



City of Benicia

ECONOMIC BOOST ROUND 3 – WATER UTILITY GRANT GUIDELINES

The City of Benicia BOOST (Business·Open·Opportunity·Support·Thrive) Grant was established to support Benicia businesses in navigating the impacts of the COVID-19 shutdown. The objective of the BOOST Grant is to assist those businesses most vulnerable with some relief to unexpected expenses or bridge a financial gap caused by the COVID-19 which will help the business continue operations and local employment in Benicia.

OVERVIEW

- Provide grants of up to \$2,500 to small commercial and industrial businesses with 1-50 employees.
- Grant funding may **ONLY** be used to reimburse businesses for City of Benicia Water and Wastewater Utility Fees assessed from March through September 2020.
- The purpose of this grant is to provide small business some financial relief that can help them maintain or grow the businesses in the post COVID-19 economy.

ELIGIBILITY

- A business with 50 or fewer employees located in a commercial or industrial zone in the City of Benicia.
- Business that has been negatively impacted by COVID-19 closures (at least 25% decline in revenue).
- Have already pursued other Federal or State Assistance.
- Be a business that has been in operation in Benicia for over 1 year (start date as of April 1, 2019).
- Be a business in good standing with the City of Benicia and have a current Benicia business license.
- **NOTE: Businesses that have already been awarded a City of Benicia BOOST Grant are NOT eligible**

APPLICATION PROCESS

- Complete the City of Benicia BOOST Round 3 Water Utility Grant Application
- Attach all documents that support your written narrative answers
- **Combine all attachments in a single PDF document to be e-mailed to the City of Benicia**
- If your application advances to award, you will be asked to provide a copy of the following business documents with your grant agreement:
 - W-9 Form
 - 2020 Benicia Business License
 - Additional information/documentation may be provided by you or may be requested for review.

SELECTION PRIORITIES

- Description of financial impact on your business due to COVID-19 shutdowns and restrictions.
- Explanation on how award of BOOST Grant funds will help to sustain your business.
- Businesses that generate local sales tax revenue.
- Businesses that maintain local jobs.
- Tenure of local business.
- Businesses that contribute to the City's tourism effort.

APPLICATION TIMELINE

- Applications will be available online at BeniciaBusiness.com on Tuesday, **Sept. 1, 2020**.
- Application packages are due to Economic Development Manager Mario Giuliani via e-mail mgiuliani@ci.benicia.ca.us on or before **5 p.m. on Friday, Sept. 11, 2020**. Title the email: **BOOST Grant Round 3 Application-(your company name)**.
- Grants awards will be announced after Selection Committee review on September 17, 2020.
- Grant funds will be available on or after **Thursday, October 1, 2020**.

BENICIA BOOST ROUND 3 WATER UTILITY GRANT – APPLICATION SCORING CRITERIA

The following 5 categories will be used by the Grant Selection Panel to rank the applications and recommend authorization to spend a total sum of \$100,000 to the City Manager. Maximum Grant Award is up \$2,500.

Selection Priorities					Total Points
Description and degree of financial impact on your business due to COVID-19 closures/restrictions	30 points				0-30
	25 points				0-25
Description on how you will use the BOOST Grant funds to help sustain your business	25 points				0-25
Businesses that generate local sales tax revenue (2019 Annual). (City staff has sales tax records for businesses. The appropriate points will be awarded based on a business's 2019 City of Benicia sales tax contribution)	\$25,000 +	\$15,000 - \$24,999	\$10,000 - \$14,999	\$5,000 - \$9,999	0-20
	20 points	15 points	10 points	5 points	
Businesses that maintain jobs located in Benicia (Full-Time or Part-time)	1 – 10 employees	11-20 employees	21-30 employees	31-50 employees	3-12
	3 points	6 points	9 points	12 points	
Tenure of local business in Benicia	1-3 Years	4-7 years	7-10 years	10+ years	2-8
	2 points	4 points	6 points	8 points	
Businesses that contribute to the City's tourism effort. (Does your business have paid marketing outside of Benicia and/or have at least 20% of the walk-in customers from outside Benicia)	Yes				0-5
	5 points				
Maximum Points Available:					100

GRANT SELECTION PANEL

Cindy Mosser
Finance Director
City of Benicia

Audrey Taylor
President
Chabin Concepts

Mario Giuliani
Economic Development Manager
City of Benicia

Karen Majors
Retired Assistant City
Manager/Economic
Development Director
Cities of Benicia, Oakley &
Martinez.

Kyle Ochendusko
Asst. Director of Public
Works
City of Benicia

Tim Murrill
Director of
Solano Small
Business
Development
Center

GRANT AUTHORIZATION

Lorie Tinfow, City Manager, City of Benicia



City of Benicia
ECONOMIC BOOST APPLICATION
ROUND 3 WATER UTILITY GRANT
MAXIMUM AWARD UP TO \$2,500
REIMBURSEMENT OF BENICIA UTILITY COSTS
FROM MARCH 2020 THROUGH AUGUST 2020

The City of Benicia BOOST (Business·Open·Opportunity·Support·Thrive) Grant was established to support Benicia businesses in navigating the impacts of the COVID-19 shutdowns and restrictions. ***The BOOST Program is a competitive grant.*** Applications will be scored and ranked based on the quality and completeness of their application.

ROUND 3 Grant Funds may only be used to reimburse
City of Benicia Water/Wastewater Utility Costs

BUSINESS INFORMATION

NAME OF BUSINESS:

BUSINESS ADDRESS:

BUSINESS TYPE:

DATE BUSINESS BEGAN IN BENICIA:

BENICIA BUSINESS LICENSE NUMBER:

TOTAL NUMBER OF EMPLOYEES WORKING IN BENICIA (AS OF MARCH 1, 2020):

NAME OF BUSINESS OWNER(S):

CONTACT PERSON NAME AND TITLE:

CONTACT PERSON PHONE:

CONTACT PERSON EMAIL ADDRESS:

PLEASE NOTE THE TOTAL DOLLAR AMOUNT REQUESTED: \$

PLEASE MARK WHAT TYPE OF ASSISTANCE YOU ARE SEEKING GRANT FUNDING FOR:

(Mark all that apply)

Payroll

Lease Payment

Equipment

Inventory

Utilities

Other

BUSINESS ELIGIBILITY INFORMATION

ELIGIBILITY QUESTIONS	PLEASE SELECT ANSWER	
	BUSINESS IS ELIGIBLE	BUSINESS IS NOT ELIGIBLE
DO YOU OPERATE OUT OF A COMMERCIAL OR INDUSTRIAL STOREFRONT OR STRUCTURE WITHIN THE CITY OF BENICIA?	YES	NO
IS YOUR BUSINESS A CHAIN OR NATIONAL FRANCHISE? (THREE OR MORE LOCATIONS NATIONAL OR LOCAL)?	NO	YES
HAS YOUR BUSINESS BEEN IN OPERATION IN THE CITY OF BENICIA FOR AT LEAST ONE YEAR? (ON OR BEFORE APRIL 1, 2019)	YES	NO
DOES YOUR BUSINESS HAVE ANY CURRENT CITY CODE ENFORCEMENT VIOLATION, OR IS IN AREARS WITH CITY FINES, FEES OR TAXES?	NO	YES
DOES YOUR BUSINESS HAVE FEWER THAN 50 EMPLOYEES LOCATED IN THE CITY OF BENICIA?	YES	NO
HAS YOUR BUSINESS EXPERIENCED AT LEAST A 25% DECLINE IN REVENUE DUE TO COVID-19 CLOSURES/RESTRICTIONS?	YES	NO
HAS YOUR BUSINESS ALREADY PURSUED OTHER FEDERAL OR STATE ASSISTANCE? (A GOOD FAITH EFFORT TO HAVE SOUGHT EARLIER ASSISTANCE IS REQUIRED)	YES	NO
HAS YOUR BUSINESS BEEN AWARDED A CITY OF BENICIA BOOST GRANT?	NO	YES

ECONOMIC IMPACT INFORMATION

WHAT IS YOUR CURRENT BUSINESS' REVENUE? \$

WHAT WERE YOUR BUSINESS' REVENUES DURING THE SAME PERIOD IN THE PRIOR YEAR? \$

HAS YOUR BUSINESS EVER BEEN INVOLVED IN A BANKRUPTCY OR INSOLVENCY PROCEEDING?
YES NO

DOES YOUR BUSINESS OR THE APPLICANT HAVE ANY OUTSTANDING JUDGEMENTS, TAX LIENS, OR PENDING LAWSUITS AGAINST THEM? YES NO

WHAT WERE THE NUMBER OF EMPLOYEES ON YOUR PAYROLL ON APRIL 1, 2019?

WHAT WERE THE NUMBER OF EMPLOYEES ON YOUR PAYROLL ON APRIL 1, 2020?

WHAT ARE THE NUMBER OF EMPLOYEES ON YOUR PAYROLL AS OF JULY 30, 2020?

**HOW HAS COVID-19 CLOSURES AND/OR RESTRICTIONS
FINANCIALLY IMPACTED YOUR BUSINESS**

- 1. PLEASE PROVIDE AN EXPLANATION DESCRIBING THE ECONOMIC IMPACTS THE COVID-19 SHUTDOWN/RESTRICTIONS HAD OR ARE HAVING ON YOUR BUSINESS? (Please attach supporting documentation, i.e. profit/loss statements, balance sheets, tax returns, etc.)**

HOW BOOST GRANT FUNDS WILL BE USED TO SUSTAIN YOUR BUSINESS

1. PLEASE DESCRIBE HOW YOU WILL UTILIZE THE BENICIA BOOST GRANT TO HELP SUSTAIN YOUR BUSINESS? (Please attach copies of your City of Benicia Water/Wastewater Utility Bills for which you seek reimbursement (Only current fees from March 2020 through August 2020 are eligible). Please also attach any supporting documentation on how you plan to use the grant funds to support your business, i.e. if you desire to apply funds for rent, attach your lease agreement; if for expenses, attach invoices; if for proposed improvements or inventory then attach cost estimates)

TOURISM AND MARKETING IMPACT INFORMATION

- 1. WHAT PERCENTAGE OF YOUR BUSINESS COMES FROM TOURISTS? %**
- 2. PLEASE DESCRIBE HOW YOUR BUSINESS PARTICIPATE IN TOURISM RELATED EFFORTS.**

- 3. WHAT ARE YOUR BUSINESS AND MARKETING PLANS FOR THE NEXT 12 MONTHS?**

I HEREBY ATTEST THAT ABOVE INFORMATION AND DOCUMENTS I HAVE PROVIDED ARE TRUE AND CORRECT.

Signed by Applicant:

Date: