The City of Federal Heights COVID-19 Business Relief Grant Program is made possible through the Coronavirus Aid, Relief and Economic Security “CARES” Act funding distribution from Adams County. It is intended to support small businesses in Federal Heights with 49 employees or fewer. The program is designed to provide economic support to qualifying Federal Heights small businesses that have experienced business interruption caused by required closures due to the COVID-19 pandemic.

The grant program will provide a maximum of $5,000 per business for operating expenses such as rent or mortgage, payroll, insurance, electric utility and safety equipment. Each application will be evaluated based on the eligibility criteria outlined below. More funding may be available at a later date if more funds become available.

**Eligibility Criteria:**

- Must have a physical location in the City of Federal Heights.
- Must have paid retail sales tax or provided jobs to the City of Federal Heights in 2019.
- Cannot be a home-based, mobile or e-commerce business.
- Must be for-profit.
- Must be an independently-owned local business.
- Must have no more than 49 full-time equivalent (FTE) positions and at least 2 full-time equivalent (FTE) employees.
- Must be registered with the Colorado Secretary of State and be in good standing.
- Must be in good standing with the City of Federal Heights, including being up-to-date on real property taxes and sales tax remittance to the city (paid current through the date of application with no outstanding balance).
- Businesses with more than one physical location in Federal Heights may apply for the grant program for each location. For purposes of estimating FTE’s, the FTE count shall be based only on the specific location applying for the grant.
- Corporately owned national chains are not eligible for the grant unless the business is individually owned by a franchise operator with 49 or fewer employees total at all locations and the owner is a Colorado resident.
- Must have been forced to temporarily close or forced to dramatically limit operations due to the Public Health Orders related to the COVID-19 public health crisis.
- Marijuana industry businesses are not eligible due to Federal regulations.
- Grant funds may not be used to pay the City of Federal Heights real property, city utility or sales taxes.
- The CARES Act prohibits the use of grant funds to replace city revenues.
- Requests for funding to offset real property, city utility or sales taxes will be denied
Applicants will be required to submit/show:

- A copy of most recent federal income tax return including IRS Form 941 with the application
- A W-9
- A description of how the funds will be used to address business needs caused by business interruption between March 1 – November 30, 2020
- Documented support for eligible expenses such as:
  - An executed lease agreement, invoice or mortgage coupon for monthly mortgage or rental costs.
  - Invoices or other documentation of eligible expenditures

Application Information

- Only complete applications will be accepted, and all submissions will become the property of the City of Federal Heights.

Awards and Disbursement of Funds

- Application reviewers will determine eligibility and grant amount. Awards will depend upon the number of applicants, availability of funds, and demonstrated need. Once funding decisions are made, applicants will receive a Grant Award notification which will outline all terms and conditions of receiving the grant. The City of Federal Heights reserves the right to offer awards different from the specified amount requested. Funds will be sent via check.

Questions:

- Contact the Federal Height Finance Department at 303-412-3531 or tweitzman@fedheights.org.

The City of Federal Heights reserves the right to alter or cancel this program. If an applicant is denied funding, that determination is final and there is no appeals process.