

SMALL BUSINESS PERMIT ASSISTANCE PROGRAM POLICIES, GUIDELINES, AND PROCEDURES

Program Overview

The Small Business Permit Assistance Program (“Program”) is designed to support the launch and growth of small businesses in Elk Grove, California who occupy or will occupy commercial space by providing financial support in the form of a grant in an amount of up to \$10,000 to defray the costs of obtaining City of Elk Grove (“City”) planning and/or building permits and approvals required to operate the business in the space. The overriding goal of the Program is to lower the barriers to entry or expansion for small businesses by reducing their upfront costs of obtaining permits and approvals for their project.

For the purposes of the Program, a small business is defined as an existing or new for-profit or non-profit business with no more than 20 full-time equivalent employees, projected annual revenues of less than \$3 million, and which operates as a sole proprietorship, a partnership, a corporation, a limited liability company, or other lawful business entity.

Program Components

- Financial assistance in the form of a grant of up to \$10,000 that can be applied towards the costs of obtaining City planning and/or building permits and approvals necessary to occupy commercial space.
- The grant may only be used for the costs of obtaining City planning and/or building permits and approvals and may not be used for any other purpose.
- Grants will be provided in the form of a credit against a grantee’s planning and/or building project account or will be provided directly to the grantee in the form of a reimbursement, provided they apply to the Program within 90 days of permit application submittal.
- Applications are accepted on a rolling basis and grants will be made as funding permits.

Program Guidelines

Eligible businesses must meet **ALL** the following criteria:

- The business/applicant must occupy or plan to occupy commercial space in the City of Elk Grove.
- The business will submit a planning or building application with the City for construction or reconfiguration of commercial space for its business use within the City.
- The business must be properly registered with the California Secretary of State.
- The business must be properly licensed with the City of Elk Grove.

- The business must be in good standing with the City (e.g., have no open enforcement actions or delinquencies).
- The business must meet the Program definition for a small business, as follows:
 - An existing or new for-profit or non-profit business with no more than 20 full-time equivalent employees (“FTEs”).
 - An FTE is defined as an employee who works at least 2,080 hours per year over a 12-month period. Part-time employees may be considered an FTE for purposes of this Program (for example, two part-time employees who regularly work 1,040 hours per year can be converted to one FTE and identified as one FTE).
 - An existing or new for-profit or non-profit business projected to generate less than \$3 million in gross annual business revenue in the next calendar year.

The following businesses are **NOT** eligible to apply for the Program:

- Landlords or developers of commercial space
- Home-based businesses
- Independent contractors and consultants
- Gig economy service providers such as Uber, Lyft, or Doordash
- Independent home rental businesses such as Airbnb or VRBO
- Online-only businesses, including sellers on Etsy or E-Bay or similar platforms
- Mobile vendors
- Businesses with three or more locations
- Political or religious organizations

The City Manager or authorized designee will make all final determinations on eligibility and has discretion to deviate from these Policies, Guidelines, and Procedures on a case-by-case basis, so long as the funding determination meets the purposes and goals of the Program and the associated grant amount does not exceed \$10,000. The City Manager or authorized designee may also determine that providing a grant to an eligible business is not in the best interest of the City and deny the grant application.

Funding Allocation Levels

For eligible businesses, if approved for funding, a grant in the amount of up to \$10,000 will be provided in the form of a reimbursement or applied towards the grantee’s planning and/or building project account balance to reduce the costs of obtaining the City planning and/or building permits listed on the following City fee schedules:

- Building Permit Review/Zoning Clearance Fee Schedule
- Construction and Demolition Fee Schedule

- Environmental Fee Schedule
- Planning Fees Schedule
- Such other permit and approval fees as the City in its discretion approves of on a case-by-case basis

Approval Process

1. A complete grant application and all required materials are submitted to Economic Development staff.
2. Staff reviews the application and required materials.
3. Staff makes a funding recommendation to the Economic Development Director. In some cases, no funding recommendation will be made.
4. With the concurrence of the City Manager, the Economic Development Director makes a final funding determination, if any.
5. An Economic Incentive Agreement is signed by the grantee and the City Manager or an authorized designee.
6. Funds are deposited in the grantee's planning and/or building project account or paid to the grantee in the form of a reimbursement, provided they apply to the Program within 90 days of permit application submittal.

Repayment Requirements

- If the grantee is not operating its business at the commercial space within 12 months of the issuance by the City of a Certificate of Occupancy, the grantee must repay the grant funds with interest at the rate and within the time stipulated in the Incentive Agreement.
- In the event the project is denied by the City following the good faith efforts of the grantee to obtain the permit or approval, then no repayment is required.
- In the event the grantee abandons the project prior to City approval of the project and grant funds have been advanced and used by the grantee, the grantee must repay the grant funds with interest pursuant to the Incentive Agreement.

Funding Process

1. Upon execution of an Economic Incentive Agreement, the grant amount will be transferred from the City's Small Business Economic Incentive Fund or other suitable fund to the grantees project account with Development Services. Funds may also be paid to the grantee in the form of a reimbursement.
2. Grant funds will reduce eligible charges in the grantee's account or be paid to the grantee in the form of a reimbursement up to the maximum \$10,000 grant amount. The grantee is responsible to costs in excess of the grant amount.
3. Any unused grant funds will be transferred back to the City fund of origin upon approval of the project.

General Conditions

Economic Development staff will prepare application forms and materials, identify required submittals, and define necessary processes needed to receive and evaluate funding requests under this Program. All application materials and processes are subject to change from time to time.

The estimated time from completed application to a funding decision, evidenced by an Economic Incentive Agreement, will vary depending on the quality and completeness of the application, the responsiveness of the applicant, and the workload of City staff, among other factors.

All applications for funding under the Program shall be considered on a case-by-case basis. Funding is not guaranteed, and the City has complete discretion to approve or deny any application for funding, and to provide full or partial funding, or none at all. All funding decisions shall be final and the applicant shall have no right of appeal from any decision on any funding application, nor the decision to accept or not accept a funding application, nor the decision to process or not process any funding application. All funding decisions shall be documented by a written Economic Incentive Agreement executed by the grantee and the City setting forth the terms and conditions of any funding under the Program. Applicant shall have no rights in any funding, or otherwise under the Program, absent a fully executed Economic Incentive Agreement.

Applicants shall comply with all laws with respect to the receipt and use of any funding under the Program. The City makes no representation as to whether any applicant's receipt or use of such funding would be subject to the state prevailing wage laws, as set forth at Labor Code sections 1720, et seq. To the extent applicable, applicants shall cause all work performed with such funding to be performed in compliance with all applicable laws including, without limitation, state prevailing wage laws pursuant to Labor Code sections 1720, et seq. In the event an applicant fails to comply with any applicable law, including, without limitation, prevailing wage laws, the applicant shall be liable for the payment of all penalties, wages and/or damages resulting therefrom, and shall defend, indemnify, and hold the City harmless for any violations or alleged violations of law. These provisions will be included in any Economic Incentive Agreement. Applicant is encouraged to seek legal advice through legal counsel of their choosing for further guidance.