



# Defiance County Board of Commissioners

*Gary Plotts, Michael W. Pocratsky, and Ryan Mack*

## DEFIANCE COUNTY SMALL BUSINESS RELIEF PROGRAM

The Small Business Relief Program will provide Defiance County small businesses (30 or less employees are considered Small Businesses) with expenses due to business interruption 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 following link. **APPLICATION FORM**  
Insert hyper link. For questions regarding the program, please email [COVIDrelief@mvpco.org](mailto:COVIDrelief@mvpco.org)

**APPLICATION PERIOD IS OPEN BETWEEN  
12:00PM, MONDAY, SEPTEMBER 21, 2020 AND 5:00PM, FRIDAY, OCTOBER 2, 2020.**

### ELIGIBILITY REQUIREMENTS

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

1. Must be a for-profit entity with a location in Defiance County.
2. Have a Federal Taxpayer Identification Number for its type of business / social security number for sole proprietor.
3. 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.
4. Have less than \$1 million in gross revenue/receipts on an annual basis. This can be evidenced by records such as the business' 2018 and 2019 federal income tax return or financial statements.
5. Expenditures must be related to the business interruption caused by required closures. Examples:
  - Inability to maintain normal business operations due to Ohio Governor's / Ohio Public Health Director's orders.

- For essential business, inability to access/obtain/utilize workers due to COVID-19.
  - See complete list below.
6. Have 30 (equivalent full-time employees) or fewer employees or 1099 workers as of March 22, 2020. This can be demonstrated by forms such as 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 or checks 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.
  7. 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.
  8. Have not been approved for a business interruption insurance claim as result of COVID-19.
  9. Business applicant location is in Defiance County, Ohio and grant funds will be used for expenses only for that business. This can be evidenced by records such as a mortgage statement, utility bill, insurance premium statement, property tax bills or other recognized ways.
  10. Must be able to attest that they are in compliance with federal, state, or county and local requirements applicable to its type of business.
  11. Must be able to attest it is current with all federal, state, county and local taxes and fees.
  12. Must be able to attest it is in good standing with all applicable government regulations related to building code or property maintenance issues.
  13. Must be able to attest it is not currently in bankruptcy or has filed for bankruptcy.

## INELIGIBLE SMALL BUSINESSES

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

1. Banks, savings and loan or credit unions
2. Cannabis dispensary
3. Franchised business not locally owned and independently operated
4. Clubs or Service Organizations
5. Places of worships, non-profits

Comments, questions, or concerns?

Contact Maumee Valley Planning Organization.

[www.mvpo.org](http://www.mvpo.org)

Address: 1300 E. Second Street, Suite 200, Defiance, Ohio 43512

Phone: 419-784-3882. Fax: 419-784-2061

E:mail: [COVIDrelief@mvpo.org](mailto:COVIDrelief@mvpo.org)

## ELIGIBLE EXPENSES

Grant funds provided by Defiance County Small Business Relief Program can only be used to pay the expenses of the business: a) related to the costs of business interruption caused by required closures; or b) that the business faces due to its uncertainty as to its ability to pay due to the pandemic. Eligible expenses include, but are not limited to:

1. Mortgage costs. Mortgage costs for businesses that are in or operated out of a personal residence are not an eligible expense.
2. Rent or lease costs. Rent or lease cost for businesses that are in or operated out of a personal residence are not an eligible expense.
3. Expenses for utilities, such as electric, gas, sewer, water, trash removal. Utility costs for businesses that are in or operated out of personal residence are not an eligible expense.
4. Salaries, wages, or compensation paid to employees/workers or 1099 workers.
5. Materials and supplies related to interruption of the business caused by required closures.
6. 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 10 calendar days of receipt. Grant funds can be used to reimburse eligible expenses incurred from March 23, 2020 through 10 calendar days from receipt of grant funds. At the end of the grant term (which is October 16th), 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 Defiance 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 10 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.

Comments, questions, or concerns?

Contact Maumee Valley Planning Organization.

[www.mvpo.org](http://www.mvpo.org)

Address: 1300 E. Second Street, Suite 200, Defiance, Ohio 43512

Phone: 419-784-3882. Fax: 419-784-2061

E:mail: [COVIDrelief@mvpo.org](mailto:COVIDrelief@mvpo.org)

2. Personal, non-business expenses of the business or its owner(s).
3. Construction costs (if not related due to the Restart Ohio guidelines)
4. Any tax, license, or fee obligations payable to any governmental entity.

## PROCESS

### 1. Application

A business that is interested in participating in the program must fill out the application to determine if it meets all the eligibility criteria set forth above. A business can apply for up to a \$5,000 grant. If awarded, all grant funding distributed as a part of this program must be spent within 10 calendar days of receipt. Grant funds can be used to reimburse eligible expenses incurred from March 23, 2020 and ends 10 calendar days from receipt of grant funds. Applications can be submitted online beginning at **12:00 p.m., Monday, September 21, 2020 through Friday, October 2, 2020 at 5:00 p.m.** Please submit all documents via email to Maumee Valley Planning Organization at [COVIDrelief@mvpo.org](mailto:COVIDrelief@mvpo.org)

### 2. Documentation Submission

A business that has met all of the eligibility criteria through the application will have their application submitted to the next stage.

Maumee Valley Planning Organization will review and verify the application and supporting documents. If the application meets all eligible criteria, Maumee Valley Planning Organization will recommend the business to the Defiance County Commissioners for grant support and level of funding.

The Defiance County Commissioners will review the application and recommendations of Maumee Valley Planning Organization and will approve, disapprove, or request additional information.

### 3. Payment and Signed Agreement

Once approved for a grant, the business must sign and return the Grant Agreement within 5 calendar days of receipt to [COVIDrelief@mvpo.org](mailto:COVIDrelief@mvpo.org).

### 4. 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 on the business and its operations. A fillable close out report will be provided to the applicant with the fully executed grant agreement and should be submitted to [COVIDrelief@mvpo.org](mailto:COVIDrelief@mvpo.org) when completed.

Comments, questions, or concerns?

Contact Maumee Valley Planning Organization.

[www.mvpo.org](http://www.mvpo.org)

Address: 1300 E. Second Street, Suite 200, Defiance, Ohio 43512

Phone: 419-784-3882. Fax: 419-784-2061

E:mail: [COVIDrelief@mvpo.org](mailto:COVIDrelief@mvpo.org)