



**City of Valdosta**  
**American Rescue Plan Act**  
**(ARPA)**  
**Small Business Grant**

**IMPORTANT 2022 DATES**

- **September 6**            **Application forms available to download online**
  
- **September 6**            **Applicants may submit applications for review and feedback**  
  - **September 21**
  
- **September 13**          **Town Hall Meeting Valdosta-Lowndes Parks & Recreation**  
   1901 Barack Obama Boulevard from 5:30 pm to 7:30 pm.
  
- **September 14**          **Town Hall Meeting City Hall Annex**  
   300 North Lee Street, from 12:00 to 2:00 pm.
  
- **September 26**          **Applications may be submitted for award determination**  
  - **October 17**
  
- **October 17**              **Last day to submit applications**

**PLEASE NOTE:**

- **Only FOR-PROFIT businesses are eligible to complete this application.**
- **NON-PROFIT organizations are NOT eligible to complete this application for funding.**



CALLING ALL  
VALDOSTA  
BUSINESS  
OWNERS

Grant money is available! 

**TOWN HALL MEETING:**  
SEPTEMBER 13TH, 5:30-7:30PM  
VLPRA ADMIN BUILDING  
1901 BARACK OBAMA BLVD

 VALDOSTA  
A City Without Limits



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VALDOSTA  
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Grant money is available! 

**TOWN HALL MEETING:**  
SEPTEMBER 14TH, 12:00-2:00PM  
CITY HALL ANNEX  
300 NORTH LEE STREET

 VALDOSTA  
A City Without Limits

## Guidelines for ARPA Small Business Grant Program

### Overview:

The City of Valdosta has partnered with Valdosta-Lowndes County Chamber of Commerce and Black Business Alliance Valdosta to assist with administering the ARPA COVID-19 Small Business Grant program. This program is to help small businesses that have been negatively impacted by the COVID-19 pandemic.

### Funding:

ARPA through the U.S. Department of Treasury will be the source of funding for this program.

### Amount:

A business is eligible for the grant based on the amount of their gross receipts. A business may use gross receipt data from 2019, 2020, or 2021. Businesses are encouraged to use the year in which they had the highest gross receipts.

Tier	Gross Amount	Maximum Grant Amount
1	0 - \$50,000	\$5,000
2	\$50,001 - \$100,000	\$10,000
3	\$100,001 - \$250,000	\$20,000
4	\$250,001 & up	\$30,000

### Eligibility:

- Active City of Valdosta license since March 1, 2020. All applications MUST include copies of 2020, 2021, and 2022 City of Valdosta business licenses.
- Be located in the City of Valdosta
- Have 500 or fewer employees
- Business can demonstrate ongoing business operations since March 1, 2020
- Business is NOT publicly traded, partially owned by a hedge fund, or a corporate-owned franchise.
- Not in bankruptcy, current with all local, state, and federal taxes, fees, and be in compliance with the City of Valdosta business obligations including, but not be limited to, licensure insurance, tax obligations and zoning/land use requirements.
- Must be a For-Profit business that is operational
- Non-Profit organizations are NOT eligible for this grant opportunity.

**Application process:**

Application for ARPA Small Business will be available online at [www.valdostacity.com](http://www.valdostacity.com), Small Business ARPA Funds icon or <https://tinyurl.com/ARPAsmallbiz>. Applications must be submitted by owner, managing partner, or authorized shareholder or LLC member.

- Incomplete applications will NOT be considered for funding.

Other documents required with application:

- Current W-9
- E-Verify Number and/or E-Verify Affidavit form signed and notarized (for additional information visit <https://www.e-verify.gov/>)
- Valid State Issued Photo ID
- Current City of Valdosta business license
- Bills or invoices that document the impact to your business.
  - Examples: utility bills, rent/lease/mortgage cost, operating expense

*All required documents should be submitted together with this form via email or hand-delivery.*

**Application Review process:**

All applications will be available beginning September 6, 2022, through September 21, 2022, for pre-review to ensure you have provided all necessary information. The first day to officially submit applications will be September 26, 2022. All application must be submitted by October 17, 2022. Applications must be hand delivered to Accounting Department at the City of Valdosta located at 216 E Central Avenue OR electronically submitted to [smallbusiness@valdostacity.com](mailto:smallbusiness@valdostacity.com) by 12:00 p.m. Applications will be reviewed by the small business committee to ensure all requirements have been met.

To submit your application for pre-review, email to [smallbusiness@valdostacity.com](mailto:smallbusiness@valdostacity.com) or hand-delivered to the City of Valdosta, Accounting Department located at 216 E Central Avenue between September 6<sup>th</sup> and September 21<sup>st</sup>.

The applications will be reviewed and prioritized for funding according to the following criteria:

- 1 If the business is located within the Qualified Census Tracts
- 2 If the business is Minority-Owned, Women-Owned, and/or Veteran-Owned
- 3 All other applicants
- 4 Date of application submission

Please note: All applicants may NOT receive funding. There is no guarantee of funding.

## **Reimbursable Expense and Documentation:**

### Reimbursable Expenses:

To alleviate documentation and tracking of this grant, the City of Valdosta ARPA Small Business Grant Program seeks to reimburse awarded firms for expenses incurred between July 1, 2020 and the date of their written agreement with the City of Valdosta.

The categories of eligible expenses that the City of Valdosta ARPA Small Business Program can reimburse awarded firm for are:

- Space Cost: Rent, Mortgage, Lease, and Insurance Cost
- Utility Cost: Electric, gas, water, internet, and phone services directly supporting awarded firms' operations
- Operational Retrofitting necessitated by the pandemic: Including building modification expenses to support enhanced business persistence.
  - Documentation should include an invoice from a licensed inspector, proof of payment, permit receipts if applicable, as well as proof of occupancy certification.

### Documentation for Expenses:

To receive payment under the ARPA COVID-19 Small Business program, awarded firms must show documentation of the eligible expense(s) listed above that they wish to be reimbursed for, up to the maximum award that they receive. In addition, awarded firms must show documentation demonstrating that they have paid the cost associated with the eligible expense.

- Space Cost: Awarded firms seeking reimbursement must provide a copy of their lease or mortgage agreement that clearly states the time period that they are responsible for these costs, and what the monthly cost for the expenses are.
- Utility Cost: Awarded firms seeking reimbursement for utility cost must provide copies of the bill(s) from the utility provider that clearly associate with the firm and their location of operation. The bill(s) must also clearly state the amount due from the firm and be separated from any non-business related expenses.
- Operational Retrofitting Costs necessitated by the pandemic: Awarded firms seeking reimbursement for operational retrofitting costs must provide copies of invoices to support expenses, including licensed contractors if required, any applicable lien waivers proof of payment, permit receipts if applicable, as well as proof of occupancy certification.

For expenses listed above, in addition to the documentation requested demonstration proof of cost incurred, awarded firms must also provide proof that their firm paid the outstanding amounts for the expenses.

*All required documents should be submitted together with this form via email or hand-delivery.*

The documentation can be in the form of a cancelled check, bank statement clearly stating the payment to the vendor, or an invoice that is marked paid and signed by the vendor.

## Eligibility Checklist

1. Is the Business located physically in the City of Valdosta, Georgia, OR conduct primary business inside the City of Valdosta?

Yes

No

2. Does the business employ 500 or fewer employees at the time of application to the ARPA Small Business Grant Program?

Yes

No

3. Does the business have an active City of Valdosta business license?

Yes

No

4. Is the business current on its financial obligations to the City of Valdosta?

Yes

No

5. Does the business agree to enter into a written Agreement with City of Valdosta and agree to complete a survey at 6 months?

Yes

No

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\*If you answered "NO" to any of these questions, your business may not be eligible for funding under this program. You may contact Chuck Dinkins at (229) 259-3512 for additional information and/or clarification.

## ARPA Small Business Application

Business Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

Business Type: \_\_\_\_\_

Business Owner(s): \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

E-verify Number: \_\_\_\_\_

Current number of employees as reported on 941 as of June 30, 2022: \_\_\_\_\_

Date Incorporated or Started: \_\_\_\_\_

Business Description: \_\_\_\_\_  
\_\_\_\_\_

List expense reimbursements requested:

Item	Description	Amount	Date Paid

Total Requested Reimbursable Amount: \_\_\_\_\_

**The total should be equal to the amounts listed in the above table.**

Please check if the following applies to your business:

\_\_\_\_\_ In the qualified Census Tract (see map on last page)

\_\_\_\_\_ Minority-Owned, Women-Owned, and/or Veteran-Owned



## Conflict of Interest Statement

APPLICANT CONFLICT OF INTEREST STATEMENT: I hereby declare that any person(s) employed by the City of Valdosta, who has direct personal or financial interest in this application or in any portion of the profits that may be derived there from, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City of Valdosta employee, City of Valdosta City Council Member, ARPA-Business Relief Grant Program Selection Committee Member, who would be paid to perform services under this proposal. An example of indirect interest would be a City of Valdosta employee who is related to any officers, employees, principal or shareholder of your firm or to you. If in doubt as to status or interest, please disclose to the extent known.)

*I hereby certify that the information on this form is complete and accurate. If necessary, I will provide the information required to verify this data (e.g. pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Disclosed conflict of interest:

## Applicant Statement

I hereby certify that the information on this form is complete and accurate. I understand that the information provided may be subject to further verification by the City of Valdosta. If necessary, I will provide the information required to verify this data. I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary. All parties with an ownership stake in the firm must agree and sign below as indicated.

**\*ALL PARTNERS, MEMBERS, AND SHAREHOLDERS MUST SIGN**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Checklist

In addition to this completed and signed application, the following items **MUST** be submitted in one email to [smallbusiness@valdostacity.com](mailto:smallbusiness@valdostacity.com) or in one packet hand-delivered to: City of Valdosta, Accounting Department located at 216 E Central Avenue.

- \_\_\_\_\_ Copies of 2020, 2021, and 2022 City of Valdosta business licenses.
- \_\_\_\_\_ Current W-9
- \_\_\_\_\_ E-verify number or notarized form
- \_\_\_\_\_ Valid State Issued Photo ID
- \_\_\_\_\_ Reimbursable documentation (bills or invoices)
- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Schedule of Reimbursable Expenses

*All required documents should be submitted together with this form via email or hand-delivery.*

# Valdosta Qualified Census Tracts

