



CITY OF RIALTO SMALL BUSINESS STOREFRONT GRANT PROGRAM GUIDE

PROGRAM OVERVIEW

The City of Rialto's Business Grant Program offers one-time \$4,000 grants to offer immediate financial assistance to small businesses located in the City of Rialto to aid in maintaining their business location. Businesses are not expected to pay back grants.

The program is funded through a grant from the U.S. Department of Housing and Urban Development as eligible under Sections 105(a)17 of the Housing and Community Development Act of 1974.

Applications will be accepted until all funds are expended.

Please carefully review the guidelines below as successful applicants must:

1. Submit complete applications; and
2. Provide documentation that they meet the eligibility requirements and terms and conditions; and
3. Submit all required documentation.

BUSINESS ELIGIBILITY

To be eligible, businesses must meet all requirements to be eligible for the program. Eligibility requirements are outlined below:

- Business must be physically located within Rialto City limits
- Business has a current business license, in good standing in the City of Rialto
- Business must employ 25 or less employees, including the owner(s)
- Per HUD, the business must be For-Profit
- Business has been operational at least six (6) months
- Business does not have existing municipal code violations
- Business must provide financial documents demonstrating loss of profits in the year 2020 (e.g.: Profit and Loss statement).
- Business must disclose whether it has received COVID-19 relief funding from the Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), the County of San Bernardino, the State of California, or the City of Rialto. If a business received federal, state, county, or private funding, it is still eligible to receive City grant funds. However, businesses must not have been a grant recipient from the City of Rialto in the last 24 months.
- Business has or will obtain a Data Universal Numbering System (DUNS) Number if a grant is awarded. Staff may assist in obtaining this.



- Meet **one** of the following criteria below:
 - The service activity of the business is primarily residential, where at least 51 % of the residents are LMI persons, and the business' services meet the needs of the service area residents. If the commercial district is composed of stores and businesses that serve local customers that meet the LMI then it qualifies **OR**
 - Currently employ and retain or will create at least 51% full-time equivalent positions with low-and moderate-income (LMI) persons or in the case of staff turnover, have the identified position filled by LMI person (see details below) **and** demonstrate that without grant assistance the job would be lost.

ELIGIBLE USE OF FUNDS

Awarded funds are intended to help businesses pay for their leases/rent.

- Grant funds will be directly provided to landlords.

INELIGIBLE BUSINESS SECTORS

Due to federal funding restrictions, businesses that fall into the following categories: gaming, liquor or tobacco stores, marijuana dispensaries and manufacturing, and any business or activity that does not comply with local, state or federal laws.

REQUIRED DOCUMENTATION

For an application to be considered complete, all listed documents must be submitted.

- Completed and signed application
- Attachment A, Attachment B, and all supplemental required documents for these attachments
- Form W-9 Request for Taxpayer Identification Number and Certification from landlord
- 2020 Tax Return, if available
- 2019 Tax Return
- Profit and Loss Statement for 2019 and 2020
- Payroll Records for 2020 and 2021 (e.g., 941 Returns)
- Rent or mortgage statements
- Quarterly Contribution Return and Report of Wages Form DE 9C



CHECKLIST

- Application
- Attachment A, Attachment B
- Form W-9 Request for Taxpayer Identification Number and Certification
- Duplication of Benefits (DOB) Form, if applicable
- Supporting Financial Documentation (see Required Documentation above)

CONTACT INFORMATION

Please direct all questions to:

Janet Franco
Phone: (909) 820-2525 ext: 2429
Email: rialtocaes@rialtoca.gov

PLEASE SUBMIT APPLICATION AND ALL SUPPORTING DOCUMENTS EITHER BY MAIL TO:

City of Rialto Small Business Grant Program
C/O Janet Franco
150 S. Palm Avenue
Rialto, CA 92376

OR

BY EMAIL TO:
rialtocaes@rialtoca.gov