

NOTICE OF AVAILABILITY OF FUNDS



KINGS COUNTY COVID-19 SMALL BUSINESS ASSISTANCE PROGRAM

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KINGS COUNTY COVID-19 SMALL BUSINESS ASSISTANCE PROGRAM

Sections

Section 1: Overview3

 A. Purpose.....3

 B. Eligibility3

 C. Funding.....4

 D. Allowable Uses of Funding5

 E. Length of Program.....5

Section 2: Significant Dates.....5

Section 3: Submission of Application.....6

Section 4: Award and Contracting Process6

Section 5: Appeal Process6

Section 6: Monitoring and Audits7

Forms

i. Application8



Section 1: OVERVIEW

A. PURPOSE

The County of Kings announces the availability of up to \$5 million in Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding. Pursuant to section 601(a) of the Social Security Act, as added by section 5001 of the CARES Act, local governments are authorized to provide funding for “expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures” This new program is intended to provide resources to Kings County small businesses that have suffered significant negative impacts due to the shutdown orders issued in furtherance of public health.

The County of Kings is dedicated to the support, stabilization, and growth of local businesses. An examination of similar programs in other areas of California has indicated that assistance grants have had a positive effect on mitigating the detrimental effects of shutdown orders on small businesses. This Notice of Availability of Funds (NOFA) is the second program undertaken by the County of Kings to provide direct relief to small businesses negatively impacted by COVID-19. The first program “Helping Hand” provided \$75,000 in grant funding to small businesses with fewer than 50 employees. Twenty Kings County small businesses received Helping Hand awards to help mitigate the costs of reopening.

B. ELIGIBLE APPLICANTS

To be eligible for this grant, the applicant must be a business located in Kings County and meet the following conditions:

- Must maintain a current and valid business license (if applicable);
- Must be a business that has been in operation prior to March 15, 2020 in Kings County;
- Must have 25 or fewer full time employees;
 - For purposes of this program, a full time employee is someone who is working 40 hours per week.
 - In order to maintain consistency across applications, two part time employees are presumed to equal one full time position.
- Must have suffered a demonstrable reduction in revenue attributed to COVID-19; and,
- Must have completely or partially shutdown to comply with the various shutdown orders issued by the California Governor’s Office.

Non-Profits ONLY:

- Must have an interest in real property to be eligible for this grant. An interest in real property can be the following:



- Leased building or property; or,
- Own a building or property that is used to produce income.

Businesses in the following categories will not be eligible for funding from this program:

- Businesses with active code enforcement violations;
- Businesses that have filed for bankruptcy in the last 3 years or have outstanding tax liens; or
- Businesses in the cannabis industry.

C. FUNDING

A total of \$5 million in CARES funding will be available through this NOFA with an award up to \$20,000 for each applicant. Final awards may be adjusted depending upon the number of eligible proposals submitted and availability of funding. It is the intent of this program to fund projects that maximize the effect of the funding. There is no required state, federal or private funding match to receive funding under this program.

Program funding has been allocated per capita to each incorporated municipality and the unincorporated areas of Kings County. Allocation of funding to each area is as follows:

<i>Area</i>	<i>Pop.</i>	<i>Percent of Total Pop.</i>	<i>Allocated Funding</i>
<i>Avenal</i>	13,496	9%	\$450,000
<i>Corcoran</i>	21,960	14%	\$700,000
<i>Hanford</i>	57,703	38%	\$1,900,000
<i>Lemoore</i>	26,725	17%	\$850,000
<i>Unincorp.</i>	33,056	22%	\$1,100,000
TOTAL	152,940	100%	\$5,000,000

Funding will be awarded in two phases as follows:

<i>Award Phase</i>	<i>Total Award Allocated</i>
<i>Phase 1: 8/20/20 through 10/2/20</i>	\$2.5 million
<i>Phase 2: 10/2/20 through 12/31/20</i>	\$2.5 million

Award phases may be adjusted based upon the availability of funding. **NON-PROFIT APPLICATIONS** will not be funded until Award Phase II, and the amount of applications that are funded will be contingent upon the availability of funding.



Businesses may have multiple locations in Kings County. However, to ensure that funding has a broad impact across Kings County, business will only be eligible for one award per entity. Businesses may submit costs for multiple locations in a single application, but the maximum that may be awarded is \$20,000. The County of Kings retains authority to adjust this policy should additional funding become available. In the event other CARES Act assistance is received from a municipality in Kings County, the total award available to an applicant will be reduced.

D. ALLOWABLE USES OF FUNDS

There is no repayment requirement attached to this funding. This program is funded through federally awarded grant funds. Once an application is funded under this agreement, it is expected that the funds will be used on certain expenses such as:

- Payroll and benefit costs;
- Unemployment insurance costs incurred by the recipient as an employer if such costs will not be reimbursed by the federal government pursuant to the CARES Act;
- Rent or mortgage payments to avoid eviction or foreclosure as a result of the closure orders issued by the California State Governor’s office;
- Unpaid utility fees; and/or,
- Inventory or supplies required to safely reopen the business, including Personal Protective Equipment (PPE), disinfectants, sanitizers, etc. and expenditures to adapt spaces for outdoor services/dining.

Supporting documentation will be required following the end of the project to ensure expenditures under this program are appropriate. In the event an expenditure is determined to be outside the scope of the program, applicant will be required to repay that funding to the County of Kings.

E. LENGTH OF PROJECT

The County of Kings expects that the performance period for participating projects funded under this NOFA will commence from the date of award until December 31, 2020, unless otherwise required by the CARES Act or other federal or state guidance. No obligation or commitment of funds will be allowed prior to or beyond the program period of performance. Any funding not expended during the grant agreement period shall be returned to the County of Kings.

Section 2: SIGNIFICANT DATES

EVENT	DATE
Release of Notice of Funding Availability	July 29, 2020



Question and Answer Webinar	August 5, 2020 at 10:00 a.m. ¹
Question and Answer Webinar	August 5, 2020 at 5:30 p.m. ²
Begin Accepting Applications	August 17, 2020 at 8:00 a.m. (Tentative)
Begin Issuing Award Announcements	Award announcement will be contingent upon date of receipt and processing.
Program End Date	December 31, 2020

Section 3: SUBMISSION OF APPLICATION

To be considered for an award under this program, submission of a completed application with all attachments is required, though reasonable accommodations are available. All completed applications must be submitted to info.KingsJTO@co.kings.ca.us. If you are unable to submit your application electronically, please call Malisa Simon at 559-852-4937 for assistance.

Section 4: AWARD AND CONTRACTING PROCESS

Assistance grants under this program will be awarded on a first-come, first-served basis in light of the funding apportioned in Section 1(C) above.

The County of Kings will contact the awardees to finalize contract details. The County of Kings will request that contracts incorporate changes to the original project proposals as necessary to comply with the funding guidelines. After the contract negotiations, if any, the County of Kings and the recipient will meet to execute the necessary award contract.

Section 5: APPEALS PROCESS

An application may be disqualified for not meeting the application requirements as outlined within this document. An appeal of the disqualification decision may be filed; however, it must be noted that the following do not constitute proper grounds for an appeal:

- Failure to meet the proposal submission deadline, or submitting before the project period has been opened to receive applications;
- An adverse funding decision;
- Not adhering to application requirements as listed in this document and the attached forms; or

¹ Zoom link to access meeting: <https://us02web.zoom.us/j/83184078885?pwd=bTJBQ1hTcG5PaUVaLzg4Ly9TWUVxdz09> or call in at 1-669-900-6833, Meeting ID: 831 8407 8885, Passcode: 993668

² Zoom link to access meeting: <https://us02web.zoom.us/j/84223139394?pwd=b2VWMXk2d1hmalBWUGhZSUJ4WnlvUT09> or call in at 1-669-900-6833, Meeting ID: 842 2313 9394, Passcode: 655317



- Submission of an incomplete application.

The County of Kings will email disqualification notices to applicants within ten (10) business days of a disqualification determination. If an applicant wishes to appeal the decision, the appeal must be submitted to the appeals liaison as follows:

By Mail:

Vince Velo
JTO Program Manager
124 North Irwin Street
Hanford, CA 93230

By Email:

info.KingsJTO@co.kings.ca.us, subject line should read “Kings County COVID-19 Small Business Assistance Program-Appeal”

Section 6: Monitoring and Audits

As stated above, supporting documentation will be required for all purchases and expenditures made with funding from this program. These supporting documents will include receipts and other purchase and payment documents. This documentation will be used for monitoring to ensure compliance with all existing policies, procedures, and requirements governing the use of CARES Act funds. Recipients are required to be responsive to all reviewers’ requests and to provide reasonable and timely access to records and staff connected to this grant.



KINGS COUNTY COVID-19 SMALL BUSINESS ASSISTANCE PROGRAM

FORMS



APPLICATION

In order to be considered for a grant, this application must be filled out in its entirety, and submitted as directed in this application. All information in this application is confidential unless permission is obtained in writing from the applicant. The maximum amount that may be requested is \$20,000.

Business Name:	
Business Address:	
Number of Employees:	
Point of Contact-Name:	
Point of Contact-Phone:	
Point of Contact-Email:	
Amount Requested:	

Are you engaged in the production or sale of cannabis products?

- Yes
 No

NON-PROFITS ONLY: Do you currently rent or own a brick and mortar location from which you operate?

- Yes
 No

Did your business shutdown partially or completely due to the executive orders targeting business operations in light of the COVID-19 pandemic?

- Yes
 No

Please list an amount next to the source below for any additional assistance you have received:

Source	Amount
City of Hanford Business Assistance	
City of Lemoore Business Assistance	
City of Corcoran Business Assistance	
City of Avenal Business Assistance	

Is your Kings County business currently subject to any code enforcement violations?

- Yes
 No

Has your Kings County business filed for bankruptcy in the last 3 years or have outstanding tax liens?

- Yes
 No

The funding for this program requires compliance with the various COVID-19 executive orders

Has your Kings County business been in operation prior to March 15, 2020?



issued by Governor Newsom. Will your Kings County business comply with the direction provided in the executive orders for COVID-19?

Yes
 No

Yes
 No

DOCUMENTS REQUIRED FOR SUBMISSION: The following required documents must be attached to the completed application to be considered for funding:

- Completed W-9;
- Copy of your business license or a written explanation as to why this is not applicable to your business (1/2 page maximum);
- Statement of Need describing a decrease in year over year revenues that can be attributed to required shutdown orders that have been issued in the State of California. This Statement of Need will be used to assess total assistance issued under this program. Supporting documents for the Statement of Need may include, but are not limited to the following: year over year profit and loss statements, tax returns showing a significant loss in revenue, copy of a building lease, copy of a building mortgage statement, or other documentation; and,
- Completed application.

NON-APPROPRIATION OF FUNDING

The assistance provided pursuant to this program is based on the County of Kings continued appropriation of funding for the purpose of this program, as well as the receipt of local, county, state and/or federal funding for this purpose. Signing below is an acknowledgement that the nature of government finance is unpredictable, and that the rights and obligations set forth in this program are therefore contingent upon the receipt and/or appropriation of the necessary funds. In the event that funding is terminated, in whole or in part, for any reason, at any time, all obligations of the County of Kings arising from this Program shall be immediately discharged.

SUBMISSION INSTRUCTIONS: All completed applications must be submitted to info.KingsJTO@co.kings.ca.us. If you are unable to submit your application electronically, please call Malisa Simon at 559-852-4937 for assistance.

I certify that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or potential reimbursement of funding. I acknowledge and agree that if my business is awarded program funds and they are not spent consistent with the program requirements, I may be required to payback some or all of the funds awarded. I also affirm that I have the power, capacity, and authorization to submit an application on behalf of the entity listed under "Business Name" above.



KINGS COUNTY COVID-19 SMALL



BUSINESS ASSISTANCE PROGRAM



Signature

Date