

# **Emergency Response Grant for Small Businesses**

## **APPLICATION**

The location of the business described below must be within City of San Diego Limits. The person completing this application must be a primary business owner.

### **BUSINESS OWNER CERTIFICATION**

1. I understand the location and amount of my expenses determines the award amount. It is the City of San Diego's sole and entire discretion as to whether an applicant meets the requirements to qualify for a grant. Submitting an application alone does not guarantee funding by the City of San Diego.
2. I understand that: (a) the subject property must be located in the City of San Diego and must be occupied by a small business (12 or fewer employees); (b) the applicant business must hold valid City of San Diego Business Tax Certificate; and (c) the damage must qualify as described in the ERG Guidelines (incorporated herein by this reference).
3. I agree to comply fully with all applicable Federal, State, and local laws, ordinances, codes, regulations, permits, and design guidelines. The City of San Diego does not assume liability for compliance with national, state, or local building code standards. I assume responsibility for any costs arising from repairs or alterations caused by any violation of any law, ordinance, code, regulation, permit or design guideline.
4. I shall not discriminate against any employee or applicant for employment on any basis prohibited by law and shall provide equal opportunity in all employment practices.
5. I waive any and all claims against the City of San Diego and its respective elected officials, officers, employees, agents, and representatives, arising out of activities conducted in connection with my application for any incentive(s) under the City of San Diego's Emergency Response Grant for Small Businesses and Nonprofit Organizations Program. Without limiting the generality of the foregoing, the City of San Diego shall not be liable hereunder for any type of damages, whether direct, indirect, incidental, consequential, exemplary, reliance, punitive or special damages, including damages for loss of use regardless of the form of action, whether in contract, indemnity, warranty, strict liability or tort, including negligence of any kind.
6. I acknowledge and agree that I will make a good faith effort to and plan on staying in business in The City of San Diego for at least one calendar year.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS LISTED ABOVE

I UNDERSTAND THAT THE CITY OF SAN DIEGO'S ACCEPTANCE OF THIS APPLICATION DOES NOT CONSTITUTE ANY OBLIGATION TO ANY APPLICANT AND DOES NOT GUARANTEE FUNDING.

I CERTIFY THAT I HAVE AUTHORITY TO SIGN THIS APPLICATION ON BEHALF OF THE BUSINESS DESCRIBED IN THIS APPLICATION.

I CERTIFY THAT THE INFORMATION I AM PROVIDING BELOW IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THE BUSINESS I AM APPLYING FOR MEETS THE ELIGIBILITY REQUIREMENTS LISTED ON THE GRANT WEBPAGE.

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

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

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

Preferred Language: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**BUSINESS INFORMATION**

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

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

Business Ownership. Please list all owners that own 20% or more of the business:

	Business Owner Name	% of Ownership
Owner 1:		
Owner 2:		
Owner 3:		
Owner 4:		
Owner 5:		

Business Street Address: \_\_\_\_\_ \*must be within City of San Diego limits

Zip Code: \_\_\_\_\_

City of San Diego Business Tax Certificate Number (starts with a "B"): \_\_\_\_\_ [BTC Lookup](#)

Does this business employ more than 12 employees? \_\_\_\_\_

Is this a home-based business? \_\_\_\_\_

Are you a Sidewalk Vendor or do you have a County of San Diego MEHKO Food Preparer permit?

\_\_\_\_\_ *Please be sure to attach a copy of your permit*

Type of business: \_\_\_\_\_

**FACTORS FOR CONSIDERATION**

What neighborhood is the business located in? \_\_\_\_\_

Did damage occur on or after 1/21/2024? \_\_\_\_\_

Is damage due to flash flooding? \_\_\_\_\_

Is damage due to mud? \_\_\_\_\_

Is the business located on the ground floor? \_\_\_\_\_

**DECLARATION OF LOSS**

Give a brief description of loss or damages to your business:

\_\_\_\_\_  
\_\_\_\_\_

Please list all incurred expenses related to damage by entering the amount spent for each category. Expenses need to be documented with invoices and/or receipts. Motorized vehicle damage or loss is not eligible for reimbursement. All expenses must be documented by 1) dated invoices or receipts clearly showing the nature of the expense and 2) copies of checks or receipts clearly showing payment.

Loss of inventory \$ \_\_\_\_\_

Trash and/or debris removal \$ \_\_\_\_\_

Mold and mildew remediation \$ \_\_\_\_\_

Carpet/Flooring cleaning or replacement \$ \_\_\_\_\_

Drywall replacement \$ \_\_\_\_\_

Re-painting \$ \_\_\_\_\_

Professional restoration or cleaning services \$ \_\_\_\_\_

Business Equipment repair or replacement \$\_\_\_\_\_

Appliance and furniture replacement \$\_\_\_\_\_

Utility damage or restoration costs (Electrical, water/sewer, gas, phone/internet) \$\_\_\_\_\_

Lost revenue (see ERG Guidelines) \$\_\_\_\_\_

Insurance deductibles \$\_\_\_\_\_

### **APPLICATION ATTACHMENTS**

Photos of damage

Evidence of costs already incurred \*

Completed and signed IRS W9 form

If applicable, Sidewalk Vendor permit

### **SUBMIT APPLICATION**

Return this completed form and all required attachments in one email to [sdbusiness@sanidiego.gov](mailto:sdbusiness@sanidiego.gov) by 5:00 p.m. on 2/27/2024. Applications received after this date cannot be considered.

You will be contacted by City staff within 2 business days. City staff primarily communicate using email so be sure to check your spam inbox for any emails ending in "@sanidiego.gov" if you do not receive communication within that time. If you have questions, email [sdbusiness@sanidiego.gov](mailto:sdbusiness@sanidiego.gov) or call 619-236-6700.

#### *\*Evidence of costs instructions*

Copies of checks and invoices or receipts detailing the services/products for each expense must be submitted. Statements alone are not acceptable but may be submitted in addition to the invoice or receipt. Only those invoices and checks that pertain to storm damage-related work are to be submitted.

Evidence of payment may be in the form of bank statements, bank website printouts, and/or credit card statements.

Lost Revenue can be demonstrated by providing a comparison of January 2023 and January 2024 financial statements showing decreased revenue or a comparison of seasonal income from 2023 and 2024.