



## CITY OF COCONUT CREEK

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DEPARTMENT OF SUSTAINABLE DEVELOPMENT

4800 WEST COPANS ROAD

COCONUT CREEK, FLORIDA 33063

### City of Coconut Creek Butterfly Small Business Relief Program

#### Program Summary

As a part of the implementation of the American Rescue Plan Act of 2021 adopted by the United States Congress on March 3, 2021, the City of Coconut Creek hereby establishes this program to assist the City's local small business community by providing grant opportunities to address their needs during the unprecedented pandemic. Coconut Creek is fortunate to have a level of expertise in fostering our business community 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 City is partnering with the Coral Springs Coconut Creek Chamber of Commerce to provide for research, development, and setup of the program, online technical assistance, and review of applications and supporting materials for completeness. After six months, staff will evaluate the program funding and program guidelines. If warranted based on the remaining available program funds, the business's number of employees program eligibility criteria may be expanded to up to 50 employees to encourage additional participation.

#### Eligible Businesses

Eligible business owners will be selected on a first-come, first-served basis. Eligible businesses include public-facing businesses and 501(c)(3)'s (e.g. retail, restaurant, bar, gym, fitness, salons, barber shops, medical, non-profit, legal services etc.) meaning businesses that under normal conditions provide goods and services 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. Grant funds will come in the form of a reimbursement. Grant funds will reimburse expenses from March 3, 2021 to date of application. Businesses will be eligible to receive reimbursement for expenses including but not limited to lease payments, mortgages, lease/mortgage delinquencies, employee salaries, supplies, and utilities.

#### Expenditure of Funds

The Relief Program provides maximum grants of \$7,500 in reimbursement assistance per business in addition to providing a one-year, \$275, Coral Springs Coconut Creek Chamber of Commerce annual membership to provide additional tools to support the business. The benefits of membership are attached for reference.

## Exhibit "A"

These grants are to be authorized by the City Manager upon referral of completed applications by the Chamber of Commerce and verification of eligibility by the Department of Sustainable Development. This program will begin accepting applications on January 3, 2022 and continue, as long as funds are available.

### **Recipient Selection Criteria**

Eligible business owners meeting the criteria listed in the Eligible Incentive Strategies section below, will be selected on a first-come, first-served basis, based on the date of the determination that an application is complete.

### **Eligible Incentive Strategy**

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

This is a City program that provides grants in the amount of up to seven thousand five hundred dollars (\$7,500) each to impacted eligible businesses in addition to a one-year Coral Springs Coconut Creek Chamber of Commerce annual membership (\$275 value).

Eligible Businesses Criteria:

- a. Principal place of business must be located within the incorporated limits of the City of Coconut Creek (physical storefront or office).
- b. Business must have 25 or fewer employees as of March 3, 2021.
- c. Business must have at least two (2) payroll employees in addition to the business owner(s).
- d. Business must demonstrate a financial hardship or loss in revenue as a result of COVID-19.
- e. Business and any property which it controls within the City must have no outstanding code enforcement fines.
- f. Business must have a current business tax receipt. Eligible businesses without a current business tax receipt 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 relief grant for one business. Only one grant shall be awarded for any individual business regardless of the number of owners.

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

Business Operations costs that are incurred on or after the date of March 3, 2021 up to date of application, including but not limited to:

- a. Inventory;
- b. Commercial Lease payments;
- c. Commercial Mortgage payments;
- 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,

Exhibit "A"

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.
  - 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.