

**Cayuga County Coronavirus State and Local Fiscal Recovery Funds  
("CSLFRF") Small Business Assistance Grant**

**Grant Application Deadline:**

**4:00 PM, THURSDAY, DECEMBER 15, 2022**



To apply online, please visit the URL included below or scan the QR Code:

**<https://CayugaEDA.org/CountyGrant>**

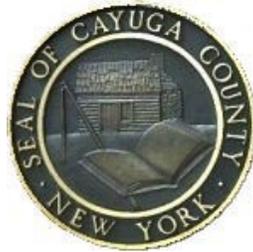


# REQUEST FOR GRANT APPLICATIONS AND POLICY GUIDELINES

Cayuga County Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF")

Small Business Assistance Grant

November 1, 2022



**Expenditure Category #2: Negative Economic Impacts Assistance to Small Businesses**

**Date of Issue: TUESDAY, NOVEMBER 1, 2022**

**Grant Application Deadline: 4:00 PM, THURSDAY, DECEMBER 15, 2022**

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## 1.0 BACKGROUND & PURPOSE

On April 26, 2022, the Cayuga County Legislature, upon approval of Legislative Resolution 182-22, allocated Five Hundred Thousand Dollars (\$500,000.00) of the County's awarded Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF") from the American Rescue Plan Act (ARPA) to establish a term-limited, small business grant program to financially assist small businesses within the County that suffered negative economic impacts from the COVID-19 Pandemic (*these funds are allocated under Expense Category (EC) No. 2 Negative Economic Impacts as defined in the CSLFRF authorizing statute*).

The purpose of this Request for Applications and Program Policy Document is to:

- Outline the County Coronavirus Small Business Assistance Grant Program ("Grant Program") with information helpful to small businesses interested in preparing and submitting a grant application to the County program, by including information on the program's intent, business eligibility, application preparation and submission requirements, and the application review and award criteria.
- Provide a concise Application Form for small business applicants to complete, ensuring that the application is easy to fill out and limits submission of required information to business information needed to address specific review criteria (note: the Application Form is appended to the end of this document).

The goal of the County Grant Program is to assist the maximum number of small businesses in Cayuga County within the resources provided by the County Legislature. The County Legislature wants to ensure that the allocation of County Grant Funds from the American Rescue Plan Act provides a degree of relief for our small business community and supports our local economy as businesses work to recover from the negative economic impacts of the Pandemic. In allocating these funds, it is the intent of the Cayuga County Legislature to distribute the funds to small businesses in an objective, equitable and accountable manner on behalf of the citizens of Cayuga County.

Through this program, the County will allocate and distribute grant funds to eligible small businesses, based on submitted applications and qualifications that demonstrate negative financial impacts from the Pandemic during the two-year time period starting on or after January 1, 2020 and extending to December 31, 2021. Accordingly, Small Business Assistance Grants may be used to cover or reimburse documented economic business losses incurred during this time period.

## 2.0 FUNDING AWARD LIMITS:

The Cayuga County Legislature has allocated \$500,000 for this Small Business Assistance Grant Program. The maximum grant award for any single applicant business is \$10,000. The County anticipates that requests for grant funds, in terms of total applications received and total grant funds requested, may exceed the total county allocation of \$500,000. In order to widely and equitably distribute these grant funds to the County's small business community, the county will likely allocate less than the maximum single-applicant award of \$10,000 to individual businesses, to be determined on a case-by-case basis.

Grant Awards may be made to qualified small businesses located throughout the County, following application intake and processing, with subsequent review and recommendations for grant awards made by a 5-member Award Review and Selection Committee established by the County. These are full grants with no matching funds required. Awards will be made through the execution of a Grant Agreement between the awarded small business and the County. Awards will be provided in a one-time payment.

Awarded small businesses will be required, through the Grant Agreement, to provide to the County evidence of expenditures and outcomes through a one-time, end of program report that will contain the following information:

- How the awarded funds were utilized and expended;
- How the awarded funds helped the business survive and/or grow; and
- How the awarded funds affected business revenue generation.

## 3.0 REQUEST FOR GRANT APPLICATIONS

### 3.1 Application Due Date

Businesses applying to the County Grant Program must submit a completed Application Form plus supporting attachments (e.g., copies of filed FY2019-2021 IRS Business Tax Returns) on or before the **Application Deadline of THURSDAY, DECEMBER 15, 2022, 4:00 PM**. All attachments and addenda released for this Application in advance of a Grant Contract Award are incorporated herein by reference.

### 3.2 Application Eligibility

The Application Form is appended to the end of this document. It shall be the applicant's responsibility to review the full application requirements and any other components made a part of the County Grant Application. Applicants shall comply with all requirements and specifications attached therein.

Applicants that meet the general eligibility requirements must complete an Application to be considered for grant funding. Applicants must answer all questions and the Application must be accompanied by all required supporting documentation.

To be eligible for the Cayuga County CSLFRF Small Business Assistance Grant Program, the Applicant business must comply with the following:

1. Business was established and operating on or before December 31, 2019 and currently continues as an established and operating business in Cayuga County.
2. The Business experienced and can document, a year-to-year loss in Annual Gross Receipts  $\geq$  10%, as documented by a comparison of Annual Gross Receipts in the applicant's filed FY20 and FY21 IRS Business Tax Returns, when compared with the applicant's Annual Gross Receipts recorded in their filed FY19 IRS Business Tax Returns (the benchmark).
3. Business is located in Cayuga County and licensed to do business in the State of New York and Cayuga County.

4. The Business has twenty-five (25) or fewer employees (including business owner/worker). The employee count shall be based on number of employees as of 1/1/2020.
5. The Business Annual Gross Receipts in FY19 is ≤ \$1,000,000.
6. Business is not delinquent in any Real Property Taxes or in default on any state, federal or local taxes.
7. Business is not delinquent on any loans provided under Cayuga County, City of Auburn or CEDA loan programs.
8. Business is not currently filing or engaged in a bankruptcy proceeding.
9. Business is not suspended or debarred from the use of federal funds.
10. Business is not a franchise – unless that franchise is not a subsidiary of a larger corporation and is able to document that it is not a subsidiary.
11. Business is not a chain (unless the majority of the chain locations are within Cayuga County).
12. The Business is not a passive real-estate business entity and the business's Gross Receipts are not passive income.
13. Business did not receive ≥ \$2,500 from the recent City of Auburn Pandemic Small Business Grant Program.
14. Business will enter into a Grant Agreement with Cayuga County that will include, but is not limited to, evidence of expenditures and outcomes through a one-time, end of program report that contains the following information:
  - How the awarded funds were utilized and expended;
  - How the awarded funds helped the business survive and/or grow; and,
  - How the awarded funds affected business revenue generation.

### 3.3 Restrictions on the Use of Grant Funding

Awarded businesses may only use the grant funds for mitigating business financial hardship due to the COVID-19 Pandemic. Business financial hardships include but are not limited to declines in revenues, or periods of business closure; supporting payroll and benefit costs or costs to retain or replace employees; business-related mortgage, rent, or utilities costs; and other business operating costs.

In addition to the approved use of grant funds noted above, there are several important restrictions on the use of the County grant funds. The following is a non-exhaustive list of examples of disallowable uses of County grant funds:

- Paying off non-business debt, such as personal credit cards for purchases not directly associated with the business and business operations;
- Purchase of personal expenses, such as paying off a car loan or making home repairs;
- Purchase of personal items;
- Food and entertainment purchases not associated with direct business operations;
- Travel not associated with direct business operations;
- Bonuses provided to the business owner;
- Deposit of grant funds into a pension fund;
- Use of funds to directly service debt not directly associated with pandemic losses, satisfy a judgement or settlement, or contribute to a "rainy day" fund; and
- Sub-recipients may not use federal funds for expenses which have already been reimbursed through another federal program.

### 3.4 Assessing Negative Economic Impact: Baseline & Documentation Periods

The county grant funds can cover negative economic impacts documented by the small business during the period beginning January 1, 2020 through December 31, 2021. Applicants are responsible for documenting negative economic impact to their small business due to the COVID-19 Pandemic. Applicants shall provide copies of filed Business Tax Returns submitted to the IRS for the fiscal years ending fiscal year 2019, fiscal year 2020 and fiscal year 2021 with the completed Application.

In reviewing Applications and considering grant awards, the Award Selection Committee will utilize the IRS Business Tax Returns for FY19 as a baseline for assessing economic losses when compared to the financial information provided in the submitted FY20 and FY21 filed IRS Business Tax Returns.

### 3.5 Accessing and Completing the Application

Cayuga County is responsible for administration of the Grant Program. The County is contracted with the Cayuga Economic Development Agency ("CEDA") for economic development support services. CEDA will administer the Cayuga County CSLFRF Small Business Assistance Grant Program to the County's small business community. CEDA staff will work closely with the County committee established to implement this term-limited assistance program.

All applications may be accessed and downloaded as fillable PDF documents on the CEDA website here: <https://cayugaeda.org/countygrant/>. Applicants wishing to work with a hard (paper) copy of the application may contact CEDA at (315) 252-3500 and request that a paper application be mailed to them. Completed applications and all questions shall be submitted to:

Maureen Riester, Economic Development Specialist. Email: [CountyGrant@cayugaeda.org](mailto:CountyGrant@cayugaeda.org)

**Applications will be accepted by CEDA staff at the contact provided above starting on TUESDAY, NOVEMBER 1, 2022 through the deadline for submissions on THURSDAY, DECEMBER 15, 2022, 4:00 PM.**

It is the applicant's responsibility to ensure the application is complete and all required supplemental information is submitted. The County reserves the right to accept or reject all or any part of an application and award the applications based upon the intent of County Resolution 182-22 (authorizing and establishing the grant program) and the overall purpose of the grant program as outlined herein. It is the responsibility of the applicant to confirm that their application is received and deemed complete by the deadline. Email (or written as necessary) confirmations will be sent by CEDA in response to all applications submitted.

### 3.6 Application Questions

Upon review of the application document, applicants may have questions regarding the application forms and/or need clarification or interpretation of submittal requirements. To accommodate application questions, applicants should submit any such questions in writing to

CEDA. Written questions shall be emailed (or submitted in writing if necessary) to Maureen Riester at CountyGrant@cayugaeda.org by December 15, 2022. Applicants must include “County CSLFRF Questions” in the subject line of the email or written correspondence. A summary of question submittals and the grant program responses will be made available on the program website. No information, instruction or advice provided verbally or informally by any Cayuga County or CEDA staff, or County elected officials, whether made in response to a question or otherwise in connection with the Application, shall be considered authoritative or binding.

### **3.7 Application Submittal**

Applicants are required to complete this Application Form, provide any and all applicable supplemental information and complete the Application Certification where requested. Please Note: Applicants may complete the application forms in writing and submit a hard copy to CEDA in lieu of this application if needed.

## **4.0 APPLICATION REVIEW & EVALUATION**

### **4.1 Application Evaluation Process**

All qualified and completed applications will be processed and evaluated. Awards may be made to qualified applicants meeting the requirements and funding thresholds best fitting the intent of County Resolution 182-22 and the purpose of the grant program.

Applications will be evaluated according to completeness and relevance to, and degree of, documented negative economic impact/loss due to the Pandemic during the assessment period. The Award Selection Committee will also consider the overall number of applications and total funding requests received relative to total program funding resources available when making award recommendations.

All applications and related attachments shall be treated as confidential to the fullest extent of the law and shall not be disclosed to other applicants or to anyone outside the Award Selection Committee, unless compelled by a court order or similar governmental process.

### **4.2 Evaluation Criteria**

Following application intake and processing by CEDA staff, the completed grant applications will be forwarded to a 5-member Award Selection Committee established by the County. The Award Selection Committee will review all applications based on the responses provided in the Application and Supplemental Information submitted. The evaluation process will use (but not be limited to) the criteria listed below:

- Demonstrated negative economic impact or harm due to the pandemic during the assessment period;
- Amount of requested grant funds relative to documented economic harm/loss; and
- Demographic distribution of Small Business Assistance Grant Funds within the County

## **5.0 GRANT AWARD AND FUNDING DISBURSEMENT**

### **5.1 Grant Award**

A grant award of \$10,000.00 is the maximum amount that an applicant may receive under this County grant program in accordance with the requirements and specifications outlined herein. Notwithstanding the maximum award amount, the actual grant award amounts may be less than the funding requested by the applicant, at the Award Selection Committee’s discretion.

### **5.2 Funding Disbursement**

1. Funding awards to small business applicants, in amounts determined and authorized by the County Award Selection Committee, will be made as direct grants to the small business. Payments of authorized grant funds shall be made within 30-days of receipt, review and approval of an executed Grant Funding Agreement. Grant recipients may be required to enroll in ACH/Direct Wire Transfer for disbursement of funds. Cayuga County reserves the right to exercise some flexibility for payment terms on a case-by-case basis, to be finalized during contract review and execution.

# Cayuga County Grant Application

## 1. BUSINESS INFORMATION

Business Name: Please enter the legal name of your business. \*

If your business operates under a different name, please add the doing business as (DBA) name here.

Business Owner's Name \*

First Name

Last Name

Please choose your city, town or village your business is located \*

Business Address \*

Address Line 1

Address Line 2

City

State

ZIP Code

Application Contact Person \*

First Name

Last Name

Contact Person Email \*

Contact Person Phone No. \*

Date Business was established \*



Number of Full Time Equivalent (FTE) Employees on 1/1/2020 \*

If you are a sole proprietor or single member LLC, enter "0" indicating no employees.

NAICS CODE for Business \*

Please enter the business industry and North American Industry Classification System (NAICS) Code here. NAICS Codes can be found online at <https://www.census.gov/naics/>

Provide a brief description of the business (products, services, business sector, etc.) \*

## 2. BUSINESS REQUEST FOR GRANT FUNDING: APPLICATION INFORMATION

### Acknowledgement: Review of Program Guidelines

Please review the Program Guidelines in this document.

I have read and reviewed the Program Guidelines: Review of the Program Guidelines is Mandatory. Please indicate above if you have reviewed this material: \*

 YES NO

2.1 CSLFRF Grant Funding Requested: \*

Please enter the dollar amount of County CSLFRF Grant Funding being requested. Maximum grant amount is \$10,000.

2.2 Annual Gross Receipts Information from filed IRS Business Tax Returns. In the appropriate boxes below, please insert the Gross Receipts or Sales dollar amount as reported on your filed IRS Business Tax Return.

- line 1a, IRS Form 1120 or 1065;
- line 1, IRS Form 1040 Schedule C
- sum of line 1a = line 2, IRS Form 1040 Schedule F

FY19 Gross Receipts:

Please check here if you did not receive tax returns for Fiscal Year 2019.

 I confirm this business did not receive tax returns for FY19

FY20 Gross Receipts: \*

FY21 Gross Receipts: \*

2.3 Was all or part of your business shut down for a period of time due to the Pandemic? \*

 YES NO

If YES, please answer the questions below regarding when, and for how long your business shut down:

If Yes, was closure mandated by New York State or by the business owner?

Determined by New York State

Determined by business owner

If business was shut down in 2020, please enter the cumulative length of shut down in terms of number of weeks:

4-12 weeks

13-24 weeks

25+ weeks

If business was shut down in 2021, please enter the cumulative length of shut down in terms of number of weeks:

4-12 weeks

13-24 weeks

25+ weeks

### **Acknowledgement for Recovery Funds Previously Received.**

**Please review the categories below to acknowledge Covid-19 Pandemic Recovery Funds received from other sources.**

Did the business receive any funding from Federal Payroll Protection Program (1st Draw or 2nd Draw) \*

 YES NO

If YES, enter the total amount of PPP funding received:\*

If YES, were the PPP Loans Forgiven?\*

Yes

No

Did the Business receive a federal COVID-19 Economic Injury Disaster Loan (EIDL)? \*

 YES NO

If YES, please enter the EIDL Loan Amount:\*

2.4.3 Did the Business receive a Grant through the City of Auburn CSLFRF Small Business Grant Program (City issued the Grant Notices on March 18, 2022 with Applications Due April 30, 2022) \*

 YES NO

If YES, please enter the City Grant Amount:\*

Did the Business receive any other local, state or federal COVID-19 grants to support business loss? \*

 YES NO

If YES, please enter the name(s) of the program/grant and amount received for each:\*

## 2.5 Acknowledgement of Business Tax Return Submission

*Please check the boxes below to confirm you have submitted each of the selected year's filed IRS Business Tax Returns (and associated Schedules) with your Application. Applications will not be deemed complete without submission of this supplemental information. All materials submitted will be used for the sole purpose of assessing qualifications for this grant program. All applications and related attachments shall be treated as confidential to the fullest extent of the law and shall not be disclosed to other applicants or to anyone outside the processing staff and the Award Selection Committee, unless compelled by a court order or similar governmental process.*

*Applicants should please block out all but the last four (4) digits of their Social Security number on the filed IRS Business Tax Returns submitted with their application.*

Upload Tax Returns for Fiscal Year 2019 \*

Choose File Remove File No File Chosen

File uploads may not work on some mobile devices.

Upload Tax Returns for Fiscal Year 2020 \*

Choose File Remove File No File Chosen

File uploads may not work on some mobile devices.

Upload Tax Returns for Fiscal Year 2021 \*

Choose File Remove File No File Chosen

Please check the boxes below to confirm you have submitted each of the selected year's IRS Business Tax Returns (and associated Schedules) with your application. Applications will not be deemed complete without submission of this supplemental information. All materials submitted will be kept fully confidential and used for the sole purpose of assessing qualifications for this grant program. \*

 IRS Business Tax Returns for Fiscal Year 2019 IRS Business Tax Returns for Fiscal Year 2020 IRS Business Tax Returns for Fiscal Year 2021

## 2.6 Application Certification:

By entering your name in the box below, you certify that you are authorized by the business applicant to submit this grant application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which you have made or furnished for the purpose of receiving Cayuga County CSLFRF Small Business Assistance Grant Funding Assistance, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud Cayuga County, with the knowledge that such application will be filed with or recorded by the County, constitutes a crime under New York State Law.

Name \*

First Name

Last Name

Date \*