



# SUPPORT SMALL BUSINESS ASSISTANCE PROGRAM

## Applicant Information

Name of business:
Contact person name:
Contact person email:
Contact person phone:
If selected, the address where grant funds should be mailed:

## Business & Employee Information

Is your business a for-profit small business with no more than 20 full-time employees at the start of the pandemic?     • Yes     • No	
Are you an independent contractor?     • Yes     • No	
If applicable, how many full-time equivalent employees (FTE) did your business have at the start of the pandemic that worked an average of at least 30 hours per week? • <i>Note: Part-time employees can be considered an FTE employee (for example, two part-time employees that work 15 hours per week can be identified as one FTE)</i>	
Has your business collected Payroll Protection Program (PPP) loans? • Yes     • No	If applicable, were these PPP loans forgiven? • Yes     • No

## Eligibility

Applicants must: <ul style="list-style-type: none"><li>• Be a small business or independent contractor that operates in Woodland</li><li>• Document less than \$2 million in calendar year 2019 revenue</li><li>• Document that average monthly gross revenue since March 1, 2020 has dropped</li></ul>
---

The following are ineligible for this program:

- Businesses that have received *already forgiven* Paycheck Protection Program (PPP) loans
- National franchises and fast-food chains, unless locally owned
- Lending and investment institutions, including real estate
- Insurance companies
- Gas stations
- Non-profit entities

Does the applicant certify that they meet all of the aforementioned eligibility requirements?

- **Yes**    • **No**

### **How Funds Will Be Used**

Please mark which type(s) of COVID-19 expenditures you intend to fund through this grant:

- Maintaining payroll / employment
- Personal protective equipment (PPE), cleaning, or sanitation
- Rent or mortgage needs realized during the pandemic
  - This excludes property tax payments
- Physical improvements and weatherization of outdoor operations necessary to serve clients, such as:
  - Weather coverings
  - Heaters
  - Outdoor furniture
  - Lighting
  - Signage and other aesthetic enhancements
- City utility payments
- Other

Note: Eligible uses can be *either future expenses or reimbursements*, as long as COVID-related and the City receives copy of payment receipts by **December 11, 2020**

## **Funds Requested**

For general business expenses such as payroll and sanitation, what dollar amount are you requesting from the Program?

For outdoor service & weatherization, what dollar amount are you requesting from the Program?

Note:

- Small businesses may apply for \$500 per FTE up to a maximum of \$10,000 to assist with general business expenses such as payroll support and sanitation.
- Independent contractors may apply for up to \$500
- In addition to general business expenses, small businesses may also apply for up to \$10,000 in reimbursement of facility, equipment, supplies, and other expenditures necessary to serve clients outdoors.

Provide a brief explanation of the COVID-19 related expenses you intend to fund through the grant. You must attach documentation that substantiates these expenses.

## **Required Attachments**

Applications must contain each of the following attachments:

- W-9 form
- City of Woodland business license
- Payroll / employment records as of January 1, 2020
  - This is to confirm your status as a qualifying small business or independent contractor
- Revenue records as of January 1, 2019
  - This is to confirm that your calendar year 2019 revenue did not exceed \$2 million and that your average monthly revenues have dropped since the beginning of the pandemic
- Evidence of financial need depending on situation, such as:
  - Communications or documents related to rent or mortgage payments (if applicable)
  - Receipts for COVID-related expenditures, such as PPE (if applicable)
  - Quotes for future COVID-related expenditures, such as outdoor improvements and winterization (if applicable)
  - Other documents indicating financial need

## **Program Terms**

Eligible small businesses can submit completed applications beginning **Thursday, November 19 at 8:00 AM** and ending **Monday, November 30 at 5:00 PM**.

The City will issue notice of award of funds on or before **Friday, December 4, 2020** depending on the number of applications received.

The City hopes to fund all qualifying applicants, but priority will be given to:

- Businesses that have not yet been granted PPP loans
- Businesses in federally designated targeted areas: Qualified Census Tracts (QCT) 108.00 and 111.02
- Businesses that were not awarded grants from the previous Yolo County Small Business Support Program or other public programs

If an awardee has an outstanding City utility bill and elects to spend grant funding on other eligible expenditures, the City will require a minimum of 25% of the grant award go towards City utility payments and that the business enroll in a utility payment plan.

A business is defined as a sole proprietorship, a partnership, a corporation, a limited liability company, or other lawful business entities engaged in for-profit operations.

For businesses with multiple locations, only figures for the Woodland location(s) may be used to qualify for this program, and all funds received must be used to support Woodland business operations only. Multiple locations within Woodland operating under a single business entity will be considered one business for purposes of this Program.

If not currently operating due to COVID-19, the business must have plans to reopen once permitted to do so.

Applicant must have an active City of Woodland Business License and must be in good standing with the City and Yolo County in accordance with the following:

- Complies with all applicable zoning, permit, and municipal or County code requirements.
- Not currently involved in litigation with the City or the County.
- Not subject to any liens or judgments by a city or the County related to the business.
- Applicants must be in compliance with all City, County, State, and Federal laws and regulations related to the operation of the business.

Applicants who are involved or have been involved in any of the following issues are not eligible:

- Applicant has been convicted of a criminal offense 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.

If awarded funds, this application becomes a binding contract between the applicant and the City of Woodland. The City reserves the right to audit the applicant's books and records for compliance with the terms of this agreement

### **Reminder: Attachments**

Did you include the following required information?

- W-9 form
- City of Woodland business license
- Payroll / employment records as of January 1, 2020
- Revenue records as of January 1, 2019
- Evidence of financial need depending on situation

**Signature of Applicant**

Upon approval, this application becomes a binding contract between the City of Woodland and the applicant named above.

All the information provided above is accurate. The City may cancel the agreement at any time upon discovery that the information above is inaccurate.

The applicant bears full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the City.

The applicant shall defend and indemnify the City and its employees from and against any and all claims, costs, and reasonable attorney fees that may arise from activities or events funded by these resources.

Applicant signature:

Date: