

PUTNAM COUNTY SMALL BUSINESS RELIEF PROGRAM

The Small Business Relief Program will provide Putnam County small businesses (*30 or less employees are considered Small Businesses*) with expenses due caused by the COVID-19 pandemic. Eligible small businesses may apply for up to \$5,000 in grant funds to be used for the reimbursement of eligible expenses, as defined below.

Small businesses can download the application program from the County's website: www.putnamcountyohio.gov. **Applications for this program will be accepted on a first come first serve basis and will be reviewed in the order they are received.** For questions regarding the program, please email commissioners@Putnamcountyohio.gov.

APPLICATION PERIOD BEGINS SEPT 30

ELIGIBILITY REQUIREMENTS

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

1. Have a Federal Taxpayer Identification Number for its type of business / social security number for sole proprietor.
2. Have been operational 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 any other documents that demonstrate that the business has been in operation as a for-profit entity since January 2019.
3. Have less than \$1 million in gross revenue/receipts on an annual basis. This can be evidenced by the business' 2018 and 2019 federal income tax return or financial statements.
4. Have 30 (equivalent full-time employees) or fewer employees or 1099 workers as of March 22, 2020. This can be demonstrated by the 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 that evidence number of workers as of March 22, 2020 or statement attesting/certifying that your business has this number employees/workers or 1099 workers.
5. Grants will not be awarded for expenses that have received or been approved for other federal assistance for lost revenue or expenses arising from the pandemic, including Paycheck Protection Program (PPP), Emergency Disaster Loan. For example, a business that received the paycheck protection program may not receive this grant to offset employee costs but may apply for expense for compliance for Restart Ohio Program. Additionally, businesses with an approved application that have not received federal assistance will be given priority.
6. Business applicant location is in Putnam County, Ohio and grant funds will be used for expenses only for that business. Business address can be evidenced with a mortgage statement, utility bill, insurance premium statement, property tax bill or other document.
7. The business applicant must be able to attest it is:

- In compliance with federal, state, or county and local requirements applicable to its type of business.
- Current with all federal, state, county and local taxes and fees.
- In good standing with all applicable government regulations related to building code or property maintenance issues.
- Not currently in bankruptcy or has filed for bankruptcy.

INELIGIBLE SMALL BUSINESSES

A business is not eligible to apply for Grant Funds under the Putnam 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

ELIGIBLE EXPENSES

Grant funds provided by Putnam County Small Business Relief Program can only be used to pay the following expenses of the business.

1. Materials and supplies related to interruption of the business caused by required closures.
2. Personal Protective Equipment or other COVID-19 related costs such as expenses related to compliance with Responsible Restart Ohio.

If awarded, all grant funding 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 calendar days from receipt of grant funds. At the end of the grant term (which is 45 calendar days from the receipt of grant funds), the business shall submit an itemized list of all expenditures along with all supporting documentation. Documentation shall 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. The Putnam County Small Business Relief Program will send an invoice to the business of undocumented or unallowed grants funds within 60 days of the grant funds being dispersed. The business is required to remit payment within 10 days of the invoice. All grant fund documentation must be turned into the authority having jurisdiction within 45 days of grant funds being awarded.

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. Any tax, license, or fee obligations payable to any governmental entity.

PROCESS

1. Application

Businesses must complete an application indicating if it meets the eligibility criteria set forth above. A business can apply for a grant of up to \$5,000. If awarded, all grant funding 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 and ends 30 calendar days from receipt of grant funds.

2. Application Window

Applications will be accepted in the Commissioners' office beginning at 8:30 a.m. September 30, 2020 through October 15, 2020 at 4:30 p.m. Applications will be accepted on a first come, first serve basis and will be date and time stamped upon receipt. Applications will be reviewed in the order which they are received.

3. Documentation Submission

A business that meets all eligibility criteria will have their application reviewed by a Grant Review Committee. The Review Committee will consist of the Putnam County Prosecutor, Putnam County Board of Commissioners (and/or its designees) and the Putnam County Community Improvement Corporation Director. The Review Committee will verify the application and supporting documents in order to approve, disapprove, or request additional information from the business.

4. Payment and Signed Agreement

Once approved for a grant, the business must sign and return the Grant Agreement within 7 calendar days of receipt. See the Grant Agreement document.

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, 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. A printable close out report will be available on the Putnam County Website and will be submitted to the Commissioners' office when completed. See the Close Out Report document.