



# COUNTY OF SISKIYOU CORONAVIRUS RELIEF FUNDS

## BUSINESS GRANT FREQUENTLY ASKED QUESTIONS

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### 1. Who is eligible for funding?

- a. Minimum eligibility to receive a grant will be determined on the following basis.

Eligible businesses must:

- Have a physical business location in Siskiyou County;
- Have been in business since **July 2019** (including months when the business was closed to the public due to COVID-19);
- Have majority ownership by an individual whose primary residence is within Siskiyou County;
- Not be a national chain or franchise;
- Current and in good standing business license holder;
- Comply with Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973;
- Be free of Federal, State or local liens or judgements or other conditions that would exclude the business, or owner if a sole proprietor, from receiving federal funds, including debarment; and
- Not be owned by a member or in the immediate family of a member of the Board of Supervisors of Siskiyou County.
- Ineligible Businesses include: Gambling Establishments, Adult Companies (Adult toys and novelty items, strip clubs, retail and ecommerce for adult sales, and other personal adult services), Petroleum Sales or Distribution, Cannabis-related businesses, or Lobbying.

### 2. Are non-profit organizations eligible to apply for this program?

- a. Non-profit organizations are not eligible for this business grant.

### 3. If I have recently purchased (after July 2019) an existing business am I eligible?

- a. Yes, if the business was operational as of July 2019 (or prior) and is able to provide the necessary documentation per the application.

### 4. Can I apply for more than one grant? I principally own more than one business; can I apply separately for each business?

- a. Yes, the principal owner of multiple businesses can apply separately on behalf of each qualifying business.

### 5. How will I know if my application is received?

- a. Online applicants will receive an email confirmation once the application is submitted. Applications submitted via mail will NOT be provided with a receipt, however you may contact EDC via email and/or phone to verify your application was received. Upon request, EDC will send via email, confirmation of mailed and/or dropped off application receipt.

- 6. Will I be notified if my application is approved or declined? And, how long will it take for me to be notified?**
  - a. Recipients will be notified via email and mail of their award. It is the County's intent to process awards as expeditiously as possible but notification times will vary depending on many factors.
- 7. What happens if the county receives more applications than available funding?**
  - a. Due to limited funds, not all applications submitted will receive funding and some applications may receive an amount less than requested. Subsequent funding rounds and application dates will be determined based on the availability of funds.
- 8. What if my application is not funded?**
  - a. All award decisions are final and no appeal process is available.
- 9. What are the reporting requirements?**
  - a. Each grant award recipient of CRF fund payments will report COVID-19 related costs incurred during the covered period (March 1, 2020 - December 10, 2020). A final report will be due by December 21, 2020. Final reports should be mailed to the County Auditor's office at 311 4<sup>th</sup> St. Room 101 Yreka, CA 96097
- 10. What happens if I do not meet the reporting requirements?**
  - a. If you do not meet the reporting requirements, you will be required to return any grant funding received, no later than December 10, 2020.
- 11. Can I use this award for expenses I've already incurred due to COVID impacts?**
  - a. The eligible expense period is from March 1, 2020 - Dec. 10, 2020. The budget worksheet in the application asks for actual and projected expenses. The review process will utilize the worksheet as a tool to best support the grant amount requested.
- 12. As a contractor or sole proprietor, can I apply?**
  - a. Yes, if your business meets all of the eligibility requirements. For the purpose of this application, count owner(s) as employees
- 13. How much can I apply for?**
  - a. Up to \$10,000.
- 14. If my application is incomplete will it be declined?**
  - a. Yes, incomplete applications will be automatically declined.
- 15. I rent my house on short-term rental sites such as Airbnb. Am I eligible for the Grant?**
  - a. Unfortunately, no, short term rentals of private property are not eligible for the grant.
- 16. My business just opened. Is my business eligible?**
  - a. Your business must have been opened before July 2019 and have experienced an adverse economic impact from the COVID-19 pandemic to be eligible to apply for a grant.
- 17. I do not have a business address in the County, but I have a business license within the County. Will I qualify?**

No, all businesses must meet all of the eligibility requirements, including the requirement that businesses must have a physical location in Siskiyou County.

**18. If I have questions after reading this FAQ, who do I send my question to?**

- a. Please email questions to [recovery@siskiyoucounty.org](mailto:recovery@siskiyoucounty.org) or County Management Analyst I, Stephanie Black at [sblack@co.siskiyou.ca.us](mailto:sblack@co.siskiyou.ca.us).

**19. I've If I am awarded funding, how can I check on the status of my payment?**

- a. Please contact EDC at 530-842-1638 or County Management Analyst I, Stephanie Black at 530-842-8003.

**20. Can I mail my application and documents?**

- a. Applications can be mailed to 1512 S. Oregon Street Yreka, CA 96097. Mailed applications will be picked up once per business day. Please note that awards are decided on a first-come, first-serve basis.

**21. Can I apply online? Can I save and file my completed application for my records?**

- a. Online applications are available at [www.siskiyoucounty.org/recovery](http://www.siskiyoucounty.org/recovery) and you will have the opportunity to request a copy for your records.

**22. What happens if I forgot to include a document in my application?**

- a. Once submitted, applications are final and not available for further edits. You may submit a new complete application with all documents attached.

**23. Will there be a separate contract for approved applications?**

- a. No, your application serves as the agreement by and between the County of Siskiyou and you are signing under the penalty of perjury for all information contained therein.

**24. Why do I need to complete a W9?**

The County is required to report CARES Act funding information to the State of California at the end of the year.

**25. Would these funds be considered gross income for tax purposes for the business?**

Yes, awardees will be receiving a 1099G and this will need to be included in the business's gross income for tax purposes.

**26. I filed an extension on my 2019 tax returns, what documentation should I submit?**

- a. Please include a copy of your extension form, you 2018 tax returns, and your 2019 financials (profit and loss and balance sheet, if applicable). If you do not have 2018, please indicate why and include financial documents for 2019.