Davis COUNTY

Community and Economic Development

Davis County Courthouse - P.O. Box 618 - Farmington Utah 84025
Telephone (801) 451-3256 Fax (801) 451-3281

Davis CARES Business Grant Program – Guidelines

Updated: June 29, 2020

The Davis CARES Business Grant Program (the "Davis CARES Program") is offered pursuant to funding received by Davis County (the "County") and its partnering cities, through the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). Funding will be made available to a limited number of businesses, with less than 50 employees that meet specific requirements set by the Davis CARES Program.

The Davis CARES Program will use CARES Act funding, received by the County and its partnering cities, to provide grants of a minimum of $5,000 and up to $30,000, dependent on number of employees at applicant business. The applicant business must demonstrate a significant impact as a result of the COVID-19 pandemic to be considered for funding.

Applications will be accepted starting on July 6, 2020. In order to be considered for the first round of funding, completed applications must be submitted by July 10, 2020 at 11:59 PM via the County's ZoomGrants portal (https://bit.ly/3eCFrF2). However, businesses may submit applications after July 10, 2020, in the event the County receives additional funding. Funds will be disbursed until the funds are exhausted. Due to the anticipated number of submissions and limited funding, applications will be ranked based on predetermined priorities (see Davis CARES Program Prioritization).

Program Requirements

Terms

Funds are provided as a grant. Repayment is only required if the grant agreement is violated or the County determines duplication of benefits has occurred (see Duplication of Benefits). Grants will be awarded based on number of employees as of March 1, 2020, as outlined below.

Sole Proprietor - $5,000
1-9 Employees - $15,000
10-49 Employees - $30,000

Program Service Area

Funds under the Davis CARES Program are available to eligible for-profit and non-profit businesses located in the County. Guidelines prohibit the distribution of funds for multiple locations for the same business, unless each location has a separate employee identification number (EIN)

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Funding Source

The Davis CARES Program is funded through CARES Act funds provided by the United States Department of Treasury to the State of Utah and provided to the County and its partnering cities.

Duplication of Benefits

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) programs (PPP and EIDL), the Federal Emergency Management Agency (FEMA), and state programs (Commercial Rental Assistance). Applicants for the Davis CARES Program must disclose any funds applied for or received from these sources or other federal and state assistance programs. It is the County'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 County funds have been disbursed, the amount of funds that were determined to be duplicative must be repaid to the County.

Eligible Use of Funds

Grant money may be used to pay for expenses related to COVID-19 or reimburse businesses for COVID-19 expenses. As outlined in the Duplication of Benefits, any uses paid for by other federal or state assistance programs **cannot** be paid for with these Grant Funds. If a duplication of benefits determination is made, the amount of funds that were determined to be duplicative must be repaid to the County.

Required Documentation

The following documents are required for each application:

- Business Federal Tax Returns:
  - 2019 Business Federal Tax Returns or for self-employed/sole proprietor 2019 1040 with Schedule C **OR** if 2019 tax return is not yet filed, 2018 Business Federal Tax Returns or for self-employed/sole proprietor 2018 1040 with Schedule C.
- March 1 – June 30, 2019 Profit and Loss Statement;
- January 1 – February 29, 2020 Profit and Loss Statement;
- March 1 – June 30, 2020 Profit and Loss Statement;
- Pre-COVID employee count with detailed payrolls for one pay period cycle that falls within the time frame of February 1, 2020 through March 15, 2020. Please remove any information that would identify individual employees (SSN#, name, etc.);
- W-9 Form; and
- Copy of Driver's Licenses of all owners.

If you do not have the required P&L statements on hand, please use this template here (https://bit.ly/3fTLt4m) to create the P&L statements for your business. Applications without the required P&L statements will not be considered.

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Eligibility

The County wants to ensure as many businesses as possible that have been significantly impacted by the COVID-19 Pandemic are qualified to apply for the Davis CARES Program. To accomplish this, the County has established minimal eligibility requirements.

1. For-profit or non-profit businesses with less than 50 employees, as of March 1, 2020.
2. Business must be located within the boundaries of Davis County.
3. Business experienced a significant negative impact from the COVID-19 Pandemic.
4. Business must be open, or plan to reopen as of date of application submission.
5. Business must be current on property taxes and have no legal actions against or from the County.
6. Owner must be 18 years or older and have a valid EIN or if sole proprietor, social security number.
7. Only one grant award per EIN or Social Security Number will be considered
8. Businesses must have made $10,000 in 2019 revenue/income.
9. Must have ability to document and report on funds, if received.
10. Business has completed the Stay Safe to Stay Open Pledge (https://bit.ly/2CDTiwA).

Davis CARES Program Prioritization

It is anticipated that there will be more funding requests than money allocated for the Davis CARES Program, the County will review and rank applications in order to prioritize disbursement of the Davis CARES Program funds. The applications will be ranked according to the following prioritizations:

1. Businesses that applied, but did not receive funding from the Small Business Administration and/or the Governor's Office of Economic Development loan programs.
2. 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.).
3. Businesses located within cities that are financial partners with the Davis CARES Grant Program.
4. Businesses that voluntarily closed or partially closed to promote social distancing measures, in accordance with state and local guidance.
5. Businesses with an average monthly revenue/income loss greater than 50% due to COVID-19.
6. Businesses that are independently or locally owned, with a physical commercial location in the County.
7. Businesses that have been open for at least two years.
8. Businesses that employ full time employees, as defined by Federal Standards.

* These prioritizations are not mandatory, businesses that do not meet all of the priorities are still eligible to receive a grant award.

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Program Operations and Grant Processing

Davis CARES Program Marketing

The Davis CARES Program marketing will be conducted by the County, in partnership with the County's cities and other economic development stakeholders. Examples include media coverage through press release, social media posts, email distribution of materials to businesses registered with their local city, chamber of commerce, and other economic development organizations. The County will also host technical assistance webinars for the small business community.

Equal Opportunity Compliance

The Davis CARES Program will be implemented in a manner consistent with the County's commitment to State and Federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination on the basis or his or her religion, age, race, color, ancestry, national origin, sex, marital status, family status, disability, sexual orientation, gender identity, veteran status or other arbitrary cause.

Applicant Confidentiality

Generally, application materials and grants awarded are subject to public disclosure. However, Utah state law allows for certain personal and financial information to be withheld from disclosure in order to protect the privacy of the applicants. All personal and business financial information will be kept confidential to the extent permitted by law.

Application Submission and Selection

The County will review and rank applications in order to prioritize disbursement of the Davis CARES Program. The applications will be ranked according to the prioritizations outlined above (see Davis CARES Program Prioritization). All completed eligible applications, submitted on Monday, July 6, 2020 through Friday, July 10, 2020, via the County's ZoomGrants portal (https://bit.ly/3eCFrF2), will be considered for the first round of funding. Dependent on future allocations, the Davis CARES Program may have additional rounds of funding. Businesses not selected during the first round of funding, and those who submit applications after July 10, 2020 at 11:59 PM will be considered for the additional rounds of funding, if available.

Technical Assistance

The County will provide technical assistance to any business with questions regarding the Davis CARES Program. Assistance is available from 8:00 AM to 5:00 PM, Monday through Friday, beginning on July 6, 2020. The telephone number is **(801) 451-3256** Questions can also be submitted by emailing them to daviscares@daviscountyutah.gov.