



The City of Pembroke Pines Micro-Enterprise Business Assistance Program is awaiting approval from the Department of Housing and Urban Development. Until such time as that occurs, pre-screening forms and subsequent applications will be unavailable.

FREQUENTLY ASKED QUESTIONS

1. What is a Micro-Enterprise Business?

The Department of Housing and Urban Development defines a "micro-enterprise" as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. (Housing and Community Development Act 1974 Section 807(c); 24 CFR 570.201(o))

2. My business meets the micro-enterprise definition. Is there a waiting list? No there will not be a waiting list. Once the program opens, pre-screening forms will be available. All applicants are processed on a First Come, First Served, First Qualified basis until funding is exhausted.

3. Must my request for assistance be directly the result of the COVID-19 Public Health Emergency? YES.

4. May the grant assistance be used to pay rent or buy equipment? No, the funding is may only be used to stabilize your business by providing assistance in meeting payroll expenses?

5. Are there other eligibility rules and program requirements? Yes. You will find them on the following pages.

The application must be submitted in the legal name of the applicant (i.e., Name of business owner(s), corporation name as registered with the Florida Department of State, Division of Corporations, etc.)

7. For Corporations, information demonstrating that the corporation has an “Active” status in the Florida Department of State, Division of Corporations. The business owner or an authorized representative of the corporation who has legal authority to bind the organization in a contract with the City of Pembroke Pines must sign applications.

Submission of an application shall constitute acknowledgment and acceptance of all terms and conditions contained in these guidelines and the application. Acceptance of an application does not constitute a contract and does not obligate the City to award funds.

Applicant must be willing to comply with all regulations, guidelines and policies as they relate to the program. Applications that are incomplete, illegible, out of order, lack required attachments, or have other content errors or deficiencies may be rejected.

If recommended for funding, Business Owners will be required to sign a written grant agreement with the City (the *Agreement*, provided by the City). The contract term will be for one (1) year.

New hires / jobs must start within 2 weeks upon signing the Agreement.

The business is required to pay all employees at least the federal or state minimum wage, whichever is higher.

The business must provide proof of Business Liability Insurance, Workers Compensation Insurance, Auto Insurance (if providing transportation services) and appropriate Business Property Insurance. (Other insurance requirements may apply. See application forms.)

14. Payments will be made directly to the business. The business must have a business checking account. The business must complete IRS Form W-9 and the City's Vendor Information Form.

15. The business owner(s) agree to submit copies of the payroll ledger to the City showing the names of the employees and the amounts paid, attesting to its accuracy, no later than 7 days from the end of the pay period.

16. The business will be reimbursed for the payroll expenditure upon review and acceptance of the payroll ledger provided as accurate.

