

# COVID-19 Lakewood Business Relief and Recovery Grant Program

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| <b>What:</b>                | The City of Lakewood has created a recovery grant program to provide financial assistance to qualifying small businesses that have been directly affected by the COVID-19 pandemic  |
| <b>Total:</b>               | <p>\$3,000,000 in total grant awards</p> <p>\$1,000,000 in \$3,000 random drawing grants for eligible applicants</p> <p>\$2,000,000 in one-time individual qualifying large grants of up to \$30,000 for eligible applicants</p> <p>This program is funded from federal CARES Act dollars – NO Lakewood General Fund nor Economic Development Fund utilized for this program.</p>   |
| <b>Individual Awards:</b>   | <p><input type="checkbox"/> A \$5,000 to \$30,000 individual business grant for organizations in operation since 1/1/2019. Businesses are assessed on a weighted rubric. Grant amounts calculated by business' lost revenues in March and April 2020.</p> <p>- OR -</p> <p><input type="checkbox"/> A one-time grant of \$3,000 per awardee selected through a random drawing of eligible applicants.</p>   |
| <b>Eligible Businesses:</b> | <p><input type="checkbox"/> The business has a physical Lakewood address where it primarily conducts business.</p> <p><input type="checkbox"/> If awarded a grant, affirm that you intend your business to be solvent and in operation for at least 90 days from the date of grant award.</p> <p><input type="checkbox"/> No post office box, private mailbox at a mailing service center/store, or a virtual mailbox will be accepted.</p> <p><input type="checkbox"/> The business is located within the City of Lakewood's non-residential zone districts.</p> <p><input type="checkbox"/> Home-based businesses with more than \$75,000 in verified 2019 revenues are also eligible.</p> <p><input type="checkbox"/> The business has an active Lakewood business sales tax and/or use tax license, if applicable.</p> <p><input type="checkbox"/> The business is registered and in good standing with the Colorado Secretary of State and their register agent must be a resident of Colorado. Non-Colorado businesses are ineligible.</p> <p><input type="checkbox"/> The business is in good standing with any City permits, licenses, fees and taxes as of February 29<sup>th</sup>, 2020.</p> <p><input type="checkbox"/> The business has been in operation on or before Jan. 1, 2020 for random drawing grants.</p> <p><input type="checkbox"/> The business has been in operation on or before Jan. 1, 2019 for large qualifying grants.</p> <p><input type="checkbox"/> The business does not have more than 25 employees; this could be Full Time Employee (FTE) or full-time equivalents as of February 29<sup>th</sup>, 2020.</p> <p><input type="checkbox"/> The business can provide proof of ongoing business operations between May 15<sup>th</sup> and May 31, 2020.</p> <p><input type="checkbox"/> The business has been forced to temporarily close or forced to dramatically limit operations due to the Public Health Orders related to the COVID-19 public health crisis and resulted in lost revenue.</p> <p><input type="checkbox"/> Businesses with more than one physical location in the City of Lakewood may apply for the program for one location only.</p> <p><input type="checkbox"/> Corporately owned national chains may not apply for the program; however, locally owned franchise owners/operators can apply.</p> |
| <b>Exclusions:</b>          | <p><input type="checkbox"/> Non-profit 501(c)3 organizations, marijuana businesses, residential living facilities, government organizations and political organizations.</p> <p><input type="checkbox"/> City of Lakewood elected officials, employees, their spouses and immediate families are not eligible to receive these funds.</p>   |
| <b>How to Apply</b>         | To apply, <u>complete</u> the Online COVID-19 Business Relief and Recovery Grant Program form, along with a completed copy of your IRS W9 Form and proof of continued operations, i.e.: copy of rent, mortgage, payroll, or utility receipt and receipts for COVID-19 related expenses. All applications must be completed Online starting at 9:00am MDT June 16 <sup>th</sup> , 2020 and submitted on or before 11:59pm MDT June 18 <sup>th</sup> , 2020. Only complete applications will be considered, and   |

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|---|---|-----------------------------|------------------|-------|-------------|-------|------------|-------|-----------|------|---------------------|---------------|-------|----------------|-------|-----------------|-------|------------------------|-----------------------------|-------|-------------|-------|--------|-------|-------------|-------|----------------------|-------|------------------------------|------------------|-------|-----------------|-------|-------------|------|
|   | grant awards will be subject to funding availability. Each applicant must agree to be bound by the eligibility requirement and application processes of the grant program.  |                             |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| Funds Delivery:   | Once awarded, grant proceeds will be paid directly to the applicant business within 10 business days of being awarded the grant.  |                             |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| Weighted Rubric for<br>Assessing Applicants<br>for Qualifying Large<br>Grants | <div><div>MAXIMUM POINTS POSSIBLE: 14 pts<br/>If the number of same score applicants exceeds the number of available qualifying awards, grants will be distributed by random drawing within the same scoring applicants.</div><table><tr><td rowspan="4">Years in business</td><td>16 or more Years</td><td>4 pts</td></tr><tr><td>11-15 Years</td><td>3 pts</td></tr><tr><td>6-10 Years</td><td>2 pts</td></tr><tr><td>1-5 Years</td><td>1 pt</td></tr><tr><td rowspan="3">Number of employees</td><td>1-5 employees</td><td>1 pts</td></tr><tr><td>6-10 employees</td><td>2 pts</td></tr><tr><td>11-25 employees</td><td>3 pts</td></tr><tr><td rowspan="5">Hardest hit industries</td><td>Hotel (50 rooms or greater)</td><td>4 pts</td></tr><tr><td>Restaurants</td><td>4 pts</td></tr><tr><td>Retail</td><td>3 pts</td></tr><tr><td>Health Care</td><td>2 pts</td></tr><tr><td>All other industries</td><td>0 pts</td></tr><tr><td rowspan="3">Covid-19 Mitigation Expenses</td><td>\$5,001 and more</td><td>3 pts</td></tr><tr><td>\$1,001-\$5,000</td><td>2 pts</td></tr><tr><td>\$1-\$1,000</td><td>1 pt</td></tr></table><p>All applicants who meet eligibility requirements will be assessed for qualifying large grants using this weighted rubric. Companies will only be identified by their application number. Individual information identifying a business will be removed during the weighted assessment and applicants will only be assessed by the self-reported information within the rubric. All self-reported responses in each grant application are subject to additional verification.</p></div> | Years in business           | 16 or more Years | 4 pts | 11-15 Years | 3 pts | 6-10 Years | 2 pts | 1-5 Years | 1 pt | Number of employees | 1-5 employees | 1 pts | 6-10 employees | 2 pts | 11-25 employees | 3 pts | Hardest hit industries | Hotel (50 rooms or greater) | 4 pts | Restaurants | 4 pts | Retail | 3 pts | Health Care | 2 pts | All other industries | 0 pts | Covid-19 Mitigation Expenses | \$5,001 and more | 3 pts | \$1,001-\$5,000 | 2 pts | \$1-\$1,000 | 1 pt |
|   | Years in business   |                             | 16 or more Years | 4 pts |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   |   |                             | 11-15 Years      | 3 pts |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   |   |                             | 6-10 Years       | 2 pts |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   |   | 1-5 Years                   | 1 pt             |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   | Number of employees   | 1-5 employees               | 1 pts            |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   |   | 6-10 employees              | 2 pts            |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   |   | 11-25 employees             | 3 pts            |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   | Hardest hit industries  | Hotel (50 rooms or greater) | 4 pts            |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   |   | Restaurants                 | 4 pts            |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| Retail  |   | 3 pts                       |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| Health Care   |   | 2 pts                       |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| All other industries  |   | 0 pts                       |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| Covid-19 Mitigation Expenses  | \$5,001 and more  | 3 pts                       |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   | \$1,001-\$5,000   | 2 pts                       |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
|   | \$1-\$1,000   | 1 pt                        |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| How is the Amount of the Qualifying Large Grants Calculated?                  | <div><div><input type="checkbox"/> Business’ 2019 annual revenues are divided by 6 to get 2 month expected revenues.</div><div><input type="checkbox"/> Business’ actual revenues for March &amp; April 2020 are subtracted from the 2 month expected revenues.</div><div><input type="checkbox"/> This difference is the loss amount for March &amp; April 2020.</div><div><input type="checkbox"/> Grant will provide 100% of loss up to \$30,000.</div><div><input type="checkbox"/> No business will receive more than a \$30,000 grant.</div></div>  |                             |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| Notes:  | <div><div><input type="checkbox"/> Grant proceeds will be paid directly to the applicant business.</div><div><input type="checkbox"/> If incorrect, misleading or fraudulent information is submitted on the grant application, application will be deemed ineligible.</div></div>  |                             |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |
| Contact:  | <div><div>The program is administered by the City of Lakewood. Questions regarding the program should be directed to:</div><div><a href="mailto:BizRecovery@lakewood.org">BizRecovery@lakewood.org</a></div><div><a href="http://www.Lakewood.org/BizRecovery">www.Lakewood.org/BizRecovery</a></div><div>303-987-7730.</div></div>   |                             |                  |       |             |       |            |       |           |      |                     |               |       |                |       |                 |       |                        |                             |       |             |       |        |       |             |       |                      |       |                              |                  |       |                 |       |             |      |