



# Defiance County

## Board of Commissioners

*Ryan Mack, Mick Pocratsky, and Gary Plotts*

### Frequently Asked Questions and Answers

The Defiance County Small Business Relief Program aims to provide direct relief to local businesses financially impacted by the COVID-19 health crisis. The grant program consists of up to \$5,000 grants meant to help those small businesses that were unable to secure any or an adequate level of federal assistance but still need financial help to retain employees and continue operations.

**1. Q: Who do I call with my questions?**

A: Maumee Valley Planning Organization (419)-784-3882

**2. When do I send in my supporting documentation?**

A: Your supporting documentation should be submitted with your application.

**3. Q: What Documentation is required to be submitted to receive these funds? All of these documents should be submitted with the application by October 2, 2020.**

A: Documentation that needs to be included with the application:

- Documentation that proves your business has been operational since January of 2019. I.e, Articles of Incorporation which can found here- <https://businesssearch.ohiosos.gov/>
- Documentation to prove that you have less than \$1 million in gross revenue on an annual basis. This can be evidenced by records such as the business' 2018 and 2019 federal income tax return or financial statements.

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)



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- Documentation that your business has experienced a decrease in gross revenue due to COVID-19 when comparing March 1 – May 31, 2019 revenue to revenue for March 1 - May 31, 2020. I.e a profit and loss statement
- Must be able to attest that you have 30 or fewer employees or 1099 workers as of March 1, 2020. An employment roster or copy of a payroll run will be accepted.
- Proof that your business is located in Defiance County, Ohio. I.e. copy of a utility bill.
- Certificate of good standing. This can be found here: [https://cogs.ohiosos.gov/\(S\(uf5hkjnchtlpk14yk551ifni\)\)/index.aspx](https://cogs.ohiosos.gov/(S(uf5hkjnchtlpk14yk551ifni))/index.aspx)
- Applicants seeking rent/lease, or mortgage assistance must also upload verification (i.e copies of invoices or previous transactions)
- Receipts or other supporting documents of the expenses for items being reimbursed with this grant funding.

#### **4. Q: Where do I get an Ohio Certificate of Good Standing?**

A: Businesses must apply online at

[https://cogs.ohiosos.gov/\(S\(uf5hkjnchtlpk14yk551ifni\)\)/index.aspx](https://cogs.ohiosos.gov/(S(uf5hkjnchtlpk14yk551ifni))/index.aspx) the State requires credit card payment of \$5 to process the request. The certificate is sent via email immediately.

#### **5. Q: I already received Pandemic Unemployment Assistance. Is my business still eligible for the Defiance County Small Business Relief Program grant?**

Comments, questions, or concerns?

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A: Yes, you can still apply for the Defiance County Small Business Relief Program grant as long as you have other expenses, costs, etc. caused by the Pandemic.

**6. Q: My small business received Paycheck Protection Program funds. Is my business still eligible for the Defiance County Small Business Relief Program grant?**

A: No, there is a limited amount of money available. We hope to help businesses that have not yet receive financial relief funds.

**7. Q: My small business has lost revenue due to the Pandemic. Can I apply for my lost revenue?**

A: A small business may apply for lost revenue up to \$5,000 if it can be shown that revenue was lost during the Pandemic.

**8. Q: I need to buy materials to help separate and social distance my employees from customers. Can I apply for funds to cover this project?**

A: Yes, provide a quote with your grant application and provide receipts at grant close-out.

**9. Q: My business is an LLC, can I still apply?**

A: Yes, as long as the LLC meets listed eligibility requirements.

**10. Q: When can I apply?**

Comments, questions, or concerns?

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A: Applications will be accepted between Monday, September 21, 2020 at 5:00pm through **Friday, October 2, 2020 at 5:00pm.**

**11. Q: Where do I submit my application and supported documents.**

A: We ask that you submit all materials via e-mail to **COVIDrelief@mvp.org.** If you don't have an e-mail we ask that you drop off your paperwork to Maumee Valley Planning Organization located at "1300 East Second Street, Suite 200, Defiance, Ohio 43512". They are open between 8:00am and 4:30pm. If you choose not e-mail the application materials, we ask that you drop off the materials to the office in person because the USPS has announced issues with their current delivery system.

**12. Q: I am a sole proprietor with no additional employees. Do I qualify for this fund?**

A: Yes, provided that you meet the eligibility criteria. Eligibility criteria include being a locally-owned and operated for-profit business in Defiance County, under \$1 million in annual revenue and in business since January of 2019 with 30 or fewer employees or 1099 workers as of March 22, 2020, and a reduction in revenue due to the COVID-19 impact.

**13. Q: When are documents required to be submitted for verification?**

A: All supporting documents should be submitted with the application by October 2, 2020, 5:00pm.

**14. Q: How will the funds be disbursed?**

Comments, questions, or concerns?

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A: A check will be mailed to the address provided on W9.

**15. Q: What if I have businesses in Defiance County and a neighboring county; can I use the grant funds for both businesses?**

A: No, the grant funds can only be used to assist with the business in Defiance County.

**16. Q: Are there any restrictions on the usage of the grant money?**

A: The following expenses are not eligible: 1) The 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. 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.

**17. Q. Does this money need to be repaid?**

A. No, this is a grant program not a loan program. Therefore, this money does not need to be repaid as long as you agree to the terms outlined in the grant agreement and expenditures meet program guidelines.

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