



[Mosquito Fire Recovery Program FAQs](#)

Where does this money come from?

Placer County applied for and received, one Community Development Block Grant (CDBG) grant from the State of California Department of Housing and Community Development (HCD) to assist CDBG eligible businesses impacted by Mosquito Fire. To accomplish this the County established the Business Assistance Program ("BAP") which will provide technical assistance and forgivable loans to help these businesses recover from the impacts of the fire and/or improve their longer-term resiliency to increase their ability to survive future disasters. The intent of the funding is to provide relief to the businesses impacted by the Mosquito Fire.

Placer County has contracted with Sierra Business Council to administer the application and provide technical assistance.

What is an CDBG eligible business?

To be a CDBG eligible business the business must; 1) create or retain one or more Full-Time-Equivalent jobs as defined below, and 2) meet other federal CDBG eligibility requirements as presented in these FAQs and included in the loan application process.

- The business must create one or more new Full-Time-Equivalent (FTE) jobs that will be filled by individuals that will be making \$36.37/hr. or less (including tips and bonuses) or with an annual salary of \$56,750 or less (including tips and bonuses).
- The business must demonstrate that it is at risk of losing one or more Full-Time-Equivalent (FTE) positions (i.e., job retained) that are currently filled by individuals that are making \$36.37/hr. or less (including tips and bonuses) or have an annual salary of \$56,750 or less (including tips and bonuses).

What is considered a Full-Time-Equivalent (FTE) employee.

One (1) FTE is associated with a position of 1,560 or more hours worked annually or up to four (4) aggregated Part-Time positions in accordance with the following criteria.

- An individual working at least 390 hrs. but less than 779 hrs. annually = .25 FTE
- An individual working at least 780 hrs. but less than 1,169 hrs. annually = .50 FTE
- An individual working at least 1,170 hrs. but less than 1,560 hrs. annually = .75 FTE

Fractional FTEs cannot be counted (i.e., 1.5 FTEs is not an allowable measure of job creation/retention). Seasonal positions will be evaluated on a case-by-case basis and must conform to the CDBG regulations that pertain to seasonal positions.

What are the sizes of the awards?



- Businesses creating or retaining one (1) Full-Time-Equivalent job will be eligible for up to \$50,000 in forgivable loan funding with the amount based on the need determined during the underwriting process.
- Businesses creating or retaining two or more (2+) Full-Time-Equivalent jobs will be eligible for up to \$100,000 in forgivable loan funding with the amount based on the need determined during the underwriting process.

Awards will be based on the underwriter's assessment of your business's ability to create or retain the required number of jobs as well as the business's overall financial needs and may not reflect the amount requested. Federal regulations do not allow for funding eligibility to be based on partial FTEs (e.g., the creation or retention of 1.5 FTEs makes the business eligible for up to \$50,000 as only the whole number of FTEs is counted)

Will I need to pay the money back? Is this a grant program or a loan program?

This is a loan program, with loan forgiveness terms. If you fail to meet the BAP's forgiveness criteria, the loan will not be forgiven and instead will be converted to a 3-year term loan at an interest rate of 0% to 2% as determined by the BAP Loan Review Committee.

What are the terms of forgiveness?

For the loan to be forgiven, the business will have to complete the following for the term of the loan: (NOTE: Forgiveness can be no sooner than 3 months and will extent until all loan funds are expended)

- BAP loan funds must be used for eligible uses that meet CDBG cost reasonableness requirements and match the uses provided in the borrower's loan application's Sources and Uses statement. Any changes in the use of funds must be approved in writing by the Program Administrator. submitted as part of the loan application and in compliance with CDBG cost reasonableness requirements.
- Provide monthly financial information (e.g., financial statements and/or business bank statements) by the 20th of the next month for the term of the loan.
- Meet with a business counselor once a month after submitting financial information to and an owner will have to meet with a business counselor each month to review financial performance, business needs, etc. for the term of the loan.

What can funds be spent on?

Per the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and the Department's CDBG Guidelines and waivers, eligible use of funds are:

- Working Capital (W/C) and Operating Expenses (OE) as defined below:
 - Inventory, other Costs of Goods relevant to the business operation, payroll, employer



provided benefits, contract labor, supplies, packaging, shipping and postage, advertising/marketing, rent/mortgage, utilities (including telecommunications), insurance, business licenses and fees, professional services (e.g., legal, accounting, bookkeeping, consulting services, etc.), vehicle expenses, business-related licenses and subscriptions, maintenance expenses, business equipment leases, business bank and credit card fees and business debt interest payments.

- Purchase of furniture, fixtures, and equipment (FF&E) to support the business's needs to prepare for, respond to or prevent the impacts associated with the Mosquito Fire. Purchases cannot include FF&E that involve construction, assembly or installation costs that will trigger state or federal prevailing wage requirements (e.g., installing a new electrical connection, assembling a walk-in cooler or installing an exhaust hood).

Are funds allocated on a first-come, first-served basis for qualified applicants?

Yes. Applications will be accepted and processed on a first-come, first-served basis until all available funds are expended. If funds remain after the first round, the County will open subsequent rounds until all funds are expended.

Eligibility for Businesses

How do I know if my business is eligible for funding?

Before applying, everyone must go through an eligibility process, which will determine whether or not their business is eligible to apply. If your business is initially deemed eligible, then you will be automatically directed to the online application to further evaluate the business' eligibility. If the business makes it through this two-step eligibility review you will be invite to move on to the second phase of the application process which is very similar to a standard business loan application process. You can review the eligibility screening and application process at <https://www.grantinterface.com/Home/Logon?urlkey=sbc>

If you are deemed ineligible, you will not be able to proceed with the application. After reviewing the eligibility criteria below, please call Sierra Business Council at 530-582-5022 if you believe there has been a mistake in your eligibility process so that we can correct it.

Eligibility requirements for businesses:

“Qualified business” means an entity that meets the following criteria:

- Be CDBG eligible business as defined earlier in the FAQ's.
- Be a legally operating for-profit business that is operated out of a commercial space or home located in the unincorporated area of Placer County.
- Be in operation and generating Revenue since January 1, 2019.
- Be currently active and operating.



- Be a for-profit business with less than 25 full-time equivalent (FTE) employees prior to March 1, 2020.
- Be able to demonstrate one of the following:
 - A minimum of a 15 % decline in Gross Revenue for the same 4-month period from 2019 to 2020 (e.g., 15% decline in Gross Revenue for April, May, June & July 2019 as compared to April, May, June & July 2020).
 - A minimum of a 15 % decline in yearly Gross Revenue between 2019 and 2020.
 - A minimum of a 15 % decline in Gross Revenue for the same 4-month period from 2019 to 2021 (e.g., 15% decline in Gross Revenue for April, May, June & July 2019 as compared to April, May, June & July 2021).
 - A minimum of a 15 % decline in yearly Gross Revenue between 2019 and 2021.
- Be a for-profit business with less than 25 full-time equivalent (FTE) employees prior to March 1, 2020.
- Be a business where the business and any owners with a 20% or greater ownership interest are current on (or have fully paid off) any federal debt (e.g., SBA loan) or federal tax payments.
- Be a business that is not on the Federal debarred list.
- Be current and have a repayment plan for any liens on the business or on any owners with a 20% or greater ownership interest.
- Be a business or a business with owners have (or may have) a conflict of interest due to a relationship with (or influence over) any elected or appointed official of Placer County, employee of the Sierra Business Council, employee of the Sierra Small Business Development Corporation, or employee of Claggett Wolfe Associates. If you are unsure of your standing, you can contact Sierra Business Council, the BAP administrator, at 530-582-5022, or email info@sierrasbdc.com. Assistance in Spanish is available.

“Qualified business owner” means an individual that meets and self-certifies, under penalty of perjury, all of the following criteria:

- The business owner is the majority owner and is actively involved in the operation of the qualified business.
- The business owner’s primary means of income in the 2019 taxable year was the qualified business.
- The business owner can demonstrate their eligibility as a “qualified business owner” by providing the fiscal agent with a government-issued photo identification (state, domestic, or foreign), and documentation that includes the owner’s name and may include, but is not limited to, the following:
 1. A local business permit or license or
 2. A bank statement or
 3. A tax return or
 4. Additional documentation to verify a business is a “qualified business”, as deemed appropriate by the fiscal agent.



Can I apply if I received funds from the California Relief Grant program?

Yes, you can apply if you received funds from the California Relief Grant or other pandemic-related grant or loan programs that did not address Mosquito Fire impacts. However, you cannot apply if you have already received sufficient funds from this or other state or federal disaster relief loans or grants to cover the impacts the business has experienced due to the Mosquito Fire. A determination of your needs for additional funding from this program to cover Mosquito Fire impacts will be determined during the loan application process. NOTE: Funding from the BAP cannot be used to pay off COVID related debt such as an SBA EIDL.

Can I apply if I received funds from the SBA Paycheck Protection Program (PPP) or the SBA Economic Injury Disaster Loan (EIDL) Program?

Yes, you can apply if you received funds from the Paycheck Protection Program, EIDL or other pandemic-related grant or loan programs that did not address Mosquito Fire impacts. However, you cannot apply if you have already received sufficient funds from this or other state or federal disaster relief loans or grants to cover the impacts the business has experienced due to the Mosquito Fire. A determination of your needs for additional funding from this program to cover Mosquito Fire impacts will be determined during the loan application process. NOTE: Funding from the BAP cannot be used to pay off COVID related debt such as an SBA EIDL.

Can I apply if I already received a grant from Placer Shares?

Yes, you can apply if you already received a grant from Placer Shares. that did not address Mosquito Fire impacts. However, you cannot apply if you have already received sufficient funds from this or other state or federal disaster relief loans or grants to cover the impacts the business has experienced due to the Mosquito Fire. A determination of your needs for additional funding from this program to cover Mosquito Fire impacts will be determined during the loan application process. NOTE: Funding from the BAP cannot be used to pay off COVID related debt such as an SBA EIDL.

How does eligibility screening work?

Eligibility screening is based on guidelines established by the U.S. Department of Housing and Urban Development and the State of California Department of Housing and Community Development. The application process incorporates these requirements. You will take an online Quiz with initial eligibility questions. If the business is considered eligible based on this initial Quiz you will have access to an online application that will ask more in-depth eligibility questions to determine if your business will be invited to the next phase of the application which require additional documents that are more in line with a standard business loan application as well as documents required by the federal CDBG program (e.g., tax returns, business and personal financial information, insurance statements, leases, organizational documents, etc.).

What is the reasoning behind the eligible business size?

The size of the eligible businesses for the BAP were established by federal CDBG regulations.



Applying for the Grant

How do I apply?

You can apply online on this website. You can begin the application process at <https://www.grantinterface.com/Home/Logon?urlkey=sbc>

When does the application open?

The application will be open on March 13, 2023. Applications will be accepted on a first-come, first-serve basis. Only complete, submitted applications will be considered.

What's the deadline to apply?

The application will close at 5:00 PM on March 27, 2023. Applications are accepted on a first come, first-serve basis. Only complete, submitted applications will be considered.

Does the application save once I have started it?

Your application will AUTOMATICALLY save once you start it. You can leave the application or close the browser at any point, and the application will be automatically saved when you return.

You can also click the "SAVE APPLICATION" button at the bottom of the form to see a summary of your in-progress application.

Do I have to fill out the application online? Can I submit my application via mail or in person?

All applications must be filled out online. No physical applications will be accepted. Applications can be filled out with a mobile phone. If you need help accessing a computer with Internet access, please visit your local library for free access.

How can I get help with my application?

If you need assistance, you can contact Sierra Business Council, the BAP administrator, at 530-582-5022, or email info@sierrasbdc.com. Assistance in Spanish is available.

I own/operate more than one business. Am I allowed to submit an application for each business I own if they meet the qualifications?

No, you may only apply one time even if you own, co-own, or operate multiple businesses. Only one business will be eligible.

My business has multiple locations. How do I know if I qualify?



Your application answers and financial information must pertain only to a single business location in the unincorporated area of Placer County. A P.O. Box is not considered a physical location.

If my business is declined, may I reapply?

You may not reapply if your application is declined. Please make sure you fill out the application accurately and completely. A decline will likely be for ineligibility or incomplete applications. Please see the eligibility information above.

What documentation will I need to submit my application?

Once you complete the online Quiz and application and are deemed eligible your business will be invited to complete a full application. This next phase of the application process will require additional documents that are more in line with a standard business loan application as well as documents required by the federal CDBG program (e.g., tax returns, business and personal financial information, insurance statements, leases, organizational documents, etc.).

Why do I need to fill out a W-9?

The County is required to report funds for loan forgiven to the United States Treasury at the end of the year in which the loan is forgiven, which is done using W-9 forms. Filling out a W-9 now will help us send out checks more quickly to successful applicants. No funds will be disbursed without a W-9 and applications will be deemed incomplete without the W-9.

Why are you asking for a business financial information and/or tax return?

Your business financial information and/or tax returns allow us to verify your household income, business performance and other business needs as required by federal CDBG underwriting requirements.

How do I upload the required documents?

When you get to the upload part of the application, you can search your device for the documents you need, and then upload them.

Do I need to submit all the documents? What if I don't have all the documents that I need to apply?

You must submit ALL the required documents. Incomplete applications will not be considered.

How can I prove my business was in operation prior to or on January 1, 2019?



You will need to attest that your business was in operation by clicking the box on the application. You will also have to submit your 2019 business tax return and other requested organizational documents.

What if I have multiple locations for a single business, which address should I use?

Please select the location that is within the unincorporated area of Placer County. NOTE: You must be able to provide financial information for this location, separate from your other business locations. If all of your locations are located in the unincorporated area of Placer County, please select what you might consider the “primary” business location.

What if I accidentally made a mistake or entered incorrect information on my application?

You can save and edit your application until you submit it. You do not need to complete it all in one sitting. Please take your time on your application and do not submit it until you are sure it is complete and correct.

What do I do if I need a W-9?

You can click to fill out a blank W-9 Form [in English](#) or [in Spanish](#).

Do applicants receive a confirmation that they submitted their application?

Yes, you will receive a confirmation email upon submission of your application.

Selection Process

Are funds allocated on a first-come, first-served basis for qualified applicants?

Yes. Applications are open from March 13, 2023 to March 27, 2023 and funds will be provided on a first-come, first serve basis until funding is expended. If additional funds are available after the initial round closes on March 27th the County will open subsequent rounds until all funds are expended.

How will applications be selected to receive funding?

Applications are accepted on a first-come, first-serve basis. Applications will initially be evaluated for general eligibility and further eligibility will be determined during the loan underwriting process. Once available funding has been expended, the application will close.

Receiving Funding



Placer

How will I be contacted or know if I will receive a loan?

You will be notified of your award by email. **Be sure to check your email regularly, including your spam folders.** Emails to applicants will come from <administrator@grantinterface.com>.

Will I be contacted if I am not invited to move on to the next phase of the loan application process?

Yes, you will be notified by email if; 1) you were considered eligible, but no funds remained to cover your loan request or 2) you were deemed ineligible.

If I am selected to receive a loan, how much money will I get?

- Businesses with annual Gross Revenue in 2019 of \$100,000 or less will be eligible for up to \$50,000 in forgivable loan funding with the amount based on the need determined during the underwriting process.
- Businesses with annual Gross Revenue in 2019 over \$100,000 will be eligible for up to \$100,000 in forgivable loan funding with the amount based on need determined during the underwriting process.

Awards will be based on the underwriter's assessment of your business's financial needs and may not reflect the amount requested.

How will I receive funds?

Funds will be provided to your business over time as defined in the loan agreement.

Am I required to set up a new bank account specifically for these funds?

No. However, the business must have a separate business bank account so there is a clear evidence of the use of funds after the loan is approved.

Will there be more forgivable loans or grants available in the future?

We cannot guarantee future funding and recommend submitting an application ASAP for this program.

Is my small business taxed on this loan?

The BAP or its Administrators cannot provide tax advice to those who receive payments. The Administrators recommend that loan recipients consult with personal or business tax advisors for any questions regarding tax liability for BAP funds that are forgiven. Any taxes associated with accepting or using the funds are the responsibility of the business.



Using Funding

What's required of me if I receive a forgivable loan? Are there any strings attached?

If selected, you must use these funds for approved Mosquito Fire-related expenses identified in your application. Funds may not be used for a different business or personal expenses. Funding is not transferable.

Do I have to pay the money back, like a loan?

This is a loan program, with loan forgiveness terms. If you fail to meet the BAP's forgiveness criteria described earlier, the loan will not be forgiven and instead will be converted to a 3 year term loan at an interest rate of 0% to 2% as determined by the BAP Loan Review Committee.

Other Questions

My business is struggling, I need help. Where can I go?

You should contact the Sierra Small Business Development Center for free business counseling by sending an email to info@sierrasbdc.com.

If I have questions after reading this FAQ, what do I do?

Call Sierra Business Council, the forgivable loan administrator, at 530-582-5022, or email info@sierrasbdc.com.