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Los Ranchos COVID-Safe Business Grant: Application

This grant is available to qualifying small businesses with 50 or fewer full-time equivalent employees in Los Ranchos as long as funding remains for the program. The grant proceeds must be spent on eligible business continuity or business redesign expenses necessary to adopt COVID Safe Practices. For a listing of eligible expenses, see losranchosnm.gov.

To be eligible, your company must be headquartered in New Mexico and either have been forced to close or severely curtail business operations as a result of closure orders from the state and have an annual revenue of \$2 million or less prior to the impact of COVID-19.

(All electronic attachments must be scanned PDFs)

1. Please provide the legal name of your business and best contact information:

2. Please enter your Company EIN or Social Security number (Sole Proprietor only)._____

3. Please enter your State of New Mexico CRS number (excluding Non-profits). You can also provide a screen shot of the CRS account, with date, or provide a copy of a manual payment._____

4. Please enter your Los Ranchos Business License Number._____ (If you need us to look up your number please email jschilling@losranchosnm.gov)

5. Only the owner, CEO or other authorized representative of the business may apply. Please enter your first and last name and indicate if you are the owner or a representative.

6. What type of business do you have? Sole Proprietorship; C-Corp; S-Corp; LLC; Partnership; Non-Profit.

7. Please provide a copy of your W-9.

8. Please provide a full copy of your company's 2019 Federal Income Tax Return (this may be your personal tax return).

9. Please provide a copy of your 2019 Schedule SE (if self-employed); or W3 (if you have employees). If you do not have either we will accept your Federal Tax Form 940 or 941.

10. Was your business included in the New Mexico orders to shut down or severely curtail business operations? Yes; No

If yes, please describe the nature of the curtailment:

11. What was your gross revenue in 2019? _____

12. What impact do you anticipate the COVID-19 crisis and related effects will have on your revenues for 2020 as a whole?

No effect 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

13. What year did your business start operations? _____

14. Please provide a copy of your fully executed signed lease; or if you have a Home Occupation Business out of your home, your recent Bernalillo County tax statement.

15. Have you been approved for an SBA Paycheck Protection Program Loan; Economic Injury Disaster Loan; or Bernalillo County CARES Small Business Grant? (check all that apply)

- SBA Paycheck Protection Program Loan;
- Economic Injury Disaster Loan;
- Bernalillo County CARES Small Business Grant

16. For reporting purposes only, is your business owned by a federally-defined socially disadvantaged group? No; Yes.

If Yes, check all that apply: Woman; Veteran; Minority; Tribal

By submitting the application form, I certify that the information provided in the application is true and that the expenses will not be reimbursed through other CARES Act funds. I understand this grant is for expenses incurred between March 1, 2020 and December 30, 2020 as specified above.

I understand that knowingly making a false statement to obtain this grant or providing expenditures that do not qualify may result in refunding all reimbursed expenditures to the NM Department of Finance & Administration.

The application, including attachments, is subject to disclosure under New Mexico's public records law, subject to limited applicable exemptions.

Applicant

Date

Please mail this application to the Village of Los Ranchos by close of business October 13, 2020.

Pre-submission Checklist:

- Copy of Los Ranchos Business License Number
- Proof of CRS registration, screen shot of on-line CRS account, or copy of manual CRS payment.
- Completed W9 (don't forget to check your tax status box, sign and date)
- Business Taxes (Full Tax return for 2019)
- W3, Sched SE, 940, 941—only if submitting for payroll reimbursement
- Current full signed lease; or, or if you have a Home Occupation Business out of your home, your recent Bernalillo County tax statement.

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