



CITY OF AUBURN, NY

Office of the City Manager

REQUEST FOR APPLICATIONS & POLICY

CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF)

FOR EXPENDITURE CATEGORY:

(EC) #2: NEGATIVE ECONOMIC IMPACTS ASSISTANCE TO SMALL BUSINESSES

Date of Issue: March 18, 2022

Proposal Submission Deadline: April 30, 2022

On March 11, 2021 the American Rescue Plan Act was signed into law and established the Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF") Program.

**PERFORMANCE PERIOD:
MARCH 3, 2021 to DECEMBER 31, 2024***

TABLE OF CONTENTS

- 1.0 BACKGROUND & PURPOSE**
- 2.0 GENERAL GUIDANCE**
 - 2.1 FUNDING AWARD
- 3.0 REQUEST FOR APPLICATIONS**
 - 3.1 APPLICATION PROCESS
 - 3.2 APPLICATION ELIGIBILITY
 - 3.3 PERFORMANCE PERIOD
 - 3.4 APPLICATION QUESTIONS & SUBMITTAL
 - 3.5 APPLICATION FORM & CONTENTS
- 4.0 METHOD OF AWARD**
 - 4.1 ALLOCATION METHOD
 - 4.2 CRITERIA FOR EVALUATION
- 5.0 CSLFRF AWARD TERMS & CONDITIONS**
 - 5.1 CONTRACT
 - 5.2 AWARD
 - 5.3 TERMS & CONDITIONS

1.0 BACKGROUND & PURPOSE

The purpose of this Request for Application is to aid the maximum number of small businesses in the City of Auburn and to ensure that the allocations of the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) from the American Rescue Plan Act (ARPA) are being used in responding to the public health impacts of COVID-19 and to contain the negative economic impacts on the City. It is important that all federal funding allocated to small businesses are distributed and monitored in a transparent and accountable manner on behalf of the citizens of the City of Auburn, NY.

The City of Auburn has been allocated \$21,395,055 under the CSLFRF program. This infusion of federal resources is intended to “provide support to local governments in responding to the economic and public health impacts of COVID-19 and in their effort to contain impacts on their communities, residents and businesses.” The City of Auburn has committed investing funds into programs and projects that:

- Align with the public health emergency resulting from the COVID-19 pandemic;
- Support the investment in households, small businesses, nonprofits and other impacted industries;
- Leverage other governmental funding sources;
- Invest in City infrastructure; and
- Make a lasting impact on the community.

As of August 19, 2021 the Auburn City Council by Resolution has allocated CSLFRF/ ARPA program funds for use to the Expenditure Category (EC) #2: Negative Economic Impacts. Under this Expenditure Category, Small Business Economic Assistance is available.

The eligible expense categories for Small Business Economic Assistance are:

- 2.29 Grants to Mitigate Financial Hardship
- 2.31 Rehabilitation of Commercial Properties or Other Improvements
- 2.32 Business Incubators and Start-Up or Expansion Assistance
- 2.33 Enhanced Support to Microbusinesses

2.0 GENERAL GUIDANCE

Allocations to households, businesses, non-profit organizations and individuals are collectively considered “sub-recipient(s)” under the CSLFRF/ ARPA program. Sub-recipients that receive a funding award must comply with the requirements as outlined by the CSLFRF authorizing statute, CSLFRF Award Terms and Conditions, US Department of Treasury *Final Rule*, reporting requirements, and federal regulatory requirements under the Uniform Guidance 2 CRF Part 200.

The City of Auburn will be utilizing the US Department of Treasury CSLFRF/ ARPA program “Compliance and Reporting Guidance” Version 3.0 document dated February 28, 2022 for all funded projects and programs. This document is available online at: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

Below is a list of general guidance, expectations, and recommended best practices where applicable to “Assistance to Small Business” projects & programs under CSLFRF:

1. Key Principle(s):

- CSLFRF-funded projects should advance shared interests and promote equitable delivery of funding to underserved communities; as outlined in Executive Order 13985; and
- CSLFRF-funds should be managed consistent with the US Administration guidance Memorandum M-21-20 and M-20-21.

2. Statutory Eligible Uses:

The US Department of Treasury’s adopted Final Rule established four (4) statutory categories. For the purposes of this application, the category is: “To respond to the COVID-19 public health emergency and its negative economic impacts”.

3. US Treasury Interim and Final Rule:

The Interim Final Rule document was issued in May 2021 and provided initial guidance to local governments regarding the CSLFRF Program.

The US Department of Treasury has since issued a Final Rule document in January 2022 that details the compliance responsibilities and provides additional information on eligible and restricted uses of CSLFRF award funds and reporting requirements. This document is available online at: <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>

4. Funding Restrictions:

There are several important restrictions on use of the CSLFRF funds:

- Sub-recipients may not deposit funds into a pension fund;
- Funds may not be used to offset a reduction in tax revenue caused by the recipients change in law, regulation, or administrative interpretation (local governments only);
- Sub-recipients may not use funds as non-federal match where prohibited;
- Sub-recipients may not use funds to directly service debt, satisfy a judgement or settlement, or contribute to a “rainy day” fund.
- Sub-recipients may not use federal funds for expenses which have already been reimbursed through another federal program.

5. Eligible Cost Timeframe:

CSLFRF funds may be used to cover eligible costs incurred beginning on March 3, 2021 through December 31, 2024. For eligible costs past December 31, 2024 they must be obligated by December 31, 2024 and expended by December 31, 2026.

2.1 FUNDING AWARD

The City of Auburn has allocated \$500,000 for all Small Business programs. The maximum for any one applicant for the Business Relief Program will be \$40,000 over the life of the program. This is a grant program. Assistance is available for costs incurred after March 3, 2021. No advances will be made. This is a reimbursement-based grant program.

3.0 REQUEST FOR APPLICATIONS

3.1 APPLICATION PROCESS

The Application is comprised of the Application Forms, any supporting attachments and any addenda released to the sub-recipient before Contract award. All attachments and addenda released for this Application in advance of any Contract award are incorporated herein by reference.

3.2 APPLICATION ELIGIBILITY

It shall be the Sub-recipients responsibility to review the Instructions, the Award Terms and Conditions, all relevant Appendices, and any other components made a part of this City of Auburn CSLFRF Application. Sub-recipients shall comply with all requirements and specifications attached herein.

Sub-recipients that meet the general requirements must complete an application to be considered for funding from the CSLFRF/ ARPA program. Applicants must answer all questions and be accompanied by all required supporting documentation.

With this in mind, the City of Auburn recognizes that Small Businesses have faced widespread challenges due to the COVID-19 public health emergency which included periods of shutdown, declines in revenue or increased costs. To be eligible for the City of Auburn CSLFRF/ ARPA program EC#2: Negative Economic Impacts Assistance to Small Businesses funding, the Sub-recipient must:

1. Have no more than 500 employees, or if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates;
2. Be a small business as defined in Section 3 of the Small Business Act (15 USC 632) that includes among other requirements that the business is independently owned and operated and is not dominant in its field of operation;
3. Have a negative economic impact, or an economic harm (such as loss of earnings or revenue) that was experienced by the small business from the pandemic;
4. Use federal funds to address the identified economic impact or harm that resulted from the COVID-19 public health emergency; and
5. Enter into a funding agreement with the City of Auburn and/or a partner agency that will include, but is not limited to: generally accepted legal and financial principles, quarterly reporting, access to annual and program financial records, and audit/ monitoring requirements of projects or programs.

The US Department of Treasury Final Rule has determined that Small Businesses are eligible for assistance under the CSLFRF Program as either an “Impacted Small Business” or “Disproportionately Impacted Small Business”. To be considered an “Impacted” or “Disproportionately Impacted” Small Business see below for further guidance:

Impacted Small Businesses

Must be a small business located within the City of Auburn that experienced a negative economic impact during the pandemic. Impacts may include:

1. Lost revenue or increased costs;
2. Challenges covering payroll, rent or mortgage;
3. Other operating costs;
4. The capacity of a small business to weather financial hardships; and
5. General financial insecurity resulting from the public health emergency

Assistance to small businesses that experienced negative economic impacts includes the following eligible uses:

- 2.29- Grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility and other operating costs

Disproportionately Impacted Small Businesses

- 1) Must be a small business operating in the City's Qualified Census Tract #421 (see attached map); or
- 2) Classes of small business that experienced disproportionately negative economic impacts that are located in the City of Auburn in the following industries:
 - a. Arts, Entertainment and Recreation;
 - b. Accommodation and Food Services;
 - c. Educational Services;
 - d. Health care and Social Assistance; and
 - e. Retail Trade

(Source: "Impact of the Coronavirus Pandemic on Businesses and Employees by Industry", US Bureau of Labor Statistics, Business Response Survey to the Coronavirus Pandemic, July 2021)

Assistance to Disproportionately Impacted Small Businesses includes the following eligible uses:

- 2.29- Grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility and other operating costs;
- 2.31- Rehabilitation of commercial properties, storefront improvements & façade improvements;
- 2.32- business incubators & grants for start-up or expansion costs for small businesses
- 2.33- Support for microbusinesses including financial, childcare and transportation costs

3.3 PERFORMANCE PERIOD

The CSLFRF funds must be used to cover costs obligated by the Sub-recipient between March 3, 2021 and December 31, 2024. The period of performance will run until December 31, 2026 to provide Sub-recipients a reasonable amount of time to complete projects funded by CSLFRF. This is further outlined in Section I of the Final Rule; 31 CFR Part 35. The City of Auburn will not be using CSLFRF funds to make loans to Sub-recipients. The City of Auburn intends to execute grants or contracts with Sub-recipients or Contractors to implement the aforementioned program areas.

3.4 APPLICATION QUESTIONS & SUBMITTAL

The City of Auburn is the local government responsible for the administration of the CSLFRF Program. The City of Auburn contracted with Cayuga Economic Development Agency (CEDA) to deliver CSLFRF Assistance to Small Business

grants. All applications may be submitted online via the City website. All questions should be directed to:

Assistance to Small Businesses

Cayuga Economic Development Agency (CEDA)

Attn: Danielle Szabo

1 State Street

Auburn, NY 13021

Phone: 315-252-3500

Email: dszabo@cayugaeda.org

The City of Auburn will post the CSLFRF Application on the City's website: www.auburnny.gov under Bids/ RFPs until April 30, 2022 end of day.

It is the Sub-recipients responsibility to ensure the application is complete and all required supplemental information is submitted. The City reserves the right to accept or reject all or any part of any application, waive informalities and award the applications to best serve the interest of the City. It is the responsibility of the Sub-recipient that their application has been received. Email confirmations will be sent in response to all applications submitted.

Upon review of the application document, Sub-recipients may have questions needed clarification or interpretation of the application in order to submit the best application possible. To accommodate the Application Question process, Sub-recipients should submit any such questions in writing.

Written questions shall be emailed Danielle Szabo at dszabo@cayugaeda.org by April 29, 2022. Sub-recipients should include "CSLFRF Application Questions" as the subject in the email. Question submittals will be emailed as an addendum to the Application to all applicants. No information, instruction or advice provided orally or informally by any City of Auburn staff, whether made in response to a question or otherwise in connection with this Application shall be considered authoritative or binding.

3.5 APPLICATION FORM AND CONTENTS

Sub-recipients are required to complete the online CSLFRF Application Form and provide any and all applicable supplemental information and include an authorized signature where requested.

4.0 AWARD AND GRANT CONTRACTS

4.1 APPLICATION EVALUATION PROCESS

All qualified and completed applications will be evaluated and awards will be made to the Sub-contractor meeting the requirements best fitting the needs of the City.

Applications will be generally evaluated according to completeness, relevance to the CSLFRF Expenditure Categories, experience with past capital or programmatic projects, ability to expend the funds by the end date and overall cost.

Sub-recipients are reminded that this is an application for funding, not a grant contract. The City reserves the right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City.

4.2 EVALUATION CRITERIA

Applications will be due by April 30, 2022 end of day. A selection committee will review the submitted applications. The selection committee will review, analyze and rank all applications based on their responses provided in the online application. The selection process will use the following criteria listed below but not limited to (not necessarily listed in order of importance):

- Demonstrated negative economic impact or harm due to the pandemic
- Relationship to Required Expenditure Categories
- Amount of Requested Funds
- Project Descriptions
- Location in or near the City's Qualified Census Tract #421
- Organizational Capacity
- Project Demographic Distribution
- Project Budget
- Special Considerations

5.0 CSLFRF AWARD TERMS AND CONDITIONS

5.1 CONTRACT

All CSLFRF funded work must be completed and funds fully expended by December 31, 2026.

5.2 AWARD

The application funding request shall constitute the total amount to the Sub-recipient for complete performance in accordance with the requirements and specifications outlined herein and attached below. Sub-recipients are not eligible to invoice for any amounts not specifically allowed for in this Policy & Application.

5.3 TERMS & CONDITIONS

Sub-recipients of CSLFRF funding are required to comply with the Award Terms and Conditions of the CSLFRF statute, the Uniform Guidance and Treasury's Final Rule. These funding obligations include the following items below in addition to the aforementioned documents:

1. Recordkeeping Requirements:

The sub-recipient must maintain records and financial documents for five (5) years after all funds have been expended. The sub-recipient must agree to provide or make available such records to the City and or US Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office (GAO), Treasury's Office of Inspector General (OIG), and the Pandemic Relief Accountability Committee (PRAC).

2. Single Audit Requirements:

Subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. Subrecipients may refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance.

3. Civil Rights Compliance:

Since the City of Auburn is receiving Federal financial assistance from the Treasury the City is required to meet legal requirements related to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 USC 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 USC 794; Title IX of the Education Amendments of 1972 (Title IX), 20 USC 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 USC 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, the City of Auburn is required to collect and review

information from subrecipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. The implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations entitled “Coordination of Non-discrimination in Federally Assisted Programs”, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR part 42.406).

4. Reporting

Quarterly reporting will be required for all subrecipients for the duration of this CSLFRF/ ARPA program. The quarterly reporting schedule and format will be determined as part of the funding agreement.

5. Funding Disbursement

The City of Auburn will be structuring the awarding of funds on a reimbursement basis, similar to how all existing federal-aid awards are handled. Small Business reimbursement applications will be submitted to CEDA. Payments for approved requests will be made within thirty (30) days of approval. Subrecipients may be required to enroll in ACH/ Direct Wire Transfer for reimbursement. The City of Auburn reserves the right and has some flexibility in negotiating payment terms on a case-by-case basis during contract negotiation.



CITY OF AUBURN NEW YORK

“HISTORY’S HOMETOWN”

Coronavirus State and Local Fiscal Recovery Funds

Addendum #1

Date Issued: April 6, 2022

The City of Auburn and Cayuga Economic Development Agency (CEDA) have prepared responses to questions received following the two (2) Information Sessions hosted by CEDA on March 29th and March 30th, 2022 about the availability of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) to provide assistance to Small Businesses located within the City of Auburn, NY. This is a grant funded program.

As a reminder, the purpose of CSLFRF funding is to ensure the City of Auburn has resources to:

1. Fight the pandemic and support families and businesses struggling with its public health and economic impacts;
2. Maintain vital public services, even amid declines in revenue, and
3. Build a strong, resilient and equitable recovery by making investments that support long-term growth and opportunity.

As a point of clarification, the eligible and ineligible uses of funding for assistance to small businesses are outlined in the US Treasury Final Rule document. The funding distribution is broken down into two categories: Impacted or Disproportionately Impacted populations. A small business falls into one-or- the- other category, it cannot be eligible for both. This is further described as follows:

Impacted Small Businesses

- Eligible small businesses located within the City of Auburn;
- CSLFRF grant funds available for eligible costs from March 3, 2021 forward to this point in time. No costs prior to March 3, 2021 will be eligible. Anticipated or estimated negative economic impact costs after April 30, 2022 are not eligible.
- No capital improvements are associated with impacted small businesses
- Funding is primarily for revenue recovery due to business closure or lost revenue or otherwise described in the Addendum below.

Disproportionately Impacted Small Business

To be considered for this Category, the small business must be:

- Located in the Qualified Census Tract (QCT)#421 see map at:
<https://www.auburnny.gov/planning-economic-development/files/qualified-census-tract-map>
Or
- A class of Small Business located in the City of Auburn with a NAICS code in one of the following industries:
 - Arts, Entertainment and Recreation;
 - Accommodation and Food Services;
 - Educational Services;
 - Health care and Social Assistance; and
 - Retail Trade

If the Small Business meets one of the criteria above, then:

- For applications seeking revenue recovery funding all the same requirements apply as under the Impacted Small Business Category; and
- For applications seeking capital expenditures the small business must apply under the Disproportionately Impacted Category.
- Eligible capital expenditures are described in the Addendum below.

Questions Received:

1. Can the City provide examples for eligible uses of funds for both categories?

The US Treasury issued the Final Rule regarding the Coronavirus State & Local Fiscal Recovery Funds (CSLFRF) in January 2022 that takes effect on April 1, 2022. The Final Rule provides the final guidance on the eligible and ineligible uses of CSLFRF funding. In regards to Assistance to Small Businesses, eligible uses include the following for each category:

Impacted Small Businesses

The Small Business must identify an economic harm caused or exacerbated by the pandemic on the small business. A negative economic impact can be measured or demonstrated in many ways. For example, small business owners could consider the following:

- **Documented lost revenue or gross receipts since March 3, 2021 to this point in time;**
- **Documented increase in costs in business operations or labor costs due to the pandemic since March 3, 2021 to this point in time;**
- **Documented financial challenges in covering staff payroll, property rent or mortgage or other operating costs since March 3, 2021 to this point in time.**

Impacted Small Businesses are eligible to apply for lost revenue or increased costs from the period of March 3, 2021 to this point in time. These funds are not forward looking. Anticipated or estimated negative economic impact costs after April 30, 2022 are not eligible.

Disproportionally Impacted Small Businesses

Assistance to Disproportionately impacted small businesses includes the same eligible enumerated uses under “Impacted” small businesses with costs as of March 3, 2021 to this point in time. These funds are not forward looking. Anticipated or estimated negative economic impact costs after April 30, 2022 are not eligible.

Eligible uses under Disproportionately Impacted Small Businesses are expanded to include certain capital investments with costs as of March 3, 2021 going forward through December 31, 2024. Eligible capital costs include the following:

- Rehabilitation of a commercial property, storefront improvements or façade improvements which could include enhancing outdoor spaces for COVID-19 mitigation (e.g., restaurant patios/ outdoor seating);
- Cost assistance with COVID-19 mitigation tactics (e.g., barriers or partitions; or enhanced cleaning)
- Other capital expenditures as outlined in the application.

2. How does the business identify “hardship”? Is this through a lack of business, reduced income, customer delayed projects or lack of qualified workers?

The City recognizes that the pandemic has severely impacted many small businesses. According to the US Department of Treasury Final Rule- The negative economic impact was likely the result of small businesses having faced periods of closure and having declining revenues as customers stayed home (Final Rule, Assistance to Small Businesses, pg. 142). In New York State, there were executive orders that negatively impacted “non-essential” businesses and the associated workforce. In addition, the New York State-wide indoor mask mandate was only lifted as of February 10, 2022.

The Small Business could consider citing one of the above reasons for establishing hardship.

3. How does a business quantify “hardship”?

According to the US Small Business Administration and the effects of the COVID-19 Pandemic on Small Businesses the financial health of small businesses is measured through cash balances, revenues and expenses. Documentation of revenues and expenses from March 3, 2021 forward to this present time would indicate to the City and CEDA the amount of business activity, which may also be reflected in the cash balances. Providing

information from the 2019 and/ or 2020 business year as a comparison of revenues, expenses and cash balances would be one way to quantify a negative economic impact, should one exist for that small business.

As part of the application narrative, the small business should summarize the extent of the negative economic impact and what business financials are being provided to substantiate the CSLFRF funding request.

4. Is the funding grant or loan money?

Grant. No loans.

5. If the former owner has passed away and the business was renamed after March 3, 2021 does the new business qualify for funding?

If the small business meets the eligibility criteria as outlined in 3.2 Application Eligibility of the Program Guidelines, then the new business is eligible for funding. Program Guidelines are available here: <https://www.auburnny.gov/planning-economic-development/files/program-guidance>

6. If the business received PPP and/ or EIDL can I use ARPA funds for the same time frame?

Possibly. A small business that received PPP and/ or EIDL funding for business expenses will need to provide that information as part of the CSLFRF Assistance to Small Businesses application. The costs that were covered under the PPP and/ or EIDL cannot also be requested for CSLFRF funding assistance. Eligible Small Business costs incurred related to the pandemic after March 3, 2021 going forward to this point are only eligible for submittal under this application. All small business costs prior to March 3, 2021 are not eligible for funding consideration.

7. Can construction businesses apply?

As mentioned in Question 5, if the small business meets the eligibility criteria as outlined in Section 3.2 “Application Eligibility” of the Program Guidelines, then the small business is eligible to apply. Program Guidelines are available here:

<https://www.auburnny.gov/planning-economic-development/files/program-guidance>

8. What defines an independent contractor?

The Small Business Administration defines an “independent contractor” as individuals who are hired to do a particular job, receiving payment for only the work being done. Independent contractors are business owners, and are not their clients’ employees.

“The US Treasury Final Rule definition of “small business,” which used the Small Business Administration’s definition of fewer than 500 employees, or per the standard for that industry, as defined by the SBA. This definition includes businesses with very few employees, self-employed individuals, and Tribally owned businesses.”

9. Is it reimbursement based only or can businesses use a direct vendor payment option?

For small businesses that apply under the Impacted Category, the only option is reimbursement as the small business is the only vendor in that case. The Impacted Category is a direct benefit to the small business.

For small businesses that apply under the Disproportionately Impacted Category and are requesting CSLFRF funding for a future/ proposed capital improvement that would address an economic harm incurred by the COVID-19 pandemic, the City would consider direct vendor payment options on a case-by-case basis.

10. Can the City provide examples of eligible and ineligible documentation for use of funds?

For small businesses that apply under the Impacted Category, documentation for eligible uses of CSLFRF funding would include, but is not limited to:

- **2019, 2020 and 2021 business tax returns;**
- **Cash Balance Sheets;**
- **Bank Statements;**
- **Detail History Reports for Payroll;**
- **Mortgage or Rental Statements; and**
- **Utility Bills**

For small businesses that apply under the Disproportionately Impacted Category, documentation for eligible uses of CSLFRF funding for capital costs would include, but is not limited to:

- **Construction estimate for proposed eligible improvements;**
- **Construction/ Vendor Agreements, invoices, proof of payment for completed eligible improvements to the small business since March 3, 2021.**

11. Does a business have to request \$40,000? Is there a minimum amount?

No. The \$40,000 is the maximum any one small business can request under the life of this program. There is no minimum amount established as the City and CEDA would like to assist as many businesses as possible with these funds.

12. What happens if I have not filed my 2021 taxes yet? Am I ineligible to apply?

No. However keep in mind the City will need documentation to establish need for the funding and financial harm experienced by the small business as a result of the public health emergency.

13. Am I guaranteed funding if I submit an application?

No. This is a competitive application process that will be reviewed and scored for completeness and evaluated against the scoring criteria. It is the City's intent to assist as

many small businesses as possible. The US Treasury encourages local governments to prioritize funding for small businesses under the Disproportionately Impacted category.

14. When will businesses find out if they are selected for a grant award?

Applications will be reviewed for completeness upon being received. Completed applications will be scored in May 2022 and notices of funding award will be sent out by June 30, 2022.

15. Can self-employed businesses apply?

Yes. As long as the business complies with the SBA definition of a “small business”.

16. How do I know if my business is in the qualified census tract (#421)?

The Qualified Census Tract (#421) is established by the US Census Bureau. A map of the Census Tract is available here: <https://www.auburnny.gov/planning-economic-development/files/qualified-census-tract-map>

17. Are capital expenditures and projects subject to the Davis-Bacon Act?

The Davis-Bacon Act requirements (prevailing wage rates) do not apply to projects funded solely with award funds from the CSLFRF program. Small Businesses may be otherwise subject to the requirements of the Davis-Bacon Act when CSLFRF award funds are used on a construction project in conjunction with funds from another federal program that requires enforcement of Davis-Bacon Act.