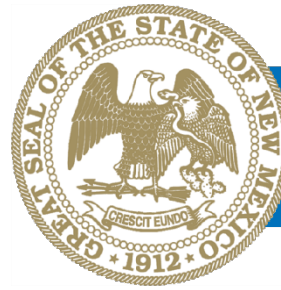


NEW MEXICO  
**FINANCE AUTHORITY**



**EDD**

ECONOMIC  
DEVELOPMENT  
DEPARTMENT



# **Recovery Grant Program for New Mexico Businesses**



## NMFA Presenters

Maria Gallardo, Managing Director, Recovery Programs

Neyli Castillo, Funding Coordinator

Teresa Miller, Funding Coordinator

Delanne Reichard, Funding Coordinator

## SBDC Office Location

### **Central & SE New Mexico**

(Albuquerque, Los Lunas, Roswell, Hobbs,  
Clovis, Carlsbad, Alamogordo, Tucumcari)

### **SW New Mexico, Spanish-speaking applicants**

(Las Cruces, Silver City, Deming)

### **NW New Mexico**

(Farmington, Gallup, Grants)

### **North-Central New Mexico**

(Santa Fe, Las Vegas, Taos, Espanola)

## Contact Person

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## What is the Recovery Grant Program?

- ❑ Grant awards of up to \$100,000 for New Mexico businesses
- ❑ Application deadline: December 7, 2021
- ❑ Priority is given to those businesses that experienced the greatest revenue decline (on a percentage basis) from 2019 to 2020
- ❑ Grants will be awarded after December 7, 2021



## Eligibility Requirements

- ✓ Have at least one but fewer than 75 employees (full and part-time) per location, not including contract employees
- ✓ Have reduced staff or staff hours during the pandemic and be hiring back positions or increasing staff hours
- ✓ Have experienced a decline in revenue from 2019 to 2020
- ✓ Have a rent, lease, or mortgage on their business property
- ✓ Operate in New Mexico
- ✓ Report wages to the NM Department of Workforce Solutions

## **How are the grant awards calculated?**

Awards are based upon number of Full Time Equivalent Employees (FTE) added on or after April 1, 2021. Award amounts are also based upon percentage loss of revenue from 2019 to 2020 and average wages.

## **What can the grant funds be used for?**

Funds may only be used for reimbursement of rent, lease or mortgage payments made for the building occupied by the business. The amount of funds disbursed cannot exceed the amount of rent, lease or mortgage payments made during the period.

## **How will funds be disbursed?**

After the closing, 25% of the grant award will be disbursed to the business's checking account. At the end of each subsequent calendar quarter, a business may submit a reimbursement request. The amount disbursed will be based upon the actual number of net new FTEs added since April 1, 2021.

## What is an FTE?

**FTE means “Full Time Equivalent Employee,”** which means an employee or employees that work 40 hours per week. For example:

- ◆ One employee working 40 hours per week
- ◆ Two employees each working 20 hours per week
- ◆ Two employees, one working 10 hours and one working 30 hours per week
- ◆ Ten employees, working some combination of hours that adds up to 40 hours per week
- ◆ Basically, it's any number of employees working hours that add up to 40 hours per week

Applicants will use their payroll records to find total number of hours worked by their employees to answer questions in the application related to FTEs.

Grant Awards are up to \$100,000 and are calculated as follows:

$$\text{Grant Amount} = (\text{Base Grant Amount} + \text{Wage Bonus}) \times (\text{number of new FTEs})$$

❑ **Base Grant** is based upon the percentage of revenue decline

**Revenue Decline**

- Less than 20%:
- At least 20%, but less than 40%:
- At least 40%, but less than 60%
- At least 60%, but less than 80%
- 80% or more

**Base Grant per FTE**

\$10,000  
\$12,000  
\$14,000  
\$16,000  
\$18,000

❑ **Wage Bonus**

- Average wage of new FTEs of more than \$13 per hour: \$1,000 bonus
- Average wage of new FTEs of more than \$17 per hour: \$2,000 bonus

**Grant Amount**



## ♦ Grant calculation example

- Anna's Cafe had to reduce staff during 2020 because business was slow.
- Anna's Cafe experienced a 50% decline in revenue from 2019 to 2020.
- With business reopening, Anna is now able to increase hours for her existing employees and hire new employees. Anna will hire two part-time employees and increase the hours for her other employees from 20 hours per week back to 40 hours per week.

▪ 2 hosts (new at 20 hours/week)	\$15 per hour	1 FTE
▪ 6 bakers (from 20 to 40 hours/week)	\$35 per hour	3 FTE

**Anna's Cafe Grant: \$64,000 = (\$14,000 + \$2,000) x 4 FTE**

- 4 new FTEs to be added
- With a 50% revenue decline, the base wage is \$14,000 per new FTE
- Average wage is greater than \$17 per hour, resulting in a \$2,000 wage bonus per new FTE

## Grant Calculation Example

## ◆ Application Process:

- ❑ Applicants will create a User Name and Password.
- ❑ Applicants can “save” the application to finish at a later time.
- ❑ Applicants should gather all of the required documents before starting the application. All required documents need to be in an electronic format.
- ❑ Applicants will be notified if the application is incomplete or incorrect and will be given the opportunity to correct it.
- ❑ **Application final round: October 12, 2021 – December 7, 2021**

## Required Documents

- ❑ 2019 or 2020 business federal tax return (extensions not accepted)
- ❑ Copy of the rental, lease or mortgage agreement that evidences past, current and future payments due
- ❑ Evidence of revenue decline. Any one of the following:
  - Copies of CRS reports filed with the NM Taxation and Revenue Dept. for any quarter in 2019 and the corresponding quarter in 2020. Businesses that file monthly will need to submit six CRS reports: three monthly reports that make up the quarter they choose for 2019 and 2020. **OR**
  - Copies of the 2019 and 2020 federal business tax returns. **OR**
  - If a business doesn't have CRS reports or a 2020 tax return, call (505) 992-9696.

**Documents Needed for Upload to Application**

## Required Documents (cont.)

- ❑ Copy of the NM DWS ES903A for the quarter ended December 31, 2020 or March 31, 2021 to evidence the lowest number of employees
- ❑ Copy of the NM DWS ES903A for any quarter from March 31, 2019 to September 30, 2020 to evidence highest number of employees.
- ❑ Supplemental employment or payroll record to accompany each NM DWS ES903A submitted that includes total hours for all employees for the quarter that corresponds to the respective NM DWS ES903A submitted. This information is from the payroll records of the business.
- ❑ Front and back of Driver's License (or Government-Issued Photo ID) for Authorized Officer.
- ❑ All documents must be uploaded as electronic files (PDF, JPG, other)

**Documents Needed For Upload to Application**

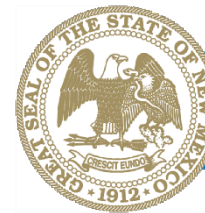


## Application Demonstration

Questions?

- ◆ Apply at **[www.NMFinance.com](http://www.NMFinance.com)**
- ◆ Applicants may submit one application per business location. Duplicate applications will not be accepted.
- ◆ Submitted applications will be reviewed by NMFA staff. Applicants will be notified via email sent from the application portal of any questions. Clarifications or corrections must be made directly through the application portal.
- ◆ Applicants may check the status of their applications by logging into their accounts.
- ◆ Applications will be prioritized after the final application period closes. Prioritization is based upon the percentage decline of revenue from 2019 over the comparable period in 2020.

## **Recovery Grant Application Process**



Visit our Recovery Page on our website [www.nmfinance.com](http://www.nmfinance.com) for Frequently Asked Questions, application tips, video tutorials, and other resources to help applicants.

## **Additional Questions?**

Email: [Recovery@nmfa.net](mailto:Recovery@nmfa.net) or call 505-992-9696

**[www.nmfinance.com](http://www.nmfinance.com)**