

## COVID Small Business Recovery Assistance Grant

Frequently asked Questions: (rev. 7/16/21 to reflect expanded benefits)

### **1. What is the process for applying for this grant?**

You can access an application for this grant in several ways:

- a. Applicants may complete the electronic application on the Town of Cape Charles website ([www.capecharles.org](http://www.capecharles.org)), download and print, then attach the required documentation and drop off at Cape Charles Main Street's office at 718 Randolph Ave,
- b. pick up in person at the Town Offices at 2 Plum Street or at the Cape Charles Main Street office at 718 Randolph Ave, Cape Charles,
- c. or by request from the Town of Cape Charles to Libby Hume, Town Clerk, 757-331-3259 x10, or through email correspondence at [clerk@capecharles.org](mailto:clerk@capecharles.org) or [capecharlesmainstreet@gmail.com](mailto:capecharlesmainstreet@gmail.com).

Completed applications may be mailed to: Cape Charles Main Street, Attn: COVID Assistance, PO Box 567, Cape Charles, VA 23310 or dropped off at Cape Charles Main Street office at 718 Randolph Ave, Cape Charles, VA 23310 Between the hours of 9am and 3 pm Monday through Friday. You can also make an appointment to drop off in person at the CC Main Street office by contacting Karen Zamorski at her email address, [karenz.ccms@gmail.com](mailto:karenz.ccms@gmail.com). If dropping off after hours, there is a mail slot in the doors to the right of the main door of our building that may be used.

### **2. Who is eligible to apply for this grant?**

Assistance through the program will be targeted to businesses that meet each of the following criteria.

1. Locally or regionally owned,
2. 20 or fewer employees,
3. Must be Brick & Mortar business
4. Non-Profit entity in good standing,
5. Watermen with either business license or Harvesters license
6. Home based business that has a business license, filed business taxes, and has a DUNS number. If it is a home-based business, no more than 25% of rent or mortgage is eligible and other COVID related non-construction costs.
7. Food Trucks are eligible but must meet all other criteria such as business license and DUNS number and will be eligible for same benefits
8. Has been impacted by COVID-19,
9. Non-Duplication of Benefit: Has not received any form of assistance for the same purpose and same timeframe as the SBRAF request,
10. Have opened prior to March 12, 2020, AND
11. Are currently in business or re-opening business with grant funding

### 3. What types of things are eligible expenses to claim?

The maximum benefit to any individual business is \$15,000 to reopen and conduct business safely in a COVID-19 environment. It is anticipated that at least 50 businesses will be served by this program. The program was recently updated to allow for businesses to use the \$15,000 maximum reimbursement combined in a way that works best for them. Example: If you have rent of \$3000, the business can choose to claim the entire \$15,000 as rent (5 months receipts meets the maximum reimbursement) and no COVID expenses. Again, the combination of both rent/mortgage (Principal + Interest only) and COVID related technology/supplies purchases as outlined below totaling \$15,000 may be applied for.

#### 1. Retooling and technology activities allowed

- **Space and technology upgrades** to reopen and conduct business safely, including but not limited to furniture, barriers, signage for social distancing requirements, non-construction related modifications to enhance social distancing and limiting ingress/egress, and technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing.
- **Sanitization** – including but not limited to cleaning service and/or supplies- EPA-approved disinfectants, gloves, masks, and sneeze/cough guards.
- **Job training, classes and/or technical assistance** (provided by expert consultants' TBD as required) such as:
  - protecting the employees from COVID-19,
  - protecting customers from COVID-19,
  - pivoting or modifying the business model by moving to e-commerce solutions
  - How to utilize social media tools to market goods and services
  - training for long-term sustainability planning. (Businesses will be encouraged to register with the local/regional workforce council, SCORE or equivalent body (Virginia Workforce Boards).

#### 2. Relief for up to six months of the following eligible expenses:

- **Rent** – Applicant must supply written lease agreement.
- **Mortgage (principal and interest only – no taxes and insurance)** – Applicant must supply current mortgage statement.
- Reimbursement for Rent or Mortgage cannot be received prior to April 1, 2020 (Start of month following date of State of Emergency).
- Qualifying Home businesses can take a percentage equal to the percentage that is currently being claimed on their tax return as qualified square footage for a home based business.
- **Utilities - Assist businesses with utility expenses up to six months including water, sewer, electricity, natural gas, and business phone and internet. This benefit is limited to 25% of the monthly total for home-based businesses.**

#### 3. **Ineligible Activities:**

The activities listed below are ineligible uses:

- Payroll costs incurred to maintain existing employees
- Relief from employer payroll taxes
- Costs of daily business operations (such as Insurance and taxes)
- Regular maintenance of the facility or equipment
- Refinancing of existing debts
- Activities not deemed to be in response to COVID-19 impacts
- Short-term rentals are not considered commercial entities and therefore do not qualify
- Religious organizations do not qualify as commercial entities
- Taxes and Insurance as part of a mortgage payment (only principal and interest eligible)

#### **4. *What will the processing and timing of my application look like?***

##### **If you are applying for the first time:**

After dating and time stamping, your application will be checked to be sure all required documentation is included. (Please see If there is something missing, you will be contacted to provide the missing information. All completed applications will be forwarded each week to the Grant Advisory sub-committee to be reviewed for approval.

Approved applicants will receive a letter letting them know the status of their application and all that have been approved will be forwarded to the Town of Cape Charles to process a check which will be mailed to you. This entire process may take up to 45 days. If for any reason the application is denied, a letter of explanation will be sent after the sub-committee's review.

**If an applicant has already applied** and was approved but did not meet the \$15,000 maximum allowance, they may update their original application to add new qualifying benefits. Additionally, if an applicant applied but was turned down because benefits they requested did not qualify, they may update the original application if these benefits now qualify for the extended benefits outlined in the "Eligible Activities" section of this document.

Applicants will be required to follow the same guidelines as before – they must have receipts for the items they are claiming, copies of proof of payment for these items and filling out a new itemized list of expenses with an explanation as to what the expenses are for. Applicants can drop off this information at the Cape Charles Main Street office at 718 Randolph Ave., Cape Charles, VA 23310. Offices are open from 9 am to 1 pm Monday through Friday for drop-offs or to speak with a person concerning their grant. If an applicant wants to drop off your grant only, they may put it through our door slot to the set of doors to the right of the main entrance at any time.

If an applicant is applying for the COVID-19 Small Business Recovery Assistance Application for the first time, the applicant will also be required to provide the following supporting documentation if it was not previously supplied in a prior application:

- Itemized list of expenses
- Signed W-9
- Notarized Affidavit explaining how your business was affected by COVID 19 submitted with the application
- Copy of your Cape Charles or township business license acquired prior to March 12, 2020, or Harvester's license as well as your current 2021 business license
- Dun and Bradstreet – Data Universal Numbering System (DUNS) Number
- Documentation of any previous grant awards and receipts showing how it was used
- Copy of your detailed mortgage statement or lease agreement (lease must be current and signed by both you and landlord). If the lease shows it may be extended and you are in an extended lease agreement, you must provide a copy of the extension agreement signed by both you and the landlord.

If an **applicant who applied was turned down** for reasons such as lack of qualifying business license for the time period (prior to March 12, 2020), lack of DUNS number or other required missing documentation as noted above, they would not qualify for these extended benefits.

#### **5. How Do I obtain a DUNS Number?**

A DUNS number is required on your application. What is the Purpose of DUNS?

A **DUNS number** is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

#### How to Register for a DUNS Number

If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](#)  or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

If you still have trouble obtaining your DUNS number, please contact Tom Weaver, Grant Program Management member for assistance at 434.996.1632

**6. *What is a SWaM Business?***

**SWaM stands for** Small, Women-Owned, and Minority-Owned businesses. The program was created to enhance business opportunities for **SWaM** certified businesses.

*What is a Micro Business?*

While your **company** can technically be considered a **small business** even if it has dozens of employees, your **business** is a **micro business** if you employ less than six people. If you are a sole trader, self-employed, or have no employees, you operate a **micro business**

**7. *How will our sensitive supplied for obtaining this grant be protected?***

All applications and supporting documentation will be kept in locked files at the Cape Charles Main Street Office until the file is completed and closed out. These locked file containers will then be transferred to the Town for storage with their other sensitive documents per the government guidelines for retention.

**8. *Do commercial fishermen and/or Aqua farmers qualify to apply for this grant?***

Yes, as long as you have the applicable business license or Harvester's License you may also apply for this assistance through the same application process. The amounts available are exactly the same as those for other businesses as outlined in the application.

**9. *The application requires an affidavit explaining how my business has been impacted by COVID-19 and how this grant will positively impact my business. It requires that it be notarized. Do you have a notary?***

Yes. Cape Charles Main Street has a notary that will be available to notarize your affidavit on Monday's and Friday's between 9 am and 3 pm. Please make sure you **DO NOT** sign this affidavit until you are with the notary or they will not be able to notarize your document. You are welcome to use your own notary as well.