



City of
Los Banos
At the Crossroads of California

BUSINESS ELIGIBILITY

Outlined below are the grant categories and eligibility criteria for a business to receive a grant. Eligibility exceptions may be considered by the City.

Small Business Eligibility:

- Commercial business located and licensed in Los Banos, since at least 2020
- Business was operational as of December 31, 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 entity earned \$500,000 annual revenue or less in calendar year 2020
- 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 previous calendar 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 December 31, 2020.
- For businesses with multiple locations, only employment and revenue figures for the Los Banos location(s) can be used to qualify for a grant under the Program, and all grant funds received must be used only to support Los Banos business operations. Multiple locations within Los Banos 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 will include non-profits.

FUNDING ALLOCATION LEVELS

Grant amounts to eligible businesses will be a flat amount determined by the 2020 and/or 2021 Annual Gross Revenue for each small business applicant.

USE OF FUND

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 or personal property
- Façade improvements to resolve COVID related blight
- Outdoor improvements
- Personal Protective Equipment (PPE) and/or sanitation supplies and equipment
- Costs of compliance with county, state, or federal requirements or recommendations
- Technical assistance, counseling, or other services to assist with business planning needs

Ineligible use of grant funds are as follows:

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

APPLICATION, REVIEW, AND APPROVAL PROCESS

Applications are open from February 1, 2023 at 1 p.m. through May 1, 2023 at 5:00 p.m. (90 days). **Applications may be downloaded electronically by clicking [here](#). Email applications with supporting documents to smallbizprogram@losbanos.org.**

The City will also accept written applications mailed or dropped off to the attention of the Community and Economic Development, City of Los Banos at 520 J St, Los Banos, CA 93635. The City will not accept applications after the application period closes.

The application process will include:

- Business submits application with required documents: Business License Certificate, 2020 **and** 2021 OR 2022 Filed Business Tax Returns, and W9
- City reviews application and supporting materials
- City determination of business eligibility and grant amount
- A discretionary administrative level review process by may be used if the program is oversubscribed
- Initial application period will be 90 calendar days; subsequent rounds may be initiated if funds are not exhausted during initial round
- The Finance Director and the Community and Economic Director or his/her designee will make all final decisions on Program eligibility and adherence and any related interpretations necessary to make a grant decision.

PUBLIC RECORD

Unless otherwise exempt under applicable law, applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with any grant-funded activities performed, are subject to disclosure pursuant to the California Public Records Act, unless otherwise exempt. Examples of potential exemption include social security numbers, tax identification numbers, or other security related information.

AFFIDAVIT, WAIVER, AND RELEASE FORM

All businesses offered a grant who choose to accept the grant will be required to sign a non-negotiable affidavit, waiver, and release form prior to payment being made. The affidavit will require the applicant to declare that all information contained in the application is true and correct and can be used as admissible evidence in any legal proceeding against the company if the City attempted to recoup any grant funds provided under false pretenses.

PAYMENT METHOD

Grant payments will be made by check in the business' name. The City anticipates that qualified, selected small businesses will be issued payments on a rolling basis by the end of June 2023.

