La Plata County Direct Relief Fund - Overview

**Applications will open January 11, 2021 and close at 5pm on February 1, 2021.**

If at any time you have questions or need assistance, please contact laplatarelief@local-first.org.

As Colorado continues to heighten restrictions on business operations to help contain COVID-19 and to protect the health of all Coloradans, the State found it imperative to provide relief to small businesses in the most severely restricted industries in order to stem the tide of business closures, protect the state's economy and its communities, and help small businesses continue their operations and retain their employees. The State of Colorado’s Division of Local Government (DOLA) is administering a $35.15 million Small Business Relief Program (Senate Bill 20B-001) to provide direct relief payments to eligible small businesses operating in the defined industries.

Local First has partnered with La Plata County to administer these necessary funds to the hardest-hit small businesses in our community as we continue to navigate the effects of the pandemic together.

Note: While La Plata County has applied for its portion of these funds, the County’s eligibility to participate in the program may not be determined by DOLA until January 15, 2021. Since it is required by law for this application to be open for 21 days before awards can be granted, Local First will begin the process early under the assumption the County will receive its portion of the funds. If, for any reason, La Plata County is not allocated relief funds from DOLA, this opportunity will be void and any businesses who have submitted applications will be notified.

### Does Your Business Qualify For Funding?

Any corporation, LLC, partnership or sole proprietorship (nonprofits are not eligible) that fits into the following types of businesses are eligible for relief payments:

* Restaurants
* Bars (includes establishments like a Winery, Brewery, Distillery, etc.)
* Caterers
* Movie Theaters
* Fitness and Recreational Sports Center

*Note: Applicants that were in operation prior to January 1, 2020 must provide evidence of at least twenty percent (20%) revenue loss since March 26, 2020 due to the restrictions imposed by stay-at-home orders (Governor’s Executive Order D2020 017 and CDPHE Amended Public Health Order 20-24).*

How Much Relief Funding Can Your Business Receive?

## Senate Bill 20B-001 sets forth tiered relief payment caps, based on the business’ receipts (sales or revenue) from 2019, in the following fashion:

## Receipts less than $500,000.00 = up to $3,500.00 may be available

* Receipts $500,000.00 or greater but less than or equal to $1,000,000.00 = up to $5,000.00 may be available
* Receipts greater than $1,000,000.00 but less than $2,500,000.00 = up to $7,000.00 may be available

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## *NOTE: These tiers may be formulaically adjusted downward based on total dollars allocated to each eligible entity.*

### Qualifying Businesses Must Submit The Following Documentation:

* Verification of the business’ Colorado income tax account number (or verification of the business’ Colorado tax exempt certificate number if the business is exempt from filing Colorado income tax returns).
* Receipt from the business’ most recent payment of unemployment insurance payroll taxes.
* Proof of good standing with the Colorado Secretary of State.
* Form W-9
* Provide evidence of the number of its full-time employees at the time of application.
* Submit proof of operations on or before March 26, 2020.
* Provide evidence of annual receipts for the applicable year. A copy of a complete, signed 2019 or 2020 tax return may be required by Local First in its discretion.

La Plata County’s Direct Relief Fund- Application

If at any time you have questions or need assistance, please contact laplatarelief@local-first.org.

**Applications will open January 11, 2021 and close at 5pm on February 1, 2021.** Once all applications have been submitted, eligible applications will be awarded based on need. Awarded small businesses will receive their funds by February 12, 2021.

### Point of Contact Information

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Business Information

Business Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Trade Name (DBA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business EIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business NAICS Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Colorado Account Number (CAN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Full Time Employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*(STREET) (CITY) (ZIP CODE)*

Business Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*\*If different than Physical Address (STREET) (CITY) (ZIP CODE)*

Is your business located in La Plata County? ▢ Yes ▢ No

Type of Business: ▢ Corporation ▢ LLC ▢ Partnership

▢ Sole Proprietor ▢ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Sector: ▢ Restaurant ▢ Bar ▢ Caterers

▢ Movie Theater ▢ Fitness & Recreational Sports Center

Year Business Was Established / Revenue (choose one):

▢ Operation prior to January 1, 2020;

2019 Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2020 Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

▢ Operation began between January 1, 2020 and on [or before] March 26;

2020 Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

La Plata County’s Direct Relief Fund - Application

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### Self-Certification: *Initial the boxes to the left of each statement to certify.*

|  |  |
| --- | --- |
|  | My business is in good standing with the Secretary of State. |
|  | My business is operating under a valid land use permit or a legal non-confirming use if located within the unincorporated County. My business has all necessary business licenses from the municipality or town in which it operates and is in good standing with the agency that issued the license. |
|  | My business is headquartered in Colorado and it is physically operating in La Plata County. Headquarters is defined as the location where the principal business and management decisions are made for the business. |
|  | I have had at least 20% revenue loss due to effects of the COVID 19 public health crisis since March 26th 2020; or my business began between Jan 1, 2020, and March 26, 2020 |
|  | I plan to stay in business for at least 6 months. |
|  | I have not applied for other SB20B-001 funds, which include the arts relief program or minority business program. |
|  | I certify that I am in compliance with all executive orders and all applicable statewide and local public health orders pertaining to the public health emergency due to COVID-19, including capacity restrictions. |
|  | I authorize the Colorado Department of Revenue and/or the Colorado Department of Labor and Employment to provide my tax return data to the authorizing entity for the purposes of confirming my eligibility for this application. |
|  | I understand that the statements in this application are subject to verification and validation and I may be asked to provide documentation including financial or banks statements and other documents supporting their accuracy during subsequent follow-up communications with the State of Colorado, La Plata County, Local First and I will cooperate in providing such information. |
|  | I certify that this relief payment will not be used to cover any expenses for which other federal, state or local aid has been received, including but not limited to funds from the CARES Act or small business grants awarded by La Plata County with CVRF funds. |
|  | I understand and agree that I will be required to return any relief payment received if my business is found not to be an “eligible small business” or is to be out of compliance with any eligibility criteria specified in C.R.S. § 24-32-129(1)(i). |
|  | I understand that if I knowingly provide any inaccurate information on this application I will be subject to penalties, including potential repayment of any funds received and any appropriate legal action. |
|  | By checking these statements I am swearing and certifying to the State of Colorado, La Plata County and Local First that all of these statements are accurate to the best of my knowledge. I am retaining documents to justify my award and able to provide them if requested. I am aware that I may be audited and asked to provide these documents to justify my award. If I cannot validate the accuracy of these statements, I understand I may be asked to pay back this award and/or be subject to legal remedies. |
|  | I certify that I am an officer of the above-named company with the authority to sign on its behalf. |

By signing this application, I certify that all information in this application, and submitted with the application, is true and correct to the best of my knowledge, and that I will submit truthful information in the future.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Submission Checklist

### Please submit your complete application via email to **laplatarelief@local-first.org** with the following documentation:

* Completed & Signed Application
* Verification of the business’ Colorado income tax account number (or verification of the business’ Colorado tax exempt certificate number if the business is exempt from filing Colorado income tax returns).
* Receipt from the business’ most recent payment of unemployment insurance payroll taxes.
* Proof of good standing with the Colorado Secretary of State.
* IRS Form W-9
* Provide evidence of the number of full-time employees at the time of application.
* Submit proof of operations on or before March 26, 2020.
* Provide evidence of annual receipts for the applicable year. A copy of a complete, signed 2019 or 2020 tax return may be required by Local First in its discretion.
* For businesses in operation prior to January 1, 2020: evidence of at least twenty percent (20%) revenue loss since March 26, 2020 due to the restrictions imposed by stay-at-home orders (Governor’s Executive Order D2020 017 and CDPHE Amended Public Health Order 20-24).