

Maricopa County Small Business Relief Program

Purpose

The purpose of the Maricopa County Small Business Relief Program is to support the continued viability of small businesses experiencing financial hardship due to the COVID-19 Pandemic.

Program Provisions

- Provide up to \$10,000 to qualifying small businesses for expense reimbursement
 - Calculated as lesser amount of actual loss or \$10,000
 - Reimbursement basis means the grant will cover losses already incurred, using March and April as the period defined.
- For-profit and non-profit (501(c)3) businesses are eligible
 - Sole proprietorships operated out of homes and mobile businesses are eligible
 - Supporting documentation requirements may differ; ACF will provide two separate portals
- Application period: July 6 – July 31, 2020
- Grants will be provided on a rolling first come, first served basis until funding is exhausted or grant period closes
- Grantees must provide final report of spending by November 30, 2020
- Monies not spent by November 30, 2020 will revert to County

Pre-Qualifications

- Applicant certifies that the for-profit or non-profit business was in operation in Maricopa County but not within the cities of Phoenix or Mesa prior to January 1, 2019.
- Applicant may not have received other COVID-related financial assistance including but not limited to Payroll Protection Program, Economic Injury Disaster Loan, SBA Express Bridge Loans, and SBA Debt Relief.
- Applicant employed 25 or fewer full-time equivalents as of March 1, 2020.
- Applicant did not generate more than \$3 million in gross sales (or revenues, in the case of non-profits) between January 1, 2019 and December 31, 2019.
- Applicant certifies that gross sales or revenues declined by at least 25% as a result of COVID-19 in March and April 2020 compared to March and April, 2019.
- Business must meet required zoning and regulatory requirements
 - Business must have proper zoning entitlements
 - The business may not have any active enforcement actions against them by Maricopa County or their respective city/town government
 - The regulated business must be in substantial compliance meaning that the county or respective city/town has not taken any enforcement action authorized by law for any deficiencies.
- Applicant must be in good standing with the Arizona Corporation Commission.

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Grant Application Questions

- Name of Business
- Employer ID/Tax ID Number
- Additional Business Owner (if applicable)
- Business physical address (or home address of mobile vendor)
- Business owner's contract information
- Business Type (LLC, Corporation, Partnership, Sole Proprietorship)
- Proof for 501(c)3 status (for non-profits)
- Business Short Description (briefly describe goods or services business provides/manufactures)
- Date Business Opened
- Number of full-time equivalents as of March 1, 2020
- Current Number of full-time equivalents
- Description of impact COVID-19 has had on business
- Explanation of how grant will help business to retain employees and maintain viability
- Description of how funds will be utilized
 - Payroll, debt, rent, utilities, accounts payable, vendors, etc.
- Business owner demographics (optional)
 - Gender
 - Race
 - Ethnicity
 - Disability status
 - Veteran status

Required Documentation

- Schedule of monthly gross sales (or revenues, for non-profits), beginning with January 2019 and ending with most recently closed month
- December 2019 balance sheet
- Documentation of 2019 and 2020 monthly totals (e.g., point-of-sales reports, computer sales summaries, copies of sales tax filings)
- Most recent W-9 or, for sole proprietors with no employees, social security number.
- Affidavit from applicant attesting to meeting each of the eligibility criteria.
- Proof of non-profit status.

Process

- ACF will advertise and promote program through a variety of channels to ensure the small business community is sufficiently noticed
- ACF will create and host an online portal (separate applications for for-profit and non-profit businesses) from the beginning to the end of the grant period,
- ACF will provide online and phone-based support to applicants during regular business hours.
 - County may be asked to provide call center support during the program period.
- ACF will review the applications on a weekly basis and provide grant payments to qualifying businesses.

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- County may choose to verify tax identification numbers with IRS, or support ACF in this process.
- ACF will provide reports and retain records as required by the County.
- Grant decisions made by ACF are final.

Exclusions

- Adult-oriented businesses.
- Businesses engaged in the growth, harvest, storage, transport, distribution, use or otherwise providing cannabis for medical or recreational purposes.
- Businesses owned, in whole or part, by a Maricopa County official or employee who, in their official capacity, participates in the oversight, development or implementation of the Maricopa program.