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## SMALL BUSINESS ASSISTANCE GRANT APPLICATION



**Kanawha County Commission**

407 Virginia Street East  
Charleston, WV 25301

For more information call 304-357-0101

### I. APPLICANT INFORMATION

**Applicant:**

Name: Robert L. Nistendirk

Address: 231 Capitol Street Suite 400

City: Charleston State: WV Zip Code: 25301

Phone: 304-342-2006 Email: rnistendirk@wnacpas.com/adillo@wnacpa

Individual       Business Entity       Non-profit

**Business Information:**

Name: Woomer, Nistendirk & Associates PLLC

Address: 231 Capitol Street, Suite 400

Type of Ownership:

.....  Sole Proprietor     Corporation     LLC     Nonprofit

Type of Business:

.....  Retail .....  Business Service .....  Restaurant .....  Manufacturing

Other: \_\_\_\_\_

Is your business registered with SAM.gov?     Yes     No

Provide a brief description of the business that is starting or expanding. Your attached business plan can more fully explain your products or services, so please be brief but informative.

Woomer, Nistendirk and Associates is an expanding accounting and wealth management firm. The firm strives to provide outstanding service to our clients through of our dedication to the three underlying principles of professionalism, responsiveness, and quality. Woomer, Nistendirk and Associates provides a wide range of services, including but not limited to, tax, accounting, consulting, bookkeeping, payroll, and wealth management. Our services are provided to include business process re-engineering to improve efficiency, reduce administrative costs, and minimize client fees.

1. How many employees does your small business employ? 16
2. In what industry is your small business? Accounting and Investing
3. Has your small business incurred costs for COVID-19 mitigation and prevention measures? If so, describe the costs, mitigation, and prevention measures:

Yes, our small business incurred costs for COVID-19 mitigation and prevention measures. To mitigate and prevent COVID-19 within our business, we closed our office space to employees and clients for approximately one-and-a-half years. We continued to pay leases, overhead and other costs totaling hundreds of thousands of dollars.

In order to serve our clients, we had to purchase office equipment for the staff to utilize at their homes. The cost of the office equipment for the remote offices totaled \$4,999 from April 2020 - December 2020. We also incurred expenses for cleaning and sanitizing materials to reduce the chances of an outbreak in the office when implementing our return to the office, totaling \$534.

4. How will you use the funds received from the Small Business Assistance program? (e.g., Will you hire new workers, provide on-the-job training, obtain technical assistance, support payroll, benefits, rent, utilities, or other operating costs?)

Woomer, Nistendirk and Associates plans to utilize the funds received from the Small Business Assistance program to remodel areas of our office space for COVID mitigation and prevention, and to better accommodate our staff members.

5. Has your small business faced periods of closure as a result of the COVID-19 pandemic? If so, please describe.

Our offices were forced to close for more than a year as a result of the COVID-19 pandemic. Due to the office closure, it created a hindrance on our abilities to conduct business in a manner that corresponds with our firm mission and commitment.

6. Has your small business experienced loss of revenue or financial hardship as a result of the result of the COVID-19 pandemic? If so, please describe.

Loss of revenue occurred as a result of staff having to work remotely, and the inability to recruit and hire staff while the office was closed.

6. Do you intend to use your small business assistance funds for capital expenditures? If so, what capital expenditures do you intend to make and what is your time for completion of capital expenditures?

Yes, we do intend to use the small business assistance funds for capital expenditures. Our plans for the capital expenditures involve a remodel for our office space in conjunction with our leasing company. The remodel includes expanding our kitchen/dining space, upgrading the restrooms, and purchasing window shades. Please see the attached estimates and business plan for a more extensive description.

7. Are you requesting funds to open a startup business? If yes, did you lose expected startup capital or face other difficulties, cost increases, or delays due to the COVID-19 pandemic? Please describe fully.

No.

## II. FINANCING NEEDS

Total Amount of Investment: Estimate - \$55,438.00

Total Amount of ARP Funding Request: \$25,000.00



### IV. NUMBER AND TYPE OF JOBS CREATED

Year One: <sup>3</sup> \_\_\_\_\_

Type(s): CPA, Staff Accountant, Administrative Staff \_\_\_\_\_

Year Two (projected): <sup>4</sup> \_\_\_\_\_

Type(s): Staff Accountants (2), Administrative Staff (2) \_\_\_\_\_

**This application is being submitted with the information that is correct and complete, to the best understanding of the applicant.**



7/29/22

Applicant Signature

Date

Printed Name and Title: Robert L. Nistendirk, Partner/Member \_\_\_\_\_

**ATTACHMENT: Your business plan MUST contain the following information:**

- Description of the business and its goods and/or services
- Demand for proposed for goods or services
- Target market and marketing approaches
- Amount of funding required to capitalize the business and operate with adequate cash flow
- How the ARP funds will be used including a description of the work done or equipment purchased
- Three year operating pro forma - *see financial documents*

**The ARP program requires the following information:**

- Personal financial statement
- Personal or business tax return
- Building lease if applicable

### HOW DO I SUBMIT MY APPLICATION?

**Email the completed application to:** [kimmallory@Kanawha.us](mailto:kimmallory@Kanawha.us)

**Mail the completed application to:**

Kanawha County Commission  
Attention: Kim Mallory  
PO Box 3627, Charleston, WV 25336

**Submitted applications will be made publicly available and will be posted on the County's website.**