



Tuolumne County COVID Business /Private Nonprofit Assistance Grant Guidance

Introduction

To help address the impact of COVID-19 on Tuolumne County businesses, private nonprofits (PNPs) and their employees, the Tuolumne County Board of Supervisors has committed up to \$1,750,000 in one-time funds to create a Business and Private Nonprofit Assistance Grant Program. This grant will be available until December 15, 2020 or until funds are depleted (whichever comes first) and can be used to reimburse businesses/agencies for expenses related to COVID-19.

Who can apply?

This grant is for businesses and nonprofits physically located and operated in Tuolumne County. Businesses and private nonprofits with 100 employees or less will be prioritized for funding. Private nonprofits that provide services to the community will be prioritized for funding.

What expenses can be claimed?

Each business or PNP can initially claim up to \$10,000 of eligible expenses listed below. However, applicants are encouraged to submit all eligible expenses in the event that there are remaining funds at the termination of the program.

Expenses must have been incurred between March 1, 2020 and December 15, 2020.

Eligible expenses include but are not limited to:

- Expenses related to adapting to State Guidance (i.e. moving business/operations outside, social distancing requirements, signage, etc.)
- Expenses related to improving telework capabilities
- Costs of providing paid sick leave to enable compliance with COVID-19 Public Health precautions
- Expenses related to cost of business interruptions, including commercial rent and utilities costs during a COVID-related shut down
- Unreimbursed PPE purchases
- Increased expenses for disinfection/sanitation of public areas

Expenses that **are not** be eligible:

- Lost Revenue



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- Expenses for the State share of Medicaid
- Damages covered by insurance
- Expenses that have been or will be reimbursed by other funding
- Reimbursement to donors for donated items or services
- Severance pay
- Legal settlements, fines, or penalties

What conditions need to be met?

- Approved applications under this grant will be provided funds on a reimbursement basis. Each applicant will need to show that these expenses have been paid before they can be considered for reimbursement.
- Applicants must be in compliance with all Federal, State, and Local laws and in good standing with the County.
- Applicants who are involved in legal or financial issues such as bankruptcy or tax issues may not qualify.
- Applicants will need to demonstrate economic hardship due to COVID-19.

What will be needed to apply?

(Please have these available prior to starting the application)

- A valid W-9 for the business
- Legal proof of nonprofit status (if applicable)
- Receipts and proof of purchase will be required to validate expenditures and documents should be clear and easy-to-read. **Please upload all receipts as one document**
- Applicants will be asked to provide amounts for revenues during the time period that expenses are being claimed as compared to a similar period last year

What is the process to apply?

1. Applicant must fill out the application, attach all required documents and submit to the County via the online portal or by mail to:

COVID Small Business/Private Nonprofit Grant
2 South Green Street, 4th Floor
Sonora, CA 95370



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2. Application will be reviewed by the County to determine eligibility.
3. Approved applicants will be notified within 15 days of approval. Applications will then be processed and submitted to the County Auditor-Controllers office for payment.
4. For applications that require additional information, applicants will be contacted and asked to provide or clarify the requested data.
5. Businesses/Private Nonprofits will be notified if their application does not meet the eligibility criteria (i.e. are not located in Tuolumne County, requests are made for ineligible expenses, etc.).

Contact

For additional questions regarding this program applicants can call 209-533-5511 for information or email jterry@co.tuolumne.ca.us.