

Allegany County Small Business Support Fund

Administered by the Allegany County Industrial Development Agency

Introduction

The applicant is responsible for the submission of a complete application including the application form and all supporting documents listed below. Allegany County is providing grant funding to assist eligible businesses negatively impacted by the COVID-19 pandemic. This grant program is being administered with the assistance of a third-party contractor, The Harrison Studio of Lockport, New York.

All questions regarding this program should be submitted via email to *The Harrison Studio*, Michael Zimmerman at mzimmerman@harrisonplacestudio.com with the subject “Allegany Small Business Support Fund”.

Information on program eligibility, grant uses and requirements is available on pages 2 and 3. A program eligibility and documentation checklists is available on pages 4 and 5. A fillable grant application is available on pages 6 to 10.

Upon submission of the completed application, *The Harrison Studio* will contact you to schedule a call to discuss your application and eligibility for the Allegany Small Business Support Fund.

*Personal and proprietary business information will remain confidential.

This program is funded by a grant from the U.S. Department of Housing and Urban Development through the Coronavirus Aid, Relief and Economic Security Act (CARES Act), a public Law making \$5 billion in supplemental Community Development Block Grant (CDBG) funding available for Funds to prevent, prepare for, and respond to the coronavirus (CDBG-CV). These funds are available to business owners without regard to race, creed, color, national origin, sex, age, disability, familial status, handicapped or marital status. Funds are provided on a first-come, first-served basis.

PROGRAM ELIGIBILITY

The Allegany Small Business Support Fund will provide grant funds to businesses that were negatively impacted by COVID-19 and that will be expanding or reestablishing business operations as COVID-related restrictions are reduced or lifted. See below for program criteria, eligible use of funds, and reimbursement and job creation/retention requirements.

***Any business receiving an Allegany Small Business Support Fund grant is required to create, restore, or retain 1 full-time equivalent job per \$25,000 of funding received.**

COVID-19 Impact Criteria

The assisted business must have been negatively impacted by the effects of COVID-19 as evidenced by meeting **at least one** of the following criteria. Appropriate documentation will be required (see page 5).

- The business experienced a reduction of gross sales or revenues as a direct result of COVID-19 of at least 20% in any month from March 2020 through April 2021 based on sales for the immediate prior month or the corresponding month for the prior year.
- The business experienced a reduction of at least 10% in net profit from tax year 2019 to tax year 2020 or tax year 2020 to tax year 2021 as a direct result of COVID as evidenced by federal income tax returns.
- The business reduced employment by at least one full-time equivalent (FTE) position during any quarter of 2020.
- The business reduced its operating hours by at least 10% for at least four consecutive weeks during the period from March 1, 2020 to April 30, 2021, or otherwise substantially changed its business operations due to COVID-19 during that period as determined by ACIDA.
- The business experienced other negative impacts that are determined by ACIDA to meet this criterion.

Reimbursement and Job Creation Requirements

- Funds will be provided on a reimbursement basis. Documentation of eligible costs must be provided to ACIDA prior to the disbursement of grant funds.
- Funds are conditioned upon job creation or retention and will not be disbursed until documentation of the required job creation or retention is provided.
- All businesses receiving an Allegany Small Business Support Fund grant must create, restore, or retain at least 1 full-time equivalent (FTE) job position per \$25,000 of funding.
- FTE jobs are computed based on an accumulation of full-time and part-time positions.
- Jobs created, restored, or retained through this program must meet a national low-to-moderate income (LMI) eligibility standard. For more information on LMI qualification please see the Program Guidelines.

PROGRAM AMOUNT AND USE OF FUNDS

Program funds may be used for any justifiable business purpose associated with the expansion or reestablishment of operations after the negative impacts of COVID-19 including, but not limited to financing fixed assets, operating expenses, and permanent working capital. All costs reimbursed with Program funds must be incurred no later than ninety (90) days after the effective date of the grant agreement between the ACIDA and the grantee. The maximum grant available is \$75,000.

Businesses proposed use of grant funds must meet one of the criteria outlined below:

- a. Direct assistance to support increased payroll costs to safely and properly staff the business;
- b. Furnishings, fixtures, equipment, and soft costs related to outdoor dining and safely socially distant places of business;
- c. Working capital costs such as inventory, supplies, advertising and marketing, and soft costs that allow a business to resume or improve operations that were slowed or ceased by COVID-19;
- d. Purchase of equipment such as PPE, touchless point of sale, air filtration, and others that directly make a business safer to operate and more resilient to future occurrences of the pandemic.
- e. Working capital costs or other expenses which directly and demonstrably improve the Business's resilience to the COVID-19 pandemic or other future public health challenges.

Allegany County Industrial Development Agency

Small Business Support Fund Checklist

Through the Allegany Small Business Support Fund, Allegany County will provide grant funding to small businesses to prevent, prepare for, and respond to the business impacts of the COVID-19 pandemic. Funds will be provided to eligible businesses on a first-come, first-served basis.

Is my business eligible for Allegany Small Business Support Fund grant funding?

Please check the appropriate boxes in the table below. If any answer is "No" you may not be eligible for the Allegany Small Business Support Fund.

	Yes	No
1. Is the business located in Allegany County?		
2. Was the business operating on or before March 1, 2020, and is it currently operating, or if closed due to COVID-19, expected to reopen with the next 3 months?		
3. Is the business a for-profit entity?		
4. Can the business clearly demonstrate a negative financial impact resulting from the COVID-19 pandemic?		
5. Are the business and business owners current on all property taxes on all real property owned in Allegany County?		
6. If owned by the business or an affiliate, is the business location free of all property code violations?		
7. Does the business currently have 25 or fewer total employees?		

If you answered Yes to all of the above, please continue to the following page.

If you answered No to any question you may not be eligible for Allegany Small Business Support Fund grant funding. Please contact Michael Zimmerman at mzimmerman@harrisonplacestudio.com to discuss further.

Allegany Small Business Support Fund

Required Documentation Checklist

Completed and signed application form

Copy of valid U.S. Driver's License for each business owner

2019, 2020, and 2021 Federal income tax return for the applicant business; or Form 1040 - Schedule C for sole proprietorships, as applicable

2019 year-end, 2020 year-end, 2021 year-end, and 2022 YTD business income statements (profit & loss)

COVID Impact Criteria Required Documentation

Business must meet at least one of the following and provide the associated documentation

The business experienced a reduction of gross sales or revenues as a direct result of COVID-19 of at least 20% in any month from March 2020 through April 2021 based on sales for the immediate prior month or the corresponding month for the prior year. *Required documentation: Monthly income statement (profit & loss) for the period March 2020 through April 2021.*

The business experienced a reduction of at least 10% in net profit from tax year 2019 to tax year 2020 or tax year 2020 to tax year 2021 as evidenced by federal income tax returns. *Required documentation: 2019, 2020, and 2021 federal income tax returns.*

The business reduced employment by at least one full-time equivalent (FTE) position during any quarter of 2020. *Required documentation: NYS-45 and NYS-45-ATT quarterly employment forms.*

The business reduced its operating hours by at least 10% for at least four consecutive weeks during the period March 1, 2020 to April 30, 2021, or otherwise substantially changed its business operations due to COVID-19 during that period as determined by ACIDA. *Required documentation: Appropriate anecdotal information such as advertising.*

The business experienced other negative impacts that are determined by ACIDA to meet this criterion. *Required documentation: A written statement describing in detail the negative impacts. Additional documentation may be requested.*

Employment Documentation Requirements

*Please provide the required documentation pertaining to your proposed job creation, retention, or restoration. **Any business receiving a Allegany Small Business Support Fund grant must create, restore, or retain 1 full-time equivalent job per \$25,000 of funding received.***

New Job Creation. *Required documentation: job description including wage range, required or preferred experience and education, expected number of weekly hours, and expected hiring date.*

**A completed Family Income Form will be required from all newly hired employees*

Existing Job Retention. *Required documentation: 2019, 2020, and 2021 business Federal income tax returns AND completed Family Income Forms for all existing employees.*

Job Restoration. *Required documentation: completed Family Income Forms for all existing employees.*

**Businesses with 5 or fewer employees including ownership. Required documentation: completed Family Income Form for each business owner.*

DECLARATIONS

I (we) attest that to the best of my (our) knowledge and belief, the information contained in the foregoing application is correct and true.

I (we) am (are) aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud Allegany County and may be a felony under the laws of the State of New York.

I (we) agree to abide by the provisions of all applicable local, state and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my (our) business.

I (we) further authorize Allegany County and the Allegany County Industrial Development Agency to order credit reports and/or other information on my (our) personal financial background (if signatory(ies) is (are) an owner(s) of the company seeking financial assistance) and on the financial background of the company seeking financial assistance.

I (we) acknowledge that this application is not a legally binding document for purposes of receiving grant monies. This grant request may be withdrawn at any time prior to a formal closing of the grant, subject to the terms and conditions of any written grant commitment offered by Allegany County or its agent. However, this application is being submitted in good faith as a request for grant funds.

If Applicant is a sole proprietorship or partnership, sign below:

Printed Name and Title

Authorized Signature Date

If Applicant is a corporation, L.L.C., or L.L.P., sign below:

Printed Name and Title

Authorized Signature Date

No person in the United States shall, on the ground of race, color, creed, religion or national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any project assisted with Community Development Block Grant Funds.

Upon completion of this application, please submit it via email to *The Harrison Studio*, Michael Zimmerman at mzimmerman@harrisonplacestudio.com with the subject “Allegany County Small Business Support Fund Application”.