



# COUNCIL OF PEOPLES ORGANIZATION

1077 Coney Island Avenue Brooklyn, New York 11230

Phone 718-434-3266 | [www.Copo.org](http://www.Copo.org) |  Copousa

## COVID – 19

1. [Key to NYC](#)
  - a. Vaccination Proof for Indoor Activities
  - b. Proof of Vaccination
  - c. Discrimination Complaints and Reasonable Accommodations
  - d. Information for Businesses
  - e. Report Fake Record
  - f. Small Business Services Guidance
  - g. Additional Resources for Businesses
2. [Key to NYC FAQs](#) – Frequently Asked Questions
3. [Poster](#) to be displayed in business
4. [Vaccination Requirements for Businesses](#)
  - a. New Indoor Activity Restrictions
  - b. Pre-Vaccination Requirements
  - c. Proof of Age
  - d. Proof of Consent for Minors

## M/WBE Certification

1. [Certify with the City – M/WBE](#)
  - a. More than 10,000 businesses currently benefit from New York City Certification, and the City is committed to:
    - i. Award \$25 billion in City contracts to M/WBEs by the end of Fiscal Year 2025
    - ii. Award 30 percent of the value of City contracts to M/WBEs by the end of Fiscal Year 2021
  - b. If you need help with getting certified, [attend an upcoming certification workshop](#).
2. [M/WBE Leadership Association](#)
  - a. M/WBE Leadership Association will help you to:
    - i. Get certified as an M/WBE
    - ii. Develop proposals
    - iii. Secure funds for projects
    - iv. Connect to potential customers



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## Financial Support

1. [Brooklyn Chamber of Commerce](#) – Provides financing to minority and immigrant entrepreneurs.
2. [Hiring Assistance for Businesses](#) – NYC has over 100,000+ candidates that are looking for jobs and will help your business identify qualified individuals that will meet your needs at no cost.
3. [NYC Business Resource Network](#)
  - a) Grants & Loans
  - b) Digital Marketing
  - c) Getting Online
  - d) Lease Negotiations
  - e) Business Planning
4. [NYC Financing Assistance](#)
  - a) Understand which financial product is best suited for their needs
  - b) Review and put together documents
  - c) Calculate loan repayment terms
  - d) Connect with multiple lenders – including banks, credit unions, non-profit lenders and the U.S. Small Business Administration (SBA)
  - e) Prepare SBA loan forgiveness documents
  - f) Understand loan payment deferment options
5. [Restaurant Return-To-Work Tax Credit](#)
  - a) The \$35 million Restaurant Return-to-Work Tax Credit Program provides an incentive to COVID-impacted restaurants to bring restaurant staff back-to-work, and to increase hiring at NYS restaurants. Qualifying businesses are eligible for a tax credit of \$5,000 per new worker hired, up-to \$50,000 per business. The Program is open to eligible restaurants located in New York City, or in an area outside of New York City that was designated an Orange or Red Zone for at least thirty consecutive days.
  - b) To be responsive to the needs of COVID-impacted restaurants, the Restaurant Return-to-Work Tax Credit provides a Fast Track Option, which allows a business to claim the credit before the end of the tax year.
  - c)
  - d) Restaurants may claim the credit after August 31, 2021 (Fast Track Option), if the business can demonstrate a net employee increase of at least 1 full-time employee as measured from April 1, 2021 to August 31, 2021.
  - e) Alternatively, restaurants can choose to claim the tax credit on their 2021 NYS tax return if the business can demonstrate a net employee increase of at least 1 full-time employee as measured from April 1, 2021 to December 31, 2021.



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## 6. SBA Restaurant Revitalization Fund

The Restaurant Revitalization Fund has set aside the following amounts of money:

- a) \$5 Billion: \$500,000 or less in 2019 Gross Receipts
- b) \$4 billion: \$500,001 to \$1,500,000 in 2019 Gross Receipts
- c) \$500 million: less than \$50,000 in 2019 Gross Receipts

This program will provide restaurants with funding equal to their pandemic-related revenue loss up to \$10 million per business and no more than \$5 million per physical location.

Recipients are not required to repay the funding as long as funds are used for eligible uses no later than March 11, 2023.

Funds may be used for specific expenses including:

- a) Business payroll costs (including sick leave)
- b) Payments on any business mortgage obligation
- c) Business rent payments (note: this does not include prepayment of rent)
- d) Business debt service (both principal and interest; note: this does not include any prepayment of principal or interest)
- e) Business utility payments
- f) Business maintenance expenses
- g) Construction of outdoor seating
- h) Business supplies (including protective equipment and cleaning materials)
- i) Business food and beverage expenses (including raw materials)
- j) Covered supplier costs
- k) Business operating expenses

## 7. Employee Retention Credit

- a) The American Rescue Plan extends the availability of the Employee Retention Credit for small businesses through December 2021 and allows businesses to offset their current payroll tax liabilities by up to \$7,000 per employee per quarter. This credit of up to \$28,000 per employee for 2021 is available to small businesses that have seen revenues decline or have been temporarily shuttered due to COVID-19.

## 8. Paid Leave Credits

- a) The American Rescue Plan extends through September 2021 the availability of Paid Leave Credits for small and midsize businesses that offer paid leave to employees for illness, quarantine, or caregiving. Businesses can take dollar-for-dollar tax credits equal to wages of up to \$5,000 if they offer paid leave to employees who are sick or quarantining.



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## 9. NYC Small Business Resilience Grant

- a) The NYC Small Business Resilience Grant is a \$10,000 grant to help **eligible small businesses** recover from the economic hardships that occurred because of the COVID-19 pandemic.
- b) Applicant must use the \$10,000 grant to mitigate economic hardships that occurred as a result of the COVID-19 pandemic by using the grant funds to offset operational expenses incurred between March 3, 2021, and December 23, 2024, for the small business that is the basis for the Applicant's eligibility for the grant.
  - i. Examples of eligible expenses include the following:
    - Payroll and benefits
    - Mortgage
    - Rent
    - Utilities
    - Other operating costs

## Legal Documents

### 1. Docracy

- a. Docracy is a home for contracts and other legal documents, socially curated by the communities that use them.
- b. Free to download, customize, store and even e-sign. In fact, on Docracy, documents and e-signing will always be free.
  - i. Real Estate
  - ii. New Employee Hire Documents
  - iii. Commercial Leases
  - iv. Residential Leases
  - v. Power of Attorney
  - vi. Wills

## Mentorship

### 1. Score

- a) Mentoring - Entrepreneurs can access free, confidential business mentoring in person at more than 250 local chapters or remotely via email, phone and video. SCORE mentors and all experts in entrepreneurship and related fields meet with their small business clients on an ongoing basis to provide continued advice and support.
- b) Webinars - SCORE regularly offers free online workshops on topics ranging from startup strategies to marketing and finance. Attendees can watch webinars live, or



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view recordings online on their own time. We also offer interactive courses on-demand, so you can walk through each module at your own pace.

- c) [Library of Online Resources](#) - Business owners can also benefit from SCORE's extensive collection of guides, templates, checklists, blogs, videos, infographics, and more. We strive to provide the most relevant and current educational content to help small business owners and entrepreneurs succeed.



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