

**Jefferson County, Missouri
Community Development Block Grant
Coronavirus Response**

**CDBG-CV Microenterprise
Business Grant Program**

**Jefferson County, Missouri
Administered by:
The Economic Development Corporation
Of Jefferson County**



**Program Guidelines and FAQ's
Updated August 10, 2021**

Jefferson County CDBG-CV Microenterprise Business Grant Program Application and Guidelines

Introduction: Enclosed are the application and guidelines for the temporary CDBG-CV Microenterprise Business Grant Program. The program has been created and funded as a result of The Coronavirus Aid, Relief and Economic Security Act (CARES Act) and extraordinary waivers granted from the U.S. Department of Housing and Urban Development under its Community Development Block Grant Program. These additional CDBG funds (CDBG-CV) are for the specific uses to prevent, prepare for, and respond to the coronavirus (COVID-19) pandemic. Jefferson County has elected to use a portion of its CDBG-CV allocation to fund a grant program for microenterprise businesses affected by the coronavirus pandemic.

This program will provide a one-time grant in an amount of up to \$10,000 to eligible microenterprises located within Jefferson County. The purpose of these grants is to provide funds to low-and moderate-income businesses to assist them in remaining open as well as stabilization for the future.

Under the CDBG-CV program, the term “microenterprise” is defined as a commercial enterprise that has five (5) or fewer employees, 1 or more of whom owns the business. Federal regulations require that CDBG-CV funds be used for eligible activities that meet both CDBG and CARES Act objectives.

ELIGIBILITY REQUIREMENTS:

- The business must be physically located within Jefferson County.
- The business must be a microenterprise, defined by HUD as a commercial enterprise that has five (5) or fewer employees, 1 or more of whom owns the business.
- The business must employ five (5) or fewer people at the time of application. This includes the owner, part-time and full-time employees.
- The business owner(s) family and/or the business employee(s) must be low-to-moderate income (LMI) as defined by HUD income guidelines.
- The business must be a for-profit entity (Non-profit entities are not eligible)
- The business must not be permanently closed, out of business, or filed bankruptcy.
- The business must be able to document expenses equal to or greater than the requested amount of assistance. Incurred expenses must be on or after March 1, 2020.
- The business must have:
 - Business must be established and operating prior to January 1, 2020.
 - Business must be in Good Standings with the MO Secretary of State’s Office.
 - Business must have a Jefferson County and/or City Merchant’s License (if applicable).
 - Business (or owner if business is located within a residential location) must NOT be delinquent on any local tax (real estate and/or commercial personal property).
 - Valid and current federal tax ID number.
 - Business must be physically located within Jefferson County

- Valid DUNS Number required to receive government grants (If your business does not have a DUNS number, or no one knows it, visit the Dun & Bradstreet website at www.dnb.com/duns-number.html or call 1-866-705-5711 to register or search for a DUNS number. Registering for a DUNS number is free of charge)

Business owners (if not LMI) and their employees must be income-eligible using the HUD Income Guidelines for Jefferson County listed below.

The normal job creation and retention recordkeeping requirements consider total family income when determining whether a beneficiary is a person of low or moderate income, but these requirements are likely to be burdensome during a time when unemployment has surged and family income is more difficult to document. Collection of income information directly from assisted businesses can streamline assistance. For activities that prevent, prepare for, and respond to coronavirus, grantees and employers may consider individuals that apply for or hold jobs to be members of one-person families. HUD has also modified related recordkeeping requirements at 24 CFR 570.506(b)(7) (entitlement) and the jointly agreed upon requirements referenced in 24 CFR 570.490 (state) by adding the following additional presumption: the recipient may substitute records showing the type of job and the annual wages/salary of the job in lieu of maintaining records showing the person’s family size and income to demonstrate that the person who filled or held/retained the job was a low- or moderate-income person. HUD will consider the person income-qualified if the annual wages or salary of the job is equal to or less than the Section 8 low-income limit established by HUD for a one-person family.

2021 Income Guidelines

Household Size	Maximum Household Income
1	\$47,550
2	\$54,350
3	\$61,150
4	\$67,900
5	\$73,350
6	\$78,800
7	\$84,200
8	\$89,650

ALLOWABLE USES OF GRANT FUNDING:

The purpose of this grant program is to assist microenterprise businesses in remaining open and assist such businesses in the changing/adapting their businesses during this time of coronavirus (COVID-19) pandemic for future sustainability. Assistance under this grant program may be in any of the following three (3) categories:

1. General Business Costs or Operations: such as rent, utilities, payroll, increased insurance cost, inventory, supplies, raw materials, etc. not previously reimbursed by any other coronavirus (COVID-19) pandemic related funding (Federal, State or Local) received or applied for.
2. COVID-19 Compliance or Adaptation Costs: such as materials or minor equipment to convert business activities, needed safety materials, furniture, fixtures, and supplies needed to convert business activities to comply with social distancing guidelines, PPE, etc. not previously reimbursed by any other coronavirus (COVID-19) pandemic related funding (Federal, State or Local) received or applied for.
3. Technical Assistance: such as professional advice or business services to assist the business's recovery of losses, or to comply with or adapt to business changes resulting from the coronavirus (COVID-19) pandemic not previously reimbursed by any other funding (Federal, State or Local) received or applied for.

The program may NOT be used for:

- General government expenses, political activities, or lobbying.
- Religious activities
- Major equipment purchases.
- Purchase of real property
- Construction activities other than minor facility modifications directly related to Jefferson County social distancing guidelines for continued operation.
- Business expansion, except if assistance provided is to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine directly related to COVID-19.
- Franchise businesses, except those franchises which are locally owned and operated in Jefferson County.
- Lending and investment institutions
- Sporting venues
- Any business engaged in illegal activity.

Additionally, Jefferson County will only fund Direct Costs. Direct Costs are those that have a direct and specific link to the eligible activity which can be readily identified. Applicant must be able to prove that CDBG-CV grant funds were used for the stated and approved use.

FUNDING DETAILS:

- Funds for the CDBG-CV grants are provided by the U.S. Department of Housing and Urban Development (HUD) thru a FY2019 allocation to Jefferson County Missouri under its existing Community Development Block Grant Program.
- Applications will be received by Jefferson County thru its Contracted Administrator, The Economic Development Corporation of Jefferson County, and will be accepted and reviewed on a first come, first eligible, first completed, rolling basis, subject to funding availability.

- Maximum amount of grant is \$10,000.
- Grants to business owners will require repayment only if the terms of the grant agreement are not met. Terms will include, but are not limited to, verifiable documentation of the product or service that was purchased with the funds and use of the grant within a specific time of no more than three (3) months from the time of acceptance.

APPLICATION PROCESS:

Guidelines are printed in a step-by-step process for the benefit of the microenterprises seeking financial assistance. Please review the guidelines in their entirety prior to application.

Step I: Complete and submit an application to the EDC.

- Attach required organizational documents.
- Provide all business and employee income documentation.
- Complete and submit all required signature and certification forms.
- Provide an itemized list and copies of paid receipts of all eligible business expenses included in the funding request.
- Provide detailed payroll reports by pay period & required stated and federal employer tax returns if requesting salary expense reimbursement.
- Complete a form W-9 and ACH forms which will be provided to you by Jefferson County Treasurer’s Office for receipt of your payment after acceptance into program.

Step II: Review by Administrator for qualification

Step III: If not accepted; You will receive correspondence from Administrator.

Step IV: If accepted; Execute return the provided Grant Agreements

Step V: Receive notification of availability of grant funds.

ALL applications can be typed or handwritten but must be legible, in some manner, bound together in the correct order to be accepted for processing. Any application received in a condition deemed as less than requested will be returned. The applicant will be able to resubmit its application upon correction of deficiencies. All re-submitted applications will be time stamped and processed in the order in which it was re-received.

Applications for the program will be accepted and provided funding until budgeted CDBG-CV funding has been exhausted. Applications are accepted and reviewed on a first come, first eligible, first completed, rolling basis, subject to funding availability.

SUBMIT APPLICATION TO:

Jefferson County CDBG-CV Microenterprise Business Grant Program
 C/O Economic Development Corporation of Jefferson County
 P.O. Box 623 ~ 5217 Highway B
 Hillsboro, MO 63050
 636-797-5336

If you mail your application, we highly suggest using certified mail, return receipt in order to track your package as the EDC cannot guarantee accuracy of the postal service. You may also deliver your application in person Monday-Friday 8:00 am to 4:00 pm.

Late Information: If an application deadline is established, applications postmarked after the competitive application deadline will be rejected. Also, no additional information or corrections may be made after the application deadline, unless requested by Jefferson County for clarification.

-Items that you will need to gather for your application submission-

Required Business Documentation: All applicant businesses MUST provide the following documentation with application.

- Most current filed Federal Tax Return (2019 is required if 2020 has not been filed yet)
- 2020/2021 IRS 941 Forms – Employer’s Quarterly Federal Tax Return all reports for calendar year 2020, if additional quarters have been filed prior to application date please include
- 2020/2021 MO Quarterly Contribution and Wage Reports – Proof of 5 or less employees at time of application (including owner): All reports for calendar year 2020, if additional quarters have been filed prior to application date please include.
- 2020 Paid Business Real Estate and Business Personal Property Taxes, if applicable
- Copies of paid receipts for ALL expenses being used for reimbursement purposes under this grant.

Required Business Owner/Employee Documentation:

- Business owner’s signed 2020 Federal Tax return with all attachments (Signed 2019 Federal Tax return with all attachments and extension request if 2020 has not yet been filed) if LMI status of owner is used as grant qualification. (If Option #1-Owner is LMI)
- Summary list of all employees, 2020/2021 MO Quarterly Contribution and Wage Reports, detailed payroll reports and any other proof of annual wages/salary of each employee if LMI employee status is being used as grant qualification. (If Option #2-Employees are LMI)

FREQUENTLY ASKED QUESTIONS – FAQ’S

CDBG-CV Microenterprise Business Grant Program

1. Does my business have to be located inside Jefferson County or one of its municipalities?
 - Yes, your physical location must be in Jefferson County. If you have locations outside of the County, those locations and their expense are NOT eligible for this program.
2. Do I have to be low-to-moderate (LMI) to apply for this program?
 - Yes. An applicant must qualify as LMI in one of two (2) ways. Either the business owner’s family/household must be at or below the maximum HUD income guidelines or (if the owner is not LMI), the business must be able to document that at least 51% of its employee’s annual wages/salary are at or below the maximum HUD income guidelines for a one-person household. The 2021 Jefferson County 1-person family income is \$47,550. The employee’s annual wage/salary must be at or below this amount to qualify as LMI
3. I have 6 employees, can I apply?
 - No. The maximum number of employees is five (5) total, one (1) of which must be the owner.
4. Are Non-Profit organizations eligible?
 - No, only for-profit companies are eligible to apply for this program.
5. I am a franchisee, can I apply?
 - Yes. But you must be locally owned and operated and located within Jefferson County as well as meeting the other microenterprise requirements.
6. How long do I have to have been in business to apply for this program?
 - All applicant businesses must have been formed and in operation prior to January 1, 2020.
7. My company went out of business during the pandemic, can I still apply?
 - No. Businesses must not be permanently closed, out of business or have filed bankruptcy prior to applying for funds from this program.
8. 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 Microenterprise Business Grant 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.

9. Do I have to be in good standings with the State of Missouri?
 - Yes, your company must be in good standing with the Secretary of State's Office.
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. Do I have to be current on my taxes?
 - Yes, your company must be current on any local taxes (Jefferson County real estate and/or commercial personal property).
12. Do I have to have a Federal or State Tax ID number?
 - Yes, to apply you must have a valid tax ID number associated with your legally formed company.
13. Where do I find my Federal Employer Identification Number (FEIN)?
 - It depends how your company files its taxes. If your company is a sole proprietor or sometimes LLC, it will be tied to your social security number and reported on your personal tax return additional schedules. If your company is an S or C Corp, a separate business tax return is typically filed, it will be on your company tax return.
14. Do I have to submit the tax returns that show my company's information?
 - Yes, federal tax returns, either as submitted on your personal tax returns or as a submitted as a standalone corporate tax return, with all attachments, showing your company's information must be provided as part of the application to receive funding.
15. Do I have to have a DUNS number?
 - Yes, a valid DUNS Number is required to receive government grants (If your business does not have a DUNS number, or no one knows it, visit the Dun & Bradstreet website at www.dnb.com/duns-number.html or call 1-866-705-5711 to register or search for a DUNS number. Registering for a DUNS number is free of charge)
16. Can I submit my application online?
 - No, unfortunately HUD requires an original signature on all applications. The application is available in a fillable format on our website at www.jeffcountymo.org. Please fill out the application completely, print, sign and return to our office for processing along with all required documentation and copies of receipts you are requesting reimbursement.
17. How will I know you received my application?
 - If you choose to mail your application packet, we highly suggest using certified mail, return receipt or another form of trackable delivery confirmation. The EDC cannot guarantee accuracy of the postal service. You may also deliver your application packet in person to our office Monday-Friday 8:00am to 4:00pm.

18. How much money is available under this grant?
- The maximum amount of funds available thru the Microenterprise Business Grant Program is \$10,000.00 per company/applicant. Your actual award will be the total of paid expenses (receipts) that you provide for reimbursement up to the maximum amount.
19. Is the \$10,000.00 per location or per FEIN (Federal Employer Identification Number)?
- 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.
20. If I have more than one location with the same low-to-moderate income (LMI) owner or employees, can I count them as employees for both locations?
- No, LMI business owner's or LMI employee's (beneficiaries) can only be accounted for and counted one (1) time under this program. You would need to determine which location you choose to associate the LMI beneficiary with.
21. If I was denied, can I resubmit an application?
- If you were denied as a result of an incomplete or inaccurate application, yes you may resubmit your information in order to complete the application that you originally submitted.
 - If you were denied as a result of non-qualified reimbursement requests or any other reason, please contact the EDC prior to resubmitting any applications and we will be happy to address your businesses individual situation.
22. Do I need to send original copies of receipts or invoices?
- No, the only original needed is the signed application and certifications
23. EXAMPLES of supporting documents to be submitted for reimbursement:
- Online Shopping Receipts MUST include:
 - Buyer information (must be same as applicant)
 - Seller information
 - Item(s) Description & Cost
 - Paid Date (proof of payment) and/or Expected Ship by Date
 - Payroll Information (copies of paycheck stubs, printed payroll reports showing all details of each paycheck for that period)
 - Paid in Full Receipts
 - Third Party Item(s) Description & Cost
24. Will you accept QuickBooks summary reports in lieu of receipts?
- No, do NOT send QuickBooks summary reports. We need hard copies of your paid receipts or invoices that you are requesting reimbursement for. Not a summary.

25. Will screenshots of online checkbook registers count as proof of a receipt?

- No, copies of original receipts are required.

26. I am having trouble filling out the application. What do I do?

- Please call the EDC office at 636-797-5336 and we will be more than happy to assist you with all of your questions.

If you have any questions that are not covered or answered here, please contact

The EDC at 636-797-5336 and we will be more than happy to assist you.