

#Palmdale CARES

City of Palmdale

Checklist for Business Assistance Program Application

Updated July 19, 2020

Palmdale Cares – Checklist for Business Assistance Application

Application Process

Applications can be submitted online at www.CityofPalmdale.org/BusinessGrants or by printing and hand delivering applications to the Economic Development Division at 38250 Sierra Highway, Palmdale, CA during regular hours of operation of Monday through Thursday from 7:30 a.m. to 6:00 p.m. Applications will **NOT** be accepted by mail, fax or email. Applications will be time stamped and reviewed on a first come first serve basis. The application period will open on July 20, 2020 and close on August 20, 2020 or when all funds are granted, whichever comes sooner. If interest persists and funds are still available, the City may extend the application period.

Questions about the application process? For the fastest response, please contact Economic Development Division at (661) 267-5125 or at economicdevelopment@cityofpalmdale.org.

Eligibility Checklist

The checklist below assists businesses to determine eligibility via the microbusiness or small business assistance programs. For more guidance, please view the program guidelines www.cityofpalmdale.org/businessgrants

PART A

Is your business located within Palmdale City boundaries?	Yes ___ No ___
Does your business have 49 or fewer employees (including the owner(s))?	Yes ___ No ___
Are you able to document that your business was adversely impacted by COVID-19?	Yes ___ No ___
Does your business have a current City of Palmdale business license?	Yes ___ No ___
Does your business meet the eligibility requirements outlined in the program guidelines? <ul style="list-style-type: none"> • Owner is 18 years or older • Business or owner has a DUNS number, or has applied for one? • Business has a valid federal employer identification number • Business has a bank account • Business is not subject to City Conflict of Interest Code 	Yes ___ No ___
Can confirm that my business is not one of the following: <ul style="list-style-type: none"> • Nonprofit entity (e.g. 501 (c)(3), 501 (c)(6), etc.) • Passive business (i.e. rental property or other business in which one does not actively participate) • Government organization • Business that limit patrons to 18 and older 	Yes ___ No ___

If you answered yes to all questions above, you may be eligible for the Business Assistance Program. Proceed below:

PART B

Does your business have 5 or fewer employees (including owner(s))?	Yes ___ No ___
Does the business owner have a family income at or below 80% of area median income (see page 7)?	Yes ___ No ___

If you answered yes to these questions, you may be eligible for the Microenterprise Assistance Program and should apply for that program. If you answered no to either question, proceed below:

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PART C

Will you be able to create or retain at least one job that will be held by or made available to a low- or moderate-income individual? (see program guidelines for specific requirements)	Yes ___ No ___
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If you answered yes to this question, you may be eligible for the Small Business Assistance Program and should apply for that program. If you answered no to any question in Part A, Part B or Part C, you may not be eligible for the Palmdale Business Assistance Program. If you have any questions regarding your business' eligibility, please contact the Economic Development Division at 661-267-5125.

NOTE:

- **ONLINE APPLICATION SUBMITTAL** REQUIRES THAT THE BELOW **REQUIRED DOCUMENTS BE UPLOADED** AT THE TIME OF APPLICATION SUBMITTAL.
- **HAND DELIVERY SUBMITTAL** REQUIRES THAT THE BELOW **REQUIRED DOCUMENTS BE ATTACHED** TO THE APPLICATION AT TIME OF DELIVERY OF THE APPLICATION.

Required Attachments (all applicants)

1. City of Palmdale Business License
2. State Identification Card or Driver's License
3. IRS Form W-9 (Request for Taxpayer Identification Number and Certification)
4. Most recent California Employment Development Department forms DE-9 (Quarterly Contribution Return and Report of Wages Form)
5. Documentation of COVID-19 Impact
6. Other documentation/ explanations, as required

NOTE: Form DE-6 has been removed from required documents list – the form is no longer required.

Required Attachments (microenterprise businesses only)

1. Owner income supporting documentation
2. Most recent federal tax return (Form 1040 or Form 1040 EZ)