

## Putnam County Business Grant Closeout Checklist

---

Company Name

- Checklist is submitted 45 day within receipt of grant.
- All expenses do not exceed 30 days from the receipt of the grant.
- Summary of the impact the funds had on the business and its operations.
- Grant Funds received \_\_\_\_\_ Grant Funds expended \_\_\_\_\_
- Balance due to Putnam County \_\_\_\_\_ (if necessary)
- Documentation of expense reimbursed with grants funds submitted with report.
- Nonexclusive examples of eligible expenditures
  - Materials and supplies related to interruption of the business caused by required closures.
  - Personal Protective Equipment or other COVID-19 related costs such as expenses related to compliance with Responsible Restart Ohio.

\_\_\_\_\_ Business Owner/Manager

- Review of expenses and paperwork by Putnam County.

\_\_\_\_\_ CARES ACT Administrator/Putnam County Prosecutor

Comments by Administrator/Prosecutor –