

ALLEN COUNTY SMALL BUSINESS PANDEMIC ASSISTANCE PROGRAM

GUIDELINES & REQUIREMENTS

The Small Business Pandemic Assistance Program will provide Allen County small businesses (30 or less employees) with some monetary relief from business interruption costs caused by the COVID-19 pandemic. Small businesses may apply for up to \$5,000 in grant funds to be used for the reimbursement of certain eligible expenses, as defined below. Allen County will be utilizing approximately \$200,000 of its CARES Act funds for this program. The Small Business Pandemic Assistance Program Task Force will administer the program, and is comprised of Allen County Auditor Rachael Gilroy, Allen County Commissioner Beth Seibert, and Director of Ohio Means Jobs Joe Patton. For questions regarding the program, please email sbgrant@allencountyohio.com or call Ohio Means Jobs at 419-999-0360.

ELIGIBILITY REQUIREMENTS

In order to be eligible to apply for grant funds under the Allen County Small Business Pandemic Assistance Program, a business must meet the following criteria:

1. Must be a for-profit entity with a location in Allen County.
2. Have a Federal Taxpayer Identification Number for its type of business/social security number for a sole proprietor.
3. Has been operational in Allen County since at least January of 2019. This can be evidenced, at a minimum, by: (a) filing(s) with the Ohio Secretary of State, such as articles of incorporation or other registration documents along with an Ohio Secretary of State Certificate of Good Standing; (b) an Ohio vendor's license; (c) Federal Schedule C- Profit or Loss from Business (Sole Proprietorship, etc.); or (d) any other documents that demonstrate that the business has been in operation as a for-profit entity since January 2019.
4. Has less than \$1 million in net revenue/receipts on an annual basis. This can be evidenced by records such as the business' 2019 federal income tax return or financial statements.
5. Must have experienced a decrease in gross revenue/receipts of 25% or more due to COVID-19 when comparing March 1-May 31 2019 revenue/receipts or March 1-May 31 2020 revenue/receipts (decrease may be for a single month or any combination of months during this period). This can be evidenced by financial information/records, including at a minimum, bank statements.
6. Has 30 or fewer employees, or the full time equivalent of 30 employees or less, or 1099 workers as of March 22, 2020. This can be demonstrated by forms such as 2019 Form W-3 (Transmittal of Wage and Tax Statement) or 2019 Form 1096 (Annual Summary and Transmittal of U.S. Information Returns) and payroll reports or checks that evidence number of workers as of March 22, 2020 or a statement attesting/certifying that your business has no employees/workers or 1099 workers.

7. Has not received or not been approved for other federal assistance for lost revenue or expenses arising from the pandemic, including Paycheck Protection Program, Emergency Disaster Loan.
8. Has not been approved for a business interruption insurance claim as result of COVID-19.
9. Business location is in Allen County, Ohio and grant funds will only be used for reimbursing expenses for that business. This can be evidenced by records such as mortgage statement, utility bill, insurance premium statement, property tax bills or similar record.
10. Must be able to attest the business is in compliance with federal, state, or county and local requirements applicable to its type of business.
11. Must be able to attest the business is current with all federal, state, county and local taxes and fees.
12. Must be able to attest the business is in good standing with all applicable government regulations related to building code or property maintenance issues.
13. Must be able to attest the business is not currently in bankruptcy or has filed for bankruptcy.

INELIGIBLE SMALL BUSINESSES

A business is not eligible to apply for Grant Funds under the Allen County Small Business Pandemic Assistance Program if it primarily operates as one of the following:

1. Adult entertainment establishment
2. Banks, savings and loan or credit unions
3. E-commerce only company
4. Liquor/wine store
5. Vaping store
6. Tobacco store
7. Cannabis dispensary
8. Franchised business not locally owned and independently operated
9. Clubs or Service Organizations
10. Places of worship
11. Non-profits

ELIGIBLE EXPENSES

Grant funds provided by Allen County Small Business Pandemic Assistance Program can only be used to pay for the expenses of the business (a) related to the costs of business interruption caused by required closures; or (b) costs the business faces due to its uncertainty as to its ability to pay due to the pandemic. Eligible expenses include, but are not limited to:

1. Mortgage costs. Mortgage costs for businesses that are located in or operated out of a personal residence are not an eligible expense.
2. Rent or lease costs. Rent or lease cost for businesses that are located in or operated out of a personal residence are not an eligible expense.
3. Expenses for utilities, such as electric, gas, sewer, water, trash removal. Utility cost for businesses that are located in or operated out of a personal residence are not an eligible expense.
4. Salaries, wages or compensation paid to employees/workers or 1099 workers.
5. Materials and supplies related to interruption of the business caused by required closures.
6. Personal protective Equipment or other COVID-19 related costs such as expenses related to compliance with Responsible Restart Ohio.

All grant funds distributed as a part of this program must be spent within 30 calendar days of receipt, or before September 30th, whichever is EARLIER. Grant funds can be used to reimburse eligible expense incurred from March 23, 2020 through 30 days from receipt of grant funds (or through September 30th, whichever date is EARLIER). At the end of the grant term, the business must submit a close out report with an itemized list of all expenditures along with supporting documentation (documents submitted with application do not need to be re-submitted). Documentation must be in the form of paid invoices and cancelled checks, bank statements, or similar documentation showing payment of eligible expenses. If the business cannot properly substantiate its eligible expenses, the business will be required to repay the undocumented grant funds.

INELIGIBLE EXPENSES

1. Cost of vehicle or equipment leases or purchased after March 23, 2020, except if the purchase of equipment is to comply with Responsible Restart Ohio.
2. Personal, non-business expenses of the business or its owner(s).
3. Construction costs (if not related due to Restart Ohio guidelines).
4. Any tax, license or fee obligations payable to any governmental entity.

PROCESSS

1. Application

A business that is interested in participating in the program must complete an application to determine if it meets all the eligibility criteria set forth above. A business can apply for up to a \$5,000 grant. If awarded, all grant funds distributed as a part of this program must be spent within 30 calendar days of receipt or by September 30th,

whichever is EARLIER. Grant funds can be used to reimburse eligible expenses incurred from March 23, 2020 through 30 days from receipt of grant funds or by September 30th, whichever is EARLIER. Applications must be fully completed and contain all required supporting documentation. Applications can be submitted by email or in person to the Allen County Auditor's Office beginning at 8:00 a.m. on August 7th, 2020 through midnight on August 28th, 2020. Applications may be drawn randomly for review, rather than on a first-come-first-served basis.

2. Documentation Submission and Review

After an application is drawn, it will be reviewed to determine whether it meets the required eligibility criteria. The Task Force (and/or its designees) will review and verify the documents. If the application meets all eligible criteria, the Task Force will recommend the business receive a grant under this program. The Task Force may recommend a grant award of less than the total amount requested.

3. Payment and Signed Agreement

Once approved for a grant, the business must sign and return the grant agreement within 7 calendar days of receipt. A signed and emailed copy, or a hand delivered copy to the Allen County Auditor's Office will be acceptable.

4. Close Out Report

Business are required to submit a grant final close out report which must include at a minimum, jobs retained/created, proof of payment (paid invoices and cancelled checks, bank statements, or other documentation showing proof of payment of eligible expenses), and a summary of the impact the funds had on the business and its operations. The close out report form will be provided to the business and must be submitted to sbgrant@allencountyohio.com by October 1, 2020. If the business does not provide the final close out report, the business will be required to repay the grant funds immediately and in full.

ALLEN COUNTY SMALL BUSINESS PANDEMIC RELIEF PROGRAM

GRANT APPLICATION

Applications will be accepted beginning at 8:00 a.m. on August 7th, 2020 through midnight on August 28th, 2020. Completed applications must be emailed (as a PDF file) to sbgrant@allencountyohio.com or dropped off in person at the Allen County Auditor's Office, along with the following support documentation:

Evidence of the business being an operational for-profit business in Allen County Ohio since at least January 1, 2019. This can be evidenced, at a minimum, by: (a) filing(s) with the Ohio Secretary of State, such as articles of incorporation or other registration documents along with an Ohio Secretary of State Certificate of Good Standing; (b) an Ohio vendor's license; (c) Federal Schedule C- Profit or Loss from Business (Sole Proprietorship, etc.); or (d) any other documents that demonstrate that the business has been in operation as a for-profit entity since January 2019.

Evidence business has less than \$1 million in net revenue/receipts on an annual basis. This can be evidenced by records such as the business' 2019 federal income tax return or financial statements.

Evidence demonstrating business has experienced a decrease in gross revenue/receipts of 25% or more due to COVID-19 when comparing March 1-May 31 2019 revenue/receipts or March 1-May 31 2020 revenue/receipts (decrease may be for a single month or any combination of months during this period). This can be evidenced by financial information/records, including at a minimum, bank statements.

Evidence business has 30 or fewer employees, or 30 or fewer full time equivalent employees, or 1099 workers as of March 22, 2020. This can be demonstrated by forms such as 2019 Form W-3 (Transmittal of Wage and Tax Statement) or 2019 Form 1096 (Annual Summary and Transmittal of U.S. Information Returns) and payroll reports or checks that evidence number of workers as of March 22, 2020 or a statement attesting/certifying that your business has no employees/workers or 1099 workers.

Applicants seeking reimbursement of eligible expenses (eligible expenses already paid by the business) must provide proof of payment along with supporting documentation to substantiate the expenditures (e.g., copies of detailed invoiced and a copy of the check for payment). Applicants seeking funds to pay eligible expenses with grant funds must provide verification of the expenses (e.g., copies of invoices, cost estimates, previous transactions).

Applicants seeking rent/lease, mortgage assistance or utilities must provide verification (e.g., copies of invoices or previous transactions) of rent/lease, mortgage or utility expenses. Rent, lease, mortgage and utility costs for businesses that are in or operated out of a personal residence are not an eligible expense.

Documents submitted under this program may be subject to public disclosure under the Ohio Public Records Act. Applicant must clearly mark all documents that qualify as confidential and/or trade secrets under Ohio law.

APPLICANT BUSINESS INFORMATION

Application No _____

Legal name of business: _____

Business "dba" name (if applicable) _____

Federal Employer ID# or SSN if sole proprietor _____

Physical business address: _____

Business owner name(s): _____

Business owner address: _____

Business owner email: _____

Business owner phone number: _____

1. Is your business a for-profit entity with a location in Allen County?

- Yes
- No

2. What type of activity does your business perform?

- Retail
- Service
- Restaurant
- Hotel
- Manufacturing
- Agriculture

3. What type of business entity are you?

- Sole Proprietor
- Corporation
- Limited Liability Company

- Partnership
 - Limited Partnership
 - Other
4. What Bank or Credit Union does your business use? _____
 5. Has your business been in operation since January 2019?
 - Yes
 - No
 6. Did your business have less than \$1,000,000 in net revenues/receipts during 2019?
 - Yes
 - No
 7. Did your business have 30 or less employees or full time equivalent employees and/or 1099 workers? On March 22, 2020?
 - Yes
 - No
 8. Did your business experience a decrease in gross revenues/receipts of 25% or more due to COVID-19 as evidenced by comparing March 1-May 31, 2019 revenue/receipts to March 1-May 31, 2020 (decrease may be for a single month or any combination of months during this period)?
 - Yes
 - No
 9. How much funding is being requested? (cannot exceed \$5,000) _____
 10. Please check all that apply on how grant funds will be used. Documentation is required to demonstrate proof of payment for use of these funds.
 - Payroll
 - Rent-not eligible for businesses that operate out of a personal residence
 - Utilities- not eligible for businesses that operate out of a personal residence
 - Materials and Supplies related to interruption of business caused by related closures
 - Personal Protective Equipment or other COVID-19 expenses related to compliance with Responsible Restart Ohio
 - Mortgage- not eligible for businesses that operate out of a personal residence
 11. Identify how much of the requested funds will be spent in each of the marked categories. If you are not seeking an expense reimbursement for an item(s) you already purchased, please indicate when you would expend the funds (all funds must be expended within 30 days of receipt or by September 30th, whichever is EARLIER). Please attach additional sheets, if needed.

20. Summarize how your business has been impacted by COVID-19. Please attach additional sheets if needed.

By signing this application, I hereby attest to the following:

- All of the information I provided on this form is complete and accurate;
- I have read and understand the Allen County Small Business Pandemic Relief Program Guidelines & Requirements and my application complies with the requirements set forth therein;
- I am not applying for reimbursement/payment for any expense that has been or will be reimbursed under any other federal program;
- I understand and agree that I may be required to submit additional verification information, including but not limited to payment of eligible expense documentation; and
- I understand and agree that I will be required to execute a grant agreement and close out report should be application be selected and approved;
- I understand payment in full of all grant funds received must be made immediately if I fail to satisfy my responsibilities under this Program.

Business Name

Printed Name/Title

Signature

Date