

# Coronavirus Relief Fund Local Assistance

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

The City of Wilmington 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 Wilmington 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 guidelines below establish the businesses eligible for funding, the type of business expenses that can be paid or reimbursed with grant funds, and the application and award process.

### Eligibility Criteria

To be eligible for grant funds under the Program, City of Wilmington businesses must meet the following requirements as of March 23, 2020:

1. Must operate as a for profit small business and have less than \$1 million gross revenue. Non-profit entities of any type are not eligible.
2. Must have a physical storefront (restaurant, bar, retail, barbershop, etc) and/or be an allowable home office as reported in most recent filed tax return and must be located within the city limits of Wilmington.
4. Must have been in operation for at least fifteen months prior to the March 23, 2020.
5. Must not be permanently closed and must intend to continue its business operations within the City following the COVID-19 pandemic and retain a minimum of one employee per the below criteria for at least three months after grant award.
6. Must employ no more than thirty (30) employees. Businesses that employ one employee will be eligible. 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. Must be current on all federal, state, and local taxes. 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.



# Coronavirus Relief Fund Local Assistance

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

### 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 payment or 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 Wilmington. 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 Wilmington. 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 Wilmington. Utility payments for businesses that are located in an owner's primary residence are not eligible. Water, Sewer, and Trash payments to the City of Wilmington 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 or mandates.
  - 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.
  - Expense for modifications of facility to facilitate safety for patrons: seating, ventilation, safe distancing occupancy.

B. Each applicant for funds will include in its application to the City of Wilmington an expenditure itemization. All requests will be reviewed for compliance with the eligible expenses set forth above. Documentation for reimbursement must be in the form of canceled checks, paid invoices/receipts, bank statements, or similar documents evidencing payment. The listing of business expenses projected or paid and accompanying documentation shall be submitted to the City of Wilmington no later than September 15, 2020.



# Coronavirus Relief Fund Local Assistance

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

C. All reimbursable expenses reported to the City of Wilmington must be incurred by the business on or after March 23, 2020 and on or before August 31, 2020. All future expenses and/or projects must be completed by December 31, 2020.

D. The eligible expenses set forth above constitute, to the best of the City of Wilmington's knowledge and understanding, eligible expenses for which funds can be issued under Section 5001 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 Wilmington Mayor's Office the following documents:

1. A complete application on the form provided by the City of Wilmington 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 the City Administrator, the City Auditor, and the Wilmington-Clinton County Chamber of Commerce Director, 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 completeness of application, severity of need/use, 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 will be awarded a grant not to exceed \$10,000. Grants will be funded only to the extent of the substantiated financial need and that grant funds are available. If CARES Act funds are available from the Clinton County commissioners, no one business is eligible for more than \$10,000 combined.

D. In general, the City of Wilmington 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 Wilmington or 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.

