

# *City of Circleville*

*in partnership with the*

*Pickaway County Chamber of Commerce*

*&*

*Pickaway Progress Partnership*

## Coronavirus Relief Fund Local Assistance Small Business Emergency Relief Grant Program

Application Period  
08/18/2020 to 09/18/2020

# City of Circleville COVID-19 Small Business Emergency Relief Grant Program

The City of Circleville is the recipient of funds through the federal Coronavirus Aid, Relief and Economic Security Act (CARES Act). The Program has been provided to allow the City of Circleville to assist small businesses throughout the City experiencing financial hardship caused by the COVID-19 pandemic. Funds are designated to help pay costs of business interruption incurred by closures, and costs incurred to meet reopening guidelines imposed by the Ohio Department of Health. The below guidelines establish the businesses eligible for funding, the type of business expenses that can be paid with grant funds, and the application and award process.

## Eligibility Criteria

Grants are available to City of Circleville businesses meeting each of the following requirements:

- A. To be eligible for grant funds under the Program, City of Circleville businesses must meet the following requirements as of March 23, 2020.
  1. The business must operate for profit. Non-profit entities of any type are not eligible. (Businesses that are for-profit generally file an IRS Form 1040 with a Schedule C, 1040-SR with a Schedule C, 1065, 1120 or 1120-S.
  2. The business may be a sole proprietorship, partnership, corporation (both S and C), professional association, limited liability company, limited partnership, or limited liability partnership.
  3. The principal place of business, or headquarters, for the business must be located within the city limits of Circleville.
  4. The business must have been in operation for at least fifteen months prior to the March 23, 2020, which at a minimum, may be evidenced by a filing with the Ohio Secretary of State or evidence of operations prior to that time.
  5. The business must not be permanently closed and must intend to continue its business operations within the City following the COVID-19 pandemic.
  6. To be eligible for a grant in an amount up to \$5,000, the business must employ a minimum of two (2) employees and a maximum of twenty-five (25) employees. Businesses that employ one employee will be eligible for grants of up to \$2,000. For the purposes of this criteria “employee” shall mean the following:
    - An employee who regularly works at least 20 hours per week and is provided an IRS Form W-2 at the end of each calendar year.

- An independent contractor who works at least 20 hours per week and is provided an IRS Form 1099 at the end of each year.
  - An individual who is the principal owner(s) of the business, sole proprietor, or partners, whichever is applicable. The principal owner(s), sole proprietor or partners need not be included in the number of employees if it would cause the business to exceed the maximum number of individuals employed.
7. The business must not be in receivership or bankruptcy.
  8. The business must be current on all City of Circleville municipal income tax obligations and Pickaway County property tax obligations. All businesses will be required to provide the businesses' federal employer identification number, or, if the business does not have a federal employer identification number, the social security number under which the business operates.
- B. The businesses shall not be one of the following, regardless of its general edibility under subsection (A) above:
1. Any business operating as an entertainment device arcade.
  2. Any business operating a firearms retail establishment.
  3. Any business operating primarily as a mobile food vendor.
  4. Any business operating as a sexually oriented business.
  5. Any business that primarily sells tobacco products, cigarettes, electronic smoking devices, or vapor products.
  6. Any financial institution that makes loans or issues credit to the public, including, but not limited to, banks, credit unions, payday lenders, or any other similar business.

#### Eligible Expenses

- A. All expenses of the business that are related to the costs of business interruption caused by mandated closures and COVID-19 compliance requirements that are deductible as ordinary and necessary business expenses under the U.S. Internal Revenue Code may be submitted for reimbursement under the guidelines of the Program.
- Examples of eligible expenses include, but are not limited to:
1. Mortgage payments for the business's principal place of business or such other business location in the City of Circleville. Mortgage payments for businesses located in an owner's primary residence are not eligible.
  2. Rent payments for the business's principal place of business or such other business location in the City of Circleville. Rent payments for businesses that are located in an owner's primary residence are not eligible.
  3. Utility payments – electric, gas and trash removal – for the business's principal place of business or such other business location in the City of Circleville. Utility payments for businesses that are located in an owner's primary residence are not eligible. Water and Sewer payments to the City of Circleville are not eligible.
  4. Vehicle and equipment lease or rental payments for personal property incurred during the time of mandated closure acquired on or prior to March 23, 2020.

5. Salaries or wages for all employees employed by the business and paid during the time of mandated closure (March 23, 2020 to May 21, 2020). Only salaries and wages not covered under the Paycheck Protection Program Loan Program are eligible for reimbursement.
6. Such other costs related to interruption of the business caused by required closures.
  - Expenses to improve telework capabilities.
  - Expenses for disinfection of public areas.
  - Expenses for the acquisition, distribution, and disposal of personal protective equipment and sanitation supplies.
  - Expense for the installation of protective barriers.
- B. Each applicant for funds will include in its application to the City of Circleville an expenditure itemization for which grant reimbursement is sought. All requests will be reviewed for compliance with the eligible expenses set forth above. Documentation must be in the form of canceled checks, paid invoices, bank statements, or similar documents evidencing payment. The listing of business expenses paid and accompanying documentation shall be submitted to the City of Circleville no later than September 18, 2020.
- C. All reimbursable expenses reported to the City of Circleville must be incurred by the business on or after March 23, 2020 and on or before August 31, 2020.
- D. The eligible expenses set forth above constitute, to the best of the City of Circleville's knowledge and understanding, eligible expenses for which funds can be issued under Section 500I of the CARES Act, and business cannot use a grant fund it receives for purposes other than those set forth above.

#### Application and Award Process

- A. Businesses wishing to apply for a grant from the Program shall submit to the Circleville Auditor's Office the following documents:
  1. A complete application on the form provided by the City of Circleville with all supporting documentation attached.
  2. If the business is applying for salary and wage reimbursement and received a Paycheck Protection Program Loan, a copy of the loan documentation is required.
  3. For all businesses applying, IRS Form W-9, the first page of its IRS Form 1040, 1040-Sr, 1065, 1120, or 1120-S for tax year 2019, or, if the business is on extension for tax year 2019, but has filed said forms for 2018, the first page of the same. Additionally, any business providing a Form 1040 or 1040-SR must also include the full Schedule C that was filed with the form 1040 or 1040-SR.
- B. Upon receipt of each application, a Grant committee comprised of representatives of the City of Circleville, Pickaway County Chamber of Commerce and Pickaway Progress Partnership, will examine the applications for completeness. The applicant must certify submitted information and documentation is accurate and truthful. False information or fictitious claims are punishable by penalty of law and will require repayment.
- C. All complete applications will be considered by the Grant Committee. Grant awards will be based on a first come first serve basis and the availability of funds. The Grant Committee shall review and approve the final set of awards based on a review of the time of submission of a **completed**

**application** and the permissible expenditures as defined above. Upon approval of the Grant Committee, businesses with employees of two to twenty-five employees will be awarded a grant not to exceed \$5,000 and businesses with less than two employees will be awarded a grant not to exceed \$2,000. Grants will be funded only to the extent that grant funds are available.

- D. In general, the City of Circleville will manage the Program and distribute grants in accordance with the guidelines.
- E. Nothing contained herein is intended to obligate or bind, nor shall it be construed to obligate or bind, the City of Circleville, Pickaway County Chamber of Commerce, and Pickaway Progress Partnership (the Grant Committee) to make, award, or fund any grant to any entity whatsoever, and no entity shall have any claim, action or cause of action against any member of the Grant Committee for failure to make, award, or fund any grant. All determination will be made with the best efforts of the Grant Committee and in the spirit of meeting the objectives of this program. The decisions of the Grant Committee are final, not subject to appeal, and fully within the discretion of the Grant Committee subject to whatever process modifications necessary to meet the guidelines of the program.