

The following information provides additional detail on examples of supporting documentation, as well as allowable and non-allowable activities that may be considered as part of an application. This is not an exhaustive list, as documentation and proposed activities will vary based on each business's unique circumstances.

RECOMMENDED DOCUMENT TYPES

1. Revenue / Financial Impact

- Profit & Loss statement (ideal but not required)
- Sales reports (Square, Shopify, POS, etc.)
- Bank statements (highlighting deposits decline)
- QuickBooks screenshots
- Tax return (if they choose, not required)
- Easy for most businesses to provide

2. Loss of Contracts / Clients

- Invoices tied to AB / Mare Island or related vendors
- Contracts or agreements
- Email correspondence showing:
 - canceled work
 - reduced orders

3. Workforce Impact

- Payroll reports
- Timesheets showing reduced hours
- Written statement + employee list (if small business)

4. Supply Chain / Indirect Impact

- Order history decline
- Vendor cancellation notices
- Narrative + supporting screenshot/email

EXAMPLES OF GRANT FUNDING USES

Overall, funding should be used for activities that help:

- Stabilize the business
- Prevent layoffs
- Keep employees working
- Examples of allowable uses include:
 - Purchasing computer equipment or software necessary to maintain or enhance business operations
 - Purchasing tools, services, or systems that directly support revenue generation or operational capacity to retain employees
 - Implementing targeted marketing or business development strategies to replace lost revenue or customers impacted by the closures
 - Purchasing machinery or equipment required to pivot or modify business operations

- Addressing supply chain disruptions or pursuing new contract opportunities resulting from the closures
- Implementing operational changes that are clearly tied to preventing layoffs or business closure
- Providing training or upskilling for current employees to retain employment
- Limited professional or consulting services that directly support business stabilization or layoff aversion, such as assistance with securing new contracts, operational restructuring, or targeted business strategy development.

All requested activities must demonstrate a clear connection to preventing layoffs or reducing workforce impacts.

EXAMPLES OF UNALLOWABLE USE OF FUNDS

Grant funds may *not* be used for the following:

1. Wages, Payroll, and Compensation

- Employee wages or salaries
- Owner draws or compensation
- Bonuses, commissions, or stipends
- Employee benefits (health insurance, retirement, etc.)

2. Facility and Overhead Costs

- Rent or lease payments
- Mortgage payments
- Utilities (electricity, water, internet, etc.)
- General facility maintenance or repairs

3. Debt and Financial Obligations

- Loan payments (principal or interest)
- Credit card payments
- Lines of credit
- Refinancing existing debt

4. General Operating Expenses (NOT tied to layoff aversion)

- Routine business expenses not directly tied to preventing layoffs
- Office supplies (unless specifically justified and tied to an approved activity)
- Subscriptions or services unrelated to operational pivot or stabilization

5. General or Ongoing Marketing (without clear justification)

- Branding, logo design, or general advertising
- Social media ads or campaigns not tied to replacing lost revenue
- Website redesigns not directly tied to business pivot or revenue recovery

(Marketing must be targeted and tied to closure impact)

6. Construction and Capital Improvements

- Building construction or major renovations
- Tenant improvements
- Structural upgrades

7. Vehicles and Transportation Equipment

- Purchase or lease of vehicles
- Vehicle repairs or maintenance
- Fuel costs

8. General Administrative or Professional Fees

- General legal fees
- Accounting, bookkeeping or tax preparation services
- Consulting services not tied to an approved business stabilization activity

9. Gifts, Incentives, or Entertainment

- Gift cards
- Incentives or giveaways
- Entertainment expenses

10. Expenses Not Directly Tied to Layoff Aversion

- Any activity that does not clearly demonstrate:
 - business stabilization
 - revenue recovery
 - workforce retention