

BROWN COUNTY SMALL BUSINESS RELIEF PROGRAM ELIGIBILITY REQUIREMENTS

In order to be eligible to apply for Grant Funds under the Brown County Small Business Relief Program, a business must meet the following criteria:

1. Must be a for-profit entity with a location in Brown County.
2. Have a Federal Taxpayer Identification Number for its type of business
3. Have been operational since 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); or any other documents that demonstrate that the business has been in operation as a for-profit entity since January 2019.
4. Have less than \$1 million in gross revenue/receipts on an annual basis. This can be evidenced by records such as the business' 2018 and 2019 federal income tax return or financial statements.
5. Have 25 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 statement attesting/certifying that your business has no employees or 1099 workers.
6. Must disclose if they have received or been approved for other federal assistance for lost revenue or expenses arising from the pandemic, including Paycheck Protection Program, Emergency Disaster Loan.
7. Must disclose if they have been approved for a business interruption insurance claim as result of COVID-19.
8. Business location in Brown County, Ohio and the grant funding will be used for expenses for that business. This can be evidenced by records such as a mortgage statement, utility bill, insurance premium statement and property tax bills.
9. Must be able to attest that it is in compliance with federal, state, or county and local requirements applicable to its type of business.
10. Must be able to attest that it is current with all federal, state, county and local taxes and fees.
11. Must be able to attest that it is in good standing with all applicable government regulations related to building code or property maintenance issues.
12. Must be able to attest that it is not a nuisance property for police/fire/EMS calls.
13. Must be able to attest the principal business owner(s) are not in arrears on Child Support Payments.
14. Must be able to attest that it is not currently in bankruptcy.

INELIGIBLE SMALL BUSINESSES

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

1. Adult entertainment establishment
2. Bank, savings and loan or credit union
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

ELIGIBLE EXPENSES

Grant Funds provided by Brown County's 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) that 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 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 RestartOhio.
7. Sole proprietors can use grant funding as income replacement by providing documentation on lost revenue from March 1, 2020 through April 30, 2020 due to COVID-19 so long as no unemployment benefits are being received or are expected to be received by the applicant. If not already submitted, must submit the most recent filed Schedule C - Profit or Loss from Business (Sole Proprietorship).

If awarded, all Grant funding distributed as a part of this program must be spent no later than December 31, 2020. Grant funds can be used to reimburse eligible expenses incurred from March 23, 2020 through December 31, 2020. At the end of the grant term, the business shall submit a close out report accounting for full award amount.

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 RestartOhio.
2. Personal, non-business expenses of the business or its owner(s).
3. Construction costs.
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 fill out the application to determine if it meets all of the eligibility criteria set forth above. A small business can apply for a grant for funding up to \$10,000. If awarded, all Grant funding distributed as a part of this program must be spent by 12/31/2020. Grant funds can be used to reimburse Eligible Expenses incurred from March 23, 2020 – December 31, 2020. Applications can be submitted by email to sbeath@browncountyohio.gov, mailed or delivered to Brown County Commissioners, 800 Mount Orab Pike, Suite 101, Georgetown, Ohio 45121.

2. Use of Scoring to Allocate Funds

A business that has met all of the eligibility criteria through the application will be scored by a panel of four members of the Coronavirus Relief Small Business Grant Committee. Coronavirus Relief Funds have been allocated to award a total of \$250,000 in Round 2.

3. Documentation Submission

A business selected as a part of the award will be required to submit information and documents demonstrating that it meets the eligibility requirements and confirming how the Grant funds will be spent. The business shall submit all required documentation within 7 calendar days of notification. A team will review and verify the documents. If the submitted information and documents do not demonstrate that the business has met the eligibility criteria, the next business chosen will be contacted to submit the required documentation.

4. Payment and Signed Agreement

Once approved for a grant, the business must sign and return the Grant Agreement within 10 calendar days of receipt and provide necessary data for grant fund payment.

5. Close Out Report

Businesses are required to submit a grant final close out report which is expected to include at minimum, jobs retained/created, itemized list of payments, and a summary of the impact the funds had on the business and its operations. Said report should be submitted no later than December 31, 2020.

Brown County Small Business Relief Program Grant

If awarded, business should be prepared to submit the following, within 7 calendar days of notification of award and sign a grant agreement in order to receive payment. Business should also prepare a close out report and submit no later than December 31, 2020.

Vetting Documentation

Sole Proprietorship

1. Copy of last two years tax returns including Form 1040 with Schedule C Profit and Loss from business
2. Copy of most recent Form W-3 Transmittal of Wage and Tax Statements
3. Copy of W-9
4. Number of Employees
5. Number of Independent Contractors

Partnership

1. Copy of last two years tax return including Form 1065 U.S. Return of Partnership income
2. Copy of Partnership Agreement or Statement of Partnership
3. List of all partners
4. Copy of W-9
5. Number of employees
6. Copy of Form W-3 Transmittal of Wage and Tax Statements
7. Number of Independent Contractors

Corporation

1. Copy of last two years of Corporation tax returns
2. Copy of Articles of Incorporation
3. Listing of Board of Directors
4. Copy of W-9
5. Number of employees
6. Copy of Form W-3 Transmittal of Wage and Tax Statements
7. Number of Independent Contractors

Limited Liability Company should include a copy of Articles of Organization and follow the above criteria in which the business has elected to file income tax.