

WOOD COUNTY SMALL BUSINESS RELIEF PROGRAM GUIDELINES & REQUIREMENTS (ROUND 2)

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 \$200,000 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 grants@co.wood.oh.us.

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. A business is only eligible to receive one grant under this program and entities with the same Federal Taxpayer Identification Number will be considered one business for purposes of eligibility.
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 greater than \$5,000 of federal assistance for lost revenue or expenses arising from the pandemic from the Paycheck Protection Program or the Economic Injury Disaster Loan (“EIDL”) or Grant Program.
8. Has not been approved for a business interruption insurance claim as result of COVID-19.

9. Has a business location 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, 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.
14. Applicant must not have a felony conviction involving fraud, bribery, embezzlement, or a false statement in a loan application, or an application for federal financial assistance within the last five years.
15. Applicant must not have previously received funding from the Wood County Small Business Relief Program.

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 business that operates as a sexually oriented business as that term is defined in ORC 2907.40.
2. Financial institutions that make loans or issues credit to the public, including but not limited to banks, savings and loans, credit unions, payday lenders or other similar business.
3. Liquor / wine store.
4. Utility provider.
5. Tobacco store, including but not limited to the sale of cigarettes, electronic smoking devices, or vaping products as those terms are defined in ORC 2927.02.
6. Cannabis sale, cultivation or distribution of cannabis products.
7. Franchised business not locally owned and independently operated.
8. Clubs as defined in ORC 4301.01 or service organizations.
9. Places of worship, non-profits.
10. Political or lobbying business or political issue advocacy business.
11. Casino or video lottery terminal business as defined in ORC 3770.21.
12. Hospital, ambulatory care surgical center, private school or long-term care center.

ELIGIBLE EXPENSES

The Wood County Small Business Relief Program will only provide reimbursement of business expenses (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 costs 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 costs 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 compliance with Responsible Restart Ohio and other measures taken to protect employees, customers, or clients from COVID-19.

Grant funds can be used to reimburse eligible expenses incurred from March 23, 2020 through the date of application submission. Applicant must provide documentation of eligible expenses and proof of payment at time of application (e.g., copies of detailed invoices and a copy of the canceled check for payment).

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.
5. Costs incurred for which the business has or will receive reimbursement from another source, including any other federal program, government loan, grant program or insurance proceeds.

PROCESS

1. Application

A business that is interested in participating in the program must complete an application to determine if it meets all of the eligibility criteria set forth above. A business can apply for up to a \$5,000 grant for reimbursement of eligible expenses incurred from March 23, 2020 through date of application submission. Applications must be complete and contain all required supporting documentation. Applications can be submitted by email beginning on 8:30 a.m. on November 9, 2020 through 4:30 p.m. on November 20, 2020. Complete applications will be reviewed on a first-come-first-served basis.

2. Documentation Submission and Review

Wood County Economic Development Director and assigned staff ("Wood County") will review the applications and supporting documentation. If the application is complete and meets all eligible criteria, Wood County will recommend the business receive a grant under this program. Wood County may recommend a grant award of less than the total amount requested. Wood County will notify applicants by email of application rejection for incomplete/ineligible applications, as well as when funding is exhausted.

3. Payment and Signed Agreement

Once approved for a grant, a Grant Agreement will be sent to the business by email. The business must sign and return the Grant Agreement, a W-9, and the required affidavit within 5 calendar days of receipt. Following the execution of the Grant Agreement by both parties, Wood County will authorize payment by check to the Business (no electronic payments will be made).