



Onondaga County Industrial Development Agency

Onondaga County COVID Small Business Relief Fund

In the wake of the impact being felt by small businesses and not for profit corporations (collectively, "*Entities*") due to the COVID-19 emergency, the OCIDA Industrial Development Agency ("*OCIDA*" or the "*Agency*") is undertaking a grant program to provide financial assistance to qualifying entities located in the OCIDA. Please see more information and instructions on how to apply below:

GENERAL INFORMATION:

1. What is the Onondaga County COVID Small Business Relief Fund?

OCIDA has allocated funding to provide grants in an amount up to \$10,000 solely for the purpose of acquiring PPE, as defined below or installing fixtures necessary to prevent the spread of the novel coronavirus, COVID 19 ("*Fixtures*").

2. Who is eligible?

Small businesses and not for profit corporations which are physically located in and conduct business in Onondaga County; were operational and financially viable prior to March 2020, that do not have more than 50 full-time equivalent or full-time contract employees and that have been negatively affected by the state disaster emergency declared by the Governor on March 7, 2020.

3. What Type of Purchases Qualify?

Qualifying purchases may include masks, hand sanitizer, sneeze guards, face guards, plexiglass shields, gloves and eye protection, safety footwear, air purifiers, cleaning materials and disinfectants, specialized packaging for shipping, signage, COVID testing kits or other such equipment designated by the Centers for Disease Control (collectively, "*PPE*") and Fixtures.

4. How can eligible businesses and not for profit entities apply?

Funds are limited. Applications can be found online at www.ongov.net/OCIDA/. Fully completed applications and required supporting documentation can be submitted starting on Wednesday, August 19th 2020. **APPLICATIONS WILL BE ACCEPTED UNTIL FUNDS ARE EXHAUSTED.** Only fully completed applications with all supporting documentation will be considered.



5. How/where do I submit the application and supporting documentation?

Applications can be submitted one of the following ways:

- A) Email electronically to covidgrants@ongov.net (*note: this is the preferred option*); or
- B) Mail to the following address: Onondaga County Industrial Development Agency 333 West Washington Street, Suite 130, Syracuse, NY 13202

6. What criteria will be used to approve grant requests?

The Agency will consider the following factors as it reviews individual requests for grant funding:

- A) Financial viability of the applicant prior to the declaration of the state disaster emergency by the Governor Cuomo;
- B) The level of negative impact of the declared state disaster emergency on the operations and finances of the applicant; and
- C) Applicants proposed use of the grant funds.

7. How will grant requests be reviewed?

The OCIDA Board of Directors will review, hear public comment and consider for approval all completed applications received by the Agency. The Onondaga County Office of Economic Development Staff will make recommendations to the full board for final determinations on all applications. The Agency anticipates decisions on funding to be made during special OCIDA Board meetings.

A grant agreement must be executed with approved applicants prior to disbursement of any grant funds.

8. What is the cost of applying for the program?

There is no cost to apply. If a grant request is approved, there may be will be a nominal, one-time flat fee to cover associated closing costs (e.g. credit reports, UCC searches and filings, etc.).



APPLICATION INSTRUCTIONS:

1. Complete the grant application (available electronically at:

www.ongoved.com/ocida/)

2. Compile the following required documents:

- **For Small Business:** 2019 Business Federal Tax Return including all schedules; an interim Profit & Loss Statement and Balance Sheet through at least June 30, 2020; a personal financial statement dated within the last 30 days for any individuals with 20% or more ownership, IRS Form W-3 (2019) (Transmittal of Wage and Tax Statements); and IRS Form 1096 (2019).
- **For Small Not-for-Profit:** CPA Audited 2019 Financial Statements; Form 990 (2019) or similar tax filing; an interim Profit & Loss Statement and Balance Sheet through at least June 30, 2020; IRS Form W-3 (2019) (Transmittal of Wage and Tax Statements); IRS Form 1096 (2019).

For each of the above, a resolution of the board of directors, if applicable, or other certification acceptable to the agency of an authorized officer of the company authorizing the submission of this application and the acceptance of any approved grant proceeds.

Aside from the foregoing, the Agency reserves the right to request additional financial or other corporate governance or other materials or information it deems necessary to adequately review and assess the application.

3. Submit the completed application and supporting materials by email (preferred method) or by mail as noted above. Questions regarding this program may be directed to Carolyn Evans-Dean via e-mail at carolynevans-dean@ongov.net or (315) 435-3770.
4. Applicants shall cooperate with the Agency to satisfy any State mandated reporting requirements.
5. OCIDA shall have the right to request and consider additional information and factors.