

# The City of Stonecrest



American Rescue Plan Act (ARPA)  
Coronavirus State and Local Fiscal Recovery Funds

**Small Business Assistance Application**



## FUNDING OVERVIEW

As part of the American Rescue Plan Act of 2021 (ARPA) which was signed into law by President Joseph Biden on March 11, 2021, the City of Stonecrest received \$9.7M in Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The goal of these funds is to provide vital support to state and local governments as they address the negative health and economic impacts of COVID-19 on their communities.

The intent of the ARPA Small Business Assistance program is to offer financial assistance to small businesses located within Stonecrest city limits who have been negatively impacted by the COVID-19 pandemic. These funds are designed to help Stonecrest small businesses keep their doors open, protect local jobs threatened by the COVID-19 pandemic, support community recovery, and increase the resiliency of local businesses in the community.

Through the program, eligible small businesses operating in the City of Stonecrest can apply for cash assistance up to a maximum of \$25,000 to help mitigate the impacts of revenue reductions associated with COVID-19. Additionally, eligible small businesses requesting more than \$25,000 in cash grant funds are potentially eligible to receive an ARPA loan. The one-time cash grant and loan (if applying for one) will be commensurate with the fiscal impact to their business, based on justifiable need and business resiliency.

## ELIGIBILITY REQUIREMENTS

Only one (1) application will be accepted per business. To be eligible an applicant must:

- ✓ Be a business with at least 2 and less than or equal to 50 full-time equivalent (FTE) staff
- ✓ Be licensed as a business in the City of Stonecrest, excluding businesses whose primary source of revenue is from the sale of alcohol; cashing checks or providing pay day loans; loans secured by personal property (Pawn Shop); or barbershop and hairstyle shops<sup>1</sup>
- ✓ Be actively operating on or after July 1, 2022;
- ✓ Be a for profit business or a Homeowners Association (HOA)
- ✓ Be eligible to receive federal funds (i.e., not suspended or debarred from receiving federal funds)
- ✓ Experienced financial hardship due to COVID-19 pandemic.

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<sup>1</sup> Barbershops and hairstylists are ineligible because they are not businesses that have employees – the barber and stylists are independent contractors.



**A small business is deemed to have experienced a financial hardship due to COVID-19 pandemic if:**

1. Its principal location is within a Qualified Census Tract (QCT)<sup>2</sup>;  
[https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html)
2. Gross receipts for the quarter April – June 2022 had more than 25% drop in gross receipts from any one quarter between January 2020 and March 2022;
3. Costs increased by more than 10% or the quarter April – June 2022 had more than 25% drop in gross receipts from any one quarter between January 2020 and March 2022;
4. It had challenges covering payroll, rent, mortgage, or other operating costs on or after January 2020
5. It has limited capacity to weather future financial hardships

## **Use of Funding Restrictions:**

Awarded small businesses will only use cash grant funds and loan funds for approved and allowable expenses, including the following uses:

- Rent, lease, or mortgage costs;
- Utility bills;
- Payroll;
- Business-related insurance;
- Inventory expenses including covering any loss of inventory;
- Other operating expenses;
- Rehabilitation of commercial properties;
- Storefront improvements;
- Façade improvements; or
- Costs to expand your business.

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<sup>2</sup> A Qualified Census Tract is a U.S. Department of Housing and Urban Development designation for areas where half the households have incomes below 60 percent of the County's area median gross income or a poverty rate of 25 percent or more. Eligible small businesses in a Qualified Census Tract will need to provide their address and supporting documentation in the grant application. [https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html)



## Funding Priority:

Eligible small businesses will be prioritized for funding under this program according to the following list, with the first item having the greatest prioritization and the last item having the least:

- Small businesses that did not receive CARES Act funding and who has at least 33% of its gross receipts come from the sales of prepared food, including:
  - Restaurants
  - Caterers
  - Bars, saloons, lounges, taverns
  - Snack and nonalcoholic beverage bars
  - Bakeries (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Brewpubs, tasting rooms, taprooms (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Breweries or microbreweries (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Wineries and distilleries (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Inns (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Licensed facilities or premises of a beverage alcohol producer where the public may taste, sample, or purchase products and onsite sales of prepared food to the public comprise at least 33% of gross receipts
- Specific classes of small businesses determined by the City of Stonecrest as priority to fund that did not receive CARES Act funding.
  - Businesses in the hardest hit sectors, including retail, hospitality, arts and entertainment, and other service sector businesses will be prioritized for funding
  - Businesses located in one of the city's two Qualified Census Tracts (QCTs) are considered disproportionately impacted for SLFRF programmatic purposes and will be prioritized for funding<sup>3</sup>
- Small Businesses that did not receive PPP or CARES Act funding.
- Small Businesses that received PPP but did not receive CARES Act funding.

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<sup>3</sup> A Qualified Census Tract is a U.S. Department of Housing and Urban Development designation for areas where half the households have incomes below 60 percent of the County's area median gross income or a poverty rate of 25 percent or more. Eligible small businesses in a Qualified Census Tract will need to provide their address and supporting documentation in the grant application.



## Application Period

Applications for small business assistance will be accepted \_\_\_\_\_, 2022 8:30 a.m. through \_\_\_\_\_, 2022 4:30 p.m. If the City has not awarded the entire allocated amount of \$2 million before the end of the application period, it may extend the application period until all monies have been awarded.

## Funds Awarded

Applicants are not entitled to receive a specific amount of assistance under this program. The City will use its best judgment to decide who will receive assistance and what level of assistance applicants will receive. Should eligible businesses apply for more than the \$2 million in available financial assistance, the City will allocate the funds based upon its sole determination of what is a fair and equitable way to distribute available funds to eligible applicants.



## PART 1 – Needed Assistance

Please check the programs for which you are applying for assistance (You can receive up to \$25,000 in cash assistance – if you are requesting assistance beyond \$25,000, then you will also need to apply for a loan for amounts in excess of \$25,000):

Check the program(s) for which you are submitting this application	Program
<input type="checkbox"/>	ARPA Small Business Cash Assistance
<input type="checkbox"/>	ARPA Small Business Loan Assistance

## PART 2–Eligibility and Qualification

1. Is your business located within the City of Stonecrest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you licensed to conduct business in the City of Stonecrest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. As of July 1, 2022, do you employ 50 or less full-time equivalent staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are you a for profit business or a Home Owners Association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are you eligible to receive federal funds? (i.e., you are NOT debarred or suspended from receiving federal funds)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Has your business experienced a financial hardship between January 2020 and June 2022?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered no to any of the six questions above, your business is not eligible to receive financial assistance. If you answered yes to all six questions, please complete the rest of the application.



## PART 3 – APPLICANT INFORMATION

Section 1: Applicant / Entity Information			
Applicant's Legal Name			
Applicant's Doing Business As Name			
Applicant's Legal Structure e.g., partnership; limited liability company; corporation . . . etc.			
Main Contact Name and Title			
Main Contact Phone Number			
Main Contact Email Address			
Applicant / Entity Address			
EIN (Employer Identification Number)			
Occupational License No.			
Length of Operation (Must be in operation as of July 1, 2022)			
Brief Description of Applicant's / Entity's business (products, services, etc.)			
Industry Sector			
Number of Full-Time Equivalent (FTE) Employees (part-time employees should be counted based on a 40 hour work week – e.g., if a staff person works 10 hours a week – he or she would be counted as .25 FTE)			
Does the entity operate in a Qualified Census Tract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	For Internal Use Only

Section 2: Requested Funding	
Amount of funding requested:  (Applicants may request up to \$25,000 in cash grant funds, any amount exceeding \$25,000 will only be considered for a small business loan)	\$



**SMALL BUSINESS SUPPORT GRANT**  
**APPLICATION**

**Section 3: Documentation of Financial Impact of Pandemic on the Applicant**

Provide a brief description of what negative economic impacts the business has experienced from the COVID-19 pandemic, including an estimate on the revenue impact.

Detail how your business meets at least one of the following criteria:

- Decreased revenue or gross receipts from January 2020 – June 30, 2022
  - Gross receipts must show a 25% reduction in any one quarter in 2020 or 2021 in comparison to any one quarter in 2022; or annual gross receipts show a 25% reduction from 2020 to 2022.
- Lack Capacity to weather financial hardship
- Challenges covering payroll, rent or mortgage, and other operating costs
- Financial insecurity
- More than 10% Increase in costs

**The following supporting documentation is required with the submission of this application:**

- Current Balance Sheet and Profit & Loss Statement
- Payroll record as of July 2022 to document number of employees
- 2020 Federal Income Tax Return
- 2021 Federal Income Tax Return (if already filed)





**Section 4: Other Funding Received by the Applicant**

Has the business received other Federal, State, or local funding? If so, describe the source(s) and amount(s) received since January 2020:



### Section 5: Proposed Use of Funds

Any funds you receive under this program must be used for one of the purposes listed below.

**Revenue Loss Mitigation** – Funds may be used to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or other utilities costs, and other operating costs.

**COVID-19 Mitigation or Prevention** – Funds may be used to implement COVID-19 prevention or mitigation tactics, such as physical plant change to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs.

**Business Planning** – Funds may be used to obtain technical assistance, counseling, or other services to assist with business planning needs due to impacts from the pandemic.

**Facilities Improvement** – Funds may be used to make improvements to your facility, including:

- Rehabilitation of commercial properties
- Storefront improvements; and
- Façade improvements

**As a condition of applying for this assistance you agree that you will use these funds in a timely manner, and you agree that the City may reclaim the funds if they are not used in a reasonable period of time. Please describe below how you intend to use any funds and the timeframe for using the funds you would receive under this program and any additional information you would like the City to evaluate:**



#### Section 6: Certification

☐ The applicant(s) certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City of Stonecrest Residential Assistance Program

☐ I understand that US Code Title 18 (18 U.S.C. § 1001) and Georgia Code Title 16 (OCGA § 16-10-20) provides that willful false statements or misrepresentations concerning income, asset, or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment. I/we further understand that any willful misstatement of information will be grounds for disqualification.

☐ I certify that the application information provided is true and complete to the best of my/our knowledge.

☐ I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

☐ I further grant permission and authorize any bank, employer, or other public or private agency to disclose information deemed necessary to complete this application.

*Please be advised that submitting this application to the City of Stonecrest does not guarantee that assistance will be provided. All applications must be reviewed for eligibility. Assistance is provided based on priority and the availability of grant funding.*

Signature of Authorized Applicant / Entity Representative		
Date		