



# County of Lincoln

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[www.lincolncountynm.gov](http://www.lincolncountynm.gov)

## Implementation of CARES ACT Small Business Grants

### Application Submittal

- 1) Deadline for all applications is 5:00 pm on December 14, 2020. Applications will only be accepted by EMAIL. Send completed applications to: [HR@LINCOLNCOUNTYNM.GOV](mailto:HR@LINCOLNCOUNTYNM.GOV)
- 2) Application and supporting documentation can be found on the Lincoln County website:  
  
[WWW.LINCOLNCOUNTYNM.GOV](http://WWW.LINCOLNCOUNTYNM.GOV)
- 3) All ineligible applications will be rejected. The eligible applications will be reviewed by the Lincoln Board of County Commissioners on December 15, 2020 during the regular commission meeting.

### Application requirements

- The business must be headquartered in Lincoln County, NM;
  - Business must **not** be located inside of a village, town or city limit
- 50 or fewer full-time equivalent employees;
- Annual revenues of \$2 million or less;
- Business start date no later than March 1, 2019;
- The business was either forced to close or had severely curtailed business operations as a result of closure orders due to COVID-19.

The following documentation **MUST** be included in the application packet:

- Business name / Owner's name / Phone number / Email address
- Certificate of good standing
- Copy of your payroll to include March 1, 2020
- Most recent payroll at time of application
- Documentation of March and April 2019 total gross receipts
- Most recent taxes documenting net taxable income
- Unemployment insurance tax documentation for the fourth quarter of 2019
- All backup documentation for reimbursement requests
- Completed W9 Form
- Voided Check or Bank Letter with Account/Routing Info (if applicable). Payments will be made directly into the small business bank account. By providing us this information, you certify that the information provided is correct and you authorize the county to initiate credits for corrections to the financial institution.

## **Application Determinations**

The Lincoln Board of County Commissioners will determine the individual award amounts based on the following:

- Number of eligible applications received
- The amount requested by each individual business
- Need and size of individual business

## **Award**

When the review process has been completed, the applicant will be notified whether or not they have been awarded a grant by email.

An award letter or agreement will be sent to the small businesses by email.

## **Post Award**

By submitting an application, each small business understands and agrees to the following:

- This is a Federal Grant distributed through the State of New Mexico and Lincoln County
- On-site audits may be conducted by Lincoln County, State of New Mexico, United States Federal Government or their agents
- The small business owner ensures that all requirements and obligations are met. This may include providing additional documentation.
- Current guidance from the IRS states the awards will be reported as income to the small business and a 1099 will need to be issued for each award.

## **Disbursement**

Reimbursement requests must be reviewed to ensure compliance for eligible expenses and accurate financial management. All backup documentation for reimbursement requests must be kept for auditing purposes.

What expenses will be covered:

### **Business Continuity:**

- Non-owner employee payroll
- Rent
- Scheduled mortgage payments
- Insurance
- Utilities
- Marketing

### **Business Redesign:**

- Reconfiguring physical space
- Installing plexiglass barriers
- Purchasing web-conferencing or other technology to facilitate work-at-home
- Personal Protective Equipment (PPE) for employees
- Temporary structures to mitigate the spread of Covid-19