



Utah County CARES Small Business Grant Program

Frequently Asked Questions

July 15, 2020

What is the Utah County CARES Small Business Grant Program?

The Utah County CARES Small Business Grant Program is offered pursuant to funding received by Utah County through the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Funding will be made available to a limited number of businesses, with 100 full-time employees/FTEs or less, that meet specific requirements set by the Utah County COVID-19 Economic Recovery Committee. The program serves small businesses that have been significantly impacted by COVID-19.

How is the Utah County CARES Grant amount determined?

Grant amounts are determined by the number of full-time/FTE W-2 employees as of March 1, 2020 and are awarded on a prioritization basis based upon eligibility, with a minimum request amount of \$1,000.

Up to \$10,000 for Sole Proprietor or 1-10 Full-time Employees or FTEs

Up to \$15,000 for 11-25 Full-time Employees or FTEs

Up to \$20,000 for 26-100 Full-time Employees or FTEs

What are the eligibility requirements of the Program?

1. Business must have been licensed in Utah County on or before January 1, 2019.
2. Business had 100 full-time employees/FTEs or less as of March 1, 2020.
3. Business must be located in Utah County.
4. Business experienced a significant negative impact from the COVID-19 Pandemic.
5. Business can provide documentation showing a financial loss of at least a \$5,000 or a 15% loss of profit between March 16 and June 30, 2020.
6. Business must be open, or plan to reopen, as of the date of application submission.
7. Owner must be 18 years or older and have a valid EIN or Social Security Number if a Sole Proprietor.
8. Business must be able to spend the entire grant award by December 31, 2020.
9. Business owners must have the ability to document and report on use of funds.

Where do I apply?

Apply online via the County's ZoomGrants portal [here](#).

What is the timeline to apply?

The application will open on August 3, 2020 at 12:00AM and close on August 10, 2020 at 11:59PM.

What documents are required for applicants?

The following documents are required for each application:

- Business Federal Tax Returns:
 - 2019 Business Federal Tax Returns or 2019 1040 with Schedule C for self-employed/sole proprietor **OR** if 2019 tax return is not yet filed, 2018 Business Federal Tax Returns or 2018 1040 with Schedule C for self-employed/sole proprietor.
- 1st and 2nd Quarters of 2019 Profit and Loss Statement
- 1st and 2nd Quarters of 2020 Profit and Loss Statement
- Copy of Driver's Licenses of all owners
- Copy of Business License

What if I don't have P&L statements?

If you do not have the required P&L statements on hand, a template is available at ucgrants.org. Applications without the required P&L statements will not be considered.

Is there a telephone number to call for assistance or an email address?

Businesses needing technical assistance with the Utah County CARES Small Business Grant Program can call (801) 229-3678 or email grants@mountainland.org

What is the definition of "employee" for the Program?

An employee is defined as an individual who receives a paid wage or salary from which employment taxes (e.g. FICA, FUTA-Federal Unemployment Tax Act) and income taxes are withdrawn and remitted to the IRS, as evidenced by business tax returns filed. For purposes of eligibility, independent contractors (also known as 1099 employees) may not be counted as employees for eligibility. A company that solely employs independent contractors qualifies as a self-employed/sole proprietor applicant for this program.

How will funds be awarded?

It is anticipated that there will be more funding requests than money available for the Utah County CARES Small Business Grant Program. The County will review and rank applications to prioritize disbursement of the funds. See "Program Guidelines" for priorities.

How soon will I receive the Utah County CARES Program Grant award?

From the date of submission, it takes about 30 to 45 days to receive the grant award. Missing or insufficient documentation or incomplete answers to application questions will delay disbursement. A complete and thorough application with all required documents is the best way to ensure a timely turnaround.

I have also applied for and received other CARES funding (PPP, EIDL, and other Federal and State stimulus programs). Am I still eligible for this grant?

Yes!!!! Your business is eligible to apply.

Do I need to pay the money back?

No. This is a grant program, not a loan and the funds do not need to be paid back. However, businesses may not receive federally-subsidized disaster assistance that duplicates any part of their disaster loss covered by insurance or another source, such as the Small Business Administration (SBA) or the Federal Emergency Management Agency (FEMA). Applicants for the Utah County CARES Grant must disclose any funds applied for or received from these sources or other federal and state assistance programs. It is the County's sole discretion to determine if funds received from any of these sources constitutes a duplication of benefits. If a duplication of benefits determination is made after the County funds have been disbursed, the amount of funds that were determined to be duplicative must be repaid to the County.

Is there a list of what expenses are allowed under the business grant funds?

Grant money may be used to pay for operating expenses related to COVID-19:

- Payroll
- Rent or Mortgage
- Utilities
- Insurance
- Inventory

This grant may also be used for COVID-related expenses, including:

- Expenses related to business premises modifications to promote social distancing.
- Expenses related to continuing business operations from home or online.
- Expenses related to business premises modifications to protect employees or customers such as barriers, distancing signs, hand sanitization centers, etc.
- Expenses related to protective gear and sanitization such as masks, hand sanitizer, and disinfectant, including increased costs for utilizing these items.
- Other expenses that are business-related and would not have been necessary if not for the COVID-19 pandemic.

Is the online application available in other languages?

Translation is available through Google Translate by copying the application link into Google Translate.

I am a sole proprietor business and the only person working in my business. Do I qualify for this grant?

Yes. Sole proprietor businesses with a valid social security number that meets the eligibility requirements may apply for up to a \$10,000 grant.

My small business operates a franchise. Do I qualify for the grant program?

A small business operating as a franchise qualifies as long as all other criteria are met.

I own several small businesses. Are all my businesses eligible for the grant program?

Yes, you may apply for a grant for more than one business.

How do I indicate that my business was negatively impacted by the COVID-19 emergency?

You are required to provide a brief narrative of the adverse economic impact of COVID-19 on the operations of your business. Additionally, the application requires financial documents that demonstrate a loss of at least \$5,000 or a 15% loss of profit.

I currently have a pending legal matter. Do I qualify for the program?

Businesses with pending legal matters may apply but must provide details as to the nature and status of the legal matter in the application. The Utah County COVID-19 Economic Recovery Committee has sole discretion in determining an award for a business with a pending legal matter.

I'm a foreign national owner of a business in Utah County. Am I eligible?

Yes, as long as the business is located in Utah County, Utah and the other eligibility criteria are met.