

Pittsburg COVID-19 Small Businesses Resiliency Grant Program
DRAFT Guidelines

Grant:

- \$250,000 total award
- Minimum 25 awards of up to \$10,000. May be reduced for lack of qualified applicants

Eligibility:

- For-profit business located within Pittsburg, with an active business license as of March 1, 2020. Businesses shall not be required to be a member of any organization or group.
- Have a physical storefront or place of business in Pittsburg.
- No more than three (3) locations within Contra Costa County.
- Operational for at least one (1) year as of date of application submittal.
- Had between 2 and 50 employees on payroll (full or part-time) at the time the initial Contra Costa County Shelter-in-Place Order was issued on March 16.
- Can demonstrate at least a 25% reduction in revenues due to COVID-19.
- Gross sales under \$8 million over last 12 months.
- Comply with Local, State and Federal guidelines for operating their businesses (including COVID-19-related guidelines such as social distancing, clean down procedures, limiting in-store occupancy, etc.).
- Cannabis businesses, gas stations, liquor/convenience stores, smoke shops, and smoking lounges are not eligible.
- Tenants of the City of Pittsburg, Pittsburg Arts and Community Foundation (PACF), or the Successor Agency to the Redevelopment Agency are not eligible unless funds are to be used for storefronts not owned or managed by the City.

Application, Review, and Use of Funds:

- All applicants must submit a proposal (marking as confidential those portions related to private financial information such as gross revenues or payroll information). Application shall include how much funding is being requested and describing how funds will be spent.
- Grant funds may only be used as general working capital for businesses that can be applied to rent and/or utilities.
- Partial awards may be issued at the discretion of the City.
- If more than 25 qualifying applications are received, or if the total award is less than the total requested by all qualifying applicants, qualifying applicants will be entered into a lottery.
- Grants must be used to support a storefront located within the Pittsburg City Limits (e.g. a business with storefronts in Pittsburg and another city cannot use grant funds to pay rent or utilities in another city).
- Repayment required if funds are not used properly.
- Pittsburg Chamber of Commerce may serve as review committee to screen applications.

Follow Up:

- Grantees may be required to report on spending of funds disbursed directly to grantee, including but not limited to supplying copies of invoices/receipts or other types of statements.
- Money distribution will be facilitated by Pittsburg Chamber of Commerce. All proposed payment(s) of rent or utilities will be made directly by Chamber prior to distribution of remaining grants award(s).

Disclaimer:

The City reserves the right to modify this Program at any time prior to the application due date, or to extend the application due date, or to cancel this Program at any time. The City further reserves the right to reject any and all applications for any reason or to accept any qualifying application received which the City, in its sole unrestricted discretion deemed most advantageous to the success of the Program. The lowest request of any application may not necessarily be awarded. The applicant acknowledges the City's rights and this clause and absolutely waives any right of action against the City for the City's failure to accept its application or award funds whether such right of action arises in contract, negligence, bad faith or any other cause of action. The award of any application is subject to funds being legally available to complete this transaction and/or approval by the City Council or the officer or employee of the City having authority to award the funds. The City of Pittsburg is not responsible for any loss, damage or expense incurred by an applicant as a result of any inaccuracy or incompleteness in the Program, or as a result of any misunderstanding or misinterpretation of the terms of this Program on the part of the applicant. Further, the City of Pittsburg is not liable for any costs incurred in the preparation of the application submittals or award spending.