



Jefferson County's Business Assistance Grant Program (JeffCo CARES) will invest at least \$925,000 in the County's businesses. The Business Assistance Grant Program will allow approximately 130 businesses to pre-qualify for up to 33.3% of reported 2019 gross revenues up to a maximum of \$25,000 per applicant in grant money to cover normal business expenses, including employee wages, vendor bills, rent, utilities and employee/customer safety costs to help offset the temporary loss of revenue due to COVID-19. The Federal Cares Act has provided the funding for this County program.

The JeffCo CARES BA program is designed to assist businesses in need of short-term assistance due to disruption of business operations and loss of revenue as a result of the COVID-19 pandemic. Businesses that can demonstrate a negative financial impact during the period between 3/1/2020 and 12/30/2020 compared to their 2019 Gross Revenues may apply to be pre-qualified for a one-time cash payment through the County's Business Assistance Grant Program. To be eligible for the County's Business Assistance Grant Program, Jefferson County businesses must meet the requirements listed in the Eligibility section.

Eligible for-profit businesses will be required to provide the documentation listed in the Application to verify their eligibility.

Eligible business will be required to pledge in good faith to make all efforts to remain operational after applicable local and state emergency guidelines are removed and commit to following the COVID-19 Prevention Measures recommended by the U.S. Centers for Disease Control and Prevention.

#### **GETTING A PRE-QUALIFICATION PACKET**

Beginning at 8:00 a.m. on Thursday, October 1, 2020, Businesses can request a pre-qualification packet in any of the 4 ways listed below:

1. Hard copies are available at a kiosk at the Monticello-Jefferson County Chamber of Commerce, 420 Washington Street, Monticello, FL.
2. Digitally download at the <http://www.jeffersoncountyfl.gov/p/jefferson-cares>.
3. Request by email at [jeffcocares@jeffersoncountyfl.gov](mailto:jeffcocares@jeffersoncountyfl.gov).
4. Request by U.S. Mail by calling 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 or mailing a request to JeffCo CARES 450 W Walnut Street, Monticello, FL 32344.

#### **REQUESTING HELP WITH YOUR PRE-QUALIFICATION PACKET**

Beginning on Thursday, October 1, 2020, call 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 (except holidays) to do one of the following:

1. Schedule a telephone or Zoom/Microsoft Teams/WebEx appointment
2. Schedule an in-person appointment based on the following schedule availability:
  - a. Businesses beginning with the letters A – F, the week of October 5<sup>th</sup> – 10<sup>th</sup>.
  - b. Businesses beginning with the letters G – M, the week of October 12<sup>th</sup> – 17<sup>th</sup>.
  - c. Businesses beginning with the letters N – Z, the week of October 19<sup>th</sup> – 24<sup>th</sup>.
3. Request a representative to correspond with you via email

#### **SUBMITTING YOUR COMPLETED PRE-QUALIFICATION PACKET**

**For your application to be pre-qualified, it must be received not later than the 5:00 PM on October 30, 2020.**



Hand deliver or mail to the Monticello-Jefferson County Chamber of Commerce, 420 Washington Street, Monticello, FL between 9:00 a.m. and 5:00 p.m., Monday through Friday or leave in the secure drop box at the site before or after hours.

Eligible applicants that submit **complete** applications may be recommended for an award by an independent contractor. Incomplete applications or missing documentation will be deemed ineligible. Applications may be automatically rejected if documents are missing, falsified or illegible. The County reserves the right to reject any application.

The pre-qualification process will be completed in November and recommended to the Board of County Commissioners for approval. Upon approval, the documented need for funding will be communicated to DEM to received funds. Funds will be dispersed to pre-qualified candidates once funding is received by the County from the State. The County anticipates notifying Applicants of their award between mid-November-December, 2020. Awards will be disbursed by the Clerk's Office via check.

**IMPORTANT NOTE:** Between October 1<sup>st</sup> and November 30<sup>th</sup>, businesses that are pre-qualified will need to contact the Monticello-Jefferson Chamber of Commerce to receive resources/training on protective measures/business recovery. This task must be completed prior to being issued the grant funding. Your information will be provided to the Chamber so they can contact you and schedule your session.

**JEFFERSON COUNTY, FLORIDA  
BUSINESS ASSISTANCE  
GRANT APPLICATION**

**INCOMPLETE SUBMITTALS WILL BE DEEMED INELIGIBLE**

**General Information**

Legal Business Name:			
DBA (if applicable):		Taxpayer ID Number:	
Physical Business Address:		City:	State: Zip Code:
Mailing Address (if different):		City:	State: Zip Code:
Phone #:	Mobile #:	E-mail:	Website Address:
Has Business Been Established Since January 1, 2019? (Yes/No)		Business Gross Annual Revenues 2019: \$	
# of Full-Time Employees:	# of Part-Time Employees	# of 1099 Employees:	
Industry/Business Type: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Professional <input type="checkbox"/> Other			
Type of Business Structure (select one): <input type="checkbox"/> Proprietorship <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> S Corp <input type="checkbox"/> C Corp <input type="checkbox"/> LLC			
<b>Owner/Owner Representative 1:</b>			
Name:		Title:	
Address:		Primary Phone #:	Primary E-Mail:
<b>Owner/Owner Representative 2:</b>			
Name:		Title:	
Address:		Primary Phone #:	Primary E-Mail:
Purpose of Grant (Use of Proceeds): <input type="checkbox"/> Payroll/Wages <input type="checkbox"/> Mortgage/Rent <input type="checkbox"/> Vendor Payments <input type="checkbox"/> Other Needs (explain)			
Did you receive funds from the Paycheck Protection Plan or other sources? (Yes/No)		If yes, how much?	
Are all owners United States citizens? If "No" are they a resident alien?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> No

**Reset Form**

## ELIGIBILITY FORM

Form must be completed in blue or black ink  
Completed forms can be scanned and electronically submitted

### Eligibility Confirmation (ALL BOXES MUST BE CHECKED):

Applicant must check box to confirm that each statement is true for all questions. If any statement is not true, the business is not eligible.

- Business is a "For-profit" Business.
- 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 Appraisers Office.
- Business is current on all Federal Income Taxes.
- Business has no current unpaid code enforcement liens or 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.

### Documentation Provided (ALL DOCUMENTATION LISTED MUST BE PROVIDED AND ALL BOXES CHECKED):

- 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 (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.



## CERTIFICATION FORM

Form must be completed in blue or black ink  
Completed forms can be scanned and electronically submitted

### APPLICATION SUBMITTAL TERMS AND CONDITIONS

1. The business entity acknowledges that the Application is subject to disclosure pursuant to Florida's broad public records laws subject to limited statutory exemptions. Except as noted below, all information in the Application, including any supporting documentation attached, may be disclosed, without any notice to Applicant, if a public records request is made for such information, and the County will not be liable to Applicant for such disclosure.
2. Pursuant to Section 815.045, Florida Statutes, "Trade Secret Information," as defined in Section 812.081, Florida Statutes, and as provided for in Section 815.04(3), Florida Statutes, is expressly made confidential and exempt from Florida's public records laws.
  - 2.1. In order to claim that certain information provided to the County is "Trade Secret Information," the business entity must note (by word, line, or paragraph) the information it wishes to protect as "Trade Secret Information."
  - 2.2. By submitting this Application, the business entity hereby expressly permits the County to consider any information not specifically noted as "Trade Secret Information" as information that is not protected.
  - 2.3. The County reserves the right to make its own determination as to whether certain information is "Trade Secret Information," and to make any disclosures in accordance with its sole discretion pursuant to applicable law.
3. The Application, including any supporting documentation, may be disclosed to a third-party not-for-profit or public agency for the purposes of reviewing it for eligibility for funding. If such disclosure occurs, the third-party will have access to the complete Application, including any exempt, confidential, or protected "Trade Secret Information" to be used by the third-party for eligibility determination.
4. Should the business entity receive financial assistance from the County, the business entity agrees that it shall:
  - 4.1. Ensure that its employees and business locations comply with the social distancing and public health safety guidance issued by the U.S. Centers of Disease Control and Prevention.
  - 4.2. Retain all records and supporting documentation related to this Application for a minimum of five (5) years from the date of any financial assistance paid to the business entity. At the end of such five (5) year period, the business entity will allow County to copy all such records, if desired by County. If the business entity sells the business that is the subject of this Application, or otherwise ceases business operations prior the end of the five (5) year period, the business entity will provide County a copy of all such records prior to such sale or other cessation of business operations.
  - 4.3. Permit the County, the State, the Federal Government, or their designated representatives, to, during regular business hours, conduct follow-up site visits and access and audit the business entity's records to prevent fraud and to ensure compliance with federal requirements.
5. The business entity hereby acknowledges that pursuant to Section 837.06, Florida Statutes, knowingly making a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty is a misdemeanor of the second degree.
6. The business entity understands that it will be liable to the County for the amount of financial assistance received should it be found to have made a false statement in its Application, including any supporting documentation, or to have misled the County in any manner in order to obtain financial assistance.

7. The business entity acknowledges and agrees that any financial assistance received from the County will only be used to pay for or reimburse necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) that the business entity incurred between March 1, 2020 and December 30, 2020.
8. Should the business entity receive financial assistance from the County, the business entity shall not use any portion of such financial assistance to pay for any expenses that have been or will be reimbursed by insurance or other private sources or under any other local, state, or federal program, including but not limited to other CARES Act programs (such as the Paycheck Protection Program, Economic Injury Disaster Loan, Florida Bridge Loan), or other federal program. Applicant acknowledges that it will be required to repay any amounts received from the County that have been or will be reimbursed by any of the above-described sources and shall indemnify the County for any liabilities, losses, damages, and expenses incurred by the County arising out of Applicant's failure to abide by the terms of this Application and County's actions to recoup the funds from the Applicant, including attorney's fees and costs.
9. The business entity hereby certifies that it shall make its best efforts to return to normal business operations as soon as is practicable and safe after the effects of the COVID-19 public health emergency subside.
10. In the event business entity receives financial assistance from the County and does not comply with all of the terms and conditions contained herein, the business entity will be required to repay the full amount of such financial assistance to the County immediately upon demand. In the event the State of Florida or the federal government at any time demands the return of any financial assistance paid to the business entity, Applicant shall be solely liable for any such amounts and shall return the full amount of the funds in question to the County promptly upon demand.

I have read and understand the above statement.

I certify that this business has no unpaid code enforcement liens and that no Business Owners, including all Managing Members and/or Officers, have been convicted of financial crimes within the past three years.

[REMAINDER OF THIS PAGE LEFT BLANK]



**ATTESTATION OF THE AUTHORIZED REPRESENTATIVE**

1. I have the authority to legally bind the business entity and I have been authorized by the business entity to submit this Application.
2. On behalf of the business entity, I hereby acknowledge, affirm, and certify to the "Application Submittal Terms and Conditions" as provided above.
3. I am knowledgeable of the business entity's business activities and have reviewed the Application, including any supporting documentation attached, and hereby certify that the Application is true and correct to the best of my knowledge and that it contains no false or misleading statements.
4. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Sections 3729-3730 and 3801-3812).

**Business Owner or Authorized Agent Name**

**Relationship to Owner (If Authorized Agent)**

**Contact Phone Number**

**Signature:** \_\_\_\_\_  
**Form must be signed in blue or black ink**  
**Electronic signatures are not acceptable**

**Date:** \_\_\_\_\_

**By checking this box, I agree and validate the above information.**