

FREQUENTLY ASKED QUESTIONS – FAQ’S

Updated September 23, 2020

Small Business & Non-Profit Emergency Relief Reimbursement Program

1. Are Non-Profit organizations eligible?
 - Yes. Non-Profit, Corporations, Partnerships, Sole Proprietors, LLC’s, Joint Ventures, and Independent Contractors are eligible.
2. Is lost revenue eligible for reimbursement?
 - NO
3. I received SBA Paycheck Protection Program (PPP) and/or Emergency Injury Disaster Loan (EIDL) between March 1 – December 30, 2020? Am I eligible to apply for the Jefferson County Small Business & Non-Profit Emergency Relief Reimbursement Program?
 - Yes, HOWEVER, no part of the funds can be used to reimburse for the same expenditure you applied for and received funds from the PPP and/or EIDL.
4. Can I apply for both the Jefferson County Business Safe Reimbursement Program and the Small Business & Non-profit Emergency Relief Reimbursement Program?
 - Yes, HOWEVER, each application is separate, and your reimbursement request **MUST** not include the **SAME** expense on both applications. Individual receipts will only be counted once regardless if submitted on both applications.
5. I have 3 employees, can I apply?
 - No. You must have up to 4 full time equivalent employees and no more than 500 full time eligible employees. (NON-PROFITS are exempt from the employee requirement.)
6. I only have 1099 workers. I do not have employees. Can I still apply?
 - Yes, 1099 workers are considered eligible employees if you can provide documentation they were paid directly from your business
7. I have more than one location, can I apply?
 - Yes. However, this application is **ONLY** applicable to Jefferson County locations. Businesses outside of Jefferson County are **NOT** eligible.
8. I am a franchisee, can I apply?
 - Yes. You must be locally owned and operated in Jefferson County.
9. I have employees that work in Jefferson County and outside Jefferson County. How do I count how many employees I have?
 - **ONLY** those employees that work in Jefferson County can be counted.

10. I do not have a Jefferson County Merchants License Number and/or City Merchants Number. Do I have to have one to be able to apply?
- Yes, if your business is required to be registered according to Jefferson County or municipal guidelines.
11. Can I print the application and email it? Use regular mail?
- Yes, however it may delay your entry. Please use the submit button at the end of the application online.
12. How will I know you received my application?
- You will receive an automated response email that you have submitted your application.
13. Is the \$25,000.00 per location or per FEIN?
- Reimbursement is given per FEIN number. If you have two locations with one FEIN, then only one reimbursement will be allowed. If you have two locations with two FEIN, then two reimbursements will be allowed. ALL locations MUST be within Jefferson County to be eligible.
14. Where can I go to get my form notarized?
- Many banks, post offices, attorneys, and accountants offer notary services.
15. I am having trouble filling out your spreadsheet. What do I do?
- Email EDCjeffcomo@gmail.com with your specific problem and your information including a name and phone number and someone will be in touch with you to help you with your specific issues.
16. Do I have to mail the Certification Form to you, can I email it?
- No, it does not have to be mailed. Yes, you can email it. However, you will have to have the form notarized before it is returned to EDCjeffcomo@gmail.com.
17. If I was denied, can I resubmit an application?
- In the event, we are able to do additional rounds of applications:
 - Resend an application and re-send an email with all your supporting documentation, Notarized Certification letter, etc. before any established deadlines.
 - Any questions please email EDCjeffcomo@gmail.com.
18. EXAMPLES of SUPPORTING DOCUMENTS:
- Online Shopping Receipts MUST include:
 - Buyer information
 - Seller information
 - Item(s) Description & Cost
 - Paid Date and / or Expected Ship by Date
 - Payroll Information
 - Paid in Full Receipts
 - Third Party Item(s) Description & Cost

19. Who can I contact to ask additional questions that are not listed here?
- As we receive questions that deserve a better explanation we will post in this FAQ. Please refer to this FAQ often.
 - Email us at edcjeffcomo@gmail.com.
 - Call Economic Development Corporation of Jefferson County 636.797.5336.
20. Do I need to send original copies of receipts or invoices?
- No, the only original needed is the signed and notarized certification
21. Will you accept Quickbooks summary reports in lieu of receipts?
- No, do NOT send QuickBooks summary reports. We need receipts or invoices of your requests. Not a summary.
22. Will screenshots of online checkbook registers count as proof of a receipt?
- No, copies of original receipts are required.
23. Should I staple the documents that I am mailing to the EDC?
- No, PLEASE DO NOT staple. Paperclips are fine or leave unbound.
24. Can I scan and email the receipts, invoices, and certification?
- Yes, you may, but you still need to have the CERTIFICATION signed and notarized.
25. Can I print, or save the Reimbursement Spreadsheet as a PDF or WORD Document?
- No, the spreadsheet must be completed in its original EXCEL format and return emailed.
26. Do I need to complete the LABOR Costs tab on the Reimbursement Spreadsheet if I am not asking for reimbursement for employee costs?
- No, the Reimbursement Spreadsheet should only be completed by items you are applying for reimbursement.