

I. Small Business Economic Stabilization Program - Eligibility

1. Applicants may apply for a grant up to \$40,000, for reimbursement on documented business losses directly related to COVID-19 .
2. Only one application per Business. Each business must have a separate EIN.
3. Applicants must be a business with a principal location in Columbia County as verified through the Florida Division of Corporations (Sunbiz), and
 - a. Be legally operating within Columbia County and the State of Florida prior to January 1, 2020 and must be able to demonstrate ongoing business operations as of August 1, 2020;
 - b. Must employ 50 employees or less (FTE 40 hours per week), including owner, as of January 1, 2020;
 - c. Must be a for-profit business; and
 - d. Mobile businesses that do not have a physical commercial address and instead operate out of a home or residence can qualify as long as they can document operations and a home address in Columbia County.
4. Applicants:
 - a. Cannot owe any outstanding Columbia County taxes, fees, or liens, including any code enforcement liens;
 - b. Cannot be a publicly traded company, a subsidiary of a publicly traded company or owned by a hedge fund;
 - c. No individual owning 20% or more of the equity of the business shall have been convicted of financial mismanagement crimes within the last 5 years, including but not limited to fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance.
 - d. Neither the Business nor any individual owning 20% or more of the equity of the Business is presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy.
5. Applicant must demonstrate loss of income or other economic impact as a direct result of Covid-19, including business interruption, or closure.
6. CARES Act funding must be used to cover eligible expenses during the period of March 1, 2020 through December 30, 2020.
7. Applicant must be able to document any or all other insurance funds and/or COVID-19 assistance received. This grant cannot be used to duplicate any other COVID-19 related funding, including the Federal Paycheck Protection Program.
8. Applicant shall be required to answer the following:

Did you receive any of the following COVID-19 or other local, state or federal assistance or insurance for your COVID-19 related impacts? If so, you may still be eligible to receive funding from the Columbia County's Small Business Economic Stabilization Program, however you cannot use CARES Program funds to pay for any expenses that have been or will be reimbursed by insurance or another local, state, or federal program. Check all that apply:

- Paycheck Protection Program (PPP)
- Economic Injury Disaster Loan (EIDL)

- Florida Bridge Loan
- Any other local, state, or federal assistance. Describe: _____
- Insurance
- None of the above

If yes, enter the total amount of funds that were received or that you anticipate receiving \$ _____ and fill in the following information:

Source of Funds # 1

Purpose (Bill): _____ Amount: \$ _____

Provider's Name: _____

Address: _____

Source of Funds # 2

Purpose (Bill): _____ Amount: \$ _____

Provider's Name: _____

Address: _____

(Repeat for all other sources of funding received)

Did the amount received or that you anticipate receiving from other sources cover all operational and working capital expenses that you incurred as a result of COVID-19 for which you are now seeking assistance from the County pursuant to the County's Individual Assistance Program?

___ Yes, ___ No ___

9. Applicant must certify that in the event the business is selected to receive funding under the County's Small Business Economic Stabilization Program, the funds shall only be used for the following eligible business expenses: rent payments, mortgage payments, utilities (electric, phone, internet), personal protective equipment (PPE), supplies and equipment for facilitating social distancing or otherwise adapting the business to COVID-19 (i.e. installation of plexiglass barriers, etc.), payroll expenses.
10. Applicant must certify that the business has resumed normal operations or that it intends to resume normal operations upon conclusion of the public health emergency.
11. Applicant must certify that all expenses for grant funds, if awarded, will be incurred between March 1, 2020 and December 30, 2020.
12. **Documents Required:**

- **Photo ID for each owner**
 - **Copy of current paid receipt for Columbia County business taxes**
 - **Proof of Business Location in County**
 - **Income Documentation:**
13. Applicant must provide documentation establishing the business experienced adverse financial impact due to COVID-19 by submitting one or more of the following:
- Profit/Loss Statements and/or Balance Sheets from March, April, May, June and/or July 2019 AND from the same month(s) in 2020.
 - Sales and Use tax returns filed with the Department of Revenue from March, April, May, June and/or July 2019 AND from the same month(s) in 2020.
 - Bank account statements from March, April, May, June and/or July 2019 AND from the same month(s) in 2020 to the extent they show a reduction in the business' revenue due to COVID-19.
 - IRS Form 941 from Q4 2019 AND from Q1 2020 and/or Q2 2020.
 - **Completed and signed IRS W-9 form.**
 - **For Businesses with 2 or more employees, provide a copy of W3 Summary or IRS Form 941 showing the number of employees from first Quarter of 2020 or fourth Quarter of 2019.**

II. Small Business Economic Stabilization Program – Processing Guide

1. Applicants will submit applications via Neighborly.
2. Contractor shall review each document submitted to ensure it is sufficient to verify eligibility.
3. Contractor shall compare the information reported in the application to the documents that the applicant has provided.
 - a. Review to ensure that the Applicant documentation matches the business information reported on the application.
 - b. Without exception, the documents identified in Section (I)(12) of the eligibility guide above shall be required to be in every Applicant file.
 - c. Without exception, each Applicant will be required to make certifications as to duplication of benefits, that the funds shall only be used for eligible business expenses identified by the County, concerning the resumption of normal operations, and any other certifications that the County may require.
 - d. Review to ensure that documentation provided matches the information provided in the application.
 - e. Contractor must confirm that the application and documentation aligns with the amounts requested by the Applicant.
4. If documentation appears to be missing, or if the documentation is insufficient to verify eligibility, Contractor must follow up with the Applicant to obtain the necessary documentation, and advise Applicant of the deadline by which they must submit documentation.

5. If a recommendation is made for denial, Contractor shall specify the basis for its recommendation.
6. If the application is complete and the Applicant qualifies, a recommendation shall be made to the County for payment, along with a recommendation for the grant amount based upon the documented.
7. Under all circumstances, the County is the final arbiter of what applications will be denied, approved, and how much to award to an Applicant.