

## **CARES Act Relief Funds – Small Business Application Instructions**

### **LOS RANCHOS COVID-SAFE BUSINESS GRANTS:**

Application period opens **October 5, 2020** and closes **October 13, 2020**

To submit the application and all attachments, please drop off hard copies at Village Hall or submit electronically by emailing Village Clerk Danielle Sedillo-Molina [dmolina@losranchosnm.gov](mailto:dmolina@losranchosnm.gov) for a Dropbox link.

The CARES Act provides that payments from the Fund may only be used to cover costs that

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The State of New Mexico is providing Coronavirus Aid Relief funds to reimburse costs for expense due to COVID-19.

### **WHO CAN APPLY?**

- This grant is available to qualifying small businesses with 50 or fewer full-time equivalent employees in New Mexico 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.
- 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. The business must have also had a start date of March 1, 2019 or prior.

### **WHO IS NOT ELIGIBLE TO APPLY?**

- Businesses headquartered outside of New Mexico
- Businesses exceeding 50 full-time equivalent employees
- Businesses with annual revenue exceeding \$2 million
- Businesses that started after March 1, 2019
- Businesses that were not forced to close or did not have severely curtailed business operations as a result of closure orders from the state

### **WHAT DOCUMENTS ARE REQUIRED?**

- Completed application form (submitted online or by mailing to the Village of Los Ranchos, 6718 Rio Grande Blvd, Los Ranchos, NM 87107)
- Copy of your 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 (if claiming payroll reimbursement)
- Current full signed lease; or, if you own home, a recent Bernalillo County tax statement.

#### **WHAT EXPENSES WILL BE COVERED?**

• Non-owner employee payroll—this does not disqualify you but if you are a sole-proprietor, you will have to expense other items.

- Rent
- Scheduled mortgage payments
- Insurance
- Utilities
- Marketing
- Reconfiguring physical space
- Installing plexiglass barriers
- Purchasing web-conferencing or other technology to facilitate work-at-home
- PPE for employees
- Temporary structures to mitigate the spread of Covid-19

#### **CONTACT INFORMATION:**

For questions regarding this application, please email [asimon@losranchosnm.gov](mailto:asimon@losranchosnm.gov) . After submitting the application, you will be notified of your award amount and will be allowed to proceed with submitting eligible documentation. Please allow 10 business days for processing after the submission deadline. Applicants must be aware that applying for this grant may result in not being eligible to apply for other federal grants.

Funds will be provided on a reimbursement basis. (Grantees must submit clear copies of invoices and proof of payment. This is required for federal audit purposes. Additionally, documentation regarding payroll expenses will be required.

**LEGAL NOTICE:** By submitting the application form, you will be asked to certify that the information provided in the application is true and that the expenses will not be reimbursed through other CARES Act funds. The grant is for expenses incurred between March 1, 2020 and December 30, 2020 as specified above.

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 acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed without any notice to applicant if a public records request is made for such information. Social Security numbers are collected, maintained and reported by the Village in compliance with IRS 1099 reporting requirements and are not considered public records pursuant to N.M. Stat. Ann §14-3-7.1.

If applicant believes that information in its application, including attachments, contains information that is confidential and exempt from disclosure, applicant must include a general description of the information and provide reference to the New Mexico statute or other law exempting such designated information from disclosure in the event of a public records request. The Village of Los Ranchos does not guarantee that information designated by Applicant as exempt from disclosure is exempt and will make disclosure in accordance with applicable law at its sole discretion.