

Monterey County Small Business Relief Program

Plan for Administration of CARES Act Funds by the
Monterey County Workforce Development Board

Presentation to the Monterey County Board of Supervisors
October 13, 2020

SMALL BUSINESS RELIEF PROGRAM

Monterey County Coronavirus Aid, Relief, and Economics Security (CARES) Act Funds

- ▶ Approximately \$468,000 for small business grants and admin costs
- ▶ Grants to small businesses directly affected by COVID-19

CURRENT MCWDB SMALL BUSINESS GRANTS

The Monterey County Workforce Development Board is well-positioned to act quickly and administer effectively

- ▶ Small business grant funding distribution infrastructure already in place
 - Since June awarded nearly **\$80,000 in grants to 60 small businesses** affected by COVID-19
 - Mechanisms for outreach, application collection and review, fund distribution, monitoring and reporting
- ▶ Connected to business community
- ▶ Additional services and resources for businesses and workers

MCWDB Plan: **PROCESS**

▶ Tailor Eligibility Criteria and Resources

- Determine eligibility and guidelines
- Update application and outreach materials

▶ Outreach

- Chambers of Commerce, city and county agencies, industry contacts, community partners
- Website, social media
- Informational webinars

▶ Applications

- 2-week application window (extend a third week if needed)
- MCWDB staff review applications, communicate with applicants, provide guidance and support

▶ Fund Distribution

- MCWDB staff review receipts and process reimbursements every 2 weeks

MCWDB Plan: **TIMELINE**

Week of:

- ▶ 10/12 - Approval by Board of Supervisors
- ▶ 10/19 - Outreach to business community and other partners
- ▶ 10/26 - Informational webinars
- ▶ 11/02 - Begin accepting applications
- ▶ 11/16 - Last week to submit applications
- ▶ 12/14 - Last week to submit receipts for reimbursement
- ▶ 12/28 - Program closeout, final report

MCWDB Plan: **BUDGET**

▶ Small Business Grants

- Funding thresholds
 - \$5,000 (x 83), \$10,000 (x 42), or \$15,000 (x 26) grants
 - Based on need or fixed amount

▶ Administration Cost

- Up to 10% of funding
- For outreach (including website updates, social media, and webinars), application process, payment process, monitoring and reporting

MCWDB Plan: ELIGIBILITY & ALLOWABLE COSTS

▶ Eligibility

- Businesses operating in Monterey County
- 75 employee max
- Certify that they were directly affected by COVID-19 crisis
- Not eligible if already received CARES Act PPP or MCWDB small business grant funds

▶ Allowable Costs

- Employee salaries
- Rent and utilities
- Equipment for COVID-19 exposure mitigation
- Expenditures retroactive to March 18, 2020 through December 11, 2020
- Verification by MCWDB review of receipts (and random monitoring - 10% of grantees may be subject to site visits and auditing)

ADDITIONAL DIRECTION FROM BOARD

Directions from the Board:

- ▶ Restricted to unincorporated areas or County wide?
- ▶ Focus on specific industries?
- ▶ Funding thresholds?
- ▶ Business number of employees?