

Frequently Asked Questions for the Business Assistance Grant Program

How do I apply for the Jefferson County JeffCo CARES Business Assistance Grant Program?

Application packets can be picked up at the Monticello-Jefferson County Chamber of Commerce, 420 Washington Street, Monticello, FL.

Online applications will be available on this website starting at 8:00 a.m. on Thursday, October 1, 2020. To request application packets by email, send your request to JeffCoCares@jeffersoncountyfl.gov. To request application packets by U.S. Mail, please contact the **JeffCo CARES** hotline between 8:00 a.m. and 5:00 p.m., Monday through Friday at (850) 888-8776 or toll free at (866) 986-7569 beginning on Thursday, October 1, 2020.

When does the application process begin?

The application process will begin Thursday, October 1, 2020 at 8:00 a.m.

When does the application process end?

The application process will end Friday, October 30, 2020 at 5:00 p.m.

What are the eligibility criteria?

- Business has one hundred (100) or less employees or full-time equivalent (FTE) employees.
- Business is not a publicly traded company.
- Business has experienced a business interruption or closures due to COVID-19.
- Business has not received funds covered by insurance or reimbursement from the Federal Payroll Protection Program (PPP), or other local, state, or federal sources in excess of \$100,000 related to COVID-19.
- Business is expected to operate after applicable local and state emergency guidelines are removed.
- Business commits to following all recommended COVID-19 safety guidelines.
- Business is physically located and operated within the boundaries of Jefferson County, Florida.
- Business has been operating and can prove ongoing business operations since January 1, 2019.
- Business has filed Tangible Property Tax Return for 2020 with the Property Appraiser's Office.
- Business is current on all Local, State & Federal taxes.
- Business has no current unpaid code enforcement liens or is in violation of any state, federal or local laws.
- No Business Owners, including all Managing Members and/or Officers, have been convicted of financial crimes within the past three years.

What documents do I need in order to apply?

- W-9 Form
- Staffing Documentation (W-3 Summary, IRS Form 1096, IRS Form 941, Employee Roster or Sole Proprietor Statement).
- Active State Business Registration from Sunbiz.org and current City/County business license.
- Proof that business has experienced a business disruption (Proof can include income statements; financial/accounting statements; customer counts).
- Proof of PPP Loans or other local, state, or federal sources (e.g. scan of letter or pdf of email from SBA or bank/lender).
- Proof of Jefferson County physical location (tax bill, utility bill or other).
- Proof of status on Tangible Property Tax Return.
- Proof of status on Federal Income taxes.

Which types of businesses will be prioritized?

All applications for the JeffCo CARES Business Assistance Grant Program that meet the eligibility criteria and provide the required documentation by the closing date of October 30, 2020 at 5:00 p.m. may receive grant funding until the total available grant funds are dispersed.

Who can I contact if I have any questions?

Information and assistance with your application will be available by contacting the **JeffCo CARES** hotline between 8:00 a.m. and 5:00 p.m., Monday through Friday at (850) 888-8776 or toll free at (866) 986-7569 beginning on Thursday, October 1, 2020.

Will my business be eligible to receive funds from the JeffCo CARES Business Assistance Grant Program if I have received money from another Federal or State program (i.e. PPP, EIDLA, and Florida Bridge Loan)?

Yes.

Can non-profit organizations apply?

No.

Am I eligible to apply if I live in another County, but my business is located in Jefferson County?

Yes, you do not have to be a Jefferson County resident to be eligible.

Is there a stipulation on how I can spend the grant funds?

Funds can cover normal business expenses, such as employee wages, vendor bills and rent to help offset the significant temporary loss of revenue due to COVID-19 to qualified businesses.

How many businesses will Jefferson County assist?

Jefferson County will provide grants to approximately 130 businesses depending on the number of applications received and total grant funds available

Do I have to pay the money back?

No, so long as the funds are used for authorized expenditures, businesses will not have to pay back the grant.

Where is this money coming from?

The funds for the JeffCo CARES Business Assistance Grant Program are part of the County's Federal CARES Act funding.

How much money will I receive?

Businesses approved for the grant will receive a maximum payment of up to 33.3% of reported 2019 gross revenues up to \$25,000.

What is the approval process?

An independent contractor will evaluate the applicant's documents for eligibility to make sure it is complete. Completed applications will be pre-qualified with potential grant awards based on funding availability, reported 2019 gross revenues, number of employees and/or the number of applications received.

Who will provide the funds if my business is approved?

The Jefferson County Clerk's Office will coordinate and execute all grant distribution and receipt activities with the applicant business.

How is the employee count determined?

The employee count is determined by the total number of employees, which includes full time and part time employees, as well as 1099's.

What is the definition of a full-time employee?

Full-time equivalent (FTE): A measurement of an employer's total part-time employees' hours expressed as the equivalent number of full-time hours. For example, two part-time employees working an average of 15 hours a week would equal one full-time equivalent employee

How do I find my active business registration?

Search by "Entity Name" on SunBiz.org (use full legal business name), select listing with "Active" Status, and attach most recent filing as a screenshot. If not required to register with Florida Division of Corporations, attach documentation showing the business meets all regulatory requirements from Jefferson County.

What if I'm not required to register on Sunbiz?

You will need to provide a copy of your Florida Department of Business & Profession Regulation (DBPR) State License.

Are independent contractors eligible to receive grant funds?

No. An independent contractor is typically a person who provides services under a written agreement. They will not have any of the required documentation needed for application. Therefore, only businesses legally organized and located in Jefferson County are eligible to receive grant funds.

How do I know if my business is a publicly traded company?

Businesses can visit the U.S. Securities and Exchange Commission's filing.

How will I submit my documents to you?

Applications and supporting documentation must be submitted at one of the drop box location or via mail as indicated below:



Paper applications and documentation will be accepted at the drop box located at the Monticello-Jefferson County Chamber of Commerce, 420 Washington Street, Monticello, FL beginning Thursday, October 1, 2020 or if mailed or FedExed to: JeffCo CARES Application, Monticello-Jefferson County Chamber of Commerce, 420 Washington Street, Monticello, FL and delivered by 5:00 p.m. on October 30, 2020.

What if my application is incomplete?

Applications may be automatically rejected if documents are missing, falsified or illegible.

What happens if I do not include all of the required documents when I submit my application?

Incomplete applications and/or missing documentation may be considered ineligible. If any documentation is missing in your submission you will need to resubmit all documentation again. Only the most recent submission will be reviewed for eligibility and must still meet submittal deadlines.

May I edit my documents after I submit my application?

No. Documents cannot be edited after the application has been submitted. If any documentation is missing in your submission you will need to resubmit all documentation again. Only the most recent submission will be reviewed for eligibility and must still meet submittal deadlines.