



# PAJARO SMALL BUSINESS ASSISTANCE PROGRAM

Informational Session

# Available Funding

## Phase 1 - \$3,200,000 (Loss and Damage)

Reimbursements to qualified businesses for eligible purchases from March 10, 2023 to December 31, 2023. Proof of payment and supporting documentation required.

**\$85,000** maximum for storefront businesses:

- Inventory
- Equipment
- Revenue
- Building Damage

**\$5,000** maximum for home-based businesses:

- Inventory
- Computers, Laptops, and Tablets
- Printer / Copier / Fax Machine

## Phase 2 - \$500,000 (Beautification)

Remodeling of a business' aesthetic appearance by a licensed contractor that has not yet been done. Quotes obtained from a licensed contractor required, in addition to written approval from the landlord if the building is being rented.

**\$15,000** maximum for storefront businesses:

- Interior / Exterior Painting
- Landscaping
- Fascia Signage



# Eligible Phase 1 Expenses

## **Inventory**

Goods available for sale that were damaged or lost and needed to be replenished. Receipts required.

## **Equipment**

Damaged or lost property, such as refrigerators, display counters, machinery, etc. Receipts required.

## **Revenue**

Sales lost as a direct result of the flood and its aftermath. Quarterly sales report required to demonstrate reduction in revenue.

## **Building Damage**

Repair of the exterior / interior of a building. Receipts from licensed contractors and photos required.

## **Computers / Laptops / Tablets; Printers / Copiers / Fax Machines**

Damaged electronic devices that needed to be replaced to continue business operations. Receipts required.



# Eligible Phase 2 Expenses

## Beautification

- Quotes obtained from licensed contractors must be submitted with the application to be considered for funding.
  - If the quote is approved and preliminary inspection is done, 50% of the quoted amount will be issued.
  - The remaining 50% will be paid after completion of beautification work, the invoice from the licensed contractor is submitted, and final inspection is done.
- If the business owner does not own the building, a copy of the lease agreement and written approval from the landlord also guaranteeing that the tenant will neither be evicted or have rent increased after beautification is completed are required.
- Onsite inspections will be conducted before and after approved work.

# Eligibility Criteria

- 01 Business is owned, operated, and located in Pajaro on one of the streets that were located in either the evacuation or flood zone.
- 02 Business was established and in operation prior to March 10, 2023.
- 03 Business owner resided within a 20-mile radius of Pajaro prior to March 10, 2023.
- 04 Business experienced financial losses and/or building damage as a result of the flood.
- 05 Business is not requesting duplication of benefits previously received from FEMA, insurance, state compensation, nonprofits, etc.

# FUNDING OPTIONS

**A**



**Storefront Business  
Phase 1 - Loss and Damage**

**\$85,000 Maximum**

Inventory  
Equipment  
Revenue  
Building Damage

**B**



**Storefront Business  
Phase 2 - Beautification**

**\$15,000 Maximum**

Interior / Exterior Painting  
Landscaping  
Fascia / Signage

**C**



**Home-Based Business**

**\$5,000 Maximum**

Inventory  
Computers, Laptops, and Tablets  
Printer / Copier / Fax Machine

Storefront businesses may submit one application for options A and/or B.

# Required Documentation



## *Government-Issued Photo Identification*

Driver's License, Identification Card, Passport / Passport Card, US Military Identification Card, etc.

## *Utility Bill, Lease Agreement, or Credit Card Statement Valid on March 10, 2023*

Verification that the business owner's residence is within a 20-mile radius of Pajaro.

## *2022 Tax Return Schedule C / Form 1040*

Verification of the business' authenticity.

## *Request for Taxpayer Identification Number and Certification / Form W-9*

Attestation of the business' information to enable payment.

## *Withholding Exemption Certificate / Form 590*

Attestation of the business' headquarter location required by Monterey County Auditor-Controller to process payment to businesses.

## *Vendor Data Record Form*

Form required by Monterey County Auditor-Controller to issue payment to approved businesses.

# Required Documentation (continued)



## *Invoice for Reimbursement Form*

Form accompanied by proof of payment(s) from March 10, 2023 to December 31, 2023 that match the items and totals listed.

## *Proof of Payment for Eligible Expenses*

Receipts dated from March 10, 2023 to December 31, 2023 for eligible expenses.

## *Beautification Request Form*

Form accompanied by beautification quotes from licensed contractors that match the items and totals listed.

## *Quotes from Licensed Contractors*

Quotes from licensed contractors that match the items and totals listed for beautification work that has not yet been done.

***Required documentation subject to change to allow as much flexibility as possible.***

# Required Documentation (continued)

	A Storefront Business Phase 1 - Loss and Damage \$85,000 maximum	B Storefront Business Phase 2 - Beautification \$15,000 maximum	C Home-Based Business \$5,000 maximum
Government-Issued Photo Identification	✓	✓	✓
Utility Bill, Lease Agreement, or Credit Card Statement Valid on March 10, 2023	✓	✓	✓
2022 Tax Return Schedule C / Form 1040	✓	✓	✓
Request for Taxpayer Identification Number and Certification / Form W-9	✓	✓	✓
Withholding Exemption Certificate / Form 590	✓	✓	✓
Vendor Data Record Form	✓	✓	✓
Invoice for Reimbursement Form	✓	✓	✓
Proof of Payment for Eligible Expenses	✓	✓	✓
Beautification Request Form	✗	✓	✗
Quotes from Licensed Contractors	✗	✓	✗



# Timeline

1

**March 25, 2024**

- Application documents and resources available on the MCWDB website at [www.montereycountyworks.com](http://www.montereycountyworks.com)
- Calls can be made to schedule an in-person appointment for assistance

2

**March 26, 2024**

- Application period begins
- Application review for approval and/or requests for missing documents begin

3

**March 27, 2024**

- Application Center at Pajaro Park opens until April 27 for in-person appointments and walk-ins five days a week
- Maximum of three appointments are available per hour

4

**April 27, 2024**

- Application period ends
- Application review for approval and/or requests for missing documents continue

5

**June 30, 2024**

- Final reimbursement checks issued
- Beautification work may still be pending completion

6

**September 30, 2024**

- All approved beautification work completed and final checks issued
- Business assistance program ends

# How to Apply

## Option #1

Visit the Monterey County Development Board's website at [www.montereycountyworks.com](http://www.montereycountyworks.com) to submit an application online.

## Option #2

Schedule an in-person appointment to meet with a team member to receive application submission assistance.

**Appointments are highly recommended to ensure timely assistance.**  
**Maximum of three appointments per hour.**

1 (888) 807-0790 (Spanish)  
1 (888) 451-4649 (English)

	BY APPOINTMENT ONLY (1-hr slots)	WALK-INS (first come, first served)
<b>TUESDAYS</b> 4/2; 4/9; 4/16; 4/23	10:00am-5:00pm	5:00pm-7:00pm
<b>WEDNESDAYS</b> 3/27; 4/3; 4/10; 4/17; 4/24	10:00am-5:00pm	5:00pm-7:00pm
<b>THURSDAYS</b> 3/28; 4/4; 4/11; 4/18; 4/25	2:00pm-5:00pm	5:00pm-7:00pm
<b>FRIDAYS</b> 3/29; 4/5; 4/12; 4/19; 4/26	2:00pm-5:00pm	5:00pm-7:00pm
<b>SATURDAYS</b> 3/30; 4/6; 4/13; 4/20; 4/27	---	10:00am-2:00pm