

MIAMIBEACH

Small Business Grant Application

City of Miami Beach, Economic Development Department
1700 Convention Center Drive, Miami Beach, Florida 33139, www.MBbiz.com

The City of Miami Beach Grant Program will provide participating small businesses up to \$10,000 in relief from the economic distress caused by COVID-19. Pursuant to the CARES Act, the Community Development Block Grant-Corona Virus (CDBG-CV) program funding is intended to “avoid job loss caused by business closures related to social distancing, by providing short-term working capital assistance to small businesses, to enable retention of jobs held by low- and moderate-income persons.”

Eligibility Criteria

To be eligible, businesses must satisfy the following:

- Between 2 – 5 employees (including the business owner)
- Valid Miami Beach business tax receipt (BTR) since February 1, 2019
- Good standing with the City’s Code Compliance and Finance departments
- Only “nonessential” businesses forced to stop operating during the pandemic, pursuant to an emergency order (i.e. no restaurants, banks, grocers, etc.)
- Ability to retain or create, for a minimum of 12 months, one employee that resides in a Miami Beach household earning no more than 80% area median income (AMI)

*Please see Program Terms below for explanation of 80% AMI. Before applying, the business owner MUST verify that it has an employee, or is reasonably able to hire an employee, whose household meets this income requirement.

How to Apply

- (1) Eligible businesses may submit this completed application to MBbiz@miamibeachfl.gov only between Monday, June 15, 2020 and Friday, June 26, 2020 at 5 PM. Only one application per business / business owner is permitted.
- (2) Eligible applicants will be entered into either one of two lottery drawings: (1) businesses participating in the MB Standard program or (2) businesses who are not participating in the program.
 - For more information about MB Standard, [click here](#) or visit the City’s Business Portal at MBbiz.com.
- (3) Following expiration of the application window (duration for review), award recipients will be randomly selected from a lottery, until program funding is depleted.
- (4) Each business selected must submit documentation to verify eligibility. If a business fails to meet eligibility requirements upon selection, or at any time throughout the grant award process, the business will be disqualified from the program.

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Program Terms

- (1) Upon selection as a grantee, businesses may request reimbursement for “*qualified business expenses*” in amounts up to \$10,000, by submitting detailed expense records and the required documentation listed on the last page of this form. Participants may submit multiple receipts for reimbursement, up to an amount of \$10,000.
 - **Qualified business expenses**: any operational costs such as payroll, utilities, rents, or mortgage interest (for business accounts in existence as of February 1, 2020), etc. and/or COVID-related expenditures. **Only those expenses which have occurred after being selected in the lottery are eligible for reimbursement.**
- (2) Upon verification that the business is qualified, and the expenses are eligible for reimbursement, the City will issue payment to the business. Program participants may continue to submit receipts for reimbursement, up to an amount of \$10,000.
- (3) **In exchange for the grant award, the business MUST, for a period of 12 months following the reimbursement of qualified business expenses, retain or create one (1) “qualified employee”:**
 - **Qualified employee**: an employee that (a) resides in Miami Beach and (b) whose household earns at or under 80% AMI.
 - “Employee” is considered a full-time equivalent position retained at 40 hours per week, or any combination of part-time positions combining for 40 hours per week.

Maximum Household Income for Qualified Employee (AMI)								
Household Size	1-Person	2-Person	3-Person	4 -Person	5 -Person	6-Person	7-Person	8-Person
(80%) AMI	\$51,200	\$58,500	\$65,800	\$73,100	\$78,950	\$84,800	\$90,650	\$96,500

- (4) If the business already employs a qualified employee at the time of expense reimbursement, the business must submit required employee documentation with the request for reimbursement. Otherwise, within three (3) months following reimbursement, the business must create a job for a qualified employee and submit the required employee documentation. The 12-month period begins only upon the City’s verification of employment of the qualified employee.
- (5) Upon 12 months after submitting documentation for the qualified employee, the business must re-submit payroll documentation to verify the qualified employee’s employment throughout the previous 12 months. For those businesses that hire a qualified employee within three months of expense reimbursement, the 12-month period commences only upon verification by the City that a qualified employee was hired.
- (6) If the business fails to demonstrate that it created or retained one qualified employee for 12 months, **then the reimbursement amounts paid to the business must be refunded to the City.**

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Applicant Business Owner or Authorized Representative			
Contact Name			
Contact Mailing Address			
Contact Telephone			
Contact Email			
Owner Information			
Name			
Address			
Telephone		Email	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other:		
Which best describes your ethnicity? (Check <u>one</u> . Please also select from the "race" options below)			
<input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Amer. Indian/Alaskan Nat. <u>and</u> Black/African American <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaskan Native <u>and</u> White <input type="checkbox"/> Other/Multiracial <input type="checkbox"/> Asian <input type="checkbox"/> Asian <u>and</u> White <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black/African American <u>and</u> White			
Female Head of Household: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Applicant Business Information			
Business Name and D/B/A			
Business Owner Name(s)			
Business Address			
Tax Identification Number			
Miami Beach BTR Number		Year Business has been in operation	
Number of Employees as of February 1, 2020		Number of Employees as of Application Date	
2019 business revenue		2019 profit or loss	
Business Type	<input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other		
Description of the Business			

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Emergency Need	
1. Describe the negative impact the COVID-19 pandemic has had on your business. Include the number of employees that have been laid off, if any.	
2. Please explain how the funding will help your business remain viable and prevent layoffs.	
3. If applicable, describe how you will create a new job to satisfy the requirement for employee job creation:	

As a Miami Beach business owner, or authorized representative, who has suffered loss of revenue due to the COVID-19 pandemic, I wish to participate in the City of Miami Beach Small Business Grant Program. I understand that submission of this application does not guarantee that the City of Miami Beach will select my business for a grant award. I acknowledge that I have read the application document, I believe I am eligible for the grant program, and I will comply with all requirements should I be awarded a grant.

I hereby certify that the information on this form is complete and accurate. I understand that the information provided may be subject to further verification by the City of Miami Beach, or the U.S. Department of Housing and Urban Development. If necessary, I will provide the information required to verify this data (e.g. payroll records, tax fillings, bank account statements, etc.).

Signature: _____ Date: _____

Print Name: _____ Title: _____

Business Name: _____ Business Address: _____

Please email completed application to MBbiz@miamibeachfl.gov.
Email subject line styled as: Grant Application BUSINESS OWNER LAST NAME, FIRST NAME.
For example: Grant Application DOE, JANE
Applications will only be accepted during the application submission window period.

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Required Documentation (if Selected as Award Recipient)

If chosen in the award lottery, the following documents will be required to verify eligibility:

- Registration with State of Florida Division of Corporations (effective on or before Feb. 1, 2019)
- Valid City of Miami Beach BTR (effective on or before February 1, 2019)
- Business federal income tax return for the most recent fiscal year
 - If business has filed an IRS extension request for the current year, applicant must submit the most recent year's filed tax return and evidence of filing extension request
- Bank statements, annuity statements, or other documentation demonstrating business assets
- Copy of business payroll registry upon date of application
 - Subsequent payroll documentation will be required at the time of initial expense reimbursement and 12 months thereafter, in order to verify creation or retention of qualified employee.
- Duplication of Benefits Affidavit
- Prior to payment of grant reimbursement, the business must register for and submit (1) Duns & Bradstreet (D&B) identification number and (2) System for Award Management (Sam.gov) registration.
- Additional documentation may be required by the City, in its sole discretion.

Qualified Employee must submit:

- Employee Income Certification Form
- Proof of Miami Beach residency, e.g. driver's license or lease agreement