



Guidelines and Application ARPA COVID-19 Small Business Grant Program

To support small businesses facing negative economic impacts from the COVID-19 public health emergency, the **County of San Luis Obispo** is making \$500,000 from its share of the federal American Rescue Plan Act (ARPA) funds available for small business grants.

To support the geographic distribution of funds throughout the County, \$100,000 will be made available to businesses in each supervisorial district. If there are any unspent funds in a supervisorial district at the end of the grant window, funds may be reallocated to a district with higher need.

This grant program follows two prior rounds of funding for small businesses that the County and the Workforce Development Board administered in 2020 and 2021.

Funding Availability

Businesses will be eligible for grant award funding as follows:

- 1-10 employees: \$5,000
- 11-25 employees: \$10,000

Eligibility

Eligible applicants include businesses that have 25 employees or fewer and have a business location in San Luis Obispo County (both incorporated and unincorporated areas).

Applicants must also be able to demonstrate that they have experienced a negative economic impact from the COVID-19 pandemic, such as:

- Decreased revenue or gross receipts
- Financial insecurity
- Increased costs
- Challenges covering payroll, rent, mortgage, or other operating costs
- Limited capacity to weather financial hardship

Only one award per business may be made.

Use of Funds

Business owners must use the funds for eligible purposes as defined by the U.S. Department of Treasury. This includes, but is not limited to:

- Mitigating financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Implementing COVID-19 prevention or mitigation tactics, such as facility changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
- Securing technical assistance, counseling, or other services to assist with business planning needs.

Requests must be reasonable, necessary, and directly related to business impacts experienced during the COVID-19 pandemic period beginning March 3, 2021, and through to the end of the grant period, which is two months after funds are awarded.

Timeline and Process

Applications will be accepted, reviewed, and approved on a first come, first served basis. The application window opens on April 1, 2022 and closes on April 30, 2022. You are encouraged to submit your application at the earliest opportunity.

Attached is an application template to start your application for submission. A budget showing your intended use of funds is required as part of the application.

Please submit the completed application form to support@pasorobleschamber.com. You will receive a confirmation of receipt of application within 1-2 business days.

Applications will be reviewed by a business specialist from the Paso Robles and South County Chambers of Commerce and staff from the Workforce Development Board of San Luis Obispo County. For any questions about the application process or any requested information, please contact:

- Phone: 805-238-0506
- Email: support@pasorobleschamber.com

Grant Requirements

The *ARPA COVID-19 Small Business Grant* program was created to respond to the negative economic impacts of the COVID-19 public health emergency. As a result, selected business owners must complete and sign the Small Business Grant Agreement with the County of San Luis Obispo which includes stating the intended use of the funds and attesting to the certifications and assurances included in the agreement.

You may, but are not required, to provide receipts at time of application submission. The agreement and associated items such as receipts, will be coordinated with the support of a Chamber Business Specialist staff during the application review process. For example,

if you have already purchased equipment or supplies to implement COVID-19 prevention or mitigation tactics, you may submit associated receipts. If you would like to use the grant funds for a future expense, you may submit a budget and coordinate with staff to provide receipts or invoices after you have received the grant and purchased the items.

Disclaimer: Entities receiving an award may be subject to local monitoring. Entities must certify that purchases made will be used only for the purposes as specified on the application upon approval. Grant recipients must retain a folder of receipts, copies of invoices, grant application, budget for grant, and grant submission paperwork for at least three years beyond the term of the grant period.

What to Expect if You are Funded:

1. A Grant Application Approval Notice including the County Agreement document will be sent to you via the email address you provided on the application.
2. A Chamber of Commerce Business Specialist will reach out to schedule a follow up meeting/call to confirm grant terms and ensure any questions are answered.
3. The Business Specialist will work with you to ensure forms, including the County Agreement, are completed in their entirety. Once the completed Application and Agreement are processed, the County of San Luis Obispo will mail your grant award check to the address listed on your W9.
4. Notify Chamber Business Specialist staff upon receipt of your grant award via phone call to 805-238-0506 or email to support@pasorobleschamber.com.

What You Need To Complete Your Application

You are encouraged to complete the application with the information below to the best of your knowledge. If you have any incomplete information, a business services specialist will reach out to you to provide assistance with any additional information needed.

1. Total number of employees (at all SLO County locations, if more than one, and at the specific location the application is for).
2. Explanation of how your business has been impacted by COVID-19.
3. Explanation of what this grant funding will be used for and a budget.
4. A W9 must be submitted in order for you to receive the grant funding.

This page intentionally left blank

COVID-19 Small Business Grant Application

Section 1. Business Information			
Business Name:			
Business Contact:			Title:
House/Business Number:		or PO Box:	
Street:			
City:	State:	Zip:	
County:		Country:	
Phone:		Ext:	
Fax:		Fax Ext.:	
Email:			Website Address:
For which business location are you seeking funding?			
Total # of Full-Time Employees:		Total # of Part-Time Employees:	
Total # of Full-Time Employees at this Business Location:		Total # of Part-time Employees at this Business Location:	
Legal Structure of Business: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other		Employer's Federal ID #: <hr/> CA Tax #: <hr/> Business License #: <hr/>	
NAICS Code: Select your business' industry			
<input type="checkbox"/> Accommodation and Food Service <input type="checkbox"/> Finance / Insurance <input type="checkbox"/> Real Estate <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Retail Trade <input type="checkbox"/> Education <input type="checkbox"/> Information <input type="checkbox"/> Utilities <input type="checkbox"/> Manufacturing		<input type="checkbox"/> Arts and Entertainment <input type="checkbox"/> Administrative or Waste Management <input type="checkbox"/> Transportation and Warehousing <input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting <input type="checkbox"/> Professional, Scientific, and Technical Services <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Other Services <input type="checkbox"/> Construction	
Please describe your business, product(s), and/or service(s):			

Section 2. COVID-19 Impact

In what way has your business been affected by COVID-19? (You may select more than one)

- Decreased revenue or gross receipts
- Financial insecurity
- Increased costs
- Limited capacity to weather financial hardship
- Challenges covering payroll, rent, mortgage, or other operating costs
- Other

Please describe and attach any relevant information on a separate page if needed:

Section 3. Use of Funds

In what way(s) will you use the funds? (You may select more than one)

- Supporting payroll and benefits
- Costs to retain employees
- Mortgage, rent, utilities
- Other operating costs
- COVID-19 prevention or mitigation tactics
- Technical assistance, counseling, or other services to assist with business planning

Are you intending to use the grant for expenses that you have already incurred?

- Yes
- No

Please describe how you will use the grant funds and what impact this will have on your business (You may attach additional information on a separate page if needed):

Section 4. Proposed grant usage		
Budget Category	Description	Cost
(Example: COVID-19 prevention and mitigation)	(Example: purchase of 300 masks for staff and guests)	(Example: \$500)
(Example: Mortgage, rent, utilities)	(Example: 1 month of rent during period of business closure or limited operations)	(Example: \$4,500)
Total Costs		(Example: \$5,000)
Section 5. Conflict of Interest and Certification by Authorized Business Representative		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you or an immediate family member an officer, employee, or agent of San Luis Obispo County?	
<p>I hereby certify that I am an authorized representative of the business named above, with the authority to commit the business to legally binding contracts and agreements. I intend to use the grant funds only as specified in the grant application. I further certify that the information given as part of and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any funds approved through this program.</p> <p>This application does not constitute a contractual agreement. If any portion of the application is approved, a formal agreement between parties will be executed to obligate funds for the approved expenditures. Activities may not start prior to the effective date of the agreement.</p>		
Print Name:		Title:
Signature:		Date:

Please submit signed application and attachments via email to:

support@pasorobleschamber.com.

Staff from the Chamber of Commerce will send confirmation of receipt of application within 1-2 business days.