

Brittany Marinello

From: noreply@civicplus.com
Sent: Monday, October 3, 2022 5:14 PM
To: Grants Administration Division
Subject: Online Form Submittal: Small Business Grant PY 22-23

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Small Business Grant PY 22-23

Grant Information and Instructions

2022 Small Business Technical Assistance and Grant Opportunity

The City of Fort Pierce has allocated funding from its Community Development Block Grant (CDBG) for small businesses **(with 5 or fewer employees – including part time)** located in specific 'Target Areas' to receive quarterly educational workshops geared toward small business issues. The "Target Areas" are businesses that are in or serve the Lincoln Park area.

This grant opportunity is NOT open to non-profit organizations.

Representatives from small businesses must attend technical assistance from IRSC-SBDC to qualify. This grant can be utilized for marketing and advertising. Recipients can receive **up to \$5,000** from the City of Fort Pierce.

Businesses wishing to apply for a grant should follow the attached "Program Guidelines" as they complete the grant application. Use additional space, as needed.

Physical Address / Contact Information:

Grants Administration, Fort Pierce City Hall, 100 North U.S. Hwy. 1, Fort Pierce, Florida 34950

Telephone: 772-467-3161 // Email: grantsadministration@cityoffortpierce.com.

INFORMATION FOR THE APPLICANT

Grant Description: This competitive grant opportunity provides CDBG money for the purchase of equipment, signage, or other improvements that will increase the small business' capacity and sustainability.

Eligible Applicants: Owners of existing small businesses with 5 or fewer employees (including part time employees). Nonprofit Organizations may attend the workshops but are NOT eligible to apply for this grant. This grant is not available for new business startups.

Funding Source: United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) dollars.

Amount of Grant Awards:

- Grants for up to \$5,000 will be awarded. Requests for over \$5,000 will be automatically disqualified.
- **First come – first qualified – first served. Funding is limited. Only a limited amount of funding has been allocated for this opportunity.**

For Help Completing Your Grant Application:

Contact: Grants Administration Division City of Fort Pierce,

Telephone: 772-467-3161;

Email: grantsadministration@cityoffortpierce.com.

ELIGIBLE GRANT PURCHASES

Grants will be made to purchase items that will increase the capacity and/or sustainability of your business. Examples include, but are not limited to: tools, signage, window treatments, grease traps, parking lot improvements, paint, and/or landscaping.

INELIGIBLE GRANT PURCHASES

Ineligible purchases include, but are NOT limited to: salaries, rent, utilities, internet, telephone service, business inventory, taxes, postage or debt. Grants will NOT be awarded for these types of projects. Grants will NOT be awarded to non-profit organizations.

PROJECT SELECTION AND APPROVAL PROCESS

The maximum grant request is \$5,000. Requests over \$5,000 will be automatically disqualified.

In order to qualify to apply for grant funding:

- The small EXISTING business must have 5 or FEWER employees (this includes part time).

- A representative from the small business **MUST** attend the technical assistance workshops for small businesses provided by the City of Fort Pierce, in collaboration with IRSC-SBDC.
- The small business **MUST** have a **CURRENT** City of Fort Pierce Business Tax Receipt (BTR) **and** show proof that it is correctly registered with the Florida Division of Corporations (Sunbiz.org).

CONTRACTUAL AGREEMENTS

Grant recipients, also referred to as Subrecipients, will be required to enter into a contractual agreement with the City of Fort Pierce in order to receive a grant award. The Subrecipient contract will contain the requirements for receiving a grant from federal funds and will also contain a copy of the original grant application which will include the project description, timeframe, budget, scope of services and reporting requirements. The signature page of the contract will contain the signatures of persons authorized to enter into contractual agreements.

No funds will be disbursed until both the business and the City have signed the contract. A formal contract is mandatory, regardless of the amount of the grant award. Applicants are responsible for knowing and understanding the terms of their contract and deadlines for submitting documentation and reports.

Time Frame for Completing Project. All projects shall begin within 30 days following the execution of the contract.

Technical Assistance. The Subrecipient is responsible for registering with the IRSC-SBDC and attending the **Smart Start Orientation**.

Purchase Price. The Subrecipient is responsible for providing funding above and beyond the approved grant funds, as required, to complete the project. Subrecipient funds must be paid **BEFORE** the City grant funds will be awarded. In most cases, City grant funds will be paid directly to the contractor, on behalf of the small business.

Disbursement of Funds. Urban Redevelopment Staff will work with the Subrecipient to determine the best method of awarding funds to accomplish the proposed project.

Changes in Contract. The Subrecipient may not change the terms or provisions in the Contract or substitute a different item for purchase without written approval from the Grants Administration Division, before the purchase is made.

Records and Reports. The Subrecipient is required to maintain records pertaining to the project for a minimum of five (5) years.

Inspections and Monitoring. Grants Administration Staff will monitor the progress of the Subrecipient's project via monthly reports, telephone calls, and on-site visits. The Subrecipient must have appropriate records and copies of reports available for

inspection upon request by Grants Administration Staff and/or the U.S. Department of Housing and Urban Development (HUD).

Suspension or Termination of Contract. Suspension or termination of the grant award contract may occur if the Subrecipient materially fails to comply with any term of the contract or other federal, state or local statutes and regulations governing the City with respect to compliance, whether stated in this document or not.

Other Requirements. Projects funded in whole or in part by the City of Fort Pierce must be in compliance with all applicable federal, state, and local laws. It is the responsibility of the grant awardee to obtain appropriate permits for projects, as needed. Permitting fees may be incorporated into the budget at the time of the grant application.

ATTENTION: You may **NOT** qualify to receive a grant for your small business if:

- **Your business is not correctly licensed through the State of Florida and the City of Fort Pierce; and/or**
- **Your business is currently under a nuisance abatement investigation or Code Enforcement action that has not been remedied.**

Project Review Process. Until the project is completed, the business receiving the grant award will be required to provide monthly reports, in writing, to the Grants Administration Division. If the business owner desires to make changes in the item(s) that were listed in the application for purchase, permission is required from Grants Administration Staff prior to making the changes.

City Disclaimer: The City reserves the right to revise grant program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

ADMINISTRATION

The 2022-2023 Small Business Technical Assistance and Grant opportunity will be administered by the City's Grants Administration Division. IRSC-SBDC will provide technical assistance to applicants and recipients of grant funds. The Grants Division will conduct on-site and desk monitoring visits and project evaluations during the program year.

TECHNICAL ASSISTANCE FOR APPLICATION

Grants Administration Staff will gladly answer questions pertaining to this grant application. Please do not wait until days before you are planning to submit your application to request assistance, as there may not be available time to assist you fully.

While Division Staff will be accessible to provide guidance on the grant process, the applicant is ultimately responsible for successfully completing the application and for including all necessary attachments related to the grant application. It is the applicant's responsibility to ask questions or follow up on any issues that are not clear:

Application for Which Grant? Small Business Technical Assistance

2021-2022 SMALL BUSINESS TECHNICAL ASSISTANCE AND GRANT APPLICATION

ABOUT YOUR BUSINESS:

Business Name: TAPS MULTI SERVICES

Mailing Address: *Field not completed.*

Physical Address: 101 N. US 1 STE. 112, FORT PIERCE, FLORIDA 34950

Website Address: *Field not completed.*

Contact Person: PATRICIA PATTERSON

Title: OWNER

Business Owner Name: PATRICIA PATTERSON

Business Owner Telephone Number: 772-461-9524

Business Owner Email: TAPPARALEGALSERV@BELLSOUTH.NET

Best Contact Telephone Number: 772-323-1117

Grant Amount Requested: 5000

Please describe what you would like to purchase with the grant funds: MARKETING AND ADVERTISING

Required Documents

City of Fort Pierce Business Tax Receipt [BUSINESS TAX RECEIPT 2022.pdf](#)

State of Florida Registration Proof [GetDocument.pdf](#)

Business Owner Statement [IMG_0742.JPG](#)

Non-Nuisance Statement [IMG 0745.JPG](#)

Estimate of Cost [Est 2286 from AZTEC GRAPHIX CORP 2120.pdf](#)

Letter from Owner of
Property [IMG 0743.JPG](#)

Business Plan [IMG 0744.JPG](#)

Email not displaying correctly? [View it in your browser.](#)



City of Fort Pierce

LOCAL BUSINESS TAX RECEIPT

Please post in a conspicuous place or keep on person.

Business Name / Mailing Address:	Owner:
TAPS MULTI SERVICES LLC 101 N US HWY 1 STE 112 FT PIERCE FL 34950	TAPS MULTI SERVICES LLC

Parcel ID/Business Location*: 2410-506-0006-000/0, 101 N US HWY 1 112
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*This local business tax receipt is valid at this location only.

Date Issued	Expiration Date	Control Number
September 21, 2022	September 30, 2023	0039102

The business stated above may be engaged in the following business, profession or occupation at the location above-described.

BTR #	Classification	Restrictions
23-00024598	PARALEGAL SERVICE	

Tax Amount	\$100.03
New/Renewal Fee	\$5.00
Penalty	\$0.00
Total	\$105.03

Linda W. Cox

Linda W. Cox, City Clerk (SEAL)



THIS IS A RECEIPT FOR TAX PAID AND IS NOT REGULATORY IN NATURE. This receipt does not warrant that the receipt holder is competent to perform in the business, but that the holder has paid the required tax and provided the necessary documentation (if required) for this business. Valid only when all state and local regulated trade licenses/competency cards are valid for the current fiscal year as required by law. This receipt becomes null and void if business name, classification, ownership or address is changed.



2022 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L08000012678

Entity Name: TAPS MULTI SERVICES, LLC

Current Principal Place of Business:

101 N. US 1 STE. 112
FORT PIERCE, FL 34950

Current Mailing Address:

101 N. US 1 STE. 112
FORT PIERCE, FL 34950

FEI Number: 82-2828916

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

PATTERSON, PATRICIA A
6100 HICKORY DRIVE
FORT PIERCE, FL 34982 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: PATRICIA PATTERSON

05/02/2022

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title MGR
Name PATTERSON, PATRICIA A
Address 6100 HICKORY DRIVE
City-State-Zip: FORT PIERCE FL 34982

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: PATRICIA PATTERSON

OWNER

05/02/2022

Electronic Signature of Signing Authorized Person(s) Detail

Date

Taps Multi Services

KRAAZ SQUARE
101 N. US #1, Ste. 112
FORT PIERCE, FLORIDA 34950

Phone (772) 461-9524

Facsimile (772) 461-9527

Email: Tapparalegalserv@bellsouth.net

October 3, 2022

City of Fort Pierce
100 N. US 1
Fort Pierce, FL 34982

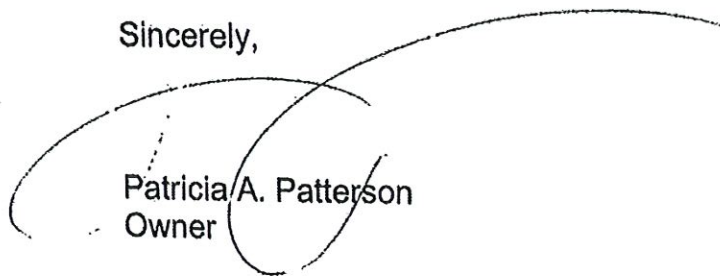
**STATEMENT OF
PROOF OF LESS THAN
(5) EMPLOYEES**

RE: Taps Multi Services
APPLICATION FOR SMALL BUSINESS GRANT

To whom it may concern, please be advised that Taps Multi Services has less than (5) employees.

Thank you for your time and consideration in this matter.

Sincerely,



Patricia A. Patterson
Owner

Taps Multi Services

KRAAZ SQUARE

101 N. US #1, Ste. 112

FORT PIERCE, FLORIDA 34950

Phone (772) 461-9524

Facsimile (772) 461-9527

Email: Tapparalegalserv@bellsouth.net

A statement from business owner that the business is NOT under a nuisance abatement investigation and/or Code Enforcement action

Sincerely,



Patricia A. Patterson
Owner



AZTEC GRAPHIX

T-SHIRTS • EMBROIDERY • PRINTING • SIGNS • PLAQUES • TROPHIES • PROMO ITEMS
 PH:772-468-2023 FAX:772-468-2034 • 3343 S US 1 Bldg 1 Ft. Pierce FL 34982

Estimate

Name / Address
TAPS MULTI SERVICES

Date	Estimate #
7/24/2021	2286

P.O. No.

Item	Description	Color	Size	Qty	Rate	Total
PC4X6-1000	** PRINTING ** POST CARDS 4/4 GLOSSY 4"x6" 1,000	4/4	4"X6"	1	175.00	175.00T
CCCTC	-TAPS MULTI SERVICES CONVENIENCE TRANSACTION COST				4.68	4.68

Thank you for your business.

Subtotal	\$179.68
Sales Tax (7.0%)	\$12.25
Total	\$191.93

Signature _____

