

SECTION 3 - Business Need

Use the categories below to provide expenses the business purchased for COVID-19 prevention and/or mitigation. You only need to add details/costs (and attach required documents) for any expenses you are seeking reimbursement for. This grant can only be used for reimbursement of expenses paid after March 1, 2020.

*PLEASE NOTE: Any expenses for which you receive PPP, EIDL or other CARES funding are NOT eligible to include in this grant application.

BUSINESS CONTINUITY CATEGORIES:

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
a. Non-Owner Employee Payroll											

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
b. Rent											

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
c. Mortgage Payments											

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
d. Insurance											

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
e. Utilities											
Gas											
Sewage											
Refuse											
Water											
Electric											
Phone/Internet											

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
f. Marketing											

Please describe these Marketing expenses: _____

TOTAL Business Continuity Amount Requested: _____

BUSINESS REDESIGN CATEGORIES:

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
g. Reconfiguring Physical Space											

Please describe these expenses: _____

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
h. Installing plexi-glass barriers											

Please describe these expenses: _____

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
i. Purchasing web conferencing or other technology to facilitate work-from-home											

Please describe these expenses: _____

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
j. Personal Protection Equipment (PPE) for employees											

Please describe these PPE expenses: _____

	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
k. Temporary structures to mitigate the spread of COVID-19											

Please describe these expenses: _____

TOTAL Business Redesign Amount Requested: _____