



Humboldt County Small Business Restart and Recovery Grants Frequently Asked Questions (FAQ) Issued August 19, 2020

The Humboldt County Small Business Restart and Recovery Grant program is funded by a portion of the CARES Act funding which the county received. The program is designed to aid Humboldt's small business community in the form of small grants. These grants will help businesses offset the various necessary but unanticipated expenses businesses owners have had to contend with in order to comply with local and state Health Orders relating to COVID-19.

The Notice of Funding Availability and Application materials can be found here: <https://humboldt.gov/2704/Business-Resources>

Questions related to the program can be directed to GoHumCo@co.humboldt.ca.us and 707-445-7745

- **My business is considered essential and does not need to submit a reopening plan in order to remain open, can I still apply?**
 - Yes. Most businesses, with few exceptions (such as medical or dental facilities), are required to submit reopening plans, even if they were deemed “essential” and were never required to close. Learn more about the process and submit your plan at: <https://humboldt.gov/2756/Business-Compliance>. Restart grants are specific to the costs associated with drafting and submitting reopening plans that have been certified and approved.
- **My business sector isn't allowed to file for reopening yet, can I apply for funding?**
 - You cannot file for the Restart grant without first having submitted your plan. However, so long as you remain in compliance with the Public Health Orders you may submit a grant request under the Recovery Grant Program for eligible expenses, necessary to respond to COVID-19, as outlined in the Notice of Funding Availability. This means that if your business has been forced to remain closed or you have chosen not to reopen yet you may submit a Recovery Grant application and be eligible for reimbursement of eligible expenses.
- **Is the program only for Personal Protective Equipment (PPE)?**
 - No, the funding can be used for a broad range of unanticipated expenses as spelled out in the Notice of Funding Announcement and the FAQ. All expenses must be necessary to respond to COVID-19.
- **Can nonprofits apply?**
 - No, this program is dedicated to supporting small for-profit business operating in the County of Humboldt, however the staff at the office of Economic Development is available to assist businesses in exploring COVID-19 related grant opportunities for businesses. Contact our office at 707-445-7745 or email us at gohumco@co.humboldt.ca.us
- **Do I have to have closed during Shelter-in-Place (or be currently closed) to qualify?**
 - No, any for-profit business who meets the other criteria and was either closed, or whose operations were or are adversely impacted as a result of COVID-19 is eligible to apply.
- **My business isn't required to file with the CA Secretary of State, can I still apply?**
 - Yes, businesses not required to file with the Secretary of State may still apply. Please be prepared to provide documentation of your legal right to operate in California and are in good standing if requested by staff.

- **What is the timeline for reimbursement eligible expenditures through this grant money?**
 - Grant requests may be made for reimbursement of unanticipated expenditures necessary to respond to COVID-19 dated between March 1st, 2020 and December 31st, 2020. This means you may apply for funding of upcoming expenses; but you will not be reimbursed until you have made the expenditure and provided documentation.
- **How do I load attachments?**
 - Documents may be uploaded directly into the form by either dragging them into the upload field or by clicking on the field and selecting the files from your file explorer. How to fill out application?
- **How do I apply?**
 - The applications will be accessible at <https://humboldt.gov/2704/Business-Resources> on August 19th, 2020. Printable and fillable forms will be available on the website. The fillable form can be saved for later if you need to dig up supporting documents. Online applications can be submitted directly through the application, while mail in applications should be addressed to
Attn: Economic Development
520 E Street
Eureka, CA 95501
 - All applications are being processed on a first come first serve basis. Application sent through the mail will be processed in the order they are received based upon their postage. Please ask the post office to time stamp the postage when you drop it off or they will be process as if they came in at the end of the day on which they were mailed.
Applications dropped off at Economic Development will **NOT** be processed.
- **Are there any resources to provide help/assistance in completing the application?**
 - The Small Business Development Center (SBDC) is available to assist businesses with their applications. They can be reached at 707-445-9720 and admin@northcoastsbdc.com. If you would like the SBDC to be able to speak on your behalf, please fill out and submit the Lender & Resource Partner Communications Release Acknowledgment and submit it to admin@northcoastsbdc.com. A link to the Release Acknowledgment can be found at <https://humboldt.gov/2704/Business-Resources>.
 - If you have questions for Economic Development Staff please call 707-445-7745 or email at GoHumCo@co.humboldt.ca.us
 - Printed copies may be available from local chambers of commerce including
 - McKinleyville Chamber of Commerce
 - Fortuna Chambers of Commerce
 - Orick Chamber of Commerce
 - Eureka Chamber of Commerce (By appointment Only)
 - Ruth Lake Community Service District (At the office and at the Campground Store)
- **The grant pays for reimbursement of expenses, but do I need to have spent the money before applying?**
 - No, eligible expenditures may be made from March 1st, 2020 thru December 31st, 2020. That means if you have an upcoming unbudgeted expense as a result of COVID-19 impacts on your business you may apply for funding to offset those costs. However, funds will not be distributed until the expenditure has occurred and receipts are provided.
- **Are mortgage payments eligible under this program or just rent?**

- Mortgage payments are potentially eligible for periods which your business was required to be closed due to Public Health Order and documentation should be uploaded under Section 7. Be sure to provide documentation supporting your claim and label it appropriately.
- **It's a first come first serve program, does that mean that if I mail my application and it gets there slowly, will my position in the queue be affected?**
 - If you mail in your application, you should request that the post office time stamp your packet when you send it in. If there is no time stamp mailed in application will be processed in the order, they are received.
- **I only have some expenses identified right now but am working on some other I know are coming, do I need to wait until I have identified them all before submitting an application?**
 - No, each applicant is eligible for up to \$500 for the Restart grant and up to \$12,000 for the Recovery grant. If you only have part of the expenditure identified for the Recovery grant you may absolutely submit one application now and another at a later date. Making duplicate fund requests which cover the same costs is not allowed.
- **What constitutes a receipt for an expense?**
 - A receipt is a verifiable document which demonstrates your expense. For example, you may provide a breakdown of staff time and wages paid to train your staff in COVID-19 preparedness and risk mitigation. Please provide as detailed as possible documents with narrative attached as you feel is needed. Unverifiable or unmeasurable expenses may be denied funding.
- **How can I get a W9?**
 - The IRS W-9 Form may be found through the link on the county website or by going to the IRS website <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. This form is free and any paid service claiming to provide this documentation is a scam.
- **What about no receipts for rental payments? ~~Proof of payment, copy of lease contract~~**
 - Proof of rental rates may be provided through a copy of your rental agreement or confirmation letter from your landlord.
- **Do I have to provide a letter from my bank if I already provided the routing and account number?**
 - Yes, this letter provides evidence from your bank that the account information belongs to you. Entering those details into the fields allows for rapid processing of payment.
- **I don't want to provide my bank account information. Can I just get a check?**
 - The County of Humboldt has the capacity to print paper checks, please reach out to economic development for more details at GoHumCO@co.humboldt.ca.us or at 707-445-7745.