



Small Community • Big Possibilities



COMMUNITY DEVELOPMENT DEPARTMENT

## Village of Los Lunas CARES Act Relief Funds – Small Business Application INFORMATION AND INSTRUCTIONS

### Grant Application Round 2: October 2-16, 2020

The Village of Los Lunas is pleased to be able to offer funding to small businesses impacted by COVID-19 public health orders. From October 2-16, eligible small businesses may apply for planned BUSINESS CONTINUITY and BUSINESS REDESIGN expenses, anticipated to be incurred through **December 30, 2020**.

These funds are available through New Mexico Department of Finance Administration. All requirements of the State of NM to be eligible for this grant are listed on the grant application. This is a reimbursement grant, which means the Village can only release funds to your business for expenses you have already incurred.

#### **ROUND TWO GRANT APPLICATION**

- The Village will be awarding all remaining funding, at least \$85,475 or more if funds remain after Round One grants are awarded, for future expenditures planned through December 30, 2020.
- Each applicant may request up to \$5,000.
- The Village is making every effort to ensure this funding is accessible to every business that needs it. Therefore, we will not deny any eligible grant application. If funding requests for Round 2 exceeds the available funds remaining, we will proportionately reduce each total award based on the grant's score.
- Grant scoring information is available on the website at [www.loslunasnm.gov](http://www.loslunasnm.gov).

#### **APPLICATION SUBMISSIONS**

Grant applications may be submitted either via email to Ralph L. Mims, Economic Development Manager, at [mimsr@loslunasnm.gov](mailto:mimsr@loslunasnm.gov), or in person at Village Hall front desk. Village Hall is located at 660 Main St. NW.

CHARLES GRIEGO  
MAYOR

GINO ROMERO  
COUNCILMAN

PHILLIP JARAMILLO  
COUNCILMAN

CRUZ MUÑOZ  
COUNCILMAN

CHRISTOPHER S. ORTIZ  
COUNCILMAN

GREGORY D. MARTIN  
VILLAGE ADMINISTRATOR



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## **APPLICATION REVIEW**

Per the grant application guidelines, only the grant application itself needs to be submitted for your business to be deemed eligible and considered for this grant. Supporting documentation will be required when the award is accepted. **PLEASE NOTE:** If you cannot provide all of the required supporting documentation, or if your supporting documentation does not reflect the information included in your grant application that helped the Village determine your eligibility, **your award may be rescinded and the funds awarded to you redistributed to other applicants.** Please ensure that all of your required supporting documentation is in order at the time of application to ensure this does not happen.

The Village will announce grant awards no later than Friday, October 23.

## **ALL OTHER INFORMATION**

Please visit the Village website at [www.loslunasnm.gov](http://www.loslunasnm.gov) to find all information pertaining to this grant. If you have any further questions, contact Ralph L. Mims at [mimsr@loslunasnm.gov](mailto:mimsr@loslunasnm.gov), or call 505-839-5654.

**Thank you to all of our business for being a part of our community  
and providing services to our residents and visitors during these trying  
times!**

CHARLES GRIEGO  
MAYOR

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**CARES Act Relief Funds – Small Business Application**  
**STATE OF NEW MEXICO SMALL BUSINESS CONTINUITY GRANT**  
**APPLICATION PERIOD OPENS \_\_\_\_\_, 2020 AND CLOSSES \_\_\_\_\_, 2020**

The CARES Act provides that payments from the Fund 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.

**\*\*\*IMPORTANT: PLEASE READ ALL OF THE CORONAVIRUS RELIEF FUND GUIDANCE FOR STATE, TERRITORIAL, LOCAL, AND TRIBAL GOVERNMENTS INFORMATION.**

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

**Who can apply?**

- This grant is available to qualifying small businesses with 50 or fewer full-time equivalent employees in New Mexico as long as funding remains for the program. The grant proceeds must be spent on eligible “business continuity” expenses. In addition, you may qualify for additional funding for “business redesign” expenses necessary to adopt COVID Safe Practices, and eligible expenses for both portions of this grant program outlined below.
- To be eligible, your company must be headquartered in New Mexico and either have been forced to close or severely curtail business operations as a result of closure orders from the state and have an annual revenue of \$2 million or less prior to the impact of COVID-19. The business must have also had a start date of March 1, 2019 or prior.

**Who is not eligible to apply?**

- Businesses headquartered outside of 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

**What documents are required?**

- Completed application form

All documentation listed below are required upon execution of the grant award:

- Certificate of good standing
- Copy of your payroll to include March 1, 2020
- Most recent payroll at time of application
- Documentation of March and April 2019 total gross receipts
- Most recent taxes documenting net taxable income
- Unemployment insurance tax documentation for the fourth quarter of 2019
- Completed W9 Form
- Voided Check or Bank Letter with Account/Routing Info (if applicable). Payments will be made directly into the small business bank account. By providing us this information, you certify that the information provided is correct and you authorize the county or municipality to initiate credits for corrections to the financial institution.

### What expenses will be covered?

#### Business Continuity:

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

#### Business Redesign:

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

### Contact information:

For questions regarding this application, please email \_\_\_\_\_. After submitting the application, you will be notified of your award amount and will be allowed to proceed with submitting eligible documentation. Please allow 10 business days for processing after the submission deadline.

*Applicants must be aware that applying for this grant may result in not being eligible to apply for other federal grants.*

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.)

LEGAL NOTICE: By clicking submitting this application form, 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.

**IMPORTANT NOTE: PLEASE ANSWER ALL QUESTIONS. FAILURE TO DO SO WILL DELAY THE PROCESSING OF YOUR APPLICATION AND MAY FURTHER RESULT IN YOUR APPLICATION BEING DENIED IF INFORMATION REQUESTED IS NOT PROVIDED TO THE STATE IN A TIMELY MANNER.**

**New Mexico Small Business Continuity Grant Application Form**

1. Please type the legal name of your business, your business address, and contact info.

2. Please enter your New Mexico taxpayer ID number. \_\_\_\_\_

3. Please enter your local business registration number. \_\_\_\_\_

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

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

Business Owner: \_\_\_\_\_

CEO or other authorized representative: \_\_\_\_\_

6. Is your business headquartered in New Mexico?  Yes  No In Los Lunas?  Yes  No

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

County \_\_\_\_\_ Zip Code \_\_\_\_\_

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

9. 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 \_\_\_\_\_

10. 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 \_\_\_\_\_

11. What were your total gross receipts for March 2019 and for April 2019?

March 2019 \$ \_\_\_\_\_ April 2019 \$ \_\_\_\_\_

12. What were your estimated total gross receipts for March 2020 and for April 2020?

March 2020 \$ \_\_\_\_\_ April 2020 \$ \_\_\_\_\_

13. Was your business included in the New Mexico orders to shut down or severely curtail business operations?  Yes  No

14. 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. When you reopen, what percent of capacity do 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. _____	

15. What was your net taxable income in the most recent complete tax year? \$ \_\_\_\_\_

16. 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%

17. If you pay withholding, have you delayed or plan on delaying withholding tax?  Yes  No

18. How many years has your business been in continuous operation through March 1, 2020? \_\_\_\_\_

19. How many employees and what total payroll did you report to the state for unemployment insurance taxes for the fourth quarter of 2019?

# Employees \_\_\_\_\_  
Taxes Reported \$ \_\_\_\_\_

20. Have you been approved for an SBA Paycheck Protection Program loan or Economic Injury Disaster Loan? (check all that apply; if neither approved, leave blank.)

SBA Paycheck Protection Program Loan  
 Economic Injury Disaster Loan

21. Is your business owned by a socially disadvantaged group? (check all that apply)

No  
 Woman  
 Veteran  
 Minority  
 Tribal

22. What is the total amount of funding requested? \_\_\_\_\_

Please provide a list of eligible expenses for which you are requesting funding, to be incurred between October 2 and December 30, 2020, and the estimated cost for each item.

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