

CARES Act Relief Funds – Small Business Application Instructions **STATE OF NEW MEXICO SMALL BUSINESS CONTINUITY GRANT**

DOÑA ANA COUNTY in partnership with **CITY OF ANTHONY, VILLAGE OF HATCH, TOWN OF MESILLA, CITY OF SUNLAND PARK & THE GREATER LAS CRUCES CHAMBER OF COMMERCE**

APPLICATION PERIOD OPENS SEPTEMBER 28, 2020 AND CLOSSES DECEMBER 4, 2020.

The CARES Act provides payments from the Fund that 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. Were 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.

APPLICATIONS ARE FINAL UPON SUBMISSION, THEREFORE, ADDITIONAL INFORMATION WILL NOT BE REQUESTED OR CONSIDERED EXCEPT FOR THE DOCUMENTS LISTED BELOW.

Who can apply?

- Small Business who have an active business registration license in good standing in the following areas: Doña Ana County unincorporated areas; City of Anthony, Village of Hatch, Town of Mesilla & City of Sunland Park.**
- Businesses headquartered in Doña Ana County, New Mexico**
- Businesses who have been forced to close or severely curtail business operations as a result of closure orders from the State**
- Have 50 or fewer full-time equivalent employees**
- Have annual revenue of \$2 million or less prior to the impact of COVID-19**
- Businesses must have had a start date of March 1, 2019, or prior.**
- Non Profit organizations as designated by IRS & have a certificate of good standing with the State of New Mexico**

Who is not eligible to apply?

- Businesses headquartered outside of Doña Ana County, 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 had severely curtailed business operations as a result of closure orders from the state**
- Businesses who have a business license in the City of Las Cruces**

What documents are required?

All documentation listed below is required to be received & verified PRIOR to any receipt of grant.

- Completed application form
 - Submitted online (lascruces.org)
 - Mail: DAC Business Grants
c/o Greater Las Cruces Chamber of Commerce
PO Box 519
Las Cruces, NM 88004
 - In person delivery:
150 E Lohman
Las Cruces, NM 88001

The following documents are needed to verify eligibility, expense requests and to issue payments. **Please work with your accountant or bookkeeper to provide these documents.**

- Certificate of good standing and/or Business License in good standing:
 - Doña Ana County unincorporated areas
 - City of Anthony
 - Village of Hatch
 - Town of Mesilla
 - City of Sunland Park
 - Completed W-9 Form
 - Active State Organization Registration (Articles of Incorporation)
 - Secretary of State Certification of Good Standing
 - Organization Financials (applicable 2019 Tax Return or equivalent)
 - Staffing Documentation of 2019 or 2018 (W- 3 Summary, 1096 or 2019 or 2018 IRS Form 941)
 - Updated and Current Property Tax Receipt or Copy of Current Lease
 - New Mexico Taxation and Revenue CRS Documentation
 - Documentation of March and April 2019, total gross receipts
 - Documentation of March and April 2020, total gross receipts
 - Voided Check or Bank Letter with Account/Routing Information, if applicable.
Payments will be made directly into the small business bank account.
- Note: By providing us this information, you certify that the information provided is correct.

What expenses will be reimbursed?

Acceptable expenses AND items “to be purchased” by December 30, 2020.

General Business Expenses:

- Non-owner employee payroll
- Rent
- Scheduled mortgage payments
- Insurance
- Utilities
- Marketing

Expenses related to adopting & conforming to State & CDC COVID safe practices:

- Reconfiguring physical space

- Installing Plexiglas barriers
- Purchasing web-conferencing or other technology to facilitate work-at-home
- PPE for employees
- Temporary structures to mitigate the spread of Covid-19

Additional Information

For questions regarding this application, please email DACGrants@lascruces.org. After submitting the application, you will be notified of your award amount and will be provided additional instructions to finalize your grant submission. Please allow 10 business days for processing after submitting your application.

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. Documentation regarding payroll expenses will be required.

Applicants must be aware that applying for this grant may result in not being eligible to apply for other state and federal grants. COVID expenses, as acceptable in this grant, cannot have been reimbursed through any other grants, SBA Paycheck Protection Program Loan, or Economic Injury Disaster Loan.

LEGAL NOTICE: By clicking "submit" on the online application form, or signing below, I certify that the information provided in this 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 the applicant refunding all reimbursed expenditures to the Department of Finance & Administration.

Only the owner, CEO or other authorized representative of the business may apply for this grant. Please enter your full first & last names.

Business Name

CEO or other authorized representative: _____

Name & Title of Person submitting this application

Signature Date of Submission

Amount of Grant Request: _____

CARES Act Relief Funds – Small Business Application
New Mexico Small Business Continuity Grant Application

**DOÑA ANA COUNTY in partnership with CITY OF ANTHONY, VILLAGE OF HATCH,
TOWN OF MESILLA, CITY OF SUNLAND PARK**

APPLICATION PERIOD OPENS SEPTEMBER 28, 2020 AND CLOSSES DECEMBER 4, 2020.

**IMPORTANT NOTE: PLEASE ANSWER ALL QUESTIONS. YOUR APPLICATION
MAY BE DELAYED OR DENIED IF INFORMATION REQUESTED IS NOT PROVIDED
TO THE STATE IN A TIMELY MANNER.**

1. Please enter the legal name of your business

2. Please enter the mailing address of your business, including City, State & Zip code

3. Please enter the physical address of your business, including City, State & Zip code

4. Please enter the following information:

- Work phone number: _____
 Cell number: _____
 Email: _____
 Best way to contact me (please circle one): Work Cell Email

5. Do you have a current certificate of good standing? Yes No

6. What was your employee headcount for full-time (32 hours/week or more) and part-time employees on March 1, 2020?

32 Hours/week or more _____ Part-time _____

7. What is your current employee headcount for full-time (32 hours/week or more) and part-time employees?

32 Hours/week or more _____ Part-time _____

8. 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%

9. Have you been approved for an SBA Paycheck Protection Program loan or Economic Injury Disaster Loan? (check all that apply)
- SBA Paycheck Protection Program Loan
 - Economic Injury Disaster Loan

10. Please enter your New Mexico taxpayer ID number. _____

11. Please enter your local business license number. _____

12. Is your business headquartered in New Mexico? Yes No

13. What are the county and zip code for the company's primary place of business?

County _____ Zip Code _____

14. What type of business do you have? C-Corp LLC Partnership
 Sole Proprietorship Nonprofit

15. How many years has your business been in continuous operation through March 1, 2020? _____

16. Please provide a list of items to be purchased for COVID-19 prevention and/or mitigation and the estimated cost for each item. Use the list of items under "What expenses will be covered?" on page 2 of the instructions above as a guide.

17. Is your business owned by a socially disadvantaged group?

No

Yes, please select

Woman___ Veteran___ Minority___ Tribal___

18. Did you shut down or severely curtail your business activities as a result of closure orders?

Yes No If so, what date did you close or curtail your business? _____

a. If you curtailed rather than closed your business, please describe the nature of the curtailment.

b. What is your best estimate of what month you did or will reopen? _____

c. As you reopen what percent of capacity did/will you expect to operate at? May – December listed for reopen, 0-25% / 26-50% / 51-75% / 76-100% for capacity

| | | |
|------------|-------------|------------|
| May _____ | June _____ | July _____ |
| Aug. _____ | Sept. _____ | Oct. _____ |
| Nov. _____ | Dec. _____ | |

