

**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 CLOSES DECEMBER 4, 2020.**

**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?**

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.

### **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](mailto:DACGrants@lascruces.org)