="checkbox"/> County COVID-19 Assistance <input type="checkbox"/> Other: _____
Is the business willing to ensure and maintain compliance with all COVID-19 governmental health orders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the business willing to post a COVID-19 Business Compliance Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the business willing to submit photographs of business items, equipment or materials purchased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the business willing to submit original receipts for business items, equipment or materials purchased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the business current with all fees owed to the City of Upland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the business owe any taxes for years prior to the current year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The business understands the City will conduct unannounced compliance site inspections?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**ACKNOWLEDGEMENT(S):**

I (we) have applied for the SBCCP offered by the City of Upland. I (we) consent to the City verifying information contained in the application and declare that the information provided herein to be true and correct to the best of my (our) knowledge and that I (we) understand that the reimbursements will be administered in accordance with all federal, state and local requirements. *PENALTY FOR FALSE OR FRAUDULENT STATEMENT U.S.C. TITLE 18, SECTION 1001, PROVIDES: "WHOEVER, IN ANY MATTER WITHIN THE JURISDICTION OF ANY DEPARTMENT OR AGENCY OF THE UNITED STATES KNOWINGLY AND WILLFULLY FALSIFIES...OR MAKE ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR ENTRY, SHALL BE FINED UP TO \$10,000, OR IMPRISONED UP TO 5 YEARS OR BOTH."*

My (our) signature on this application certifies the above statements are true and correct.

Business Owner Name (1):	Business Owner Name (2):
Signature:	Signature
Date:	Date:

***-End of SBCERP Application-***

*Must be displayed in storefront window*

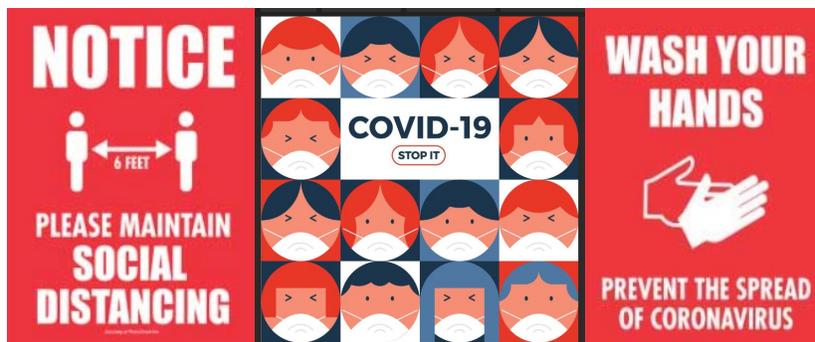
# COVID-19 BUSINESS COMPLIANCE PLAN

Business Name:	
Business Address:	
Contact Person:	
Phone Number:	

In an abundance of caution and to comply with the State of California's and San Bernardino County's Public Health Orders to reduce the spread of COVID-19 in the community, this business is committed to implement the following public health and safety protocols:

## **Health and Safety Protocols:**

1. Facial coverings and/or masks are required for all in-person interactions
2. Staff is required to frequently wash hands for 20 seconds with soap and water
3. Business will make hand sanitizers available at checkout stands and cash registers
4. High contact surfaces and equipment will be sanitized after each use
5. Social distancing is required



**Disclaimer-** This business has received Federal CARES Act funding from the City of Upland to assist them achieve and maintain COVID-19 compliance at their sole discretion and liability. The City of Upland does not warrant nor certify COVID-19 compliance, enter at your own risk.