



**Town of Bernalillo
CARES ACT
Small Business Continuity Grant Application**

The Town of Bernalillo will assist in providing emergency financial support through the CARES ACT Small Business Continuity Grant for qualified small businesses located in Bernalillo. This program is intended to help reimburse qualified businesses with specific expenditures because of this pandemic, and to assist businesses in retaining and paying employees. This performance grant is contingent upon available funds. If at any time this funding source is depleted, this performance grant program and any committed funds specific to this grant may become null and void.

The application process will begin SEPTEMBER 22, 2020 and close NOVEMBER 2, 2020 or sooner if funds are exhausted.

- Only complete applications with **ALL** required documentation from Section E attached will be accepted for review. Incomplete application packets will be returned to the applicant unprocessed.
- The program will offer a reimbursement grant **up to \$30,000** to qualifying small businesses and non-profits to cover: Non-owner employee wages, Rent or scheduled mortgage payments, Insurance, Utilities, and/or marketing costs.
- Other expenditures that can be reimbursed include:
 - Reconfigured physical space, installing plexiglass/glass barriers, purchasing web-conferencing technology to facilitate work-at-home, PPE for employees, and/or temporary structures to mitigate the spread of COVID-19
- Grants are strictly limited to businesses and non-profits physically located within the Town of Bernalillo.
- Funds can only be used to reimburse expenditures caused by required closures provided those costs are not paid by insurance or by another federal, state, or local program and documentation with proof of loss must be provided.

Eligibility Overview

- **Maximum of \$30,000** for qualifying small organizations with a physical location in the Town of Bernalillo (no more than 50 full-time employees, or equivalent part-time employees, including the owner) and no more than \$2 million in taxable receipts (per annum).
- Priority will be given to organizations that **did not** receive Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP) funds from the Small Business Administration's (SBA), or small business assistance funds from the State of New Mexico.
- Restaurants, bars, short-term lodging, and other non-essential organizations impacted by the local or state safer-at-home orders are eligible.
- Town of Bernalillo residents who engage in 1099 contracting are eligible.
- Funds must be used to reimburse expenditures incurred as a result of required closures, provided those costs are not paid by insurance or by any other federal, state, or local program. Documentation **must** be provided.
- A physical place of business located within the boundaries of the Town of Bernalillo, New Mexico is required, including for mobile vendors and **a current Town of Bernalillo Business License is required.**

A. Eligibility

Applicant must check appropriate box to confirm that each statement is true for all questions. If any statement is not true, the organization is not eligible.

- A.1.** Organization suffered from business interruption caused by required closures resulting from the COVID-19 public health emergency: YES NO
- A.2.** Organization employed no more than 50 full-time equivalent employees, including owner, as of February, 29, 2020: YES NO
- A.3.** Organization's physical place of business is located within the boundaries of the Town of Bernalillo, New Mexico, including for mobile vendors and 1099 contractors: YES NO
- A.4.** Organization possesses a current Town of Bernalillo Business License: YES NO
- A.5.** Organization has been in operation since at least October 1, 2019: YES NO
- A.6.** Organization can demonstrate ongoing operations as of February 29, 2020, (i.e. copy of utility bills/rental/mortgage or lease payments): YES NO
- A.7.** Organization is expected to be operational after local/State emergency guidelines are completely rolled back: YES NO
- A.8.** Organization is NOT a publicly traded company: YES NO
- A.9.** No owner, officer, partner or principal actor of the organization has a felony conviction within the last two years for which he or she is still serving a sentence (including prison, parole or probation):
YES NO



IF YOU DID NOT CHECK YES FOR ALL ABOVE QUESTIONS, YOUR ORGANIZATION DOES NOT QUALIFY FOR THE CARES ACT SMALL BUSINESS CONTINUITY GRANT.

B. General Information

Please provide the following information

- B.1.** Legal Name of Organization (as shown in Line 1 of W-9)
- B.2.** DBA (as shown in Line 2 of W-9) [NOT REQUIRED]
- B.3.** Principal Business Address and Zip Code
- B.4.** Organization's Website Address [NOT REQUIRED]
- B.5.** Taxpayer ID (TIN) (if sole proprietorship, enter social security number of sole proprietor) (As shown in Part 1 of W-9)
- B.6.** Did your organization receive assistance from the SBA EIDL or PPP, State of New Mexico, and/ or Sandoval County? YES NO
If Yes, please specify. If not, type N/A.

OWNER OR REPRESENTATIVE CONTACT INFORMATION

- B.7.** First Name:
- B.8.** Last Name:
- B.9.** Primary Phone:
- B.10.** Primary Email (required):
- B.11.** Organization Phone Number"
- B.12.** Year Organization Established:
- B.13. Organization Legal Entity Type (as shown in Line 3 of W-9)**
[Select one from the following choices]
- Individual (Sole Proprietorship, Single-owner LLC, 1099 Contractor)
Corporation (C Corp, S Corp, or Multiple-Owner LLC)
 - Partnership
 - Non-Profit

C. Narrative

- C.1.** How has your organization been impacted by the COVID-19 pandemic? [300-word maximum] (attach to application)
- C.2.** What were your organization's annual taxable sales or revenues in 2019?
- C.3.** What is your organization's estimated total lost revenue between March 1, 2020 and the present?
- C.4.** How many total full-time equivalent employees does your organization currently employ?
- C.5.** How many total full-time equivalent employees does your organization desire to be able to employ in 2020?
- C.6.** What is your organization's anticipated total annual organization payroll amount for 2020?

D. Use of Grant

Please complete the following information

- D.1.** Will you utilize the CARES ACT Small Business Continuity Grant for costs of business interruption caused by required closures? YES NO
- D.2.** Will you utilize the CARES ACT Small Business Continuity Grant to assist with payroll/wages (including associated benefits)? YES NO
- D.3.** Will you utilize the CARES ACT Small Business Continuity Grant to assist with mortgage/ rent? YES NO
- D.4.** Will you utilize the CARES ACT Small Business Continuity Grant to assist in your business redesign expenditures? YES NO
- D.5.** Will you utilize the CARES ACT Small Business Continuity Grant to assist with or costs such as rent/lease/mortgage/utilities/etc.? YES NO

If other, please specify. If not, type N/A. _____

E. Required Documentation

This Completed Application and the following REQUIRED documents must be submitted in a sealed envelope and received by the receptionist at Town Hall, 829 S. Camino Del Pueblo BEFORE November 2, 2020.

Failure to supply ALL documents listed below along with this application will be determined as INCOMPLETE!

Incomplete application packets received will be returned to the applicant unprocessed and will not be considered for funding until a complete packet has been submitted before November 2, 2020.

REQUIRED Documentation Checklist

- W-9 Form (attached)
- Active State Organization Registration (Articles of Incorporation if applicable)
- Secretary of State Certificate of Good Standing
- Organization Financials (applicable 2018 or 2019 Tax Return or equivalent)
- Staffing Documentation for 2019 or 2018 (W-3 Summary, 1096 OR 2019 or 2018 IRS FORM 941) (If applicable)
- New Mexico Taxation and Revenue CRS Documentation and/or CRS Number
[REDACTED]
- Current Town of Bernalillo Business License
[REDACTED]
- Most recent Utility Bill or most recent rent/lease payment

For any questions, correspondence, or additional information, please contact Mike Kloeppe, the Town of Bernalillo's Director of Economic Development at:

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