

Brittany Marinello

From: noreply@civicplus.com
Sent: Friday, February 24, 2023 3:51 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

2022-2023 SMALL BUSINESS TECHNICAL ASSISTANCE AND GRANT APPLICATION

ABOUT YOUR BUSINESS:

Business Name: Top Dog Security Solutions LLC

Mailing Address: *Field not completed.*

Physical Address: 902 north 19th street fort pierce fl 34950

Website Address: *Field not completed.*

Contact Person: Lafayette Ashley

Title: Owner

Business Owner Name: Lafayette Ashley

Business Owner Telephone Number: 7726349566

Business Owner Email: topdogsecured@gmail.com

Best Contact Telephone Number: 7726349566

Grant Amount Requested: 5,000

Please describe what you would like to purchase with the grant funds: video survailance equiptment, computer software, bussiness cards, office upgrades, etc

Required Documents

City of Fort Pierce Business Tax Receipt [20230223143827476 \(1\).pdf](#)

State of Florida Registration Proof [IMG_2420.jpg](#)

Business Owner Statement [Non nuisance statement \(1\).pdf](#)

Non-Nuisance Statement [Non nuisance statement.pdf](#)

Estimate of Cost [IMG 2421.jpg](#)

Letter from Owner of Property *Field not completed.*

Business Plan [business plan.pdf](#)

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: |
| TOP DOG SECURITY SOLUTIONS LLC 902 N 19TH ST FT PIERCE FL 34950 | ASHLEY, LAFAYETTE E, III |

Parcel ID/Business Location*: 2404-713-0030-000/4, 902 N 19TH ST

*This local business tax receipt is valid at this location only.

| | | |
|--------------------|------------------------|-----------------------|
| Date Issued | Expiration Date | Control Number |
| February 23, 2023 | September 30, 2023 | 0051869 |

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

| BTR # | Classification | Restrictions |
|-------------|--|-----------------------|
| 23-00034956 | CONSULTANTS,BONDS,BUSINESS,COMPUTER,ET | SECURITY SURVEILLANCE |
| | | |
| | | |
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| | |
|------------------------|----------|
| Tax Amount | \$133.37 |
| New/Renewal Fee | \$15.00 |
| Penalty | \$0.00 |
| Total | \$148.37 |

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.



THE SUNRISE CITY
FORT PIERCE
Florida

Non nuisance statement

I, Lafayette E. Ashley certifies that Top Dog Security LLC is not under a nuisance abatement investigation or code enforcement action.

Lafayette E. Ashley

Business owner statement

I, Lafayette E. Ashley certifies that Top Dog Security LLC currently employs no more than three employees.

Lafayette E. Ashley

Business plan

Top Dog Security Solutions LLC is a home based video surveillance company. Our financial goals for 2023 are listed below. We will use social media advertising as a strategy to help reach these goals. We plan to use a portion of this grant to fund ads on social media which are projected to reach over 3,000 potential clients. A portion of the grant will also be used for business cards and radio ads. Our strategy is to film and release a new social media ad once every quarter and release a new radio ad every 30 days.

Financial Goals: In 2023 we plan to generate twenty solid leads per week and secure five new clients per month. Our expectations are to reach 85,000 in net profit.

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L22000358819
FILED 8:00 AM
August 15, 2022
Sec. Of State
jafason

Article I

The name of the Limited Liability Company is:
TOP DOG SECURITY SOLUTIONS LLC

Article II

The street address of the principal office of the Limited Liability Company is:
902 N 19TH STREET
FORT PIERCE, FL. 34950

The mailing address of the Limited Liability Company is:
902 N 19TH STREET
FORT PIERCE, FL. 34950

Article III

Other provisions, if any:

AT TOP DOG SECURITY THE SAFETY OF OUR CLIENT AND CLIENTS' PATRONS ARE TOP PRIORITY. WE LOOK FORWARD TO PROVIDING QUALITY SERVICE ENSURING YOUR ESTABLISHMENT REMAINS A FUN AND SAFE ENVIRONMENT WHERE PATRONS CAN ENJOY THEMSELVES FREE OF HAR

Article IV

The name and Florida street address of the registered agent is:
LAFAYETTE E ASHLEY III
902 N 19TH STREET
FORT PIERCE, FL. 34950

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: LAFAYETTE E ASHLEY

Article V

The name and address of person(s) authorized to manage LLC:

Title: MGR
LAFAYETTE E ASHLEY III
902 N 19TH STREET
FORT PIERCE, FL. 34950

L22000358819
FILED 8:00 AM
August 15, 2022
Sec. Of State
jafason

Title: AR
LAFAYETTE L ASHLEY III
902 N 19TH STREET
FORT PIERCE, FL. 34950

Title: AR
CHINNELL A ASHLEY
902 N 19TH STREET
FORT PIERCE, FL. 34950

Article VI

The effective date for this Limited Liability Company shall be:

08/15/2022

Signature of member or an authorized representative

Electronic Signature: LAFAYETTE E. ASHELY

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.

☰ Invoices



Helm Productions



Helm Productions

Estimate #40752

Estimate date

February 28, 2023

Estimate expiration date

Never

Customer

Top Dogs Security

topdogsecured@gmail.com

Message

Thanks for your business! We're looking forward to working with you.

Pre-Production/Production Day **\$2,993.00**

Post-Production **\$750.00**

Subtotal \$3,743.00

Tax \$0.00

Credit Card Fee (3.1%) \$116.03

Total **\$3,859.03**

Helm Productions

443-244-2043

info@helmprod.com



Helm Productions

Estimate #10783

Valid to date
February 28, 2023

Estimate expires on date
None

Estimate
No Tax (State)

Estimate is subject to

Estimate

This is for your records. We will bill you for the amount due.

ESTIMATE

Estimate #10783

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Estimate #10783

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Estimate #10783

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Estimate #10783

Estimate #10783



SignEdge Graphics, Inc.

2101 Orange Avenue
Fort Pierce, FL 34950

772-429-8818

Estimate

| Date | Estimate # |
|-----------|------------|
| 2/25/2023 | 120771-EST |

Name / Address
Top Dog Secured

| Description | Qty | Rate | Total |
|--|-----|--------|---------|
| 4 x 8 Full Color Laminated outdoor print mounted on 1/2" PVC Board | | 800.00 | 800.00T |

www.signedgegraphics.com

| | |
|---------------------|-----------------|
| Subtotal | \$800.00 |
| Sales Tax 7% (7.0%) | \$56.00 |
| Total | \$856.00 |

