



## City of Portsmouth Small Business Relief Program

All grants made under the Program are being made with the intention to provide immediate funding to small businesses to reimburse the costs of business interruption caused by required closures, to assist with the payment of costs where the business faces uncertainty as to its ability to pay due to the pandemic, to keep as many small businesses in Portsmouth operating, and to retain as many jobs for Portsmouth City residents as possible in light of the severe economic hardships brought by the COVID-19 pandemic.

### Process

#### 1. Application

A business that is interested in participating in the program must fill out the application to determine if it meets all of the eligibility criteria.

A business can apply for up to a \$10,000 grant.

If awarded, all Grant funding distributed as a part of this program must be spent by December 1, 2020. Grant funds can be used to reimburse Eligible Expenses incurred from March 15, 2020 through December 1, 2020. Approved businesses must submit a close-out report by December 15, 2020, that includes source documentation of paid Eligible Expenses (paid invoice and proof of payment).

Applications can be submitted via email to [tshearer@portsmouthoh.org](mailto:tshearer@portsmouthoh.org) beginning September 15th through October 2nd at 12:00 p.m.

2. This program will operate on a first come, first serve basis. If required documentation is missing, the applicant will be moved to the end of current waiting list.

#### 3. Documentation Review

A team consisting of Sam Sutherland, Tracy Shearer and Trent Williams will review and verify the documents and determine eligibility.

#### 4. Grant Acceptance/Payment

Once approved for a grant, a business must sign the grant agreement.

# ELIGIBILITY

## Eligible Small Businesses

Must be a for-profit entity with a business location in the City of Portsmouth.

Have a Federal Taxpayer Identification Number for its type of business and a DUNS number. A DUNS number can be requested here:

<https://fedgov.dnb.com/webform/displayHomePage.do>

Have been operational since January of 2019. This can be evidenced by submitting the business' 2018 or 2019 federal income tax return.

Have less than \$1 million in gross revenue/receipts on an annual basis. This can be evidenced by submitting the most recent federal income tax return (2018 or 2019).

Must have experienced a financial impact due to COVID-19 public health emergency.

- If the business was required to cease operations due to Ohio Department of Health Orders issued to prevent the spread of COVID-19 in Ohio, no additional documentation is required.
- If the business was not required to cease operations due to Ohio Department of Health Orders issued to prevent the spread of COVID-19 in Ohio, it must have a decrease in gross revenue/receipts of 15% or more due to COVID-19 when comparing April - May, 2019 revenue/receipts to revenue/receipts for April - May, 2020.

Have 50 or fewer employees or 1099 workers as of March 1, 2020.

Business location in Portsmouth, Ohio and the grant funding will be used for expenses for that business. This can be evidenced by records such as a mortgage statement, utility bill, insurance statement, and property tax bills.

Has not been approved for a business interruption insurance claim as result of the COVID-19 public health emergency.

Must be able to attest that it is in compliance with federal, state, or county and local requirements applicable to its type of business, including tax payments and code enforcement.

Must be able to attest that it is not currently in bankruptcy.

Must not have received or been approved for more than \$20,000 in other federal assistance for lost revenue or expenses arising from the pandemic, including Paycheck Protection Program, Emergency Disaster Loan.

Must have the ability to use this funding for expenditures over and above those expenses already paid for, or to be paid for, with other federal, state, local or other funding assistance.

## Ineligible Small Businesses

Bank, savings and loan or credit union

E-commerce only company

Liquor / wine store

Vaping store

Tobacco store

Franchised business not locally owned and independently operated

Real estate investment trusts

Independent contractors working on gig platforms (such as Airbnb, Fiverr, Uber, Lyft, Instacart, etc.)

## Eligible Expenses

Mortgage costs. (Mortgage costs for businesses that are located in or operated out of a personal residence are not an Eligible Expense.)

Rent or lease costs. (Rent or lease costs for businesses that are located in or operated out of a personal residence are not an Eligible Expense.)

Expenses for utilities, such as electric, gas, sewer, water, trash removal. (Utility costs for businesses that are located in or operated out of personal residence are not an eligible expense.)

Salaries, wages or compensation paid to employees or 1099 workers.

Personal Protective Equipment or other COVID-19 related costs such as expenses related to compliance with Responsible RestartOhio.

Sole proprietors may use grant funds from the Program to replace a portion of lost revenue due to COVID-19 so long as no unemployment benefits have been, are being received, or are expected to be received by the applicant. If the sole proprietor filed IRS

Form 1040 and Schedule C for the tax year 2019, then the sole proprietor can use the grant funds to pay the sole proprietor the equivalent of up to ¼ of the net profit reported by the sole proprietor on line 31 of the Schedule C. If not already submitted, upload the most recent filed Schedule C - Profit or Loss from Business (Sole Proprietorship).

## Ineligible Expenses

Cost of vehicle or equipment leased or purchased after March 15, 2020, except if the purchase of equipment is to comply with Responsible RestartOhio

Personal, non-business expenses of the business or its owner(s)

Construction costs

Any tax, license or fee obligations payable to any governmental entity businesses

All complete applications submitted, that are in compliance with the eligibility criteria set forth below, will be evaluated for review. The City of Portsmouth will award grants to businesses with completed applications generally based on the fit and relative performance against the eligibility and additional grant criteria with the intention of awarding grants based on the following:

- the impact of the COVID-19 pandemic on the operation and success of the business;
- the likelihood of the business's future success;
- the number of job opportunities preserved for Portsmouth businesses;
- the contribution of the business to equity and the diversity of small businesses and small business owners in the City of Portsmouth