



CITY OF ROSEMEAD
COVID-19 BUSINESS RENTAL ASSISTANCE PROGRAM
Guidelines and FAQs

Applications Due: Monday, September 21, 2020 at 5p.m.
Questions: EconDevDivision@cityofrosemead.org

GUIDELINES

OVERVIEW

The City of Rosemead’s Business Rental Assistance Program (BRAP) grant fund offers one-time grants to be used for commercial rent and arrears. Qualifying businesses may receive between \$10,000 and \$20,000 in grant funds per business, depending on the total number of applications received. The program is funded through a grant from the Federal CARES Act and designed for revenue generating, non-franchise businesses impacted by COVID-19. Businesses are not required to pay back grants.

BUSINESS ELIGIBILITY & REQUIRED DOCUMENTATION

Businesses must meet all requirements and submit required documentation to be eligible for the program.

Eligibility requirements:

- Business must be physically located within Rosemead city limits and have a “bricks & mortar location”
- Business must be classified as “small business” per the SBA Small Business Size Standards
- Business has been operational at least one (1) year prior to March 1, 2020
- Have or register for a DUNS Number
- Submit all required documents
- Must have a verifiable loss in revenue/income during the months of March 2020 to August 2020
- Non-franchise, revenue generating business
- Business must have more than five full time equivalent employees

Required documents:

- Completed and signed application
- Copy of valid City of Rosemead Business License
- 2019 Federal 1040 Business Income Tax Return (all pages & schedules)
- 2019 Federal 1040 Personal Income Tax Return (all pages & schedules)
- Copy of CA Driver’s License or CA Identification Card
- Copy of Lease Agreement
- Profit and Loss Statement for the months of October 2019 thru August 2020
- Business or personal bank statements (showing business deposits) for October 2019 thru August 2020

Ineligible businesses include:

- Liquor stores
- Chain/franchise businesses
- Businesses with active code enforcement violations

SELECTION PROCESS

All qualifying applications submitted by the due date, that also include all required supporting documentation, will be assigned a random number and entered into a lottery. Awardees are expected to receive notification by email within three weeks of submittal.

AWARDING THE GRANT

Upon verification of eligibility, the City will confirm the eligibility status with the business via email. The City will then provide the business with an agreement outlining the terms and conditions of the award. Upon receipt of a signed agreement the City will disburse the one-time grant. Award grants will be dispersed by October 30, 2020.

MONITORING

Business may be subject to a one-time monitoring to ensure that grant funds are used to pay for commercial rent. Staff may collect supporting documents such as:

- Rent receipts
- Bank statements
- Landlord confirmation of rent payment received

FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS

1. What is the source of these program funds?

BRAP funds are available thru the Federal CARES Act.

2. Are program funds a Loan or Grant?

These funds are for grants. Repayment is not required.

3. What is the maximum amount of the grant?

Grants are expected to be between \$10,000 and \$20,000. The final amount of the one-time grant will depend on the total number of qualifying, completed applications received by the due date.

4. How does a business apply?

- The application can be downloaded from the City website at www.cityofrosemead.org/cdbgcv
- The application can be emailed to interested business, if requested
- Completed applications should be emailed to EconDevDivision@cityofrosemead.org by 5:00 pm on September 21, 2020
- Applications also accepted by US Postal Service but must be postmarked by September 21, 2020: City of Rosemead, 8838 E. Valley Blvd., Rosemead, CA 91770, Attn: BRAP

5. Can I submit the application at City Hall?

Yes, you can drop off your application at City Hall, Mondays through Thursdays, from 8:00 a.m. to 5:00 p.m. thru September 21 at 5pm. A drop box is located in front of the City Hall main entrance.

6. Whose application will you review first? Is it first come-first served basis?

Processing of applications will not be on a first come-first served basis. All qualifying applications with required supporting documentation submitted by due date, will be assigned a random number. Incomplete applications will not be assigned a random number and will not be included in the lottery. Applications will be reviewed for eligibility and funded in the order of the assigned random number, if selected in the lottery.

7. What If I could not submit before 5:00 p.m. on September 21st? Will you re-open the program?

It will depend on availability of funding. The City will notify the business community if the program will re-open.

8. How long do I wait to know if I am approved for the program?

You should hear from the City within approximately two to three weeks from the application deadline. We may contact applicants sooner for questions on the application; or to let applicants know if they did not qualify for not meeting program requirements.

9. Can a business apply if it is closed due to the Health Order?

Yes, if the business intends to reopen and has a valid lease agreement.

10. Who can I contact for help with completing the application?

For assistance, please call or email 626-569-2140 or EconDevDivision@cityofrosemead.org .

PROGRAM REQUIREMENTS

11. What if I have a food cart or food truck business, can I apply?

No. The business must have a physical location (bricks and mortar) within the City of Rosemead. Homebased and internet businesses are not eligible for the program.

12. What if I do not have more than five employees, can I apply?

No, but you may qualify for the City's Emergency Small Business Assistance Program through the CDBG-CV program. For more information and to inquire whether the program is still available, call 626-569-2140 or email EconDevDivision@cityofrosemead.org.

13. If I am a Non-Profit business, can I apply?

No, the BRAP is designed for non-franchise, revenue generating businesses.

INCOME QUESTIONS

14. What do you consider as income?

Income are salaries and wages, tips, benefits, and profits from operating your business.

15. How do I prove a loss in revenue or income?

Per the application, submit required documentation (i.e. profit/loss statements, bank statements, etc.).

16. What if my business income was much higher before COVID-19?

That should not be a problem. The program is for non-franchise businesses who have experienced a loss in revenue/income. Therefore, as part of the income verification, the City will look at the current income and compare it to the pre-COVID-19 income to ensure there was a loss of revenue/income.

DUPLICATION OF BENEFITS

17. If I received funds from the Small Business Administration to help pay my lease or rent, can I apply?

No. A business must **not** have received any other rent or lease assistance from federal, state, local or other entities. The federal government does not allow for the duplication of benefits. Applicants must certify that they did not receive other funds for the purpose of paying rent or arrears.

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