

# APPLICATION OUTLINE: CDBG 2020 Emergency Small Business and Micro-Enterprise Grant Assistance Program (SBMA)

## Purpose

Help businesses remain solvent and be ready/able to rebuild and/or reopen.

## Participants

Talent (lead), Phoenix, Jackson County

## Grant Amount

\$150,000, less 10% administrative. Initial allocations: \$51K (Talent) / \$41K (Phoenix) / \$41K (Jackson County).

If an individual jurisdiction does not spend their allocated funds within 30 days, funds will be returned to a general pool. The general pool of funding will be made available to Qualifying Businesses from all three (3) participating jurisdictions on a first-come-first-served basis.

## Target Dates

June 17	Receive all jurisdictional application information
June 23	Submit reviewed application to Business Oregon
July 20	Notification of Award; publish NOFO for public
July 27	Begin award distribution to small businesses
August 24	All unused funds returned for general pool; remainder of funds awarded

## Qualifying Business Requirements

- Business is registered within the jurisdiction
- Businesses must not have received government funds for the same purpose
- Employee(s) reside within the jurisdiction (award amount based on the number of eligible employees)
- Employees are low to moderate income (LMI)
  - LMI is <80% of the area median, adjusted by household size  
*Example: Jackson Co. median household (family of 4) income: \$65,100  
x 80% = \$52,080 LMI limit for a 4 person household*

## Qualifying Business Award Amounts

- \$10,000 per microenterprise (2-5 employees)
- \$2,500 per LMI employee for small businesses (6-20 employees)

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### **Subgrantee (SORED) administrative responsibilities**

Assist with the jurisdiction grant application.

- Collect all required information from participating jurisdictions
- Compile a complete application draft, circulate to participating jurisdictions for approval
  - Coordinate application submission; communicate progress to participating jurisdictions

Manage the public grant application process.

- Create a uniform application
- Collect applications, review for completeness
- Rank/prioritize complete applications for funding using a scoring rubric
- Create and maintain borrower files

Administer the grant funds.

- Serve as central point of contact between jurisdictions and funding agency
- Report progress to jurisdictions.
  - Public application demographics and related data
  - Disbursement reporting (initial, semi-annual)
- Coordinate all grant activities