



**SHELBY COUNTY
BOARD OF COUNTY COMMISSIONERS**

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Shelby County Small Business Recovery Grant Program
Application Deadline 4:00 p.m. on May 31, 2022

In 2020, Shelby County Commissioners offered a Small Business Relief Program to provide Shelby County small businesses with monetary relief from business interruption caused by the COVID-19 pandemic. Due to the continuance of the pandemic, beyond 2020, the Commissioners have committed \$400,000 of ARPA funding to provide an offset of economic losses through a Small Business Recovery Program. This program will provide grants to reimburse eligible business owners for COVID-19- related expenses, which are defined in the following document along with eligible reimbursement costs and additional program guidelines.

Important note: only expenses incurred on or after March 3, 2021 are eligible.

- **Must be a for-profit entity with a location in Shelby County.**
 - Eligible bricks-and mortar businesses may apply for a one-time grant of \$5,000 - \$25,000 to reimburse for pandemic-related expenses
 - Eligible at-home businesses may apply for a one-time grant of \$5,000 - \$10,000 for pandemic-related expenses

Award determinations will be based on a first-come, first-serve basis. The County may give priority to those businesses that did not receive other federal or state COVID-19-based financial assistance (such as Paycheck Protection Program funding). **Applicants should be aware that this grant may be considered income for tax-reporting purposes.**

Applications will be accepted until May 31, 2022 at 4:00 p.m. Applications can be found on the County website, located at <https://co.shelby.oh.us/>. Completed applications can be submitted in one of the following manners:

- Email to ahamberg@shelbycountyrpc.com
- Drop off: Shelby County Annex Building, 129 E. Court St., Sidney
 - Monday thru Thursday: 8am to 4pm
 - Friday: 8am to 11:30am

We do not recommend mailing the application.

Program details regarding eligibility requirement, eligible expenses, required documentation and final decision/notification process can be found in the following pages. For questions regarding the program, please contact:

Angela Hamberg, Regional Planning Commissioner, ARPA Grant Administrator
Phone: 937-498-7273 or email: ahamberg@shelbycountyrpc.com

I. Eligibility Requirements

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

1. Must have been negatively impacted by the COVID-19 pandemic
2. Must be a for-profit entity with a location in Shelby County, Ohio and demonstrate the grant funding will be used for expenses for the Shelby County location. This can be evidenced by records such as a mortgage statement, utility bill, insurance premium statement and property tax bills.
3. Must have a Federal Taxpayer Identification Number for this type of business and a UEI (Unique Entity ID). The business must have the UEI number prior to being awarded grant funding.
4. Have been operational since January 1st, 2020
 - This can be evidenced, at a minimum, by:
 - 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;
 - an Ohio vendor's license;
 - 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 2020;
5. Have less than \$2 million in gross revenue/receipts on an annual basis. This can be evidenced by records such as the business' 2020 and 2021 federal income tax return or financial statements
6. Must have 50 full-time equivalent employees or less
7. An entity receiving or have been approved for other federal assistance for lost revenue or expenses arising from the pandemic, including Paycheck Protection Program, Emergency Disaster Loan must disclose the federal assistance.
8. An entity approved for business interruption insurance claim as a result of COVID-19 must disclose the insurance income.
9. Must be able to attest the business 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 a nuisance property for police/fire/EMS calls
 - not currently in bankruptcy
10. Submitted expenses must be incurred between March 3rd, 2021 through December 31st, 2023.

Ineligible Small Businesses

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

- Adult entertainment establishment
- Bank, savings and loan or credit union
- E-commerce only company
- Liquor / wine store
- vaping store
- tobacco store
- cannabis dispensary
- franchised business **not** locally owned and independently operated

II. Eligible Expenses

Grant Funds provided by Shelby County's Small Business Recovery Program can only be used to pay business expenses directly attributable to the COVID-19 pandemic. The County's grant assistance is federally sourced and will be issued as reimbursements for the eligible costs. The business must submit receipts, accounting records and/or financial statements, documents or proofs of purchases, along with payment verification (cancelled checks, credit card statement, etc.) with its application.

1. General Expenses

- a. Salaries, wages or compensation paid to employees or 1099 workers.
- b. Mortgage/Rent
 - i. Mortgage costs for businesses that are located in or operated out of a personal residence are not an eligible expense
 - ii. Rent or lease costs for businesses that are located in or operated out of a personal residence are not an eligible expense
- c. Utilities
 - i. 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
- d. Operating Costs

2. COVID Preventions

- a. Purchase of items meant to protect the public and employees during the pandemic, such as protective masks and hand sanitizer, and other costs incurred by installing required safety measures
- b. Virus mitigation related to air-quality and ventilation improvements and various other health and safety measures

3. Workforce Retention/Attraction
 - a. Eligible Costs associated with hiring activities needed to address labor shortages. Such as expenses related to job fairs, job posting, employment incentives
 - b. Eligible costs associated with job training of new employees
4. Technical Assistance Counseling
 - a. Costs associated with 3rd party consultative services directly tied to recovery from financial hardship caused by COVID-19
 - b. Includes costs such as financial planning, space planning and configuration for the purposes of health/safety, marketing and ecommerce

Ineligible Expenses

- a. Cost of vehicle or equipment leased or purchased after March 23, 2020
- b. Personal, non-business expenses of the business or its owner(s)
- c. Any tax, license or fee obligations payable to any governmental entity

III. Required Documentation

- a. Copy of last two (2) years' tax returns, including Form 1040 with Schedule C Profit or Loss from Business, Form 1120 (if corporation), or equivalent documentation.
- b. Copy of most recent Form W-3 Transmittal of Wage and Tax Statements (showing number of employees).
- c. Form W-9, signed in 2021.
- d. At close-out, provide proof of reimbursable business expenditures (receipts, invoices) and a summary of the impact the funds had on the business and its operations.

IV. Final Decision and Notification

- a. Applications will be reviewed by the ARPA Grant Administrator and Shelby County Commissioners on a first-come, first-serve basis
- b. Final authority for approval is the Shelby County Commissioners
- c. Approved applicants will be required to sign a grant agreement within ten (10) days of notification of an approved grant
- d. All grant funds will be distributed via Direct Deposit/ACH. Approved applicants will need to provide the business bank account/routing number for grant fund payment