City of Thousand Oaks

CDBG-CV Small Business Assistance Grant Workshop

June 30, 2020
Topics of Discussion

• Introduction City Website: 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
- 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]
## Low Moderate Income (LMI) Jobs

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

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

<table>
<thead>
<tr>
<th>Gross Annual</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>Part Time</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>A1 = 2</td>
<td>B1 = 7</td>
<td>C1 = 9</td>
<td></td>
</tr>
<tr>
<td><strong>Low/Mod</strong></td>
<td>D1 = 0</td>
<td>E1 = 5</td>
<td>F1 = 5</td>
<td>G1 = 5/9 = 55%</td>
</tr>
</tbody>
</table>

### Calculation by FTE (Weekly Hours)

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>Part Time</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>A = 80</td>
<td>B = 140</td>
<td>C = 220</td>
<td></td>
</tr>
<tr>
<td><strong>Low/Mod</strong></td>
<td>D = 0</td>
<td>E = 100</td>
<td>F = 100</td>
<td>G = 45%</td>
</tr>
</tbody>
</table>
### Sample Job Count

<table>
<thead>
<tr>
<th>Reporting on job count.</th>
<th>Total Job Count</th>
<th>Total Weekly Hours</th>
<th>Percentage by FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Number includes both non-low/mod and low/mod count.</em></td>
<td>Full Time*</td>
<td>Full Time Low/Mod</td>
<td>Part Time*</td>
</tr>
<tr>
<td>Sample Job Count.</td>
<td>A1 = 2</td>
<td>D1 = 0</td>
<td>B = 140</td>
</tr>
</tbody>
</table>

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

Total number of jobs at the time of application:
- Full time total job count: 2
- Full time low/mod total job count: 0
- Part time total weekly hours: 140.00
- Part time low/mod total weekly hours: 100.00
- Low/mod jobs percentage by FTE: 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
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Contact info: EDgrants@toaks.org