



## **CITY OF COCONUT CREEK**

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**DEPARTMENT OF SUSTAINABLE DEVELOPMENT**

4800 WEST COPANS ROAD

COCONUT CREEK, FLORIDA 33063

### **City of Coconut Creek**

## **Economic Development Business Stabilization**

### **60 Day Covid-19 Rapid Response**

#### **Program Summary**

The City Commission of the City of Coconut Creek hereby establishes this program to assist the City's local business community by providing a grant opportunities specially designed to address their needs during this unprecedented pandemic. The program provided is intended to be complementary to those offered by the State and Federal Governments. The primary purpose of the program is to ensure the businesses that are deemed essential are able to continue to function during this time and that all other businesses that have been forced to close temporarily or to radically change their business models are able to survive during this period and are supported through the closures and into the reopening process. Coconut Creek is fortunate to have a level of expertise in fostering our business community with and through our Chamber of Commerce, and for that reason, the strategies listed below will be developed and implemented in conjunction with the Coral Springs Coconut Creek Regional Chamber of Commerce.

The program is an immediate relief grant program referred to as "Relief". The funding amount limit is \$50,000 for the first cycle of the Relief Program, with an additional \$200,000 to be made available upon approval of the City Commission for a total of \$250,000. The City is partnering with the Coral Springs Coconut Creek Chamber of Commerce which will be providing consultant services to develop and implement the program. The Chamber will be paid \$10,000 for assistance with Cycle 1 of the Relief Program and \$10,000 for assistance with Cycle 2 of the Relief Program. These consulting fees will provide for research, development, and setup of the program, online technical assistance, and review of applications and supporting materials for completeness.

#### **Eligible Businesses**

Funding under this Program is available to public-facing businesses (e.g. retail, restaurant, bar, gym, fitness, salons, barber shops, medical, legal services etc.) meaning businesses that under normal conditions provide goods and services which are provided to the general public at a physical walk-in location within the City of Coconut Creek that have been directly impacted by the public health requirements of COVID-19. To qualify, a business must have been affected by the Governor's Executive Orders 20-52, 20-68,

## Exhibit "A"

20-71, 20-91, 20-92, and the City of Coconut Creek's Declaration of a City-Wide State of Emergency that was declared on March 12, 2020 and extended weekly therefrom.

### **Expenditure of Funds**

Available program funding is limited to \$250,000.

Fifty thousand dollars (\$50,000) was made available via administrative process. The balance of the funds will be made available upon the City Commission approval. The Immediate Relief Program provides grants of two thousand five hundred (\$2,500), for a maximum of one hundred (100) immediate relief grants. These grants are to be authorized by the City Manager upon referral of completed applications by the Chamber of Commerce and verification by the Department of Sustainable Development.

### **Recipient Selection Criteria**

Eligible business owners will be selected on a first-come, first-served basis, of those applicants meeting the criteria listed in the Eligible Incentive Strategies section below.

Cycle 1 is reserved for businesses that have been deemed essential and continue to operate (May 1<sup>st</sup> – 15<sup>th</sup>).

### **Eligible Incentive Strategies**

#### **1. Immediate Relief Grant**

**Cycle 1:** \$50,000 available for Essential Businesses as defined by the Governor's Executive Order No. 20-89 as revised by Executive Order No. 20-91.

**Cycle 2:** Following completion of Cycle 1, \$200,000 available for Essential and Non-Essential businesses.

This is a City program that provides grants in the amount of two thousand five hundred dollars (\$2,500) each to impacted eligible businesses. Funds will become available on a first-come, first-served basis, upon application and evaluation for immediate relief during the declared State of Emergency as referenced above.

Cycle 1 grants are available only to operating Essential Businesses, even if operating with a different structure or in a different capacity than prior to the pandemic.

Cycle 2 grants are available to any business, whether essential or non-essential, that did not receive a grant under Cycle 1.

Grant Application Fact Sheet Eligible Businesses Criteria:

## Exhibit "A"

- a. Principal place of business must be located within the incorporated limits of the City of Coconut Creek (physical storefront).
- b. Business must have 25 or fewer employees as of February 29, 2020.
- c. Business must be a for-profit business with at least 1 payroll employee in addition to the business owners.
- d. Business must demonstrate a loss in revenue. Businesses that are temporarily closed or closed to the public must provide a recovery/reopening plan.
- e. Business must have no outstanding code enforcement fines.
- f. Business must have a current business tax license. Eligible businesses without a current business tax license must apply and pay the requisite fees to be considered for a grant.
- g. A business owner owning multiple businesses is eligible for only one Immediate Relief Grant, not one grant per business. Conversely, only one grant shall be awarded for any individual business regardless of the number of owners. If additional funding is made available, the City may allow for additional grants.
- h. Business must have been open and operating out of a physical commercial location within the City of Coconut Creek with public space open to the general public for the provision of goods or services by the business prior to March 1, 2020.

### **2. Eligible Grant Uses:**

Business Operations, including but not limited to:

- a. Inventory
- b. Commercial Lease payments during the period of the declared emergency and up to three (3) months after the end of the state of emergency.
- c. Commercial Mortgage payments during the period of the declared emergency and up to three months after the end of the state of emergency.
- d. Employee Salary, Benefits, and Funding for existing Payroll.
- e. Other Sales, General, and Administrative expenses (SGA).
- f. Utilities.
- g. New equipment needed to assist the business with a digital transition (e.g. webcams for virtual trainings, software licensing for video conferencing, etc.).

3. **Grants may not be used for:** Personal uses; uses for purposes that are prohibited by federal, state, or local law or regulation; residential, non-commercial purposes, and any purposes not referenced above.

### **4. Application Documentation:**

Details required shall be included in the application.

### **5. Agreement by Grantee:**

- a. Each recipient shall execute a grant agreement which shall include at a minimum reporting as required by the City.

## Exhibit "A"

- b. As part of the grant agreement, the recipients agree that if they are awarded grant funds, that they will provide required feedback on how the grant supported their business and they will participate in an interview regarding the impact of the business assistance grant on their business and the Coconut Creek community as a whole for data collection purposes.
- c. Grant recipient also agrees to providing documentation of how the grant was spent within thirty (30) days of receipt of the award.