

# AMERICAN RESCUE PLAN ACT

## Washington County Department of Business and Economic Development

### SMALL BUSINESS IMPACT GRANT

#### **Overview**

Washington County recognizes the importance of supporting local small businesses that provide critical services, products, and employment opportunities for residents. The County further acknowledges the adverse impact the ongoing COVID-19 pandemic has had on our community's businesses. This impact includes decreased revenue(s) or gross receipts, financial insecurity, increase in the cost of doing business, a decrease in the ability to weather financial hardship, and challenges in covering operating costs such as payroll, rent, mortgage, and other operating costs.

In response to this need, the Board of County Commissioners of Washington County, MD has allocated \$5,000,000 of American Rescue Plan Act (ARPA) funding to create and implement the Small Business Impact Grant to assist small businesses impacted by the COVID-19 public health emergency and its negative economic impact upon our community. This grant program is designed to support eligible businesses that provide services and job opportunities for Washington County citizens. Additional federal guidelines and steps in the approval process may apply.

#### **Eligible businesses**

An organization or business may be eligible for up to \$25,000 in funding if it:

- Is an independent, locally owned, and controlled business or franchise,
- Owns, rents, or leases a permanent physical location in Washington County, MD,
- Has no more than 50 employees,
- Has a current Washington County business license if required, and is in good standing with Washington County, MD government, the Internal Revenue Service (IRS), and the State of Maryland, without outstanding taxes, fees, or other charges, and is registered with the State,
  - Obtain a Washington County, MD Business License:  
[www.Courts.State.MD.US/Clerks/Washington/Business](http://www.Courts.State.MD.US/Clerks/Washington/Business)
  - You can look up your status of standing with the Maryland Business Entity Search at:  
<https://EGov.Maryland.gov/BusinessExpress/EntitySearch>.
- Demonstrates operational expenses or purchases via documentation and written narrative incurred due to COVID-19, and
- The business is in one of the following industry sectors:
  - Agriculture / Agri Business / Farm
  - Brewery / Distillery / Vineyard

- Construction
- Gasoline / Diesel / Convenience Store
- Hospitality
- Manufacturing
- Professional services, e.g., bookkeeping, doctor/dentist office, hair salon, dog groomer, etc.
- Retail
- Restaurant
- Transportation / Logistics
- Wholesale Trade

### **Award Amount and Grant Performance Period**

- The maximum grant award is \$25,000 and only one application may be submitted from each business entity.
  - Complete applications will be awarded on a first-come, first-served basis.
  - Funds must be spent by August 1, 2024.
  - If the number of requests exceed the available funding, applications will be prioritized based upon the following:
    - Completeness of application
    - Evidence of business need including written narrative
    - Eligibility of applicant and funding request
- Performance period commences on June 5, 2023, at 8:00 a.m. EST for ten (10) business days, closing on June 16, 2023, at 4:00 p.m. EST.
- Applications will only be accepted by electronic submission (hard copy or hand-delivered applications will not be accepted).
- Applications deemed incomplete will be rejected. Applicant assumes all responsibility for the completeness of its application.
  - On behalf of Washington County, MD Government, the Washington County Department of Business and Economic Development reserves the right to request clarification or additional information as needed during application review.
  - Once submitted, there may not be additional follow-up communication from the granting authority (Washington County Department of Business and Economic Development).
- Written or typed narrative, along with documents demonstrating negative economic impact by the COVID-19 pandemic mentioned above are required.
- A W-9 Form must be submitted with the application.
- Businesses must be established and operating for at least 12 months at the time of application.
  - Businesses that do not meet the above timeframe may still apply for funding, however, the applicant is required to submit a business plan in addition to all other documentation.
- Businesses must provide a Unique Entity Identification Number (UEI), if awarded.
  - For further information on UEI, please visit [SAM.gov](https://sam.gov) (an official website of the U.S. Government).

- Federal, State, and local governments reserve the right to conduct audits of all funds distributed under this grant program for up to five (5) years. Applicant must maintain receipts for the entire five (5) year-period from the date of issuance.
- Washington County, MD government will issue a Form 1099 following grant disbursement and the grant may be taxable based on that year's State and Federal tax guidelines. Consult your tax advisor for additional information.

### **Ineligible businesses**

Businesses are ineligible for funding if:

- The business employs more than 50 employees,
- It is a non-profit entity,
- It is a Real Estate Investment Trusts (REITS),
- Any business whose primary tax authority is not Washington County, MD,
- Any business related to the cannabis industry and unable to bank federally,
- Multi-level marketing firms, and/or

The business is in one or more of the following:

- Homeowner's associations,
- Labor unions,
- Private, political, or public foundations,
- Fraternal organizations or social clubs, or
- Churches and religious organizations.

### **Use of Funds**

Grant funds can be used to:

- Support payroll or benefits,
- Cost to retain employees,
- Mortgage or rent,
- Utilities,
- Technical assistance,
- Counseling,
- Business planning support, and/or
- Other operating costs, i.e., equipment or tools to support the operation of your business.

**By completing this application, the applicant accepts the following terms:**

1. All information set forth in the Application is true and correct.
2. The Grantee and the person signing below has the authority or right to sign this formal application and agree to its terms.
3. The applicant is and will remain, in compliance with the laws of the Federal Government and the State of Maryland and its political subdivisions, including all laws prohibiting discrimination.
4. If any information or certification in the Application or any attachments to the Application are false or materially misleading, the Grantee shall repay any awarded grant funds back to Washington County Government in the full amount.
5. This program is subject to funding availability and is on a first come, first-serve basis.
6. Applicant agrees to obtain a Unique Entity Identification (UEI) number upon award notification.
  - o For further information on UEI, please visit [SAM.gov](https://sam.gov) (an official website of the U.S. Government).

**Eligibility Criteria Questions**

Check one (1) answer for each of the following questions:

- ✓ Is your business in good standing with Washington County, MD Government and the State of Maryland without outstanding taxes, fees, or other charges, and registered with the state, if required by law?  
**Yes or No**
- ✓ I understand that incomplete applications will be rejected.  
**Yes or No**
- ✓ I understand my application will not be processed if it is incomplete, missing a written narrative, ineligible, or not submitted electronically.  
**Yes or No**
- ✓ Does your business employ more than 50 employees?  
**Yes or No**
- ✓ I understand all funds must be spent by August 1, 2024.  
**Yes or No**
- ✓ I understand all documentation, including the application, written or typed narratives, receipts, award and/or denial letter must be maintained for five (5) years beginning with the date of issuance.  
**Yes or No**

## **Applicant Information**

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Business Legal Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

FEIN Number: \_\_\_\_\_

Unique Entity ID Number (UEI) (if available): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Business (Check one):

\_\_\_\_\_ Agriculture / Agri Business / Farm

\_\_\_\_\_ Construction

\_\_\_\_\_ Hospitality

\_\_\_\_\_ Professional services

\_\_\_\_\_ Restaurant

\_\_\_\_\_ Wholesale

\_\_\_\_\_ Brewery / Distillery / Vineyard

\_\_\_\_\_ Gasoline / Diesel / Convenience Store

\_\_\_\_\_ Manufacturing

\_\_\_\_\_ Retail

\_\_\_\_\_ Transportation / Logistics

Year established: \_\_\_\_\_

Do you own (with a mortgage), lease, or rent your business site?

\_\_\_\_\_ Lease

\_\_\_\_\_ Rent

\_\_\_\_\_ Own with a mortgage

\_\_\_\_\_ Own without a mortgage

Current number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

**Written Narrative**

Please explain how the COVID-19 Pandemic has negatively impacted your business, how this grant would benefit its stabilization, and how your attached documents support this claim. If you need more space, please attach additional pages.

Please list the supporting documents you have attached to the email submitting this application:

**Application Submission Checklist:**

The following documents are required for an application to be considered complete. It is the applicant's sole responsibility to ensure everything is submitted in a timely manner. For consideration of your application, the following must be submitted:

- ☐ Financial documentation to support narratives, such as tax returns, Profit & Loss statements, bank statements, etc.
- ☐ Complete and attach Vendor Form and W-9 Form. (Required to process payment.)
- ☐ Completed and Signed Application
- ☐ For business operating under twelve (12) months, from the time of application, a business plan and available documentation must be submitted with the narrative.

**ACKNOWLEDGMENT AND CERTIFICATION**

I/We hereby certify that I/we have read and understand the information contained in the Application and meet the eligibility guidelines for the program. I/we have willing intentions to continue operating my/our business for at least the next 12 months, subject to further guidelines from the U.S. Department of the Treasury. I/we also certify that the above information is true and correct and understand that any misinformation submitted or omitted could result in the dismissal of this request for program assistance. I/we understand that this application does not guarantee assistance and all eligibility guidelines, terms, and conditions must be met to receive benefits. Applicant acknowledges that "confidential commercial information" and "confidential financial information" submitted with or on this Application Form are entitled to protection under the Maryland Public Information Act (the "Act"). The County shall produce this Application (and any attachments thereto) to third parties only in accordance with the Act and cases construing same.

Applicants must comply with all conditions indicated on their application form and there may be additional supporting documentation requested by the review team at any time during the process. All eligible grantees receiving an Eligible Grant will be required to (i) maintain records evidencing compliance with the requirements of the Eligible Grant for a period of five (5) years from the date of the Eligible Grant, and (ii) permit any duly authorized representative of the Department or the State to inspect and audit all records and documents of the eligible grantee relating to the Eligible Grant.

If the application has been approved, the applicant will receive an award notification letter which will serve as the grant agreement document. Signing the grant application and depositing or negotiating the grant award check indicates Applicant's acceptance of all grant terms and conditions. The Applicant further agrees to provide any additional documents that may be needed in the future if a federal audit is required. If an audit determines that grant funds were used for an ineligible, impermissible, or disallowed purpose, the recipient acknowledges that recipient is liable to and must reimburse the County in the amount of the grant funds used for an ineligible, impermissible, or disallowed purpose.

By signing below, I certify that the information above is true and correct, I agree to comply with the program requirements and eligibility as described in the above Grant Eligibility Criteria and

Application, and I understand that if my application is approved, failure to comply with said terms and conditions will result in termination of the Grant Award letter.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Submit completed application, written narrative, and all pertinent documentation by email to:**

Washington County Department of Business and Economic Development at:

[Impact@WashCo-MD.net](mailto:Impact@WashCo-MD.net)