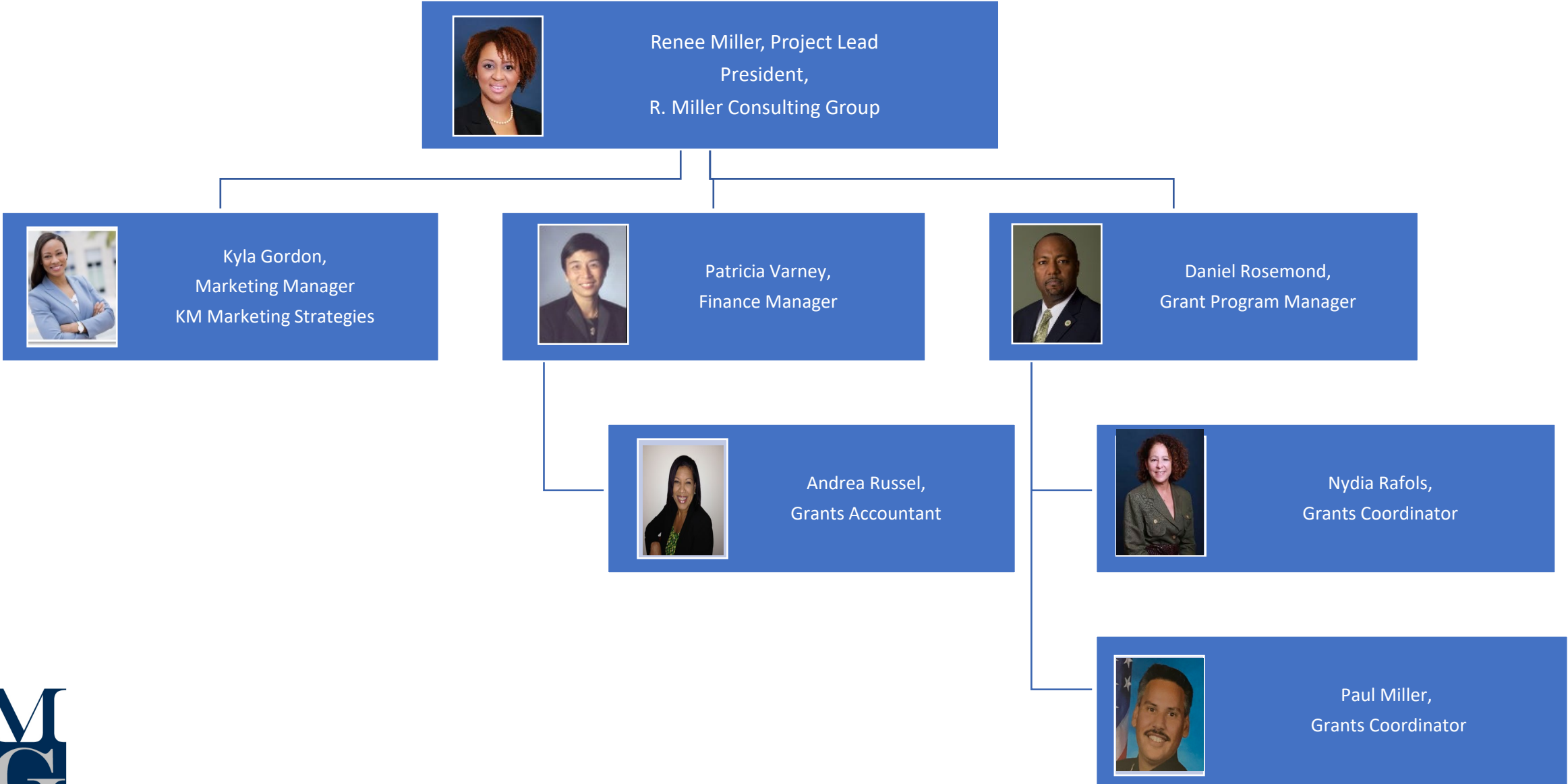




C.A.R.E.S Act Small Business Assistance Grant Administration Proposal

September 23, 2020

Our Team



Program Summary



- To mitigate the impact of COVID-19 on Oakland Park Small Businesses, the City of Oakland Park in collaboration with the Broward County, is providing emergency financial support through the **Oakland Park Small Business Assistance Grant Program**.
- Under this program, the City will provide emergency grants to small businesses negatively affected by the COVID-19 outbreak. Existing small businesses located in the City of Oakland Park are eligible to apply for one-time grants of up to **\$10,000**.
- Funds may be used to pay for normal business expenses that have been made more difficult due to declining revenues or unanticipated costs caused by COVID-19 outbreak.



Program Guidelines

Who is Eligible?

Applicants must meet the below criteria:

- Businesses must be located in the City of Oakland Park;
- Operate a for profit business located in a commercial area;
- Have a minimum of one employee, other than the owner, but no more than 25 employees on payroll ;
- Demonstrate a loss of revenue due to COVID-19;
- Demonstrate working capital for business operations as of February 28, 2020 (as indicated by documentation deemed acceptable by the City);
- Demonstrate payment of 2019 city business tax receipt and 2018 Federal Income and Property Taxes (if applicable);
- Be free of outstanding code enforcement violations; and
- Be free of nuisance complaints.

☐ **Current IRS Forms 941, W3, or 1120 or Sole Proprietor Statement **Required***

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☐ **Active State of Florida Business registration (Sunbiz documents), or professional license issued by the state of Florida, **Required***

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☐ **Last paid statements associated with the Operating expenses for which you are seeking assistance with.**

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☐ **2020 Year-to-date Profit and Loss Statement, 2019 Profit and Loss Statement showing the period January 1 – September 30, 2019, **Required***

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☐ **Completed IRS W9 Form **Required***

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☐ **Owner/Authorized Applicant Photo ID such as Driver's License, State ID or passport. Name on ID must match owner(s) on the W-9 or business financial documents presented **Required***

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☐ **Current City of Oakland Park Business Tax Receipt **Required***

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☐ **Copy of filed 2018 and 2019 business tax returns (first two pages only) **Required***

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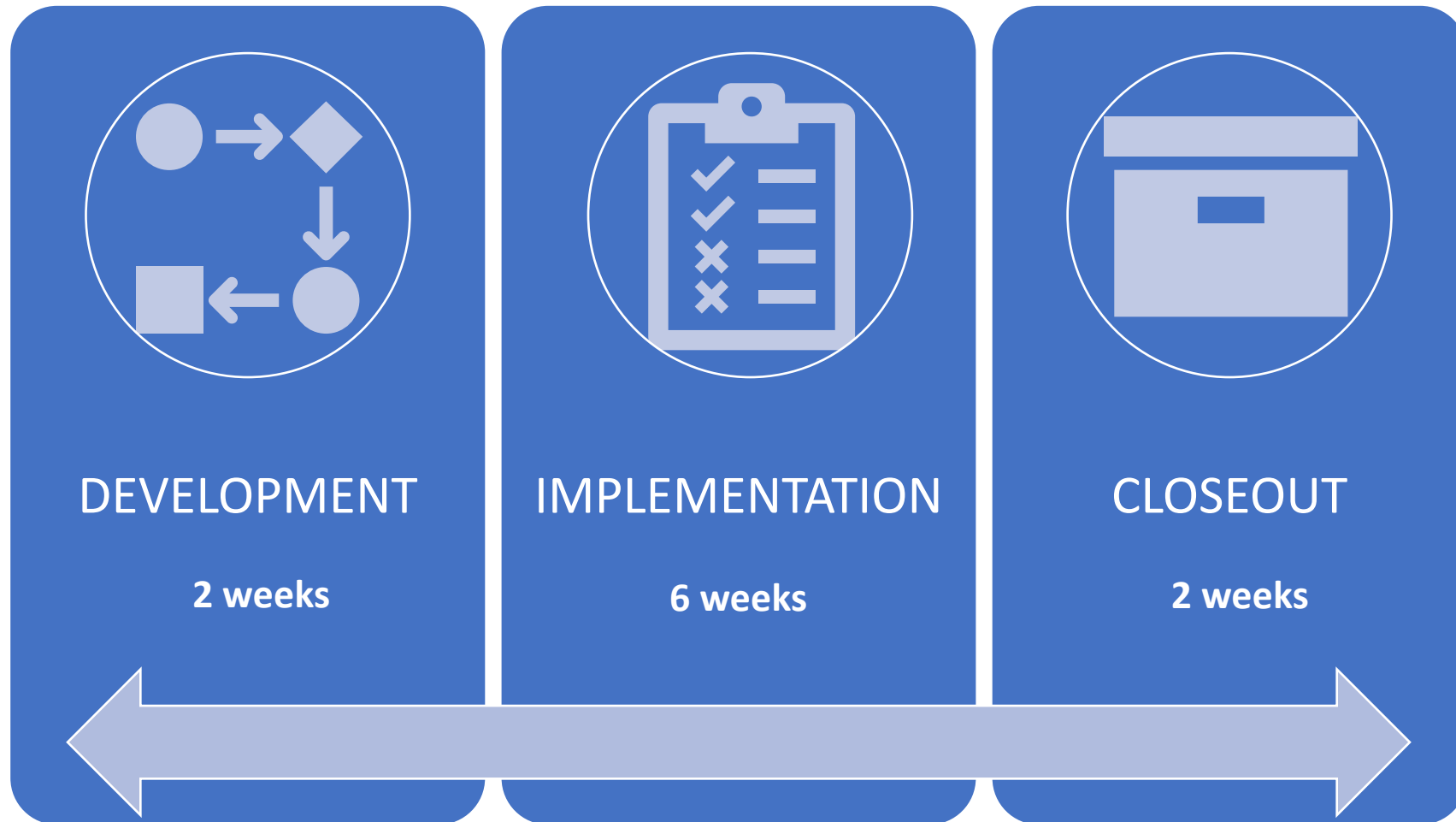
☐ **Copy of current lease (including landlord address and phone number, if applicable) or copy of mortgage statement (if applicable). **Required***

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Application Documents Required



Program Implementation



Grant Development September 28 – October 12

- Broward County ILA Program documents approved
- Grant processing website development and launch
- Grant processing SOP developed and approved
- Financial controls SOP and forms approved
- Marketing materials produced and distributed

Grant Implementation

October 12 – November 20

- Application cycle opens (October 12)
- Grant review begins (October 12)
- Weekly grant award invoices transmitted to City begins (October 26)
- Application cycle closes (October 30)
- Grant review completed (November 13)
- Weekly grant award invoices transmitted to City ends (November 20)

Grant Closeout November 20 – December 4

- RMCG grant closeout begins
- RMCG internal file audit and quality control review completed
- Final financial report for county prepared
- All grant documents digitally archived and transmitted to City
- City and RMCG file close out review and audit of files (December 4)
- Final report transmitted to Broward County by City (December 10)



Grants Administration

RMCG will provide the following services to the City of Oakland Park:

- Provide a team of 7 professionals dedicated to day-to day Management and Administration of the OP Small Business Assistance Grant;
- Develop program guidelines, form documents, protocols, financial controls, monthly reports, and invoices as required per Broward County/Federal Guidelines;
- Coordinate all marketing efforts, including print materials, direct mail, social media content, and the launch of a stand-alone website to promote and accept applications ;
- Coordinate all technological requirements for the automation of the grant intake, review, approval, and document control;
- Organize all grant documents and files and transmit to the City at the end of the grant period in a digital format (PDF and Excel);
- Assist the City in all grant closeout tasks as required.



Grants Administration

- The Current ILA with Broward County provides for the use of Subcontractors to assist municipalities in the distribution of the CARES Act funding.
- Although not defined in the ILA, the City may use Federal HUD guidelines for administrative expense guidelines which caps administrative costs at 20%.

RMCG proposes the following as a cost basis for outsourced management services:

Cost of Services:

Not to exceed 13% of the Small Business Assistance Grant Allocation, which excludes the cost of marketing and software services.

Marketing and Software Services shall be managed by RMCG under the administrative fees noted above, with direct expenses for these services charged to the CARES Act Public Information Program funding line items.



Grants Administration Cost Breakdown

Contractor	Phase I Hours	Hourly Cost	Phase I Total	Admin % per grant app	Admin cost per grant app	Phase II Total	Phase III Hours	Hourly Cost	Phase III Total
Project Lead	30	\$ 206.75	\$ 6,202.35	7%	\$ 28.36	\$ 2,892.53	40	\$ 206.75	\$ 8,269.80
Finance Manager	20	\$ 107.51	\$ 2,150.15	7%	\$ 28.36	\$ 2,892.53	40	\$ 107.51	\$ 4,300.30
Grant Accountant	5	\$ 86.83	\$ 434.16	7%	\$ 28.36	\$ 2,892.53	20	\$ 86.83	\$ 1,736.66
Grant Administrator	20	\$ 79.94	\$ 1,598.83	13%	\$ 56.72	\$ 5,785.07	40	\$ 79.94	\$ 3,197.66
Grant Specialist (A)	10	\$ 52.38	\$ 523.75	33%	\$ 141.79	\$ 14,462.67	30	\$ 52.38	\$ 1,571.26
Grant Specialist (B)	10	\$ 52.38	\$ 523.75	33%	\$ 141.79	\$ 14,462.67	30	\$ 52.38	\$ 1,571.26
Totals			\$ 11,433.00	100%	\$ 425.37	\$ 43,388.00			\$ 20,646.93

Summary	Cost
Phase I	\$ 11,433.00
Phase II	\$ 43,388.88
Phase III	\$ 20,646.93
Total	\$ 75,468.82
Grant Allocation	\$ 584,360.00
Admin Cost Percentage	13%

** Please note that hourly rates for Grant Administration Contractors are based on Broward County Employee Job Classifications and includes all federal taxes, fringes, and administrative costs. Phase II expenses are aligned with the volume to applications received. The cost of marketing and technology management and oversight are included herein, however the direct cost of these services are NOT included in the costs noted above.*



September 23, 2020