



COVID-19 SMALL BUSINESS GRANT PROGRAM APPLICATION

This application is for review purposes only. The online application will become available to be filled out and submitted starting September 28, 2020 at 9:00 a.m. Applications submitted via mail or email will not be accepted.

APPLICANT INFORMATION

Name of Business: Click or tap here to enter text.

Business Address (if applying as a business entity with multiple locations in Yolo County please list the address you consider to be the "primary" business location and list any additional locations):

Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

County: Click or tap here to enter text.

List the addresses of any additional business locations in Yolo County (if applicable):

Click or tap here to enter text.

Click or tap here to enter text.

Name of Business Owner(s): Click or tap here to enter text.

Contact Person Name and Title: Click or tap here to enter text.

Contact Person E-mail: Click or tap here to enter text.

Contact Person Phone: Click or tap here to enter text.

Business Designation (select one):

Sole Proprietorship

Corporation

Partnership

Limited Liability Entity

Limited Partnership

Cooperative Corporation

Business Type (i.e. retail, personal service, restaurant): Click or tap here to enter text.

If selected for award, please list the address where the grant funds should be mailed below:

Click or tap here to enter text.

BUSINESS FULL-TIME EMPLOYEES

- 1. Is your business a for-profit small business with no more than 25 full-time employees at the start of the pandemic?** (See Question 5 in the FAQ document for how to count employees)
 Yes No
- 2. How many full time employees did your business have at the start of the pandemic that worked at least an average of 30 hours per week?** (Do not include part-time employees): [Click or tap here to enter text.](#)
- 3. Would you like to include part-time employees towards your full-time employee (FTE) count?** (See Question 5 in the FAQ document for details on how to count employees)

Part-time employees can be considered an FTE employee for purposes of this program (For example, two part-time employees that regularly work 15 hours per week can be converted to one FTE and be identified as one FTE in the program application). Part-time employees cannot be included if they will result in a business exceeding the 25 FTE maximum.

Yes No

- 4. If you answered yes to Question 3, complete the following:**
 - What is the total number of hours that all of your part-time employees worked at the start of the pandemic on average per week:** [Click or tap here to enter text.](#)
 - The total hours divided by 30 equals the number of part-time employees that will be counted towards your FTE (rounded down to the nearest whole number).**
Please enter the number here: [Click or tap here to enter text.](#)
 - Enter the total number of FTE once your full-time and part-time staff are counted:**
[Click or tap here to enter text.](#)

NOTE: If this number is over 25 FTE the application will be deemed ineligible. If including part-time staff causes you to exceed the 25 FTE, change your response for Question 3.

ELIGIBILITY REQUIREMENTS

- 1. Please review the following eligibility requirements:**
 - The business operates out of a physical location within the boundaries of Yolo County (either an incorporated or unincorporated portion of the County).
 - If the business is a national franchise or fast food chain it is locally owned.
 - The business has experienced expenditures due to COVID-19 that occurred at the applicant's place of business in Yolo County between March 1, 2020, and the date of the grant application.

- The business has not been previously granted or at the time of this application plans to be granted County, State, or Federal financial assistance due to COVID-19 (excepting funding from the Paycheck Protection Program or a Small Business Administration Loan).
- The business has been in operation in the boundaries of Yolo County for at least one year as of September 1, 2020. If not currently operating, the business plans to reopen once permitted to do so.
- The business has an active Business License in Yolo County.
- The business and the applicant are in good standing with Yolo County and other cities within the County in accordance with the following:
 - Complies with all applicable zoning, permit, and municipal or County code requirements.
 - Current on all city and County bills and obligations.
 - Not currently involved in litigation with a city or the County.
 - Not subject to any liens or judgments by a city or the County related to the business.
- The business is in compliance with all city, County, State and Federal laws and regulations related to the operation of the business.
- The business or the applicant is not currently involved or has never been involved in any of the following legal or financial issues:
 - Applicant has been convicted of a criminal offense relating to the business.
 - Applicant or the business has outstanding judgments, tax liens, or pending lawsuits relating to the business.
 - Applicant or the business is presently involved in bankruptcy or insolvency proceedings relating to the business.
 - Applicant or the business is delinquent on any federal taxes, direct or guaranteed federal loans, federal contracts or federal grants relating to the business.
 - Applicant or the business is currently suspended or debarred from contracting with the federal government for receiving federal grants or loans.

Does the business and/or applicant meet the aforementioned eligibility requirements?

Yes **No**

HOW GRANT FUNDS WILL BE USED

1. Please mark what type of COVID-19 expenditure(s) you are seeking reimbursement for through this grant that were incurred between March 1, 2020 and the date of the grant application:

Innovation to promote outdoor business to protect employee and public health.

- Payroll/employee retention or supporting employees, including but not limited to Workers Comp Insurance premium and Unemployment Insurance premium increases related to COVID-19, paid leave for employees due to COVID-19 illness. *Note: Not applicable to businesses that collected Payroll Protection Program loans that were forgiven or to home-based sole proprietors that collected Pandemic Unemployment Assistance.*
- Purchase of Personal Protective Equipment (PPE) to protect employee and public health and efforts to sanitize the business environment.
- Rent or mortgage payments (excluding property tax payments) realized during the required closure of the business due to COVID-19, including the required closure of only indoor operations. *Note: For home-based businesses, this expense is only eligible for reimbursement if the residence is open to the public for normal business operations.*
- Addressing temporary COVID-19 related restrictions on business activity.
- Increasing technology capacity to enable alternative work arrangements, such as telecommuting.
- Creating new marketing campaigns or business plans.
- Facility cleaning/restoration.
- Costs associated with additional training or virtual learning to implement COVID-19 safety measures.
- Expenses required to plan for a safe reopening such as expert assessments and/or to conduct research or market surveys.
- Other uses. If this box is checked, please describe the “other use” in detail and how it is directly associated with the COVID-19 pandemic. (See Question 6 in the FAQ document for list of eligible and ineligible expenses) [Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

2. What is the total dollar amount of eligible expenses your business has incurred because of the COVID-19 pandemic? [Click or tap here to enter text.](#)

3. What dollar amount are you requesting from the Small Business Grant Program?

[Click or tap here to enter text.](#)

Please note the maximum that may be requested is based on the total number of full-time employees (FTEs) that you indicated in question #2 (or #4 if applicable) on page 2:

- *Businesses with 1 to 10 FTE can apply for up to \$500 per FTE up to a maximum of \$5,000.*
- *Businesses with 11 to 25 FTE can apply for up to \$500 per FTE up to a maximum of \$10,000.*

4. **Please provide a brief explanation of what COVID-19 related expenses your business has incurred during the stated impact period for which you are seeking reimbursement through this grant.** You will need to include documentation with this application that substantiates these expenses.

Click or tap here to enter text.

5. **If seeking reimbursement for payroll/employee retention or supporting employees, has the business collected Payroll Protection Program loans that were forgiven or is the business a home-based sole proprietor that collected Pandemic Unemployment Assistance?**

Yes No

6. **If seeking rent or mortgage reimbursement and you are a home-based business, does the business operate out of a residence that is open to the public for normal business operations?**

Yes No

REQUIRED ATTACHMENTS

Please attach the following (all attachments are required to be uploaded and submitted with the application):

- **A current copy of your W-9.**
- **A current copy of the business license.**
- **A detailed payroll report as of February 15, 2020, which supports the number of employees reported and provides evidence that these employees worked at least an average of 30 hours per week. *Note: This documentation must be submitted even if the applicant is not seeking payroll reimbursement;***
- **Documentation of the eligible expenses for which the business is seeking reimbursement.**

GRANT TERMS

1. Grant applications must be submitted electronically between September 28 at 9:00 a.m. through 5:00 p.m. Pacific Time on October 4, 2020 with the required documentation. All required documentation must be uploaded and submitted with the application otherwise the application will be deemed incomplete and will not be

considered for grant funding. Documentation will not be accepted separately from the submitted application.

2. In order to ensure equitable distribution of funds across the County, a random selection of applications will occur by jurisdiction and awarded up to the amount of available funds for eligible applications.
 - a) In all cases, the County reserves the right to reject any and all applications in the event the County identifies a potential conflict of interest or the appearance of a conflict of interest.
 - b) Submission of an application in no way obligates the County to award a grant and the County reserves the right to reject any or all applications, wholly or in part, at any time without penalty.
3. If awarded, this application becomes a binding contract between the entity named above and Yolo County.
4. If awarded, funds may only be used to reimburse for eligible expenditures resulting from the COVID-19 public health emergency that occurred between March 1, 2020 and the date of the grant application.
5. If awarded funding, the County reserves the right to audit the applicant's books and records for compliance with terms in this Agreement.
6. Grant funds will be issued upon County approval/execution of this application.

Please direct any questions to SBGprogram@yolocounty.org.

By my signature below, I have read and understand the Small Business Grant Program. I make the following representations and acknowledge agreement to the following terms and conditions:

- Upon approval of this application, as evidenced by the signature of the County representative below, this application becomes a binding contract between the entity named above and the County of Yolo (Agreement).
- I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
- If funds are provided by the County, the funds will be used for the purposes set forth above.
- In no event shall the County's financial responsibility exceed the approved amount, set forth below.
- I bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the County.
- There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The County does not endorse the specific business.

- Applicant shall defend and indemnify the County and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from or alleged to arise from the activity or event.
- The representations made by applicant in this Application are material terms of the Agreement as is compliance with the Small Business Grant Program. The County may cancel this Agreement at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the Small Business Grant Program has been violated.

Applicant Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

Name of Business: Click or tap here to enter text.

TO BE COMPLETED BY COUNTY STAFF IF APPLICATION IS APPROVED:

Grant Application Approved? **Yes** **No**

If yes, list approved amount of grant:

County Representative Signature: