



American Rescue Plan Act EDDY COUNTY SMALL BUSINESS & NON-PROFIT GRANT PROGRAM

On March 11, 2021 the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

Eddy County has approved \$1 million of American Rescue Plan Act (ARPA) funding to be used to address the negative economic impacts caused by the public health emergency, which includes harm to small businesses and non-profits. Grants will be up to \$40,000 each but no more than a single business or non-profit loss due to the pandemic. ARPA funds can only be used to reimburse the costs of business interruption caused by required closures, revenue loss or implementation of new safety measures provided those costs were not paid by insurance or by another federal, state, or local program.

Both small businesses and non-profits in this grant program will be considered beneficiaries of these funds.

You may be eligible for funding if:

1. Organization had fewer than 500 full time employees on March 3, 2021;
2. If a small business as defined in section 3 of the Small Business Act (15 U.S.C. 632); independently owned and operated and not dominant in its field of operation, meaning it does not exercise a controlling or major influence in a kind of business activity in which a number of businesses are engaged;
3. Organization is currently and has been in business since at least February 1, 2020
4. Organization’s physical place of business is located within the boundaries of Eddy County, New Mexico;
5. Organization has a current business registration/license in Eddy County
6. Organization suffered from business interruption caused by required closures resulting from the COVID-19 public health emergency;
7. Organization suffered economic loss (excluding loss covered by insurance or reimbursed by a federal, state, or local program) and has paid eligible expenses for costs incurred from March 3, 2021 to December 31, 2024. Such loss was demonstrated by one or more of the following indicators of economic loss:
 - a. Decreased revenue or gross receipts
 - b. Financial insecurity
 - c. Increased costs
 - d. Reduced capacity to weather financial hardship
 - e. Increased challenges covering payroll, rent, mortgage, and/or other normal business operating costs

8. Organization implemented new safety measures due to the COVID-19 public health emergency

Eligible expenses for reimbursement under this program include the following:

1. Business Operation:
 - Employee payroll
 - Rent
 - Scheduled mortgage payments
 - Insurance
 - Utilities
 - Marketing
 - Loss of product/stock as it relates to product/stock expiration or spoilage

2. Business Redesign for Mitigation of COVID spread
 - Reconfiguring physical space
 - Installing plexiglass barriers
 - Purchasing web-conferencing or other technology to facilitate work-at-home
 - PPE and other COVID-related safety measures for employees and customers
 - COVID Specific Disinfection/Cleaning above and beyond regular cleaning disinfection
 - Structures necessary to mitigate the spread of COVID-19

3. Business Planning Services
 - Technical assistance
 - Counseling
 - Business strategy or other planning services to assist business with operations during and post pandemic recovery

If your organization is eligible, your application and documentation will be reviewed and scored by a committee and presented to Eddy County for approval. If approved, you will be notified of your award amount in writing.

The application period begins on Monday, February 7, 2022 and closes on April 30, 2022 at 5PM. The goal of Eddy County is to issue notices of award and reimbursement checks no later than June 30, 2022. Payments will be made by Eddy County directly to the small business or non-profit.

For application forms and packets you can find them online at <https://www.developcarlsbad.org/business/grant-program>. If you have questions regarding this application, please email Belenda.lane@developcarlsbad.org or contact the Carlsbad Department of Development at (575) 887-6562.

Completed application form and documentation below (submitted to email address above, faxed to (575) 885-0818, or mailed or delivered to:

Eddy County Small Business & Non-Profit ARPA Grant Program
c/o Carlsbad Department of Development
400-2 Cascades Ave., Suite 201
Carlsbad, NM 88220

Documentation listed below are required upon submission of application:

- Copy of your payroll from February 1, 2020 through March 3, 2021
- Most recent payroll at time of application
- Documentation of total gross receipts or revenue for the calendar year prior to the pandemic (2019)
- Calendar year 2019, 2020, and 2021 tax documents
- Unemployment insurance tax documentation for the fourth quarter of 2020
- Completed W9 Form (in application packet).
- Documentation of payroll expenses, clear copies of invoices and proof of payment for each expenditure requested for reimbursement in application
- Voided Check or Bank Letter with Account/Routing Info (if applicable).

NM LEGAL NOTICE: By submitting an application form, you must certify that the information provided in the application is true and that the expenses will not be reimbursed through other American Recovery Act Funds, SBA Paycheck Protection Program (PPP), Coronavirus Aid Relief, and Economic Security (CARES) Act or the Economic Injury Disaster (EID) Loan funds. You also certify that the expenditures to be reimbursed by this grant are for expenses incurred from March 3, 2021 – December 31, 2024.

Knowingly making false statements to obtain this grant or providing expenditures that do not qualify may result in the applicant refunding all reimbursed expenditures to Eddy County.

Applicants must be aware that applying for this grant may result in not being eligible to apply for other federal grants.

Si es necesario, la aplicación está disponible en español.