

# **Jefferson County COVID-19 Small Business/Non-Profit Emergency Relief Grant Program**

## **Frequently Asked Questions**

Many of the following frequently asked questions are explained in more detail in the grant application and in the Jefferson County COVID-19 Small Business/Non-Profit Emergency Relief Grant Program “GRANT APPLICATION” and in the Jefferson County COVID-19 Small Business/Non-Profit Emergency Relief Grant Program “PROGRAM GUIDELINES”. Please refer to those documents for additional and more detailed explanations

### **Q - Who is eligible to apply for a grant through this program?**

Small businesses located in Jefferson County who employ no more than 25 full-time equivalent employees are eligible to apply for a grant through this program.

### **Q - Are non-profit organizations eligible to apply for a grant under this program?**

Non-profit organizations organized as a 501(c)(3), 501(c)(4), 501(c)(8), or a 501(c)(10) as defined in the Internal Revenue Code are also eligible to apply for a grant under this program.

### **Q – What are the basic criteria to be eligible for a grant under this program?**

You must employ no more than 25 full time equivalent employees and must not have had 2019 (calendar year) revenue or donations in excess of \$2,000,000. In addition, you must have incurred revenue/donation losses due to business interruption and/or unplanned expenses as a direct result of the COVID-19 pandemic.

### **Q - What is the maximum grant amount for which I can apply?**

The maximum grant amount that you can apply for is \$10,000.

### **Q – What criteria makes my business or non-profit organization eligible for a \$10,000 grant?**

In order to receive a grant in the amount of \$10,000 you must provide evidence/proof that your business or non-profit organization incurred revenue loss due to business interruption and/or unanticipated COVID-19 related expenses that total at least that amount.

**Q – What type of documentation is REQUIRED to be included as part of the grant application to document that my business or non-profit organization incurred revenue loss due to business interruption and/or unanticipated COVID-19 related expenses?**

As outlined in the “Program Guidelines” document for the “Jefferson County COVID-19 Small Business/Non-Profit Emergency Relief Grant Program”, any reported (on the grant application) loss of revenue or donations to be considered for grant award eligibility must be evidenced by some type of financial documentation to reflect the loss for the comparative period. This can be a financial statement prepared and signed by your accountant showing the revenue or donations for the period March 15, 2019 through September 30, 2019 compared to March 15, 2020 through September 30, 2020 to document and evidence the revenue or donation loss. This can also be by the submission of bank statements for the period March 15, 2019 through September 30, 2019 and for the period March 15, 2020 through September 30, 2020 to document and evidence the revenue or donation loss. Any other expenses incurred and submitted to be considered for grant award eligibility must be evidenced by an itemization of the expenses incurred and paid directly relating to the pandemic.

**Q – If my business or non-profit organization incurred revenue loss and/or unanticipated COVID-19 related expenses less than \$10,000 can I apply for a grant in an amount less than \$10,000?**

Yes, you can apply for a grant in an amount of less than \$10,000 but not more than the documented revenue loss due to business interruption and/or unanticipated COVID-19 related expenses that your business or non-profit organization incurred.

**Q – Where can I obtain a grant application?**

Grant applications, program guidelines, Form W-9's, and a list of frequently asked questions can be obtained:

- A. On the Jefferson County website at [www.jeffersoncountyoh.com](http://www.jeffersoncountyoh.com) .
- B. On the Jefferson County Chamber of Commerce website at [www.jeffersoncountychamber.com](http://www.jeffersoncountychamber.com) .
- C. In person at the Jefferson County Auditor's Office, 301 Market Street, Steubenville, Ohio 43952.
- D. In person the Jefferson County Chamber of Commerce, 630 Market Street, Steubenville, Ohio 43952.
- E. Via mail or fax by calling the Jefferson County Auditor's Office at (740) 283-8511.
- F. Via mail or fax by calling the Jefferson County Chamber of Commerce at (740) 282-6226.

**Q – When is the deadline to file my grant application?**

The deadline to file your grant application is 11:59 p.m. on Sunday, November 29, 2020.

### **Q – Where do I file my grant application?**

You may file your application with the Jefferson County Auditor's Office in .pdf format via email to: [grants@jeffersoncountyoh.com](mailto:grants@jeffersoncountyoh.com) . You may also file your application electronically through the link located on the Jefferson County Chamber of Commerce website at [www.jeffersoncountychamber.com](http://www.jeffersoncountychamber.com) (please be advised that Jefferson County accepts no responsibility for receipt of applications filed in this manner).

### **Q – Can I file my grant application anywhere other than with the Jefferson County Auditor's Office or through the Jefferson County Chamber of Commerce?**

No, you can only file your application with the Jefferson County Auditor's Office or through the Jefferson County Chamber of Commerce as noted in the previous question.

### **Q – How can I file my grant application?**

Applications will be accepted in the following methods:

- A. Electronically in .pdf format emailed to [grants@jeffersoncountyoh.com](mailto:grants@jeffersoncountyoh.com)
- B. Faxed to the Jefferson County Auditor's Office at (740) 283-8520
- C. Via U.S. Mail sent to Jefferson County Auditor, 301 Market Street, P.O. Box 159, Steubenville, Ohio 43952 (not recommended... due solely to the time deadline associated with this program, it is not recommended that a grant applicant submit their grant application via U.S. Mail).
- D. Dropped off at the Jefferson County Auditor's Office, 3010 Market Street, Steubenville, Ohio 43952
- E. Electronically filed through the link located on the Jefferson County Chamber of Commerce website (please be advised that Jefferson County accepts no responsibility for receipt of applications filed in this manner).

### **Q – How will grants be awarded?**

Grants will be awarded by the Board of County Commissioners based on recommendations by a Grant Underwriting Team.

### **Q – Who is on the Grant Underwriting Team?**

The following members shall comprise the Program's Grant Underwriting Team:

- 1. Two (2) representatives of the Jefferson County Auditor's Office.
- 2. One (1) representative of the Jefferson County Chamber of Commerce.
- 3. Three (3) representatives appointed by the Jefferson County Board of County Commissioners.

**Q – How will the Grant Underwriting Team make these recommendations to the Board of County Commissioners?**

Grant applications will be date and time stamped upon receipt. The applications will be reviewed by the Grant Underwriting Team in the order in which they are received. A decision will be made on each grant application (in consecutive order) to recommend the grant amount requested, recommend a portion of the grant amount requested (determined based on the eligibility guidelines and the information submitted with the grant application), or reject the grant application (determined based on the eligibility guidelines and the information submitted with the grant application). For the most part, based on the awarded grants, once the grant allotment has been depleted the review process will cease.

**Q – What if the Board of County Commissioners does not approve all of the grant recipients recommended by the Grant Underwriting Team?**

Following the same criteria as noted in the question directly above, a number of additional grant applications will be marked as alternates in the event that the Board of County Commissioners rejects any of the recommendations made by the Grant Underwriting Team. In the event this happens the number of alternate's equivalent to the number of grant recommendation not originally approved will be submitted to the Board of County Commissioners for approval until all grant funding is depleted.

**Q – How will applicants be notified if their grant application was approved?**

Grant awards will be posted on the Jefferson County website once awards are approved by the Board of County Commissioners. This will be posted on the same page as all other grant information. Grant recipients will also be notified via email by the Jefferson County Auditor's Office. Consequently, it is **extremely** important to include your email on your grant application.

**Q – Will grant recipients be required to do anything else once they have been notified of their grant award?**

Yes, grant recipients will be required to sign and return a Grant Award/Agreement form to the Jefferson County Auditor's Office. Due to the time constraints placed on the CARES Act monies used to fund this grant program, the Grant Award/Agreement form must be returned to the Jefferson County Auditor's Office no later than December 22, 2020.

**Q – How will grant recipients obtain or receive their grant award/agreement form?**

Grant Award/Agreement forms will be emailed to grant recipients shortly after the Board of County Commissioners make its final determination of grant awards. In the event it is not possible to email a Grant Award/Agreement form, the form can be faxed or mailed to the grant recipient.

**Q – How can a recipient return their signed Grant Award/Agreement form to the Jefferson County Auditor’s Office?**

The signed grant award/agreement can be sent in the following methods:

- A. Electronically in .pdf format emailed to [grantawards@jeffersoncountyoh.com](mailto:grantawards@jeffersoncountyoh.com)
- B. Faxed to the Jefferson County Auditor’s Office at (740) 283-8520
- C. Dropped off at the Jefferson County Auditor’s Office, 3010 Market Street, Steubenville, Ohio 43952
- D. Via U.S. Mail sent to Jefferson County Auditor, 301 Market Street, P.O. Box 159, Steubenville, Ohio 43952 **(not recommended due solely to the limited time for disbursement of CARES Act funds)**

**Q – What if my Grant Award/Agreement form is not received by the Jefferson County Auditor’s Office by December 22, 2020?**

In the event that the grant recipient’s Grant Award/Agreement form is not received by the Jefferson County Auditor’s Office by December 22, 2020 the recipient shall be deemed in violation of the terms and conditions of the grant and shall forfeit their awarded grant. Consequently, and due solely to this time deadline, it is not recommended that a grant recipient return their signed Grant Award/Agreement via U.S. Mail.

**Q – For the question asking that I describe my business, what information should I include?**

You should provide a general overview of what your business or organization does including products, services, customer base served and/or other facts pertaining to day-to-day operations.

**Q – For the questions asking the number of employees laid off, furloughed, and retained, does this refer to the number(s) as of my grant application date?**

Yes, report how many employees are currently in each of these categories as of the date of your application.

**Please refer to the Jefferson County COVID-19 Small Business/Non-Profit Emergency Relief Grant Program “GRANT APPLICATION” and the Jefferson County COVID-19 Small Business/Non-Profit Emergency Relief Grant Program “PROGRAM GUIDELINES” document for additional details and guidelines pertaining to this Program.**