

COUNTY OF SAN BENITO ADMINISTRATIVE OFFICE



COVID-19 Business Recovery Assistance Grant Program

Overview & Objective

To mitigate the impact of COVID-19 on San Benito County businesses and their employees, the County has committed up to \$1,500,000 in one-time funds to create a Small Business Assistance Grant Program. The objective of this program is to offer immediate financial assistance and small businesses located in San Benito County to aid in maintaining their business and workforce.

The Program: San Benito County Work Force Development will administer the COVID-19 Business Recovery Assistance Grant Program, which will provide grants up to \$15,000 each to qualifying San Benito County businesses. The federal funds are provided locally through the CARES Act. Applicants should thoroughly review the eligibility and application process applications will be processed on first come first serve basis, through a three tiers basis and criteria outlined below. Submission of an incomplete or inaccurate application may result in ineligibility for program funding. San Benito County is committed to timely review and processing to ensure award recipients can apply this resource to the successful continuation of business operations.

Terms: San Benito County will provide grants up to \$15,000 Relief Grant to an eligible business that has been impacted by the COVID-19 pandemic. If a business closes permanently before receiving the Small Business Relief Grant or, if a business is currently closed and does not open within 30 days of receiving this grant funding (or within 30 days of Governor's announcement to lift closure orders), the Business Relief Grant funds must be returned to the County.

Tier/Priority: San Benito County will prioritize application on three tiers or served on first come first serve basis.

- Tier 1: Under Governor's order of reopening stages 3 & 4, non-essential
- Tier 2: Under Governor's order of reopening stages 1 & 2, non-essential
- Tier 3: Essential business that remained open during the executive order.

The following priorities will be used in the application review process:

- Prioritizing business that have not received either SBA Paycheck Protection Program (PPP) or SBA Economic Injury Disaster Loan (EIDL) or other SBA, government or other grant source related to COVID-19.
- Applicants operating out of a physical storefront within the County limits of San Benito will be prioritized.
- Prioritizing locally and independently owned Business.

Timeline: Application process: Two-week window, July 6th- July 20th by 5:00 p.m.
Application Review: July 21- August 11, Initial filter through workforce development board and advisory ad-hoc.
Notification to Business: August 11-18th
Issues: funding no later than, Monday, August 31st

Eligibility:

1. Located in San Benito County.
2. Applicants must verify the business has experienced a loss of income due to COVID-19 by completing the Estimated Disaster Economic Injury Worksheet.
3. Applicants must have an active **Business License**, a copy is required at submission and be in good standing with the local jurisdiction and State. Applicants who are involved or have been involved in legal or financial issues may not qualify.
4. Applicants must have been in operation in the San Benito County for at least one year as of March 1, 2020 and have under than 100 full-time employees.
5. Applicants must submit a current copy of its W-9 form.
6. The business must remain open at least 30 days after receiving grant funding, otherwise business must return the Business Relief Grant funds.

Use of Funds: The grant funds must be solely used for expenditures that occur between March 1, 2020 and December 30, 2020 and fall under one or more of the following categories:

- Payroll;
- Business Lease or Rent;
- Business telework equipment costs;
- Inventory Acquisition (inventory needed to reopen or maintain open status);
- Personal Protective Equipment (PPE) purchase; and
- Facility Readiness (social distancing preparedness, business modifications, etc.).
- Reimbursement of loss revenue due to business interruption cost (must provide a schedule c)

Business Post-award Audit: Report-Out how the funding was spent 45 days after funding is received. Post-award there will be an opportunity to schedule an appointment with a local business organization to provide additional resources available to the business.

Application submission:

1. Application with a copy of business license.
 - a. Reimbursement of loss revenue due to business interruption cost (must provide a schedule c)
2. Essential Disaster Economic worksheet,
3. W-9 Form for business, and
4. Electronic Payment Form with Voided Business Check.