



# City of Soledad

## APPLICATION

### ARPA SMALL BUSINESS ASSISTANCE AND IMPROVEMENT GRANT

**Due Date:** Applications will be accepted from September 26, 2022, to November 30, 2022.

**Purpose Statement:** The City of Soledad small business community has faced significant challenges due to the Covid-19 pandemic. The intent of this grant program is to assist those business sectors who have been impacted negatively by the pandemic and who have sustained financial hardships caused or exacerbated by Covid-19 related mandates and are struggling most to recover from the pandemic. The City of Soledad has allocated \$200,000 of its American Rescue Plan Act funds for this small business grant program to help support the recovery from the Covid-19 pandemic. Applicants may receive up to \$20,000 depending on income revenue.

Grant awards will be based on a flat amount determined by the 2019 Annual Gross Revenue for each small business applicant as indicated in the table below:

2019 Annual Gross Revenue Brackets	Grant Amount
\$1,000 - \$100,000	\$5,000
\$100,000 - \$500,000	\$10,000
\$500,000 - \$1,000,000	\$15,000
\$1,000,000 - \$3,000,000	\$20,000

**To be eligible, the small business MUST:**

- Commercial business must be located and licensed in the City of Soledad, since at least March 2019.
- Business is not facing any pending litigation or legal action.
- Business is not suspended or debarred from the use of state or federal funds.
- Business was **operational as of March 1, 2020, and is still in business at the time of application submittal**, and intends to remain open indefinitely.
- Open to all industries, available to franchises and affiliate businesses.
- Business experienced a net revenue loss (gross revenue net of operating expenses) of **at least 25% for the calendar year 2020 or calendar year 2021 compared to the calendar year 2019 (non-covid year).**
- A business cannot receive more in ARPA grant funding than total revenue loss.
- Business employed 20 full-time equivalent (FTE) employees or less, as of March 1, 2020
- For businesses with multiple locations, only employment and revenue figures for the City of Soledad location(s) can be used to qualify for a grant under the Program, and all grant funds received must be used only to support Soledad's business operations.

Multiple locations within Soledad operating under a single business entity will be considered one business for purposes of the Program.

- Passive businesses are not eligible. These include rental properties or any business in which the owner does not actively participate.
- This Program does not include non-profits.

**Qualified Use of Funds:** The grant funds can be used to offset or reimburse the business for operational costs or revenue loss caused by the Covid-19 pandemic, to support:

- General business operations
- Payroll expenses
- Supplier payments
- Rent, lease, or mortgage payments for business real property
- Personal Protective Equipment (PPE) and/or sanitation supplies and equipment
- Cost of compliance with county, state or federal requirements, or recommendations
- Technical assistance, counseling, or other services to support business planning

**Ineligible use of grant funds are as follows:**

- Anything outside the scope relating to Covid-mitigation
- Any expenses not applicable through ARPA
- To fund any business other than which is receiving the grant

**Approval Process:** As funds available are limited, applications will be processed on a “first-come, first served” basis, until grant funds are exhausted. **Applications are open from September 26, 2022, at 9:00 a.m. through November 30, 2022, at 5:00 p.m., or until funds are exhausted.** Applications may be submitted electronically to the Community and Economic Development Department at [comm.econdev@cityofsoledad.com](mailto:comm.econdev@cityofsoledad.com) or in person at the Soledad Gateway Center (Attention: Tencia C. Vargas) located at 502 Front Street, Soledad.

The Community and Economic Development Director or designee will make all final decisions on program eligibility and adherence and any related interpretations necessary to make a grant decision.



## BUSINESS INFORMATION

Business Name (must match IRS documents and City Business License)

\_\_\_\_\_

Doing Business As: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Commercial Business Address (home-based businesses not eligible): \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Identification Number or Social Security Number: \_\_\_\_\_

City of Soledad Business License Number: \_\_\_\_\_

Year Business was Established: \_\_\_\_\_

Was your business operational as of March 1, 2020? YES \_\_\_\_\_ NO \_\_\_\_\_

Is your business in operation as of the date of this grant application? YES \_\_\_\_\_ NO \_\_\_\_\_

Is it your intent for your business to remain open? YES \_\_\_\_\_ NO \_\_\_\_\_

Gross Business Revenue – Calendar Year 2019: \$ \_\_\_\_\_

Gross Business Revenue – Calendar Year 2020 \$ \_\_\_\_\_ or Calendar Year 2021 \$ \_\_\_\_\_

Number of Employees on March 1, 2020: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Please briefly describe your business and the products/services provided in the City of Soledad:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe how your business has been negatively impacted by the Covid-19 pandemic:

---

---

---

---

---

**GRANT SPENDING PLAN**

Please describe how the ARPA Small Business Assistance & Improvement Grant Funds will be used:

---

---

---

---

---

Select the following that are part of your Grant Spending Plan (check all that apply):  
*(Grant funds can be used to offset or reimburse the business for operational costs or revenue loss caused by the Covid-19 pandemic.)*

- General business operations (most common)
- Payroll expenses (most common)
- Supplier payments
- Rent, lease, or mortgage payments for business real property
- Personal Protective Equipment (PPE) and/or sanitation supplies and equipment
- Cost of compliance with county, state, or federal requirements or recommendations
- Technical assistance, counseling, or other services to assist with business planning needs

**REQUIRED DOCUMENTATION**

**In order for your grant application to be considered, all of the following documents must be submitted:**

- **Completed Grant Application**
- **2019 Federal Income Tax Return documenting business income**
- **2020 or 2021 Federal Income Tax Return documenting business income**
- **Current City of Soledad Business License**

**ACKNOWLEDGEMENT AND CERTIFICATION**

\_\_\_\_\_ I/We understand that this ARPA Small Business Assistance & Improvement Grant application will be considered based upon the information and documentation provided.

\_\_\_\_\_ I/We hereby attest and certify that the following is true and correct:

\_\_\_\_\_ The business listed on this application experienced a reduction in revenue of at least Twenty-five (25%) percent when comparing 2019 to either 2020 or 2021 and that this reduction in revenue was the direct result of the Covid-19 pandemic.

\_\_\_\_\_ All information included on this grant application is true and accurate to the best of my/our knowledge.

\_\_\_\_\_ The federal income tax documents submitted with this grant application are true and accurate.

\_\_\_\_\_ The business will maintain all records pertaining to this grant for a minimum of six (6) years from the date the grant is issued.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNAL USE ONLY**

\_\_\_\_\_ **Approved**    \_\_\_\_\_ **Denied**    **Approved Grant Amount:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_    **Title:** \_\_\_\_\_    **Date:** \_\_\_\_\_