



CARES Act Relief Funds – Small Business Application Instructions
STATE OF NEW MEXICO SMALL BUSINESS CONTINUITY GRANT
APPLICATION DUE BY NOVEMBER 20, 2020.

The State of New Mexico is providing Coronavirus Aid Relief funds to reimburse costs for expense due to COVID-19.

*****IMPORTANT: PLEASE READ ALL OF THE CORONAVIRUS RELIEF FUND GUIDANCE FOR STATE, TERRITORIAL, LOCAL, AND TRIBAL GOVERNMENTS INFORMATION.**

APPLICATIONS ARE FINAL UPON SUBMISSION, THEREFORE, ADDITIONAL INFORMATION WILL NOT BE REQUESTED OR CONSIDERED EXCEPT FOR THE DOCUMENTS LISTED BELOW.

- This grant is available to qualifying small businesses with 50 or fewer full-time equivalent employees in New Mexico as long as funding remains for the program. The grant proceeds must be spent on eligible “business continuity” expenses. In addition, you may qualify for additional funding for “business redesign” expenses necessary to adopt COVID Safe Practices, and eligible expenses for both portions of this grant program outlined below.
- To be eligible, your company must be headquartered in New Mexico and either have been forced to close or severely curtail business operations as a result of closure orders from the state and have an annual revenue of \$2 million or less prior to the impact of COVID-19. The business must have also had a start date of March 1, 2019 or prior.

Who is not eligible to apply?

- Businesses headquartered outside of New Mexico
- Businesses exceeding 50 full-time equivalent employees
- Businesses with annual revenue exceeding \$2 million
- Businesses that started after March 1, 2019
- Businesses that were not forced to close or had severely curtailed business operations as a result of closure orders from the state

What documents are required?

- Completed application form

All documentation listed below are required upon execution of the grant award:

- Proof of Certificate of good standing
- Copy of your payroll to include March 1, 2020
- Most recent payroll at time of application
- Unemployment insurance tax documentation for the fourth quarter of 2019
- Completed W9 Form

What expenses will be covered?

Business Continuity:

- Non-owner employee payroll
- Rent
- Scheduled mortgage payments
- Insurance
- Utilities
- Marketing

Business Redesign:

- Reconfiguring physical space
- Installing plexiglass barriers
- Purchasing web-conferencing or other technology to facilitate work-at-home
- PPE for employees
- Temporary structures to mitigate the spread of Covid-19

Contact information:

After submitting the application, you will be notified of your award amount and will be allowed to proceed with submitting eligible documentation. Please allow 20 business days for processing after the submission deadline.

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

Funds will be provided on a reimbursement basis. (Grantees must submit clear copies of invoices and proof of payment. This is required for federal audit purposes.) (Documentation regarding payroll expenses will be required.)

LEGAL NOTICE: By signing the application form, I certify that the information provided in this application is true and that the expenses will not be reimbursed through other CARES Act funds. I understand this grant is for expenses incurred between March 1, 2020 and December 30, 2020 as specified above.

I understand that knowingly making a false statement to obtain this grant or providing expenditures that do not qualify may result in the applicant refunding all reimbursed expenditures to the Department of Finance & Administration.

IMPORTANT NOTE: PLEASE ANSWER ALL QUESTIONS. FAILURE TO DO SO WILL DELAY THE PROCESSING OF YOUR APPLICATION AND MAY FURTHER RESULT IN YOUR APPLICATION BEING DENIED IF INFORMATION REQUESTED IS NOT PROVIDED TO THE STATE IN A TIMELY MANNER.

New Mexico Small Business Continuity Grant Application Form

1. Please type the legal name of your business.

2. Please enter your New Mexico taxpayer ID number. _____

3. Please enter your local business license number. _____

4. Do you have a current certificate of good standing? Yes No

5. Only the owner, CEO or other authorized representative of the business may apply for this grant. Please enter your full first and last names.

Business Owner: _____

CEO or other authorized representative: _____

6. Is your business headquartered in New Mexico? Yes No

7. What are the county and zip code for the company's primary place of business?

County _____ Zip Code _____

8. What type of business do you have? C-Corp LLC Partnership Sole Proprietorship
 Nonprofit

9. What was your employee headcount for full-time (32 hours/week or more) and part-time employees on March 1, 2020?

32 Hours/week or more _____ Part-time _____

10. What is your current employee headcount for full-time (32 hours/week or more) and part-time employees?

32 Hours/week or more _____ Part-time _____

11. What were your total gross receipts for March 2019 and for April 2019?

March 2019 \$ _____ April 2019 \$ _____

12. What were your estimated total gross receipts for March 2020 and for April 2020?

March 2020 \$ _____ April 2020 \$ _____

13. Was your business included in the New Mexico orders to shut down or severely curtail business operations? Yes No

14. Did you shut down or severely curtail your business activities as a result of closure orders?
 Yes No If so, what date did you close or curtail your business? _____

a. If you curtailed rather than closed your business, please describe the nature of the curtailment.

b. What is your best estimate of what month you did or will reopen? _____

c. When you reopen, what percent of capacity do you expect to operate at? May – December listed for reopen, 0-25% / 26-50% / 51-75% / 76-100% for capacity

May _____	June _____	July _____
Aug. _____	Sept. _____	Oct. _____
Nov. _____	Dec. _____	

15. What was your net taxable income in the most recent complete tax year? \$ _____

16. What impact do you anticipate the COVID-19 crisis and related effects will have on your revenues for 2020 as a whole?

No effect 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

17. If you pay withholding, have you delayed or plan on delaying withholding tax? Yes No

18. How many years has your business been in continuous operation through March 1, 2020? _____

19. How many employees and what total payroll did you report to the state for unemployment insurance taxes for the fourth quarter of 2019?

Employees _____
Taxes Reported \$ _____

20. Have you been approved for an SBA Paycheck Protection Program loan or Economic Injury Disaster Loan? (check all that apply)

SBA Paycheck Protection Program Loan
 Economic Injury Disaster Loan

21. Please provide a list of items to be purchased for COVID-19 prevention and/or mitigation and the estimated cost for each item. Use the list of items under “What expenses will be covered?” in the instructions above as a guide.

Signature

Date