REBUILD
Community-Based Businesses Grant Program

Program Policy and Procedures

Economic Development Department
I. OVERVIEW

On the weekend of May 29, 2020, peaceful protests in the County took a destructive turn and local small businesses were damaged, looted and in some cases, destroyed. These small businesses have already experienced unprecedented challenges due to the COVID-19 pandemic and the community is reeling from the COVID-19 public health crisis, subsequent economic downturn and record-high unemployment. Community-based small businesses are the backbone of the economy and the Rebuild Community-Based Businesses Grant will provide immediate relief of up to $50,000 per award recipient to repair, restock and reopen businesses.

II. OBJECTIVES

1. Repair, restock and reopen community-based, small businesses
2. Retain existing businesses and jobs
3. Encourage investment by the private sector
4. Stabilize areas impacted by civil unrest
5. Eliminate and prevent the spread of blight and deterioration

III. POLICY

Available funds will be awarded to approved applicants pursuant to this Policy to reimburse approved eligible expenses. Reimbursement grants will be in an amount up to $50,000 per award recipient and do not require a match. Approved applicants will be required to attest that the expenses being reimbursed are not already paid, or expected to be paid, by insurance. A form funding agreement approved by the BOCC will be used for this program. All requests for reimbursement will be submitted by the awardee within six months of execution of the Award Agreement.

BOCC Policy 01.19.01.02 shall not apply to the activities undertaken pursuant to this Policy.

IV. ELIGIBLE EXPENSES

- Must be incurred on or after May 30, 2020
- Must be directly related to repairing, restocking and reopening a business that was damaged by civil unrest
- May include damaged and stolen inventory replacement (verified by police report), physical repairs, signage, painting, furniture, fixtures and equipment, etc.
- Must be actual cash expenses – in-kind services are not eligible for reimbursement
V. ELIGIBLE APPLICANTS

- Must be a privately-held small business or sole proprietor, independently-owned and operated, located in Hillsborough County (no publicly-traded businesses)
- Must have less than 25 full time employees or equivalent FTEs during the most recent pay period prior to May 29, 2020.
- Must have suffered damage due to civil unrest of the weekend of May 29, 2020 as evidenced by official police report or other similar official, third-party documentation such as insurance claims
- May be either for-profit or non-profit entities
- Must be reopen for business at the time of Program award
- Must have been in operation since before January 1, 2020
- Must be without any outstanding financial obligation to Hillsborough County and/or any form of court judgment or order against the applicant in favor of Hillsborough County

VI. APPLICATION PROCESS

Applications will be reviewed to ensure compliance with the intent and requirements outlined in the Policy. Staff will develop an application to obtain all necessary information to make a funding recommendation. Applications will be accepted on a first come-first serve basis. Only complete applications will be considered for funding.

VII. APPROVAL PROCESS

Qualified applicants recommended to receive funding will receive notice from Economic Development Department staff and will be required to enter into a standardized, formal funding Award Agreement with the County specifying the maximum dollar amount awarded, agreement duration, the terms of reimbursement funding and other terms. The form of such agreement will be approved by the BOCC. The County Administrator or his/her designee will provide final approval of an award under the program consistent with the terms of this Policy.

VIII. FUNDING PROCESS

As provided for in the form Award Agreement, awardees will provide all appropriate documentation when requesting the reimbursement of their approved expenses. This includes paid invoices, cancelled checks and other evidence of payment. Staff will also conduct a visual inspection where applicable and include in such inspections County staff with subject matter expertise as needed (such as architectural and construction expertise).
IX. REPORTING AND POST AWARD ADMINISTRATION

After funding of the grant, all successful applicants will be required to maintain records and accounts relating to the use of grant funds to assure proper account and monitoring of all funds awarded by the County. Records will need to be made available for examination and auditing purposes for a minimum of three (3) years from the date of final payment of grant funds by the County. Additional reporting may be needed to ensure the effectiveness of the grant program after successful completion. This may include, but may not be limited to, number of jobs maintained, salaries, value of assets at business location, revenues, etc.

X. RESPONSIBILITY

It shall be the responsibility of the County Administrator to manage this Policy and ensure compliance with the terms and conditions hereof.