



**EDD** ECONOMIC  
DEVELOPMENT  
DEPARTMENT

EDD WEBINAR SERIES

# OVERVIEW: SMALL BUSINESS CARES RELIEF GRANT PROGRAM

12-3-20

*The Economic Development Department's Mission is to improve the lives of New Mexico families by increasing economic opportunities and providing a place for businesses to thrive.*



# EDD OVERVIEW

The mission of the New Mexico Economic Development Department is to *Improve the lives of New Mexico families by increasing economic opportunities and providing a place for businesses to thrive.*

*Cabinet Secretary Alicia J. Keyes, Deputy Cabinet Secretary Jon Clark*

Divisions include:

- Economic Development
- [Film](#)
- [Outdoor Rec](#)
- NM Border Authority
- Office of Military Base Planning
- Spaceport Authority
- [MainStreet](#)

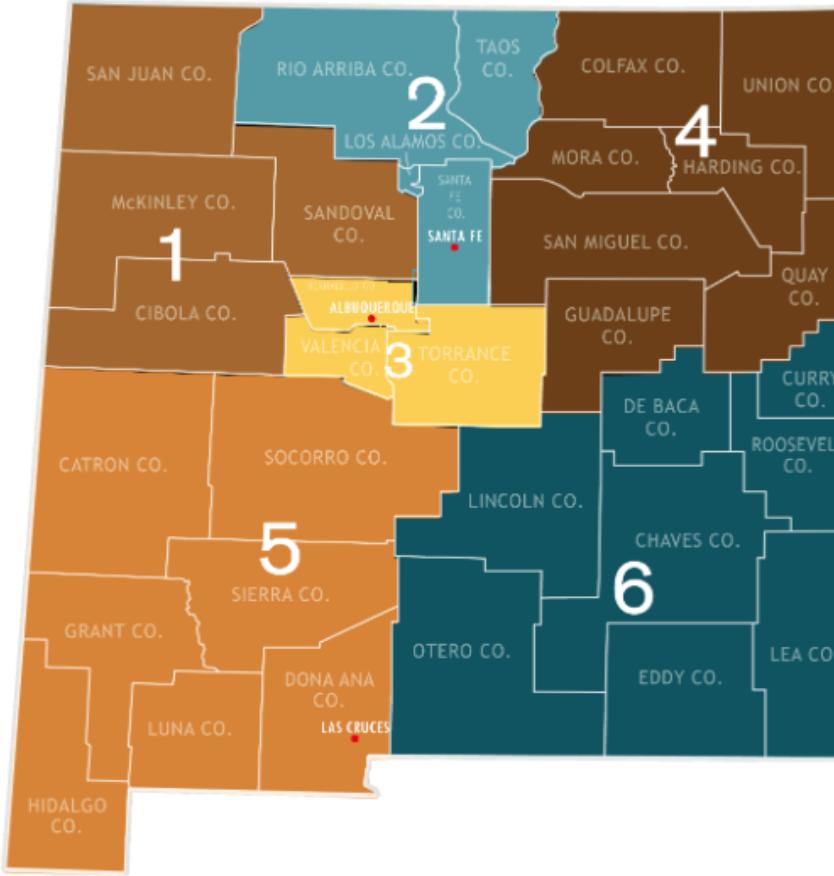


# UPCOMING INFO SESSIONS/EVENTS

- ❖ EDD Miniseries for Business Owners of Color: Tools to Help Your Business Flourish- Business Resources 12/11 @ 12:30, Register:  
<https://register.gotowebinar.com/register/1502312625232141067>
- ❖ Business Finance Fair, Southwestern NM, 12/9 @ 12:30 Register:  
<https://attendee.gotowebinar.com/register/807528989325818425>
- ❖ SBA Surety Bond Overview, 12/10 @ 10:00 Register:  
<https://attendee.gotowebinar.com/register/5317258434046940686>
- ❖ FUNDIT Q4 Meeting 12/10, Apply <https://www.tfaforms.com/4764020>
- ❖ Rural Efficient Business Program Interview Series and Energy Assessments
- ❖ Collateral Assistance Program Open, More Info: <https://gonm.biz/business-development/edd-programs-for-business/finance-development/nm-credit-enhancement-program/>

# EDD Regional Reps

NMEDD Find your Regional Rep:  
<https://gonm.biz/community-development/#regionalRep>



## Community, Business & Rural Development Regions

- Region 1: Lorraine Ruggles  
Bernalillo Office  
(505) 490-7662  
Lorraine.Ruggles@state.nm.us
- Region 2: Peter Mitchell  
Santa Fe Office  
(505) 827-2199  
(505) 570-7796  
Peter.Mitchell@state.nm.us
- Region 3: Max Gruner  
Albuquerque Office: (505) 412.5036  
Max.Gruner@state.nm.us
- Region 4: Tim Hagaman  
Mora Office & Tribal Liaison  
(505) 862-2322  
Tim.Hagaman@state.nm.us
- Region 5: Louise Marquez  
Las Cruces Office  
(575) 430-1232  
Louise.Marquez2@state.nm.us
- Region 6: Susie Russell  
Roswell Office  
(575) 626-6653  
SusanL.Russell@state.nm.us



# EDD CONTACT

Sign Up for EDD News and Updates: <https://gonm.biz/newsletter>

NMEDD Website: <http://gonm.biz/>

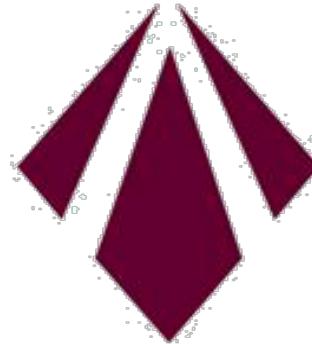
NMEDD YouTube Channel:

[https://www.youtube.com/channel/UCEVKIfuuLNI4R0VH6GsxZRQ?view\\_as=subscriber](https://www.youtube.com/channel/UCEVKIfuuLNI4R0VH6GsxZRQ?view_as=subscriber)

NM Opportunity Zones: <https://www.nmopportunity.com/>

NM Small Business Development Center: <http://www.nmsbdc.org/>

- Johanna Nelson, Strategic Programs Manager, [Johanna.nelson@state.nm.us](mailto:Johanna.nelson@state.nm.us), 505-469-6204
- Mark Roper, Division Director, [mark.roper@state.nm.us](mailto:mark.roper@state.nm.us), 575-562-0327



NEW MEXICO  
**FINANCE AUTHORITY**

6

## Small Business CARES Relief Grants



December 3, 2020

## Who We Are

- ◆ The New Mexico Finance Authority was created in 1992 to provide low-cost financing for cities, counties and businesses throughout New Mexico.
- ◆ NMFA's mission is to advance New Mexico by financing impactful, well-planned projects.
- ◆ As part of the First Special Session in June, NMFA was named as the administrator of the \$400 million **Small Business Recovery Loan Fund** which provides loans of up to \$75,000 to small businesses that experienced significant revenue declines in April and May. The application for that program closes on December 31<sup>st</sup>. Information on this program can be found at <https://www.nmfinance.com/programs/small-business-recovery-loan-fund/>

- ◆ Governor Michelle Lujan Grisham and the Legislature directed **\$100 million** of Federal stimulus funds to the NMFA to operate a grant program for small businesses hard hit by the pandemic. Funds must be distributed by December 28<sup>th</sup>.
- ◆ The **\$100 million Small Business CARES Relief Grant program** provides grants of up to **\$50,000** to businesses with 100 or fewer employees and that are experiencing financial hardship resulting from the COVID-19 pandemic.
- ◆ Applications for the grants will be accepted from **Noon on Monday, December 7 through Noon on Friday, December 18<sup>th</sup>**.

## Funding Guidelines

- ◆ The legislation requires that NMFA ensure geographic dispersion
  - 40% of the funds are set aside for businesses in rural areas
  - 60% of the funds are available to all businesses that are in or located within 10 miles of a city with a population of 50,000+
- ◆ The legislation also requires that NMFA give priority to businesses in the hospitality and leisure industries. To achieve this, funds have been set aside for certain businesses:
  - 20% to accommodation businesses (NAICS code 721)
  - 20% to food services and drinking businesses (NAICS code 722)
  - 15% to all other leisure businesses (NAICS code 71 --Arts, Entertainment and Recreation)
  - 3% for Destination Marketing Organizations
  - 2% for non-employer businesses

## Funding Guidelines

- ♦ The legislation requires that NMFA give priority to businesses that are experiencing severe economic impact. To determine this:
  - ❑ NMFA will calculate each applicant's profit & loss divided by the number of employees.
  - ❑ This calculation will be used to prioritize applications should applications exceed the amount of funding available.

Geographic Dispersion		TOTAL	<i>Urban</i>	<i>Rural</i>	TOTAL
			TOTAL	TOTAL	
Hospitality	20%	\$ 20,000,000	\$ 12,000,000	\$ 8,000,000	\$ 20,000,000
Restaurants	20%	\$ 20,000,000	\$ 12,000,000	\$ 8,000,000	\$ 20,000,000
Destination Marketing Organizations	3%	\$ 3,000,000	\$ 1,800,000	\$ 1,200,000	\$ 3,000,000
Other Leisure & Hospitality	15%	\$ 15,000,000	\$ 9,000,000	\$ 6,000,000	\$ 15,000,000
All other Employer-based businesses	40%	\$ 40,000,000	\$ 24,000,000	\$ 16,000,000	\$ 40,000,000
Non-employer businesses	<u>2%</u>	\$ 2,000,000	\$ 1,200,000	\$ 800,000	\$ 2,000,000
	100%	\$ 100,000,000	\$ 60,000,000	\$ 40,000,000	\$ 100,000,000

## Grant Awards

- ◆ Grants will be awarded based upon a business's employees.

<input type="checkbox"/> Employees	Grant Amount
■ 0	\$ 2,000
■ 1-5	\$ 10,000
■ 6-15	\$ 15,000
■ 16-25	\$ 25,000
■ 26-40	\$ 30,000
■ 41-60	\$ 40,000
■ 61-75	\$ 45,000
■ 76-100	\$ 50,000

- Contract employees do not count in this calculation
- Businesses that do not report wages to the Department of Workforce Solutions (non-employer businesses) will be eligible for a grant of \$2,000
- Applicants are able to use pre-COVID employment levels for purposes of determining the grant amount. Applicants are required to submit a copy of the quarterly wage report to support the information.
  - Quarterly report from 3/31/2019 through 9/30/2020 will be accepted.

## Funding Guidelines

- ◆ Applications will be processed in three rounds so that businesses that apply later in the application period still have a chance to obtain funding.
  - ❑ Round 1: \$40 million will be made available to all complete applications submitted by Noon on December 10th
  - ❑ Round 2: \$35 million will be made available to all complete and unawarded applications submitted by Noon on December 15<sup>th</sup>
  - ❑ Round 3: \$25 million (plus any unawarded funds) will be available for all complete and unawarded applications by Noon on December 18<sup>th</sup>
  - ❑ Businesses should only apply once. Given the scarcity of available funds, businesses are encouraged to apply as early as possible.
  - ❑ Incomplete applications will not be processed.

## Eligible Costs

- ◆ The grant may be used for:
  - regular business expenses that cannot be paid without additional assistance due to revenue losses because of the pandemic; and
  - expenses incurred due to the pandemic, such as PPE or retrofitting a business to meet COVID-19 safety guidelines.
  - Businesses must demonstrate actual loss.
- ◆ All businesses that meet eligibility guidelines may apply for funding regardless of whether the business has already received State or Federal assistance.
- ◆ Note: The grants are funded using Federal dollars. The State, through NMFA, may require additional documentation from the business if requested as part of an audit.

## Eligible Businesses

- ◆ Eligible nonprofits include those designated by the IRS as 501(c)(3), 501(c)(6), 501(c)8, and other 501(c) corporations that serve past or present members of the US Armed Forces.
- ◆ For-profit businesses (sole proprietor, partnership, corporation, limited liability company, etc.) owned at least 51% by one or more NM residents.
- ◆ “New Mexico Resident” means an individual who has certified that the individual is domiciled in this state during any part of the year or that the individual was physically present in this state for at least 185 days during the taxable year, as evidenced by a valid New Mexico State Driver’s License or government-issued identification card.

## Application Process

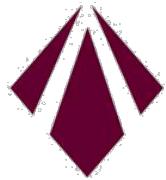
15

1. NMFA is using a third-party application system called Formstack, which applicants will access at [www.nmfinance.com](http://www.nmfinance.com). The Formstack system has built-in logic to determine eligibility based upon answers provided by applicant.
2. NMFA is requiring applicants to have checking accounts at federally insured financial institutions.
3. Applicants selected for funding will be notified via email and will execute the documents using digital signatures.
4. Grants will be funded thereafter through direct deposit.
5. Reporting. Applicants will be required to provide reports on impact, including of the status of the business and number of employees.

## Application Process

- ◆ The application system requires that businesses submit all documents in electronic format at the time they apply. The application system does not allow businesses to “save” the application and return to the document at a later time.
- ◆ Applications that do not have the required documents are considered incomplete. Incomplete applications will be considered the lowest priority and may result in decline.
- ◆ Applicants should watch their inbox, junk folder and spam filters for email from @nmfa.net, and @formstack.com emails notices.

- ♦ Information you'll need to complete the information:
  - ❑ North American Industry Classification System Code (NAICS Code)
  - ❑ Business's revenues/cash receipts and expenses from April 1 - November 30, 2020. Applicants are able to provide preliminary results for November expenses.
- ♦ Documents needed to be uploaded include:
  - ❑ 2019 business federal tax return
  - ❑ Copy of quarterly wage report submitted to New Mexico Department of Workforce Solutions
  - ❑ Bank information including a copy of a cancelled or voided check
  - ❑ Copy of NM Drivers License or Government-Issued Identification for the "Authorized Officer" and all New Mexico resident-owners that make up at least 51% of the business ownership.



**New Mexico Finance Authority**

207 Shelby Street

Santa Fe, NM 87501

CARES Line: (505) 992-9696

Toll Free: (877) ASK-NMFA

CARES@nmfa.net

[www.nmfinance.com](http://www.nmfinance.com)

*New Mexico's Partner in Building  
Economic Prosperity and Stronger Communities*