



**County of Humboldt Small Business Restart & Recovery Grant Program  
Notice of Funding Availability (NOFA)  
August 12<sup>th</sup>, 2020**

**Purpose:** The County of Humboldt Small Business Restart & Recovery Grant (SBRR) will provide direct aid to the business community in the form of micro-grants made to independent, local for-profit businesses which have suffered financial hardship as a result of COVID-19. The program will be administered and managed by the County of Humboldt's County Administrative Office (CAO) of Economic Development.

**Program year:** Fiscal Year 2020-2021

**Application Deadline:** Online applications will be accepted beginning 8am PST on Wednesday, August 19<sup>th</sup>, 2020.

**Governance:** Program shall follow the US [Treasury's Coronavirus Aid, Relief, and Economic Security Act \(CARES Act\) Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments](#) (Guidelines).

**Estimated Program Funding:** \$3,288,650

**Grant Amount:** Businesses who meet the eligibility criteria may apply for reimbursement not to exceed \$500 for expenses incurred in relation to drafting/submitting a certified and approved business reopening plan(s) and may also apply for up to \$12,000 (\$12,500 combined cap per entity) to assist with COVID-19 related expenses as outlined in the Guidelines and below.

**Grant Distribution:** Funding shall be made available on a first-come-first-served basis. Grant funding will be administered vis-à-vis expense reimbursement and applicants may be required to submit verifiable supporting documentation prior to release of grant funding.

**Program Sunset:** SBRR shall terminate December 30, 2020, or after funding has been exhausted, whichever occurs first. The SBRR may be extended at the county Board of Supervisors' discretion if additional funding is secured or an extension is provided through federal legislation.

Please review the information in this Notice of Funding Availability (NOFA) for complete requirements to participate in the SBRR before filing an application.

The SBRR provides separate applications for the Restart Grant (\$500 cap) and the Recovery Grant (\$12,000 cap). Business owners may apply for both grants, but no expenses may be duplicated between the SBRR funding or with another COVID-19 relief program.

**Restart Grant** - Businesses who meet the eligibility criteria may apply for reimbursement not to exceed \$500 for expenses incurred in relation to drafting/submitting their business reopening plan(s). Examples include staff administrative or labor costs incurred for completing the reopening plan, professional service fees for the use of third party providers to create plan.

**Recovery Grant** – Businesses meeting the eligibility criteria may apply for up to \$12,000 (cap per entity) to assist with COVID-19 related expenses.

### **Eligible Expenditures**

- Procurement and/or care of personal protective equipment (PPE) for employees and/or customers.
- Rental assistance for those periods during which a business may have been closed or whose operation was dramatically limited while closures on businesses and Shelter In Place orders were in effect.
- Expenses related to eviction prevention and landlord/tenant mediation and arbitration.
- Funding for improvements, equipment, or operational changes for complying with quarantining and social distancing orders.
- Cleaning supplies and/or professional disinfection services to meet Center for Disease Control and Prevention (CDC) guidance for COVID-19 viral mitigation and prevention.
- Wages for the hiring and/or training of staff substantially dedicated to COVID-19 preparedness, mitigation, and response.
- Other measurable and verifiable expenditures directly related to operational hardships resulting from COVID-19 and/or for hardships incurred for a business to comply with orders from the Public Health Officer.

**Note:** Although a broad range of uses are allowed, revenue replacement is not a permissible use of grant payments. Submitting any false, fictitious, or fraudulent information or the omission of any material fact or duplication of funding requests may subject the applicant to criminal, civil, or administrative penalties for fraud, false statements, false claims, repayment of funds, or otherwise.

### **Ineligible Expenditures**

The following is a list of examples of costs that would **NOT** be eligible expenditures of payments from the SBRR.

- Expenses for the state share of Medicaid.
- Damages covered by insurance.
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
- Reimbursement to donors for donated items or services.

- Workforce bonuses other than hazard pay or overtime.

**Eligibility:**

Grant recipients must be; a for-profit business whose business was or has closed, or whose operations were or are adversely impacted as a result of COVID-19 (or as a result of complying with Public Health orders), and who also meets all of the following criteria:

- Business location or operations must be based within the geographical boundaries of Humboldt County.
- Business is an independently owned business, privately held, not a public limited company with publicly traded investment shares.
- Business has no more than 99 full-time equivalent (FTE) positions and has at least one full-time equivalent (FTE) employee; a business owner working full-time would meet this qualification.
- Business was open and actively operating as of March 20, 2020.
- Must be registered with the California Secretary of State and be in good standing.
- Business remains in compliance with Public Health Orders and has submitted their business reopening plan which has been certified and approved by the Humboldt County Joint Information Center (JIC).

**Required Documentation:** The following information must be provided in digital format and uploaded to the appropriate section of the application:

- [Humboldt County Business Plan for Opening and Recertification](#) If you have not yet submitted a reopening plan, please complete one prior submission of the funding applications. A plan must be certified and approved before applying for the grants.
- Current Humboldt County Business License (Issued by either the County of Humboldt or a local municipality) or appropriate business license applicable to childcare, eldercare, adult daycare or mental health services.
- Verification that your business was operating as of March 20, 2020 (e.g., quarterly financials, income receipts, tax return).
- Documentation that your business has no more than 99 full-time equivalents (FTE) positions and has at least one full-time equivalent (FTE) employee. (IRS Forms 940, 941, or 1040)
- Completed IRS W-9 Form (Available for download if needed: [Form W-9](#))
- Receipts and/or documentation of other expenses.

**Application Process:** All SBRR applications are to be submitted via the online form process which will be posted at <https://humboldt.gov/2704/Business-Resources>. A link will also be available at: <http://gohumco.com/227/COVID-19-Resources>. Applicants who do not have the ability or access to submit their application online may contact the County of Humboldt's CAO's Economic Development office at 707-445-7745 or via email at [gohumco@co.humboldt.ca.us](mailto:gohumco@co.humboldt.ca.us) for assistance.

Please note the Restart and Recovery grants have separate application forms that will be posted on the [Humboldt County Business Resources](#) web page.

**Restart Grant:** (Up to \$500 for expenses incurred in relation to drafting/submitting their business reopening plan(s)).

**Recovery Grant:** (Up to \$12,000 cap per entity to assist with COVID-19 related expenses).

**Award Selection:** If an application is found complete, the application will be reviewed for eligibility and if eligible the applicant will receive a notice of award within a target of thirty (30) days following submission. Eligible applications will be funded on a first-come, first-served basis until funding is depleted. In all cases, the county reserves the right to reject any and all applications in the event the county identifies a potential conflict of interest or the appearance of a conflict of interest. Submission of an application in no way obligates the county to award a grant and the county reserves the right to reject any or all applications, wholly or in part, at any time, without penalty. Applications may be subject to public disclosure pursuant to the California Public Records Act. All awards are subject to the terms and conditions of the CARES Act and the CARES Act Guidelines.

**Funding Distribution:** If selected for grant funding, payment may be made to the recipient via direct bank deposit. If preferred, applicants may request payment via check. To facilitate direct deposit, you will be required to provide the following:

- Completed IRS W-9 Form (Available for download here if needed [Form W-9](#))
- One of the following options for establishing an electronic fund transfer:

**Option A:**

- A voided check
- AND an email address to send remittance advice if selected for an award

**OR**

**Option B:**

- A confirmation letter from your bank with the following :
  - Verification of ownership for the bank account
  - The bank's routing number
  - The bank account number
- AND an email address to send remittance advice

Questions regarding any part of this NOFA can be directed to County of Humboldt's CAO's Economic Development office at 707-445-7745 or via email at [gohumco@co.humboldt.ca.us](mailto:gohumco@co.humboldt.ca.us)