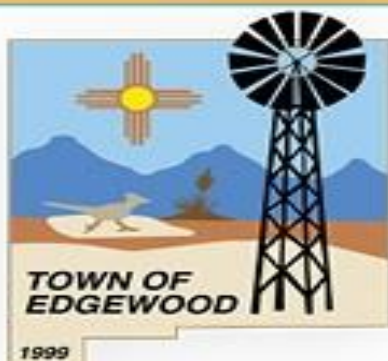


SMALL BUSINESS AND NON-PROFIT STABILIZATION PROGRAM



Agenda

- Introduction
- Opening Remarks
 - Commissioner Roybal- Santa Fe County
 - Mayor Basset- Town of Edgewood
 - Mayor Weber- City of Santa Fe
- About the Funding and Grant Overview
- Steps to Submit an Application
- Questions and Answers

About the Funding

- Program funded through the Federal CARES ACT and administered through the New Mexico Department of Finance and Administration (DFA)
- Santa Fe County, The City of Santa Fe, and Town of Edgewood submitted joint proposal to DFA for funding
- \$3,609,704 availing in funding
- All funds must be expended by 12/30/2020

Grant Overview

- Applicants can receive up to \$15,000 for eligible, reimbursable expenses
 - This is a reimbursable grant program. We will only grant funding for expenses that an applicant has already incurred and has documentation for.
- Eligible expenses include:
 - **Business Continuity:** this includes non-owner payroll, rent, scheduled mortgage payments, insurance, utilities, or marketing.
 - **Business Redesign:** this includes, but is not limited to, spending on reconfiguring physical space and/or PPE for adherence to COVID-Safe Practices, such as installing plexiglass barriers, purchasing, web-conferencing or other technology to facilitate work-at-home, PPE for employees, or temporary structures to mitigate the spread of COVID-19.
 - NOTE: we will ask for documentation/receipts for all requested eligible expenses
- Funds will be released on a first come, first serve basis

Overview of Steps to Submit Application

1. Determine Eligibility
2. Visit Partner Agencies to:
 1. Download application and supporting documents
 2. Ask questions concerning application
3. Prepare Application:
 1. Complete Application (answering all questions)
 2. Gather financial statements (providing all financial statements requested)
 3. Complete exhibit A and other supporting documentation
4. Submit application to one of the partnering agencies
 1. You should only submit your completed application packet to one of the partner agencies

Step 1: Determine Eligibility

Eligibility Overview:

- Principal business address registered with Santa Fe County limits
- Possess current Santa Fe County/City or Town of Edgewood Business License
- Can not have more than 50 employees
- Demonstrates a minimum of 25% reduction in revenues due to COVID-19
- FY 2019 revenues can not exceed \$2,000,000
- Must be current on all New Mexico State Taxes
- Must have documented qualifying expenses between March 1 and December 30, 2020
- Have been in business since, or prior to, March 1, 2019

Step 2: Download Application and Supporting Documents

- At minimum each applicant will be required to complete:
 - Small Business and Non-profit Stabilization Grant Application, found [here](#).
 - Exhibit A: Detailed Expense Request Form, found [here](#).
- Additional forms that may be necessary:
 - If you have not submitted your 2019 taxes returns you will be asked to complete and certify the Small Business Income Statement Form, found [here](#).
 - If you received PPP or EIDL you will be asked to complete and certify that the funds from this program will not be, or have not been, already been covered by funds from PPP or EIDL. This form can be found [here](#).
- All documents can be found online on the County, City's, Town of Edgewood or Partner Agencies' websites.

Step 3: Prepare Application

- Complete entire application and answer all questions in application and provide financial/supporting documents
 - Application [demonstration](#)
 - Areas to pay attention to:
 - Questions B. 9. and B. 10. we are requesting the total amount of revenue your organization received for the dates requested
 - Question B. 13. we are seeking detailed information about how your business was closed and when it reopened. Was it closed completely? Was it reduced to 25% and etc.
 - Question B.14. we are requesting a detailed account of what you are requesting the funding reimbursement for- what expenses you are trying to offset. This should align with the completed Exhibit A. We are also seeking a brief narrative of how this has helped your business during COVID-19.

Step 3: Prepare Application

- Questions B. 9. and B. 10. we are requesting the total amount of revenue your organization received for the dates requested

B.9. What was your organizations total gross revenues for the following months in 2019?

- | | | | |
|----------------------|----------------------|---------------------|----------------------|
| • January 2019: \$ | <input type="text"/> | • February 2019: \$ | <input type="text"/> |
| • March 2019: \$ | <input type="text"/> | • April 2019: \$ | <input type="text"/> |
| • May 2019: \$ | <input type="text"/> | • June 2019: \$ | <input type="text"/> |
| • July 2019: \$ | <input type="text"/> | • August 2019: \$ | <input type="text"/> |
| • September 2019: \$ | <input type="text"/> | | |

Step 3: Prepare Application Continued

Question B. 13. we are seeking detailed information about how your business was closed and when it reopened. Was it closed completely? Was it reduced to 25% and etc.

○ Example answer:

Business/ Non-profit status in relation to New Mexico Health Restriction Orders
(was your business required to shut down or severely curtail business operations?);

- If closed, date of closure:

March 1, 2020

- If curtailed, please describe scope of curtailment:

March 1- May 1, 2020 we were fully closed due to public health orders.
May 2- June 2, 2020 were closed due to business training and adaptation.
June 2- on- we have been operating at 50% due to public health orders.



- Best estimate of when you did, or intend to, reopen:

June 2, 2020

Step 3 Prepare Application Continued

Question B.14. we are requesting a detailed account of what you are requesting the funding reimbursement for- what expenses you are trying to offset. This should align with the completed Exhibit A.

○ Example Answer:

B.14. Please state specifically the expenses you are requesting reimbursement for. These should be expenses that have already been incurred and that you have documented receipts for. The County is currently only accepting applications for previously incurred expenses beginning from March 1, 2020.

We are requesting funds for the following:

1) March- September, 2020 Rent: \$1,500 a month x 7 months= \$10,500

2) PPE for employees and guest: \$1,500 for mask and \$1,000 for hand sanitizer= \$2,500
(receipts have been attached)

3) Marketing our business Online: \$2,000 for Online ad campaign beginning May 1-September 2020 (receipts are attached)

Total ask= \$15,000 |

Step 3: Prepare Application Continued

- Complete Exhibit A: Detailed Expense Request Form
 - Exhibit A [demonstration](#)
 - Provide listing of expenses you wish to be covered
 - The amount must not exceed the \$15,000 grant limit
 - You should only request reimbursement for expenses you have documented expense for (this program is only for expenses you have already incurred due to COVID-19)
 - Attach all receipts in application submission
 - The total of the receipts should align with the funding request

[illegible]

Step 3: Prepare Application Continued

○ Required financial documentation

- 2019 tax return or equivalent (Small Business Income Statement Form, found [here](#)) (for demonstrating the organization received less than 2 million in revenue)(the numbers from the tax returns or equivalent should align with the reported figures in application)
- 2019 and 2020 Q1 and Q2 profit and loss statements (for demonstrating a minimum of 25% reduction in revenue year over year) (the numbers from the profit and loss statements should align with the reported figures in application)
- Audited financial statements if a non-profit over \$500,000 in revenue
- ES903A Form or completed payroll spreadsheet showing number of employees, hourly wage, and employment status (full or part time) for previous three (3) quarters
- Certification of compliance with NM Tax and Revenue Department (can be found here: https://tap.state.nm.us/tap/_/#7)

○ Additional Required Documentation

- If applicable, a certificate of good standing (This does not apply to sole proprietors)
- A copy of active business license
- If non-profit, 501 (c)(3) designation, list of board members, current and previous year organizational budget

Step 4: Submit Application

- Once the application and all associated documents and forms have been gathered and completed you can submit your application to one of our partner agencies found below
 - **DreamSpring:**
 - **Contact:** Isaac Crow, icrow@dreamspring.org
 - **Website:** <https://www.dreamspring.org/covid-19-resources>
 - **North Central New Mexico Economic Development District (NCNMEDD):**
 - **Contact:** Keith Flynn, KeithF@ncnmedd.com
 - **Website:** <https://www.ncnmedd.com/santa-fe-grant-program>

Questions & Answers

Please submit questions to the chat and we will work to have them answered

?????

Thank you!

If you have any further questions please reach out to Santa Fe County or any of our partners:

SFCCaresAct@santafecountynm.gov