

In order to support small business employers facing financial impacts and potential layoffs from the novel coronavirus 2019 (COVID-19), **Monterey County Workforce Development Board** has established the *COVID-19 Small Business Grant Fund*. The fund will provide grants to small employers experiencing economic stresses in order to prevent potential layoffs or facility closures during COVID-19.

Monterey County Workforce Development Board has designated \$47,000 of Workforce Innovation and Opportunity Act Rapid Response Layoff Aversion Funds to this project, with an additional round of funding after July 1, 2020.

Eligibility

Eligible applicants include businesses or industry associations that:

- Have a business location in Monterey County (*NOTE: funds may only be utilized for Monterey County locations*)
- Have 50 employees or less
 - Are up-to-date on Unemployment Insurance (UI) taxes and are in good standing with the state of California, to be submitted via attestation on the grant application
 - Can demonstrate a need to prevent layoffs which would occur due to the impacts of COVID-19

Funding Availability

- Businesses with 1-25 employees are eligible for total grant funding of \$1,500
- Businesses with 26-50 employees are eligible for total grant funding of \$2,500

Use of Funds

Employers must utilize the funds to create solutions that mitigate layoffs. Requests must be reasonable, necessary, and directly related to preventing potential layoffs or facility closures as a result of COVID-19 and must have taken place during COVID-19 State required business closures through the end of the grant period, which is two months after the awarding of funding. All applications will be reviewed by Monterey County Workforce Development Board staff.

Examples of permissible use of funds include, but are not limited to:

- Purchasing remote access equipment or software that allows employees to work from home rather than being laid off (e.g. computers, printers, telephones, headsets, video conferencing software, etc.);
- Purchasing cleaning/sanitation supplies and/or services that will allow exposure reduction as business begins to implement a re-opening plan
- Other creative approaches and strategies to reduce or eliminate the need for layoffs.

Funds may not be used to pay for employee wages or benefits, nor for support services for employees such as childcare, transportation costs, lodging expenses, or meals.

Grant Requirements

The COVID-19 Fund was created from federal Workforce Innovation and Opportunity Act (WIOA) funding. As a result, selected employers must attest to the Certifications and Assurances and complete the contract process before funds are expended. Funds will be reimbursed after expenditures are made. Businesses will be required to submit brief performance reports and proof of expenses before reimbursements are issued. Performance reports will include number of jobs saved, estimated amount of annual wages saved, and project-specific measures and results.

Disclaimer: Entities receiving an award may be subject to local, state, or federal monitoring.

Fund recipients must retain a folder of receipts, copies of invoices, grant application, budget for grant, and grant submission paperwork for at least three years beyond the term of the grant period.

Only one award per business may be made.

A small budget is required as part of the application. Attached is an application template to start your application for submission.

All applications and budget are to be submitted via email to the following address:
WDBinfo@co.monterey.ca.us

or in-person at:

344 Salinas Street Suite 101
Salinas, CA 93901

What to Expect if You are Funded:

1. An award letter and contract template will be sent to you via the email address you provided on the application;
2. A phone call will be scheduled with Monterey County Workforce Development Board (WDB) staff to ensure questions are answered;
3. Upon contract execution, the awarded business will submit invoices and/or receipts for purchases made no later than two months after the awarding of funds, along with the specific invoice and/or receipts and narrative forms for the grant;
4. The Workforce Development Board staff will mail a check for reimbursement of funds to you within three weeks after receiving receipts and completed invoice and narrative forms from the business. The staff will work with you to ensure forms are completed in their entirety;
5. Upon expending the grant in full, the WDB will send a letter to you documenting the closing of the grant for your records;
6. Monterey County WDB will follow up to ensure that funding documentation is maintained at your business. Documentation to be maintained will be outlined in the contractual agreement.

What You Need To Complete Your Application

1. Total number of employees (in the company as a whole and at the specific location the application is for);
2. The total number of part-time employees (in the company as a whole and at the specific location the application is for);
3. The legal structure of the business (sole proprietorship, partnership, corporation, S corporation, limited liability corporation);
4. Number of employees whose jobs are affected by COVID-19;
5. What funding will be used for and how the funding will allow for employees to maintain their jobs;
6. Number of jobs that will be saved if funding is distributed;
7. Specific items requested with estimated costs.

Section 1. Business Information			
Business Name:			
Business Contact:			Title:
Street Address:			
City:		Zip:	County:
Phone:		Ext:	Fax:
Email:		Website Address:	
For which business location are you seeking funding?			
Total # of Full-Time Employees:		Total # of Part-Time Employees:	
Total # of Full-Time Employees at this Business Location:		Total # of Part-time Employees at this Business Location:	
Legal Structure of Business: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Designation:)		Employer's Federal ID #:	
		CA Tax #:	
		Is your business current on all State of California tax obligations? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAICS Code: Business Industry			
Select your business' industry:	<input type="checkbox"/> Accommodation and Food Service <input type="checkbox"/> Administrative or Waste Management <input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting <input type="checkbox"/> Arts and Entertainment <input type="checkbox"/> Construction <input type="checkbox"/> Education	<input type="checkbox"/> Finance / Insurance <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Information <input type="checkbox"/> Manufacturing <input type="checkbox"/> Professional, Scientific, and Technical Services	<input type="checkbox"/> Real Estate <input type="checkbox"/> Retail Trade <input type="checkbox"/> Transportation and Warehousing <input type="checkbox"/> Utilities <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Other Services
COVID-19 Impact			
Has your business been affected by COVID-19?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please describe:			
Number of employees' jobs affected by COVID-19:			
Please describe your business, product(s) and/or service(s):			
Section 2. Layoff Aversion Plan			
Amount of funding requested: \$ _____		Anticipated Number of Jobs Saved:	

Provide a description of the specific planned actions that will allow your business and employees to continue operations. Attach any relevant information on a separate page if needed.

Section 3. Budget

Budget Category	Description	Cost
Total Costs		

Section 5. Certification by Authorized Business Representative

I hereby certify that I am an authorized representative of the business named above, with the authority to commit the business to legally binding contracts and agreements. I further certify that the information given as part of and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any funds approved through this program.

This application does not constitute a contractual agreement. If any portion of the application is approved, a formal agreement between parties will be executed to obligate funds for the approved expenditures. Activities may not start prior to the effective date of the agreement.

Print Name:	Title:
Signature:	Date:

Please submit signed application and attachments via email to WDBinfo@co.monterey.ca.us. Staff from the Workforce Development Board will send confirmation of receipt of application within 24 hours.