

# WOOD COUNTY SMALL BUSINESS RELIEF PROGRAM

## GUIDELINES & REQUIREMENTS

The Small Business Relief Program will provide Wood 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. Wood County will be utilizing \$250,000 of its CARES Act funds for this program. Wade Gottschalk, Director of the Wood County Office of Economic Development will administer the program. For questions regarding the program, please email [wade@woodcounty.com](mailto:wade@woodcounty.com).

### ELIGIBILITY REQUIREMENTS

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

1. Must be a for-profit entity with a location in Wood County.
2. Have a Federal Taxpayer Identification Number for its type of business / social security number for sole proprietor.
3. Has been operational in Wood 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 gross 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 to 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 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 Wood County, Ohio and grant funds will only be used for reimbursing expenses for that business. This can be evidenced by records such as a 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 Wood County Small Business Relief 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, non-profits

## **ELIGIBLE EXPENSES**

Grant funds provided by Wood County Small Business Relief Program can only be used to pay 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 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. Grant funds can be used to reimburse eligible expenses incurred from March 23, 2020 through 30 days from receipt of grant funds. 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 canceled 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 leased 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 the Restart Ohio guidelines).
4. Any tax, license or fee obligations payable to any governmental entity.

## PROCESS

### 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. Grant funds can be used to reimburse eligible expenses incurred from March 23, 2020 through 30 days from receipt of grant funds. Applications must be fully completed and contain all required supporting documentation. Applications can be submitted by email beginning at 8:30 a.m. on August 3, 2020 through 4:30 p.m. on August 14, 2020. Applications will 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. A Grant Review Committee consisting of the Wood County Economic Development Commission, Community Representatives, and the Wood County Board of Commissioners (and/or its designees) will review and verify the documents. If the application meets all eligible criteria, the committee will recommend the business receive a grant under this program. The committee 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.

### 4. Close Out Report

Businesses 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 [wade@woodcounty.com](mailto:wade@woodcounty.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.