



Mecklenburg County Small Business Recovery Assistance Fund

The Small Business Recovery Assistance Fund will help businesses in Mecklenburg County meet their long-term business goals by adjusting to COVID-19 demands. Establishing safe and clean re-opening procedures, in accordance with the Governor's guidance, is necessary for the safety of customers and employees. It will allow businesses to regain and sustain operations, ideally helping them retain existing staff, fill vacant positions, create new jobs, and become more efficient and resilient.

Eligible Businesses:

Assistance through the program will be targeted to businesses that meet each of the following five criteria.

1. Physically located in the County of Mecklenburg,
2. 20 or fewer FTE employees,
3. Has been impacted by COVID-19,
4. Has not received federal CARES Act assistance for the same purpose as the SBRAF request, AND
5. Was open for business by March 12, 2020, AND
6. Provides local or regional services, including those in the program's areas of emphasis:
 - a. tourism related businesses, nonprofit destination marketing organizations (DMOs),
 - b. accommodations (i.e. hotel, motel, bed and breakfast),
 - c. restaurants/food service, professional services (i.e. banking, legal, design, real estate),
 - d. cultural & educational services,
 - e. arts,
 - f. recreation,
 - g. retail,
 - h. nonprofit/social services
 - i. health practitioners, and
 - j. personal care (i.e. beauty/barbershop, nail salon, dry cleaner and more).

The County has been awarded \$500,000. **The maximum benefit to any individual business is \$15,000.** This program will be operated on a reimbursement basis only; therefore, the County of Mecklenburg must submit proof of payment prior to seeking reimbursement from DHCD. Since the County of Mecklenburg is acting as the lead applicant/fiscal agent, funds will be disbursed to businesses as follows:

1. **Retooling and technology activities** will be disbursed on a reimbursement basis once the business submits documentation of expenditures via invoices and proof of payment.
 - a. **Space and technology upgrades** to reopen and conduct business safely, including but not limited to furniture, barriers, signage for social distancing requirements, non-construction related modifications to enhance social distancing and limiting ingress/egress, and technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing.
 - b. **Sanitization** – including but not limited to cleaning service and/or supplies - EPA-approved disinfectants, gloves, masks, and sneeze/cough guards.
 - c. **Job training, classes and/or technical assistance** such as:
 - i. protecting the employees from COVID-19,

- ii. protecting customers from COVID-19,
 - iii. pivoting or modifying the business model, and
 - iv. training for long-term sustainability planning. (Businesses will be encouraged to register with the local/regional workforce council or equivalent body (Virginia Workforce Boards)).
- d. *A business does not have to demonstrate financial impact from COVID-19 to be reimbursed for these expenses. If a business can show a clear line linking their purchase to prevent, prepare for or respond to Covid they can apply for reimbursement.*

2. Rent/ Mortgage:

- a. **Rent/Mortgage** – Rent/Mortgage will be disbursed on a reimbursement basis once the business submits documentation of expenditures via mortgage statements, lease agreements and proof of payment.
 - i. Rent/mortgage assistance will be offered up to 6 months.
 - ii. Taxes and insurance must be removed from the escrowed mortgage amount.
 - iii. Only commercial space can be reimbursed. Residential or non-business space must be subtracted from the payment amount.
 - iv. Assistance will be limited to 25% for home-based businesses.
 - v. *The business must demonstrate financial impact from COVID.*

3. Utility Expenses:

- a. Businesses may apply for up to six (6) months of utility expenses to include water, sewer, electricity, natural gas/propane/fuel oil, business phone, and business internet.
- b. Assistance will be limited to 25% for home-based businesses.
- c. A business can only be reimbursed for business phone service that is advertised and listed in social media and telephone directories as the business number and billed in the name of the business and not an individual.
- d. *The business must demonstrate financial impact from COVID.*

- 4. **Expense documentation** from the approved business will be included in a reimbursement request to DHCD.
- 5. Expenses can be dated no earlier than **March 12, 2020** (Date of State of Emergency) and no later than **May 28, 2021** (Amended Executive Order 72). To avoid pro-ration, businesses will be encouraged to submit rent/mortgage and utility payments through **April 30, 2021**.
- 6. **No more than two (2) disbursements** will be made to any business: One disbursement for expenses incurred by the grant approval date (retroactive to March 12, 2020 (Date of State of Emergency)), and one disbursement at the end of their recovery period as approved by the Project Review Team.
- 7. **Reimbursement requests** to the state can take up to two (2) to three (3) weeks, and the businesses should allow an additional 5-10 days for the County to disburse grant funds received from the reimbursement request.

Timeline:

Applicants can submit requests on a first-come, first-served basis until funds are depleted. The deadline to apply is August 6, 2021.

Ineligible Activities:

Due to the limited amount of available funds at this time, the activities listed below are ineligible uses:

- Payroll costs incurred to maintain existing employees
- Relief from employer payroll taxes
- Costs of daily business operations

- Regular maintenance of the facility or equipment
- Refinancing of existing debts.
- Activities not deemed to be in response to COVID-19 impacts.

To Apply:

To apply for funding, please complete the following application:

Required Attachments:

In addition to the COVID-19 Small Business Recovery Assistance Application, the beneficiary will also be required to provide the following supporting documentation:

- **W-9** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- **Monthly Profit and Loss Statements** for January 1, 2020 through December 31, 2021. A monthly Profit & Loss or Income Statement is a financial statement that summarizes the revenues, costs, and expenses of operating the business and the resulting profit or loss incurred. The statements do not need to be prepared by an accountant. They may even be handwritten.
- **2019 Federal Income Tax Return.**
- **2020 Federal Income Tax Return, if filed.**
- **Current Business License**, if applicable
- **Prior CARES Act Assistance**
- **Expense Documentation**
- **Payroll Documentation (i.e. quarterly 941)**
- **Dun and Bradstreet – Data Universal Numbering System (DUNS) Number:**

Purpose of DUNS - A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

How to Register for a DUNS Number - If your organization does not yet have a DUNS number, visit the Dun & Bradstreet (D&B) website (<https://fedgov.dnb.com/webform/displayHomePage.do>) or call 1-866-705-5711 to register for a DUNS number. Registering for a DUNS number is **free of charge**, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent. **Allow up to two business days** to obtain a DUNS number, but it can occur in one business day. You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

COMPLAINTS AND APPEALS PROCEDURES

During the course of the program, it is probable that business owners will make complaints. The Project Management Team will follow its written policy for handling disputes and complaints. This policy will be given to each applicant. The policy is as follows:

1. During the intake and application process, applicants will be informed that if their application is denied, they will be notified in writing that they have thirty (30) days from receipt of such notice to make a written appeal to the Grant Manager. The Grant Manager will review the appeal and issue a written response within fifteen (15) business days. If necessary, the appeal will be further reviewed by the Project Management Team, before a final decision is made.
2. When invoices and proof of payment are submitted for reimbursement, applicants will be informed that if their full reimbursement request is denied, they will be notified in writing that they have thirty (30) days from receipt of such notice to make a written appeal to the Grant Manager. The Grant Manager will review the appeal and issue a written response within fifteen (15) business days. If necessary, the appeal will be further reviewed by the Project Management Team, before a final decision is made.
3. The Grant Manager will respond to all written complaints and appeals in writing and will include an explanation of the reason(s) for the decision reached, information on the next step in the appeals process, and a specified date by which the complainant has to appeal the decision. Appeals of the Grant Manager's decision shall be addressed to the Project Management Team; appeals of that decision shall be addressed to the locality's appropriate official; and appeals to that decision shall be addressed to the Board of Supervisors. Final appeals shall be addressed, in writing, to the DHCD Community Representative. The appeal will include a copy of all correspondence that has taken place to date. The appeal will identify the problem and the desired solution. DHCD will investigate the complaint and respond, in writing, in a timely manner. All involved parties will be copied. Documentation of complaints will be kept on file in the Grant Manager's office.
4. If the complainant requires assistance in putting his or her complaint in writing, the Grant Manager will make assistance available. The same is true for appeals.

Denied Application:

Write the grant manager:

Sangi Cooper, Southside PDC, 200 S. Mecklenburg Ave., South Hill, VA 23970. Email: scooper@southsidepdc.org.

Denied Full Reimbursement:

Write the grant manager:

Sangi Cooper, Southside PDC, 200 S. Mecklenburg Ave., South Hill, VA 23970. Email: scooper@southsidepdc.org.

The Appeals Process:

If you would like to appeal a decision made by the grant manager:

1. Write the Project Management Team at 200 S. Mecklenburg Ave., South Hill, VA 23970. Email: scooper@southsidepdc.org.
2. Write the County Administrator at P.O. Box 307, Boydton, VA 23917.
3. Write the Board of Supervisors at P.O. Box 307, Boydton, VA 23917.
4. Write DHCD at Main Street Centre, 600 E. Main St., Suite 300, Richmond, VA 23219.

COMPANY INFORMATION

(All questions should be answered or noted as inapplicable)

BUSINESS NAME _____

LEGAL ENTITY TYPE _____

FEDERAL TAX ID # _____

COMPANY OWNERSHIP _____

BUSINESS LICENSE #
(If Applicable) _____

PHYSICAL ADDRESS _____

MAILING ADDRESS _____

BUSINESS OWNER NAME _____

EMAIL _____

PHONE _____

DUNS # _____

Is this a minority-owned business? Yes No

Is this a female-owned business? Yes No

Is this a Section 3 business? Yes No

If Yes, you will need to complete supporting documentation.

A Section 3 Resident is defined as any individual who resides within the County in which the federal assistance is expended and whose household income does not exceed 80% of the median income of the County adjusted for household size.

A Section 3 Business means a business that meets one or more of the following criteria:

- (1) The business is 51% or more owned by Section 3 residents (see above definition);
- (2) The business has 30% or more permanent full-time employees that are certified Section 3 residents (see above definition); or
- (3) The business provides written evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts with a Section 3 Business.

To become **CERTIFIED** as a Section 3 Business you must be 2 of the following (check all boxes that apply):

- Business owner(s) live in Halifax County.
- Business is 51% or more owned by Section 3 residents.
- Business has 30% or more permanent full-time employees that are certified Section 3 residents.
- Business will subcontract in excess of 25% of the dollar award of all subcontracts with a Section 3 Business(es).

REQUESTED AMOUNT: (Max \$15,000)

Retooling and technology activities

- \$ _____: **Space and technology upgrades** to reopen and conduct business safely, including but not limited to furniture, barriers, signage for social distancing requirements, non-construction related modifications to enhance social distancing and limiting ingress/egress, and technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing.
- \$ _____: **Sanitization** – including but not limited to cleaning service and/or supplies - EPA-approved disinfectants, gloves, masks, and sneeze/cough guards.
- **I am requesting assistance with job training, classes and/or technical assistance** such as protecting the employees from COVID-19, protecting customers from COVID-19, pivoting or modifying the business model, long-term sustainability planning. I understand I will be referred to Longwood Small Business Development Center.
- *A business does not have to demonstrate financial impact from COVID-19 to be reimbursed for these expenses. If a business can show a clear line linking their purchase to prevent, prepare for or respond to Covid they can apply for reimbursement.*
- \$ _____: **Rent/ Mortgage:**
 - Businesses may apply for up to 6 months rent/mortgage assistance from April 1, 2020 to April 30, 2021.
 - Taxes and insurance must be removed from the escrowed mortgage amount.
 - Assistance will be limited to 25% for home-based businesses.
 - Only commercial space can be reimbursed. Residential or non-business space must be subtracted from the payment amount.
- \$ _____: **Utility Expenses:**
 - Businesses may apply for up to six (6) months of utility expenses to include water, sewer, electricity, natural gas/propane/fuel oil, business phone, and business internet from April 1, 2020 to April 30, 2021.
 - Assistance will be limited to 25% for home-based businesses.
 - A business can only be reimbursed for business phone service that is advertised and listed in social media and telephone directories as the business number and billed in the name of the business and not an individual.

COMPANY BACKGROUND / COVID-19 IMPACT:

Date Established: _____

Owner Since: _____

Current Number of Employees: _____ (attach most recent quarterly 941 or supporting documentation)

Describe how the current COVID-19 situation has adversely affected your business and why you need this grant assistance.

OTHER CARES Act Assistance:

Have you received federal CARES Act assistance? YES (please attach documentation) NO

Source/Type: _____ \$ _____ Applied towards: _____

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REQUIRED ATTACHMENTS

- W-9. (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- 2019 Federal Tax Return.
- 2020 Federal Tax Return, if filed.
- Monthly Profit and Loss Statements: January 1, 2020 – December 31, 2021.
A monthly Profit and Loss or Income Statement is a financial statement that summarizes the revenues, costs, and expenses of operating the business and the resulting profit or loss incurred. The statements do not need to be prepared by an accountant. They may even be handwritten.
- Current Business License, if applicable.
- DUNS Number
- Prior CARES Act documentation, if applicable
- Payroll documentation (i.e. quarterly 941)
- Expense documentation for what you are seeking reimbursement
 - Space/technology upgrades – Invoices **and** Proof of Payment (i.e. cancelled checks, online bill pay transaction history, or bank statements)
 - Sanitation– Invoices **and** Proof of Payment (i.e. cancelled checks, online bill pay transaction history, or bank statements)
 - Rent/Mortgage – Lease Agreement, Mortgage Statement, **and** Proof of Payment (i.e. cancelled checks, online bill pay transaction history, or bank statements)

SIGNATURE: _____

PRINT NAME & TITLE: _____

DATE: _____