



## Archuleta County

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398 Lewis Street ♦ P. O. Box 1507 ♦ Pagosa Springs, Colorado 81147 ♦ 970-264-8300

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### SMALL BUSINESS RELIEF PROGRAM

Senate Bill 20B-001 Section 2 added the Small Business Relief Program to C.R.S. § 24-32-129. This program was created to allocate money to eligible local governments to provide relief payments to capacity impacted small businesses operating within the geographical boundaries of those eligible local governments. To be considered an eligible business, the business must:

- 1) Be a **Restaurant** or **Bar** holding a valid Hotel & Restaurant, Limited Winery, Beer & Wine, Tavern, Optional Premises, Retail Gaming Tavern, Brew Pub, Club, Arts, Racetrack, Vintner's Restaurant, Distillery, Lodging & Entertainment, Fermented Malt Beverage, Brewery or Winery Liquor License; or be a **Distillery** that operates an attached sales room; or be a **Caterer, Movie Theater** or **Fitness and Recreational Sports Center**.
- 2) Be a corporation, limited liability company, partnership, sole proprietorship, or other business entity that:
  - a) has its headquarters located in and is doing business in Colorado;
  - b) has at least one full-time employee (not applicable to a sole proprietorship);
  - c) had annual receipts of less than \$2.5 million for the 2019 calendar year (if operating before January 1, 2020) OR first opened between January 1, 2020 and March 26, 2020.
- 3) Can provide a Colorado Income Tax account number (or, if exempt from filing a Colorado income tax return, then the Colorado Tax Exempt Certificate number).
- 4) Can provide a receipt from the most recent payment of unemployment insurance payroll taxes.
- 5) Can demonstrate it is operating under severe capacity restrictions required by the local and/or state public health order and provide its intent to continue operating in the state for at least six months.
- 6) Can provide evidence of at least 20% revenue loss since March 26, 2020, due to the restrictions imposed on the business under the Governor's Executive Order D 2020 017, ordering Coloradans to Stay at Home, and the Department of Public Health and Environment's Amended Public Health Order 20-24 implementing Stay-

at-Home requirements; except that this does not apply to a small business that began operating between January 1, 2020 and March 26, 2020.

7) Has a valid business license and is in good standing with the agency that issued the business license.

8) Can certify that the small business:

- a) has not applied for nor received any other relief payments from the Arts Relief Program and/or the Minority Owned Business Relief Program created in Section 24-48.5-316, enacted by Senate Bill 20B-001; and
- b) is in compliance with the Executive Orders pertaining to the Public Health Emergency due to COVID-19 and all applicable statewide and local public health orders, including capacity restrictions.

The program sets forth tiered relief payment caps, based on the business' receipts (sales or revenue) from 2019, in the following fashion. However, these tiers may be formulaically adjusted downward based on total dollars allocated to each eligible entity:

- Receipts less than \$500,000 = \$3,500 *maximum* payment
- Receipts greater than \$500,000 but less than \$1 million = \$5,000 *maximum* payment
- Receipts greater than \$1 million but less than \$2.5 million = \$7,000 *maximum* payment

For more information on this program, please visit <https://cdola.colorado.gov/covid19-small-business-support>

A selection team consisting of representatives from Archuleta County, the Pagosa Springs Community Development Corporation, the Pagosa Springs Chamber of Commerce and Region 9 will review all applications received prior to the Submission Deadline for eligibility and will make the selections based on the funding available.

Please complete and submit the attached application to Mary Helminski, Executive Assistant/Paralegal, Archuleta County Administration, 398 Lewis Street, PO Box 1507, Pagosa Springs, CO 81147 – via mail, hand-delivery or email to [mhelminski@archuletacounty.org](mailto:mhelminski@archuletacounty.org). **All applications must be received by the submission deadline date of February 1, 2021 in order to be considered.**

**ARCHULETA COUNTY  
SMALL BUSINESS RELIEF PROGRAM  
GRANT REQUEST FORM**

**(Submission Deadline: February 1, 2021)**

(The County will not know whether it is awarded funds for distribution until January 15, 2021, however, businesses may submit their applications in advance.)

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

The business is a [check one] and is authorized to do business in the State of Colorado:

- Corporation
- Limited Liability Company
- Partnership
- Sole Proprietorship
- Other \_\_\_\_\_

Colorado Income Tax account number (or, if exempt from filing a Colorado income tax return, then the Colorado Tax Exempt Certificate Number): \_\_\_\_\_

Date Business First Began Operations: \_\_\_\_\_

Please provide copies of the following:

1. Valid state business and/or liquor license;
2. Certificate of Good Standing, dated no earlier than January 11, 2021;
3. Receipt from most recent payment of unemployment insurance payroll taxes;
4. Copies of the Full year 2019 and 2020 comparable profit and loss statements (for businesses that opened in 2020, please provide profit and loss statements beginning on the month opened through December 2020); and
5. Copy of completed W-9 form (blank attached).

**Eligibility Certification:**

I, \_\_\_\_\_ [printed name], am authorized to act on behalf of \_\_\_\_\_

[business name] (the "Business") in my capacity as

\_\_\_\_\_ [title] and I hereby certify to the following:

- the Business has its headquarters and is doing business in Colorado;
- the Business employs at least one full-time employee;
- the Business is currently operating under the severe capacity restrictions required by San Juan Basin Public Health and the Colorado Department of Public Health & Environment;
- the Business is committed to operate for at least the next six months;
- the Business has not had more than \$2.5 million in annual revenue/receipts in 2020;
- the Business has had at least a 20% revenue loss (compared to 2019 receipts) OR is a business that opened between January 1 and March 26, 2020;
- the Business has not already received funding from the Arts Relief Program or the Minority Owned Business Relief Program in the year 2020.

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please submit completed application to Mary Helminski, Executive Assistant/Paralegal, Archuleta County, 398 Lewis Street, PO Box 1507, Pagosa Springs, CO 81147 – via mail, hand-delivery or email to [mhelminski@archuletacounty.org](mailto:mhelminski@archuletacounty.org). **All applications must be received by the submission deadline date of February 1, 2021 in order to be considered.**)