

CITY OF YERINGTON SMALL BUSINESS RELIEF PROGRAM

The City of Yerington values our small business community as a key component to a healthy local economy. Many of our small businesses (10 employees or less) have been challenged throughout the COVID-19 pandemic with closings, supply-chain disruptions, labor shortages and more. This has increased the vulnerability of small businesses who often do not have the cash reserves or technical assistance to weather these unexpected disruptions, sometimes leading to permanent closings.

The Small Business Relief Program is designed to create a more resilient small business community by providing the funding to relieve some immediate needs and/or for tools that build capacity to better position businesses to overcome the unexpected challenges brought on by the COVID-19 pandemic.

The City of Yerington has allocated **\$50,000** of American Rescue Plan Act (ARPA) dollars to fund the Small Business Relief Program.

The deadline to apply for funding is December 31, 2022.

There are two primary goals of the program. The first is to provide relief where needed for immediate routine expenses like rent/mortgage and utilities. The second is to help small businesses build the capacity needed to adjust and rebound from unexpected challenges. Examples of permissible uses are technology upgrades; training; technical assistance; signage or façade upgrades; supply change diversification; space expansion or reconfiguration; and marketing.

The maximum award amount for any business is **3%** of your total revenue from 2019 up to **\$5,000**.

We expect the number of requests will exceed the amount of funding available. Therefore, submission of a qualifying application does not guarantee that a business will be awarded funds. Eligibility and selection criteria are outlined in the attached documents.

Please note that as a part of the application process, you will be asked to provide proof of negative business impact because of the COVID-19 pandemic. Please carefully review the list of required documentation and “Frequently Asked Questions” before completing your application. Failure to provide all of the required documentation could lead to delay or denial of your application. Applications will not be considered complete until all documentation is provided. **Please contact City Hall at 775-463-3511 | Option 2 or 5** if you have questions about the application or the required documentation.

ELIGIBILITY AND SELECTION CRITERIA:

Small businesses within the city of Yerington that have been negatively impacted by the COVID-19 pandemic are encouraged to apply.

Applicants may request funds of up **3%** of total revenue from 2019. If the business was not open a full year in 2019, you may use 2020. Requested funds may not exceed **\$5,000**. See eligibility requirements below:

ELIGIBILITY:

Have a physical location within the City of Yerington

Currently have an on-going business activity

Have \$500,000 or less in annual revenue

Employ **10** or fewer employees

Be able to demonstrate financial harm due to the COVID-19 pandemic. Examples include: The business being forced to close for a week or more due to a consequence of the pandemic like public health requirements, supply chain disruption, or labor shortages

Decrease in profits / increase in losses in 2020 and/or 2021 due to the pandemic

Have not received ARPA funds for the same reason / request from another program

Submit all required reports

Required reporting includes but may not be limited to 2019 and 2020 tax returns (only 2020 if you were not open in 2019)

Payroll documents to demonstrate payroll levels (ex. W-3 or 941)

Estimates from vendors

Other documents that may demonstrate economic harm as requested

Please note that negative economic impact must be due to the COVID-19 pandemic to be eligible for the Small Business Relief Fund Program.

Preference will be given to applicants who:

Demonstrate how awarded funds will make their business more resilient to the impact of the COVID-19 pandemic.

Use Yerington / Lyon County vendors

We expect the amount of requests will exceed to amount of funds available. Therefore submitting an application does not guarantee a business will be awarded funding. All applicants will be screened to ensure they meet the eligibility requirements, including the submission of all required reports.

Funds will be awarded until they are exhausted.

If you have any questions about the selection process, **City Hall at 775-463-3511; Option 2 or 5.**

ALLOWABLE USES

There are two primary goals of the program. The first is to provide relief where needed for immediate routine expenses. The second is to help small businesses build the capacity needed to adjust and rebound from unexpected challenges. Examples of permissible uses include:

Rent/Mortgage

Utilities

Signage or Façade Upgrades

Marketing and Promotion

Website or App Development

Additional Supplies and Materials

AMOUNTS

Funds are limited. When determining the amount of your request, please consider the actual cost needed to make your business more resilient based on allowable uses stated above. In order to provide aid to as many impacted small businesses as possible, the City of Yerington encourages businesses to make informed requests that are suitable for the needs of the individual business.

Applicants may request:

- Up to **3%** of total revenue from 2019 or 2020 if you were not open the entire year of 2019 but not to exceed **\$5,000**
- You can request funds for a combination of any of the allowable uses

Payment of funds will be made directly to the vendor of the product or the service provider chosen by the business owner. Reimbursement will be made upon receipt of paid invoice, subject to the City of Yerington's payment schedule, sometimes exceeding 30 days.

Businesses are allowed one grant award from the Small Business Relief Program.

FAQ

GENERAL

Q. How is the Small Business Relief Program funded?

A. The program is funded by federal dollars made available through the American Rescue Plan Act (ARPA). A total of \$50,000 has been made available for grant funds to benefit small businesses who have experienced a negative economic impact due to the COVID-19 pandemic.

Q. If I receive a grant, are the funds taxable?

A. Consult your tax professional.

Q. If I have already received funding due to the COVID-19 pandemic from another source, can I apply for this grant?

A. Yes, if the funding received is not a duplication of the request being made now. For example, if funds were received for rent and utilities from a prior source, this request could be for signage or marketing and promotion, but not for rent and utilities.

ELIGIBILITY

Q. Are non-profit organizations eligible for the Small Business Relief Program?

A. No, non-profit organizations are not eligible

APPLICATION – NEXT STEPS

Q. I applied what happens next?

The application deadline is December 31, 2022

You will receive a confirmation email confirming receipt of the application.

Applications will be evaluated on eligibility requirements and preferences stated in the application information.

Applicants will be notified of the award as approved.

If you have submitted an application and do not receive an email confirmation, please contact Stacey Larsen at **staceyl@yerington.net** or Terceira Schunke at **deputyclerk@yerington.net** to confirm it has been received.

If you have questions about your application or need additional information please contact City Hall at 775-463-3511 | Option 2 or 5.

If additional information is need to process your application, you will receive an email requesting the information.

Applicants whose requests are not awarded will be notified by email once that decision is made.

Please check your email frequently and check your spam folder to make sure you received all communications.

LOSS TREND REPORT

	2019	2020	Loss	2021	Loss	Total Loss
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						