



COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS

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Guidelines and Application COVID-19 Small Business Grant

In order to support small business employers facing financial impacts and potential layoffs from the novel coronavirus 2019 (COVID-19), the **County of San Luis Obispo Board of Supervisors** and **Workforce Development Board of San Luis Obispo County** have released the second round of *COVID-19 Small Business Grants*. The fund will provide grants to small employers experiencing economic stresses in order to prevent potential layoffs or facility closures during COVID-19.

The County Board of Supervisors have designated local funds to assist businesses in the unincorporated areas of San Luis Obispo County with this project.

Eligibility

Eligible applicants include businesses or industry associations that:

- Have 50 employees or less
- Have a business location in an **unincorporated area** of San Luis Obispo County
 - Unincorporated areas include the following:
Adelaide, Avila Beach, Baywood Park, Black Lake Canyon, California Valley, Callendar-Garrett, Cambria, Cayucos, Cholame, Country Club, Creston, Cuyama, Edna Valley, Garden Farms, Halcyon, Harmony, Huasna-Lopez, Lake Nacimiento, Nipomo, Nipomo Mesa, Los Berros, Los Osos, Oak Shores, Oceano, Palo Mesa, Pozo, San Miguel, San Simeon, Santa Margarita, Shandon, Shell Beach, Squire Canyon, Sunset Palisades, Templeton, Whitley Gardens

(NOTE: funds may only be utilized for businesses located in an above unincorporated area)

Funding Availability

Businesses with 1-50 employees are eligible for grant award funding of up to \$3,500

Businesses will be eligible for grant award funding as follows:

- 1-10 employees, up to \$1,500
- 11-25 employees, up to \$2,500
- 26-50 employees, up to \$3,500

Use of Funds

Employers must utilize the funds to create solutions that mitigate layoffs. Requests must be reasonable, necessary, and directly related to preventing potential layoffs or facility closures as a result of COVID-19 and must have taken place during COVID-19 State required business closures through the end of the grant period, which is two months after the awarding of funding. All applications will be reviewed by Workforce Development Board of San Luis Obispo County staff.

Examples of permissible use of funds include, but are not limited to:

- Purchasing remote access equipment or software that allows employees to work from home rather than being laid off (e.g. computers, printers, telephones, headsets, video conferencing software, etc.);
- Purchasing cleaning/sanitation supplies and/or services that will allow exposure reduction as business begins to implement a re-opening plan;
- Paying employee wages or benefits;
- Paying of commercial rent;
- Business location modifications required to make the business compliant with COVID-19 guidelines; or,
- Other creative approaches and strategies to reduce or eliminate the need for layoffs.

Funds may not be used to pay for support services for employees such as childcare, transportation costs, lodging expenses, or meals.

Grant Requirements

The *COVID-19 Small Business Grant* program was created to prevent lay-offs and business closures and assist local employers during the COVID-19 pandemic. As a result, selected employers must, upon award of the funds, complete and sign the Small Business Grant Agreement with the County of San Luis Obispo which includes stating the intended use of the funds, attesting to the Certifications and Assurances included in the Agreement, and provide receipts verifying that Grant funds were used as intended and within the parameters of the Grant. A completed application and signed Agreement must be submitted before funds are awarded. Staff will be available to assist business with any questions and completion of the Agreement following notification of Grant award. You do not need to provide receipts at time of submitting application for these grant funds. The Agreement and associated items such as receipts, will be coordinated with staff following grant award notification. Businesses will be required to submit a brief impact statement before reimbursements are issued. The impact statement must include the number of jobs saved.

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. Fund 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.

Only one award per business may be made.

A small budget is required as part of the application. Attached is an application template to start your application for submission.

All applications and budget are to be submitted via email to the following address:
SLOworkforce@co.slo.ca.us

What to Expect if You are Funded:

1. A Grant Award Approval Notice including the County Agreement document will be sent to you via the email address you provided on the application;
2. A phone call will be scheduled with Workforce Development Board of SLO County (WDB SLO) staff to confirm grant terms and ensure any questions are answered;
3. WDB SLO staff will work with you to ensure forms, including the County Agreement are completed in their entirety. Once approved, the County of San Luis Obispo will mail your grant award check;
4. Notify WDB SLO staff upon receipt of your grant award.

What You Need To Complete Your Application

1. Total number of employees (at all SLO County locations (if more than one) and at the specific location the application is for);
2. Number of employees whose jobs are affected by COVID-19 and the number of jobs saved if awarded;
3. What this grant funding will be used for and how the funding will allow for employees to maintain their jobs;
4. A dated impact statement including the use of funds and number of jobs saved;
5. Attach a W9 for reimbursement purposes

COVID-19 Small Business Grant Application

Section 1. Business Information		
Business Name:		
Business Contact:		Title:
Street Address:		
City:	Zip:	County:
Phone:	Ext:	Fax:
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 #:	
	CA Tax #:	
	Business License #:	
NAICS Code: Business Industry		
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

Section 3. Budget		
Budget Category	Description	Cost
Total Costs		

Section 4. Certification by Authorized Business Representative	
<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 SLOworkforce@co.slo.ca.us. Staff from the Workforce Development Board will send confirmation of receipt of application within 1-2 business days.