

RESILIENCE + RETENTION PACKAGE

SMALL BUSINESS RETENTION & RESTORATION MICROFUND

FREQUENTLY ASKED QUESTIONS

The Small Business Retention and Restoration Microfund Program is part of St. Petersburg's continued efforts to meet the existing and future COVID-19-related needs of the small and local business community.

Following the emergency relief provided from the Fighting Change Fund package in 2020, the new Resiliency + Retention fund will provide additional, much-needed capital to assist eligible small businesses with a \$10,000 grant to reimburse pandemic-related business expenses, retroactively, from March 17, 2020, to June 29, 2021, and/or to cover future expected costs that contribute to the business's overall retention and restoration efforts. The intention with this program is to help retain St. Petersburg's local character by assisting impacted and vulnerable small businesses.

Please note that awardees will be publicly listed as part of our commitment to transparency.

An eligible business may only apply for one grant, so applicants are encouraged to review and consider all applicable grant programs within the Small Business Resilience and Retention Package prior to submission. Any commercial location within the Arts + Culture industries should plan to apply for the Arts and Culture program set to launch 8/18/2021, as there is dedicated funding for that specific industry type. These include the following industry categories:

- Arts Schools and Services
- Film, radio and TV
- Museums and Collections
- Performing Arts
- Visual Arts/Photography

What makes a non-profit host organization eligible to apply?

1. Independently-owned and operated businesses, including non-profit organizations, with physical locations based within the municipal boundaries of St. Petersburg.
 - a. For businesses with multiple locations: A subsidiary operating under a parent company is not eligible to apply on its own behalf, but the parent company is eligible to submit just one application on behalf of one of more subsidiary companies, provided that each of those subsidiary companies for which the application is submitted (i) is independently owned and operated, (ii) is based within the municipal boundaries of St. Petersburg, (iii) meets the small business eligibility criteria identified in items 2-6 of this Section IV., and (iv) does not meet any of the disqualifying criteria identified in Section V. Please note that only a parent company with subsidiaries that are located solely within the Tampa Bay Economic Regional boundary, which includes the following counties may be eligible: Pinellas, Hillsborough, Polk, Hernando, Pasco, Citrus, Manatee, and Sarasota.
2. Business for which the funding is requested must be currently viable, as defined by actively in operation.
3. Business for which the funding is requested started operation in St. Petersburg before January 1, 2021.

4. Business for which the funding is requested is registered with the City of St. Petersburg Business Tax Division.
5. The business location for which the funding is requested must have no more than 50 full-time and part-time employees at the time of the application.
6. Business for which the funding is requested must either (i) actively employ or contract with two or more full-time or part-time employees reported on W-2 or W-3 (not including owner representative) or two or more independent contractors at an annual combined amount totaling \$10,000 or more as reported on a 1099 (or at least one of each, i.e., one employee and one independent contractor); or (ii) have a minimum of two active sublease agreements with independent businesses or contractors that started before January 1, 2021.

What makes a business ineligible to apply?

1. Homebased business
2. Independent contractor
3. Business operating under a franchise brand or agreement
4. Company/brand name with multiple locations if any locations are outside of the following Florida counties: Pinellas, Hillsborough, Polk, Hernando, Pasco, Citrus, Manatee, and Sarasota
5. Business has mortgage or lease payments that are 3 months in arrears or more
6. Business has current unpaid code enforcement liens
7. Business has current unpaid special assessment liens
8. An owner, officer, partner, or principal actor of the business received a felony conviction for financial mismanagement within the last two years for which he or she is still serving a sentence (including prison, parole, and probation)
9. Business is a party to a pending foreclosure
10. Business has submitted an application for another Resiliency & Retention grant that is either pending or approved.

If you are found to be ineligible for this program, you may still qualify for other existing funding programs; please visit stpetgreenhouse.com/prepare for a list of other federal and state programs geared towards assisting businesses impacted by the COVID-19 pandemic.

What are eligible business expenses that may be applied to the grant funds?

Identified retroactive expenses and/or future related costs must match or exceed the \$10,000 funding amount. Use of this funding is flexible, as identified by the small business owner with supporting documentation, but with particular focus on utilizing funding for the following purposes:

1. Upgrade or replacement of major building systems
2. Continuity planning and/or business model pivots including the purchase of technology for digital transition of business model
3. Investment in COVID mitigation and safety expenses, equipment, personal protective items, and other physical improvements that support business resiliency in overcoming the impacts of COVID-19 and protection for staff and customers
4. Related COVID-19 marketing expenses
5. Creative solutions for workforce attraction and retention including, hiring incentives, job fairs, vaccination incentives, bonuses, training and continued education
6. Relocation costs related to unexpected lease termination
7. Essential business operational expenses

How is the 50-employee count determined?

The 50-employee count is determined by the total number of employees –which includes full time and part time employees (including employees managed through PEO) for each separate business entity.

I have multiple business locations, is there a cap to what I can receive?

Yes. The cap is \$10,000.00. A business is eligible to receive only one grant award from the Small Business Resilience and Retention Package as long as all of their locations are within the Tampa Bay Economic Regional boundary, which includes the following counties: Pinellas, Hillsborough, Polk, Hernando, Pasco, Citrus, Manatee, and Sarasota. If the business structure has a parent company with multiple subsidiaries, the parent company must apply on behalf of an eligible subsidiary location, and identify other eligible locations that funds may be allocated for.

Are businesses operating under an affiliated brand name eligible to apply?

If there are affiliated locations sharing the company brand name outside of the Tampa Bay Economic Regional boundary, affiliation is not eligible to apply.

Are independently owned and operated franchise locations eligible to apply?

Businesses operating under a franchise brand name are ineligible to apply at this time, regardless of agreement types.

What are the required documents that a business must provide?

Application packages must include all documentation listed Failure to provide all required information – in a legible form - will result in the application being denied, but a new application may be submitted, contingent on the availability of funding.

1. Copy of “active” state business registration from Florida Division of Corporations
 - Search by “Entity Name” [here](#) (use full legal business name), select listing with “Active” Status, and attach most recent filing as a screenshot. Failure to provide the screenshot will not result in automatic rejection of the application but may delay a decision on the application, and awards are contingent on availability of funds at the time of the review of a complete application.
2. Business Financials
 - Individual LLCs 2020
 - Schedule C (Form 1040)
 - If a 2020 return is unavailable for any reason:
 - Attach a Profit & Loss Statement for the most recent four (4) quarters available, depending on how long the business has been in operation and;
 - Receipt of Extension to File Business Income Tax (Form 7004)
 - C-Corps, S-Corps, corporate Limited Liability Corporations (LLCs)
 - 2020 Corporation Income Tax Return (Form 1120 or 1120S)
 - If a 2020 return is unavailable for any reason:
 - Attach a Profit & Loss Statement for the most recent four (4) quarters available, depending on how long the business has been in operation and;
 - Receipt of Extension to File Business Income Tax (Form 7004)
 - Partnerships
 - 2020 Return of Partnership Income (Form 1065)
 - If a 2020 return is unavailable for any reason:
 - Attach a Profit & Loss Statement for the most recent four (4) quarters available, depending on how long the business has been in operation and;
 - Receipt of Extension to File Business Income Tax (Form 7004)

- Non-profit organizations (501c3 only)
 - 2020 Return of Organization Free from Income Tax (Form 990)
 - If a 2020 Form 990 is unavailable for any reason:
 - Attach a Statement of Activity for the most recent four (4) quarters available, depending on how long the organization has been in operation and;
 - Receipt of Extension to File Exempt Organizations Return (Form 8868)

Note: submitting alternative documents will delay the review of your application. If additional clarification is requested by the reviewer, the application will be considered incomplete and will not be reviewed in the order it was received. Proof of 2020 Tax Filing will be requested in the Final Report if alternative documents are submitted at time of application.

3. Updated and Current St. Petersburg Business Tax Receipt

- An active business tax certificate from the City of St. Petersburg is required to receive funding through the Small Business Retention and Restoration Microfund program. If approved, this certificate must be active. If you need to file for or renew your certificate, please visit stpete.org/businessstax. The City will hold your application for 10 business days until the receipt is secured and verified by City Staff.
 - If your business is exempt from the business tax certificate requirement, attach a copy of your verified Exemption Letter from our Business Tax Division as your application will not be considered without proof of exemption.

4. Copy of applicant's Driver's License or state id (must be legal representative of business or organization, as demonstrated on Sunbiz filing.

5. Full employee listing at business location(s) where funds will be utilized for eligible uses (as of the date of this application)

6. Attach Quarterly Wage & Withholding Reports (Form 941) for 1st Quarter 2021, redacted payroll documents, or other payroll information such is 2020 W-3 form or 1099-NEC showing total number of employees or independent contractors for the specified business location(s). If subleasing spaces to independent businesses or subcontractors, attach agreements.

7. Copy of most recent St. Petersburg Commercial Utility Bill statement

- If applicant does not pay Utility Bill, provide Certification of Liability Insurance (COI) – Accord form – or other acceptable form showing current General Liability Insurance Policy for the business at the commercial location.

8. Supporting documents of eligible uses

- (Conditional if retroactive expense) Receipts, paid invoices, financial documents demonstrating requested eligible uses.
- (Conditional if future expense) Quotes, detailed summary, contracts, etc.

9. Copy of current Commercial Lease Agreement (conditional for a business leasing shared space or commissary kitchen including food trucks)

I rent space in a shared facility occupied by other tenants, for example, shared co-working space, sublease, commissary kitchen, etc. Will I be able to apply as a business?

Yes, if your business meets all eligibility requirements. Provide a copy of your current Commercial Lease Agreement. (only for a business leasing shared space or commissary kitchen)

Are food trucks eligible to apply?

Yes. Provide a copy of your current Commercial Lease Agreement through commissary kitchen or a commercial storage facility agreement within the municipal boundaries of St. Petersburg.

A scanner is inaccessible during this time. How will I submit my documents to you?

Clearly legible photos of the required documents will be accepted. Mobile applications that perform scanning from your mobile camera are highly recommended. Examples of mobile applications include: Google Drive or CamScanner.

Will my business be eligible to participate in this grant program if I received funds from the Fighting Chance Fund or from the federal CARES program?

Yes. Businesses who participated in past COVID-relief programs such as the Fighting Chance Fund and CARES are eligible to apply.

Will my business be eligible to apply if I plan to pursue other city, state or federal COVID-relief grant programs?

Yes. This is a grant program, not a loan or other type of credit that requires repayment by the recipient. While certain federal and state lending programs may have limitations regarding an applicant's access to credit elsewhere, the Retention and Restoration Microfund is a grant, not a loan, and you may proceed with applying for other programs. However, businesses may only apply for one grant within the Small Business Resilience and Retention Package.

Please see stpetegreenhouse.com/prepare for additional resources. Please consult with your financial advisor or attorney for guidance regarding eligibility for federal or state funding sources.

Can non-profit organizations apply?

Yes. Non-profit organizations who meet eligibility criteria are eligible to apply for the Retention and Restoration Microfund.

Are homebased businesses eligible to apply?

No. At this time, homebased businesses would not meet the eligibility requirements.

What happens if I do not include all of the required documents at the time I submit my application?

Do not submit your application unless you are able to provide the required documents; it will not be eligible. Please collect ALL required documents and submit the application and all documents in their entirety. If an incomplete application is submitted, your application will not be reviewed in the order it was received, and you will have 10 business days to submit missing or incomplete documentation.

Where can I ask a specific question about my situation?

Please email: resilience@stpetegreenhouse.com and include Microfund in the subject line. The Greenhouse is also holding Virtual Open Office Hours to ask questions. Visit stpetegreenhouse.com/resilience to learn more.