

Small Business Recovery Grant Program: Payroll

Summary

The City of Hinesville through the Community Development Department will provide assistance to business owners for the purpose of helping small businesses continue operations and keep residents employed in a safe environment. Assistance must be compliant with federal regulations as U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Coronavirus Response (CDBG-CV) funds are being utilized.

Eligibility

- For-profit Hinesville based business in operation as of March 1, 2019.
- Structure may be sole proprietor, partnership, limited liability corporation, or corporation.
- Business/company must have paid, permanent employees as job retention is a required grant funding result or accomplishment.
- 51% of funded positions must be considered low-to-moderate income by HUD guidelines.
- Applicant must demonstrate that funding is necessary and sufficient to sustain the business.
- Applicant must be in good standing with City of Hinesville licensing, billing, inspections, ordinances, etc.
- Applicant must be in good standing with all applicable Federal and State regulations including but not limited to minimum wage, unemployment tax, workers' compensation, etc.

Priority Areas

- Priority will be given to business with 10 or fewer employees.
- Priority will be given to low-to-moderate income business owners.
- Priority will be given to businesses with several low-to-moderate income staff.
- Priority may be given to small businesses within the downtown corridor.

Assistance Awards

- 45 grants in the amount of \$3,000 are expected to be awarded.
- Grant funding must be used for employee payroll. Payments to owner is not eligible.
- Up to 10% may be utilized for the purchase of masks/face coverings for business use.
- Funding may be disbursed as reimbursement of recently paid payroll expenses.
- Funding may be disbursed as an advance with proof of payroll payments submitted monthly.
- Assistance is in the form of a grant with no repayment requirement.
- Assistance must result in continued employment of low-to-moderate income individuals.
- The business recipient will be required to certify that the City's CDBG-CV assistance is not duplicative of any other funding.

Other Assistance Resources

Due to limitations of federal funding, applicants are encouraged to identify and pursue all available resources. Some are provided below for your convenience.

- U.S. Small Business Administration www.sba.gov
- Small Business Development Center www.georgiasbdc.org
- SCORE Savannah www.savannah.score.org

Recipient Responsibilities

- Enter into a formal, written, funding agreement with the City of Hinesville.
- Provide documentation to support expenditure of funds for payroll expenses.
- Make every effort to continue business operations through June 30, 2021.
- Retain all related records for 3 years after receipt of grant close out letter.
- If requested, accommodate site visits by staff during the application process and through June 30, 2021.
- Advise the Community Development Department of business closure by letter from Owner with last day of operation and detailed reason.

Fraud & Repayment

Applicants are advised that making false statements, concealing information, submitting altered documents, utilizing funds for ineligible purposes, or similar actions are considered fraudulent and may result in repayment of the grant award or other legal action.

Submission

- Applications should only be submitted by the owner, partner, or authorized corporation member.
- Applications may only be submitted using the online platform.
- Applications will be reviewed in the order received.
- Incomplete applications will not be considered for funding.
- Applications will be reviewed on a weekly basis until funding is exhausted.

Communication

- Due to anticipated response to the opportunity, staff will not provide feedback regarding the status of submissions. Contact will be limited to businesses selected to move forward in the process.