



Tooele City CARES Small Business Grant Program

Frequently Asked Questions

October 2020 (Round 2)

What is the Tooele City CARES Small Business Grant Program?

The Tooele City CARES Small Business Grant Program is offered pursuant to funding received by Tooele City through the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Funding will be made available to a limited number of businesses, with 50 full-time employees/FTEs or less, that meet specific requirements set by the Tooele City CARES Small Business Grant Committee. The program serves small businesses that have been significantly impacted by COVID-19.

How is the Tooele City CARES Grant amount determined?

Grant amounts are available from \$1,000 to \$10,000 and are awarded on a prioritization basis based upon eligibility, with a minimum request amount of \$1,000.

The following prioritizations will be used to review and rank applications. These prioritizations are not mandatory. Businesses that do not meet all of the priorities are still eligible to receive a grant award.

1. Businesses that were unable to practice safe social distancing and needed to close, in accordance with state and local guidance (e.g. personal services, gyms, spas, etc.) or businesses that voluntarily closed or partially closed to promote social distancing measures, in accordance with state and local guidance.
2. Businesses with an average monthly revenue/income loss greater than 50% due to COVID-19.
3. Businesses that have been open for at least two years.
4. Businesses that did not receive any other federally-subsidized disaster assistance such as the Small Business Administration (SBA) programs (PPP and EIDL), the Federal Emergency Management Agency (FEMA), and state programs (Commercial Rental Assistance), or local funding.
5. Businesses with a storefront location.

What are the eligibility requirements of the Program?

1. Business must be a registered business in Tooele City with an active business license as of April 1, 2019.
2. Business must be current on property taxes through April 1, 2020, if the business owns property or the owner's residence for a home business.
3. Business must be located in Tooele City.
4. Business incurred a financial loss or business expenses related to COVID-19 of at least \$1,000 between April 1 and June 30, 2020.
5. Business must operate with less than 50 employees/FTEs. FTE is a full-time equivalent and not necessary each employee, part-time employees may be converted to FTEs.
6. Business is not a publicly traded company. Exception given for a franchise owner with a business that is locally owned.
7. Business must be open, or plan to reopen, as of the date of application submission.
8. Owner must be 18 years or older and have a valid EIN or Social Security Number if a Sole Proprietor.
9. Business owners must be able to provide required documentation.
10. Incomplete applications will not be eligible.

Where do I apply?

Apply online at www.tooelecity.org.

What is the timeline to apply?

The application will open on October 19, 2020 9:00AM and close on October 30, 2020 at 5:00PM.

What documents are required for applicants?

The following documents are required for each application:

- 1st Quarter of 2019 Profit and Loss Statement
- 2nd Quarter of 2019 Profit and Loss Statement
- 1st Quarter of 2020 Profit and Loss Statement
- 2nd Quarter of 2020 Profit and Loss Statement
- Copy of Driver's Licenses of all owners
- Copy of Business License
- W9

Profit and Loss Statements must be submitted by individual quarters (ex: one statement for January through March and one statement for April through June), not as one single statement that includes both quarters together (January through June).

What if I don't have Profit & Loss (P&L) statements?

If you do not have the required P&L statements on hand, a template is available at www.tooelecitecity.org. Applications without the required P&L statements will not be considered.

What if I don't have a 1st Quarter Profit & Loss (P&L) statement? Do I still qualify?

Yes! If the business was not in operation during 1st quarter 2019, a P&L statement is not required for that quarter.

What is the definition of "employee" for the Program?

An employee is defined as an individual who receives a paid wage or salary from which employment taxes (e.g. FICA, FUTA-Federal Unemployment Tax Act) and income taxes are withdrawn and remitted to the IRS, as evidenced by business tax returns filed. For purposes of eligibility, independent contractors (also known as 1099 employees) may not be counted as employees for eligibility. A company that solely employs independent contractors qualifies as a self-employed/sole proprietor applicant for this program. Grants are available to businesses with 50 or less FTEs.

What is the definition of FTE?

FTE is a full-time equivalent and not necessarily each employee, part-time employees may be converted to FTEs.

How will funds be awarded?

It is anticipated that there will be more funding requests than money available for the Tooele City CARES Small Business Grant Program. The City will review and rank applications to prioritize disbursement of the funds. See "Grant Funding Prioritization" for priorities.

How soon will I receive the Tooele City CARES Program Grant award?

From the date of submission, it takes about 30 to 45 days to receive the grant award. Missing or insufficient documentation or incomplete answers to application questions will delay disbursement. A complete and thorough application with all required documents is the best way to ensure a timely turnaround.

Do I need to pay the money back?

No. This is a grant program, not a loan and the funds do not need to be paid back. However, businesses may not receive federally-subsidized disaster assistance that duplicates any part of their disaster loss covered by insurance or another source, such as the Small Business Administration (SBA) or the Federal Emergency Management Agency (FEMA). Applicants for the Tooele City CARES Grant must disclose any funds applied for or received from these sources or other federal and state assistance programs. It is the City's sole discretion to determine if funds received from any of these sources constitutes a duplication of benefits. If a duplication of benefits determination is made after the City funds have been disbursed, the amount of funds that were determined to be duplicative must be repaid to the City.

Is there a list of what expenses are allowed under the business grant funds?

Grant money may be used to pay for operating expenses related to COVID-19:

- Payroll
- Business Rent or Mortgage
- Utilities
- Insurance
- Inventory

Grant money may also be used for additional COVID-related expenses including:

- Expenses related to business premises modifications to promote social distancing.
- Expenses related to continuing business operations from home or online.
- Expenses related to business premises modifications to protect employees or customers, such as barriers, distancing signs, hand sanitization centers, etc.
- Expenses related to protective gear and sanitization such as masks, hand sanitizer, and disinfectant, including increased costs for utilizing these items.
- Other expenses that are business-related and would not have been necessary if not for the COVID-19 pandemic.

I have also applied for and received other CARES funding (PPP, EIDL, and other Federal and State stimulus programs). Am I still eligible for this grant?

Yes! Your business is eligible to apply.

I am a sole proprietor business and the only person working in my business. Do I qualify for this grant?

Yes. Sole proprietor businesses with a valid social security number that meets the eligibility requirements may apply.

My small business operates a franchise. Do I qualify for the grant program?

A small business operating as a franchise qualifies as long as all other criteria are met.

I own several small businesses. Are all my businesses eligible for the grant program?

Yes, you may apply for a grant for more than one business.

Am I eligible to submit for the second round of Tooele City CARES Small Business grant funds if I received funding in the first round?

Yes! You are eligible to apply for the second round of grant funding if you applied and received a grant award during the first round of grant funding if your loss or COVID related expenses exceed the grant award that was funded during the first round.

Is there a telephone number to call for assistance or an email address?

Shannon Wimmer, Tooele City Finance Director

shannonw@tooelecity.org

(435) 843-2156

Tooele City Hall

90 North Main Street

Tooele, UT 84074

Businesses needing technical assistance with the Tooele City CARES Small Business Grant Program can call (435) 843-2104 or email shilob@tooelecity.org.