

JURUPA VALLEY
Local Economic Assistance Program
(LEAP)

American Rescue Plan Act (ARPA)
Assistance to Small Businesses
Program Guidelines

Published: September 16, 2022

City of Jurupa Valley
8930 Limonite Avenue
Jurupa Valley, CA 92509
(951) 332-6464

Table of Contents

| | | |
|-----|--|---|
| 1. | Introduction..... | 1 |
| 2. | Eligibility..... | 2 |
| 3. | Application Process..... | 5 |
| 4. | Selection Process | 5 |
| 5. | Grant Administration..... | 7 |
| 6. | Duplication of Efforts | 7 |
| 7. | Program Administration..... | 7 |
| 8. | Applicant Confidentiality | 8 |
| 9. | Equal Opportunity Compliance and Non-Discrimination..... | 8 |
| 10. | Conflict of Interest..... | 8 |
| 11. | Program Guidelines-Changes / Modifications | 8 |

1. INTRODUCTION

The Coronavirus (COVID-19) pandemic has been devastating to many small businesses. The Jurupa Valley City Council has approved providing financial assistance to local small businesses to help during the COVID-19 pandemic through the implementation of the Local Economic Assistance Program (LEAP) program. The mission of the LEAP program is to utilize American Rescue Plan Act (ARPA) funds to provide grants to small businesses that meet qualifications established by the Department of the Treasury's Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule.

On August 18, 2022, the City of Jurupa Valley City Council approved the ARPA spending plan which included \$500,000 toward the LEAP Program. The City intends to make these funds available to small businesses that qualify to receive funds in accordance with the regulations and guidelines established by the SLFRF. The LEAP program will be operational and able to accept applications from qualifying small businesses starting September 16, 2022. Applications will be accepted, on a first-come, first-serves basis, until all funds have been awarded.

Applications can be found on the City's website at: www.jurupavalley.org/LEAP. The online application text can be translated into over fifty (50) different languages by utilizing the Google Translate tool on the City's website. Please contact City Hall for additional language translation help if needed. Paper applications are available upon request, but are strongly discouraged. Paper applications must be submitted to the following address:

City of Jurupa Valley
LEAP Program Application
8930 Limonite Avenue
Jurupa Valley, CA 92509

If you have any questions concerning this program, please contact Robert G. Vasquez (Primary Contact) at (562) 553-0991 or Amy Sells (Secondary Contact) at (951) 332-6464 ext. 249.

2. ELIGIBILITY

Eligible businesses may be awarded up to \$10,000 in grant funds through the LEAP program, which is funded by the American Rescue Plan Act (ARPA).

On March 21, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. The 1.9 trillion dollar package is intended to directly combat the COVID-19 pandemic and the resulting economic impacts. ARPA allocates 350 billion dollars towards the State and Local Fiscal Recovery Fund (SLFRF) as fiscal relief for state and local governments.

The ARPA program provides governments the resources needed to:

- Fight the impacts of the pandemic and support families and businesses
- Improve public health and the economy

2.1 Eligible Businesses

Assistance to Small Businesses

Small businesses have faced widespread challenges due to the pandemic, including periods of shutdown, declines in revenue, or increased costs. The SLFRF Final Rule provides many tools for recipients to respond to the impacts of the pandemic on small businesses, or disproportionate impacts on businesses where pre-existing disparities like lack of access to capital compounded the pandemic's effects.

Small businesses eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "small business", specifically:

1. Have no more than 50 employees, or if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates, and
2. Are a small business concern as defined in Section 3 of the Small Business Act (which includes, among other requirements, that the business is independently owned and operated and is not dominant in its field of operation).

Impacted Small Businesses

Measures to identify impacted small businesses include:

- Decreased revenue or gross receipts
- Financial insecurity
- Increased costs

- Capacity to weather financial hardship, contracting COVID-19
- Challenges covering payroll, rent or mortgage, and other operating costs

Assistance to small business that experienced negative economic impacts includes the following:

- Grants to mitigate financial hardship, such as payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs
- Technical assistance, counseling, or other services to support business planning

Businesses must also meet the criteria below to be eligible for the City of Jurupa Valley LEAP Program.

- For-profit business physically located within the City of Jurupa Valley, preferably in a storefront building in commercial or industrial areas of City
- Business and owner must be in good standing with the City of Jurupa Valley
- Business must be registered with the City of Jurupa Valley per the business registration process. If a business was not aware that they were subject to the City's business registration process, they must complete that process before applying to this program. [Click here](#) to learn more about the business registration process.
- Business has 50 employees or less
- Owner is 18 years or older
- Owner has a valid tax identification number
- Business has a bank account
- Business is not currently in bankruptcy, and has not declared bankruptcy within the last 7 years
- Business is current with property taxes, City fees, and other applicable local, county, state fees and requirements
- The business must prove that their business has been negatively affected by COVID-19
- Business and owner must not be listed on the Federal Debarred list (SAM Search)
- Business must disclose any recent or current litigation

2.2 Ineligible Businesses

The following businesses are not eligible for LEAP grant funding:

- Businesses located outside the City of Jurupa Valley
- Nonprofit organizations
- Passive real estate investments
- Home-based businesses
- Government organizations
- Businesses that limit patrons to 18 and older
- Businesses that did not experience a negative economic impact
- Businesses that have received other Federal assistance, such as funding from the Paycheck Protection Program or SBA loans from the Economic Injury Disaster Loan Program
- Businesses that have previously received two City of Jurupa Valley LEAP grants

2. Ineligible Use of Funds

Funds under this grant program may not be used to:

- Pay non-business debt
- Purchase personal items or for personal expenses, such as motor vehicles and furnishings
- Direct financing to political activities
- Direct financing to religious activities
- Direct financing to purchase alcohol
- Pay taxes and fines
- Conduct construction related work, or purchase construction equipment
- Activities associated with the relocation of a person or a business
- Expansions of businesses that result in a significant loss of jobs in the labor market area from which the relocation occurs

3. APPLICATION PROCESS

Applicants will be required to complete an initial application that will be available online at www.jurupavalley.org/LEAP. Paper applications are strongly discouraged, but are available upon request.

The initial online application will not require businesses to submit supporting documents. The City will review the initial online application to determine the eligibility of the business to participate in the program. The City will use the online application process to preliminarily determine if a business is eligible to participate in the LEAP program. The City may request additional documentation from an applicant business to further investigate the eligibility of the business for the program.

4. SELECTION PROCESS

4.1 Grant Approval

If a business is deemed program-eligible upon the conclusion of the initial application review and document collection process, LEAP Grant applicants will be considered on a first-come, first-serve basis and if they qualify after submitting necessary documentation, may be approved, as funding permits.

Phase 1: Businesses will submit a preliminary application online. The City will review that preliminary application and may request supporting documentation from applicants. Eligible applicants will be considered on a first-come, first-serve basis and approved as funding permits

Phase 2: The City will notify businesses via email (or phone call) if they have been preliminarily selected for the grant. A business that is selected for a grant is not guaranteed to obtain a grant until they provide all required documentation that proves that the business and the planned use of funds complies with the eligibility criteria for the grant program. Required documentation will include, but may not be limited to:

1. Current City of Jurupa Valley Business Registration
2. State Identification Card or Driver's License
3. W-9 form
4. Lease agreement or rental agreement (for reimbursement of rent expense), or property ownership / mortgage documentation (if business owns property)
5. Tax statements from previous year, including sales and use tax (may ask for personal tax returns, if business is small – and owner qualifies for grant based on their income).

6. Documentation that the business was adversely impacted by the COVID-19 pandemic (this may include showing loss in revenue/ profit or other documentation) to the satisfaction of the City.

Businesses that are selected for a grant may be asked to submit additional documentation to ensure that the planned use of funds is compliant with the program. The City reserves the right to ask for additional documentation at any time to ensure compliance with the LEAP guidelines.

Businesses that are selected to receive a LEAP grant will receive a grant agreement, from the City. The grant agreements will specify the payment terms of the grant. The City may use discretion in determining the schedule of grant payments to be made to the eligible business. Potential grant payment schedules include, but are not limited to;

- 100% full gran payment via reimbursement

Businesses will be required to sign two copies of the grant agreements and return both original copies to the City.

4.2 Application Review

The City will conduct a thorough eligibility review of all LEAP applications and may request additional supporting documentation from the business to confirm program eligibility. During this review, the City will request additional information from each business owner including demographic and socioeconomic data for Federal program reporting and documentation.

This review will confirm the following:

- The business and proposed grant expenditures are eligible
- The business was adversely impacted by COVID-19
- The business did not receive duplicative benefits from other Federal, State, local, or private resources
- The application complies with ARPA policies and procedures and these LEAP guidelines

Any determination that deliberate misrepresentation or fraud has occurred will result in the disqualification of the applicant and/or the revocation of a grant at any point from the award to closeout.

City Manager (or designee) will have the option to waive some of the program requirements in these guidelines on a case-by-case basis. Such waivers will occur only to satisfy an urgent need proven by business owners that meet one of ARPA's national objectives.

5. GRANT ADMINISTRATION

Upon the successful completion of the application, the applicant will enter into a grant agreement with the City. The agreement will require original signatures from those authorized to enter into and sign those agreements. Upon execution of the grant agreement, the funds will be distributed to the business owner in accordance with the grant payment schedule via check from the City of Jurupa Valley.

If there is evidence that the grant funds were not spent on eligible uses as outlined in these guidelines or the grant agreement between the City of Jurupa Valley and the grant recipient, the grant recipient may be required to pay grant funds back to the City or be subject to legal action.

6. DUPLICATION OF EFFORTS

All participating businesses must comply with the U.S. Department Treasury's guidance regarding Duplication of Benefits. To qualify for a LEAP grant, participating businesses will need to sign the following agreements: Subrogation agreement and duplication of benefits certification.

7. PROGRAM ADMINISTRATION

The City of Jurupa Valley, in coordination with its consultant, will oversee LEAP program. The responsibilities of the City include:

- Originate grant funds
- Market the grant program
- Accept and process applications
- Review and underwrite grant requests
- Ensure timely disbursement of funds
- Maintain documents and fiscal records
- Ensure compliance with program guidelines as they relate to the funding sources
- Report program metrics to the City Council, the Department of the Treasury, and other interested parties.

8. APPLICANT CONFIDENTIALITY

All personal and business financial information will be kept confidential to the extent permitted by law. Grant participant files with personal and business confidential information will be kept in locked, secured cabinets.

9. EQUAL OPPORTUNITY COMPLIANCE AND NONDISCRIMINATION

City of Jurupa Valley's LEAP Program will be implemented in ways consistent with the City's commitment to State and Federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with ARPA program funds on the basis of his or her disability, family status, national origin, race, color, religion, sex, marital status, medical condition, ancestry, source of income, age, sexual orientation, gender identity, gender expression, genetic information, or other arbitrary discrimination.

10. CONFLICT OF INTEREST

No member of the governing body and no official, employee or agent of the local government, nor any other person, either for themselves or those with whom they have business or immediate family ties, who exercises policy or decision making responsibilities in connection with the planning and implementation of the ARPA program, shall directly or indirectly be eligible for this program.

11. PROGRAM GUIDELINES – CHANGES / MODIFICATIONS

Minor changes to these Program Guidelines involving administrative procedures or accommodations to adapt to unique applicant situations or opportunities, or regulatory changes, may be performed with the approval of the City Manager or City Manager's designee. Federal regulatory requirements for the ARPA program are not subject to modification or revision.