

# City of Thousand Oaks

## CDBG-CV Small Business Assistance Grant Workshop

June 30, 2020



# Topics of Discussion

- Introduction City Website: [www.toaks.org/edgrants](http://www.toaks.org/edgrants)
- CDBG-CV – HUD Fund
- Grant Eligibility
- HUD Eligibility
- Online Application
- Application Review
- Timeline
- Q&A



# Economic Development Small Business Grants

## City Website

- [www.toaks.org/edgrants](http://www.toaks.org/edgrants)
- Application
- Application Instructions
- Self-Certification Form
- Sample Agreement
- FAQ
- Power Point



# Program Outline

- CDBG-CV Federal HUD Funds
- \$10,000 grant
- Expense payroll and/or rent/mortgage



# Eligibility of Grant

- Locally owned, for-profit business, in Thousand Oaks
- Up to 9 Employees
- In operation prior to February 1, 2020
- Job loss without the grant assistance
- Valid City Business License
- No delinquent local, state, or federal taxes
- Physically located in a commercial property

# Eligibility Under HUD Regulations

- CDBG National Objective
  - 51% of employees benefiting from job retention meet Low- to Moderate-Income (LMI)
  - Self-Certification Form
- Small businesses impacted by COVID-19
- No Duplication of Benefits (DOB)
- System for Award Management (SAM) [www.sam.gov](http://www.sam.gov)



# Low Moderate Income (LMI) Jobs

2020 HUD Section 8 Program Annual Household Income Limits for  
Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (MSA)

Annual Income	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household	7 Person Household	8 Person Household
<b>Extremely Low (30% MSA)</b>	\$ 23,700	\$ 27,100	\$ 30,500	\$ 33,850	\$ 36,600	\$ 39,300	\$ 42,000	\$ 44,700
<b>Low (50% MSA)</b>	\$ 39,550	\$ 45,200	\$ 50,850	\$ 56,450	\$ 61,000	\$ 65,500	\$ 70,000	\$ 74,550
<b>Moderate (80% MSA)</b>	\$ 63,250	\$ 72,300	\$ 81,350	\$ 90,350	\$ 97,600	\$ 104,850	\$ 112,050	\$ 119,300



# Self-Certification Form



*CDBG Funded Activity - Economic Development Program*  
**SELF-CERTIFICATION of EMPLOYEE**

Name of Business:

**The information provided on this form is for program guideline and HUD reporting purposes only.**

**Part I: Confidential Participant / Beneficiary Income Certification**  
(Must completed and signed by employee.)

The dollar amounts represent annual household income HUD (Section 8 Program Limit) for the 2020 Income Limits for Oxnard-Thousand Oaks-Ventura, CA Metropolitan Statistical Area (MSA). **Step 1) Select the number of people in your Household.**  
**Step 2) Looking down the column, select your gross annual household income range.**

Gross Annual	<input type="checkbox"/>									
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# Sample Job Count

- A small business has 2 Full Time Employees and 7 Part Time Employees
- No Full Time Employees are LMI and 5 Part Time Employees are LMI
- Each part time employee works 20 hours per week.
- While it may seem like 55% are of low/mod job, it is actually only 45% low/mod job in the business



# Calculation % of LMI by FTE

- A. Total # of full time jobs x 40
- B. Total # of part time hours worked per week
- C. Total weekly hours worked by all jobs
- D. # of full time jobs that count as LMI x 40
- E. # of part time hours worked per week that count as LMI
- F. Total weekly hours worked by LMI
- G. Calculate % of LMI FTEs



# Sample Job Count

*(The small business does not meet 51% Low/Mod income compliance requirement.)*

## Calculation by Position

	Full Time	Part Time	Total	%
<b>Total</b>	A1 = 2	B1 = 7	C1 = 9	
<b>Low/Mod</b>	D1 = 0	E1 = 5	F1 = 5	<del>G1 = 5/9 = 55%</del>

## Calculation by FTE (Weekly Hours)

	Full Time	Part Time	Total	%
<b>Total</b>	A = 80	B = 140	C = 220	
<b>Low/Mod</b>	D = 0	E = 100	F = 100	<b>G = 45%</b>



# Sample Job Count

Reporting on job count.	Total Job Count		Total Weekly Hours		Percentage by FTE Low/Mod Jobs
<i>*Number includes both non-low/mod and low/mod count.</i>	Full Time*	Full Time Low/Mod	Part Time*	Part Time Low/Mod	
Sample Job Count.	A1 = 2	D1 = 0	B = 140	E = 100	G = 45%

## 2. Job Creation/Retention Projections - Job Counts

A number is required for each column. Enter '0' if not applicable.

	Full time Total Job Count* (?)	Full Time Low/Mod Total Job Count* (?)	Part Time Total Weekly Hours* (?)	Part Time Low/Mod Total Weekly Hours* (?)	Low/Mod Jobs Percentage by FTE
Total number of jobs at the time of application:	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="140.00"/>	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>



# Online Application

- A. General Business Information
- B. Applicant Information
- C. Grant Request
- D. Employees and Job Retention
- E. Financial Information
- F. Attachments
- G. Additional Information
- H. Certification
- I. Submitter Information



# Evaluation Criteria

- First Review – Application Completeness and Program Eligibility
- Second Review - Financial merit, Impact of COVID-19 and Job retention/creation;
- Third Review – if Oversubscribed. Maximizing Impact of the Program on Local Community LMI Jobs

# Submittal and Timeline

- June 30th: Workshop for prospective applicants
- July 1st-20th: Application period
- **Application Due Date: July 20, 2020 5:00 PM**
- End of July: Awardees to be notified
- Mid-August: Begin disbursement of funds

# Questions



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Contact info: [EDgrants@toaks.org](mailto:EDgrants@toaks.org)

