

**DOÑA ANA COUNTY in partnership with CITY OF ANTHONY, VILLAGE OF HATCH,
TOWN OF MESILLA, CITY OF SUNLAND PARK & THE GREATER LAS CRUCES CHAMBER OF
COMMERCE**

APPLICATION PERIOD OPENS SEPTEMBER 28, 2020 AND CLOSSES DECEMBER 4, 2020.

Who can apply?

- Small Business who have an active business registration license in good standing in the following areas: Doña Ana County unincorporated areas; City of Anthony, Village of Hatch, Town of Mesilla & City of Sunland Park.
- Businesses headquartered in Doña Ana County, New Mexico
- Businesses who have been forced to close or severely curtail business operations as a result of closure orders from the State
- Have 50 or fewer full-time equivalent employees
- Have annual revenue of \$2 million or less prior to the impact of COVID-19
- Businesses must have had a start date of March 1, 2019, or prior.
- Non Profit organizations as designated by IRS & have a certificate of good standing with the State of New Mexico

Who is not eligible to apply?

- Businesses headquartered outside of Doña Ana County, 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
- Businesses who have a business license in the City of Las Cruces

What documents are required?

The following documents are needed to verify eligibility, expense requests and to issue payments.

Please work with your accountant or bookkeeper to provide these documents.

- Certificate of good standing and/or Business License in good standing:
 - Doña Ana County unincorporated areas
 - City of Anthony
 - Village of Hatch
 - Town of Mesilla
 - City of Sunland Park
- Completed W-9 Form
- Active State Organization Registration (Articles of Incorporation)
- Secretary of State Certification of Good Standing

- Organization Financials (applicable 2019 Tax Return or equivalent)
- Staffing Documentation of 2019 or 2018 (W- 3 Summary, 1096 or 2019 or 2018 IRS Form 941)
- Updated and Current Property Tax Receipt or Copy of Current Lease
- New Mexico Taxation and Revenue CRS Documentation
 - Documentation of March and April 2019, total gross receipts
 - Documentation of March and April 2020, total gross receipts
- Voided Check or Bank Letter with Account/Routing Information, if applicable. Payments will be made directly into the small business bank account.

What expenses will be reimbursed?

Acceptable expenses AND items “to be purchased” by December 30, 2020.

General Business Expenses:

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

Expenses related to adopting & conforming to State & CDC COVID safe practices:

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

Please Note:

- All questions must be answered and required documents attached. Incomplete applications and failure to provide required information and/or documents results in delays and could result in denial.
- Please fill out the amount of grant request on Page 3(signature page) of application. The amount filled on Question 16 needs to match the amount of grant request. The Greater Las Cruces Chamber of Commerce verifies these amounts when they begin processing the applications.

Amount of Grant Request:

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Q 16. 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?” on page 2 of the instructions above as a guide.

Back-up documentation i.e. invoices, quotes etc. must be included for your list of items.

- If the business received PPP (Paycheck Protection Program loan) or EIDL (Economic Injury Disaster Loan) please include a one-page itemized summary of expenses covered by the loan. The business cannot request for same expenses again on the CARES Act Relief Funds – Small Business Application.
- If the business started after March 1, 2019, they are eligible to apply, as long as documentation to show business curtailment is provided.

Additional Information

For questions regarding this application, please email DACGrants@lascruces.org