



## **Grafton County Notice of Funding Opportunity Pandemic Emergency Relief Fund - Small Businesses Terms and Conditions**

### **OVERVIEW**

The Pandemic Emergency Relief Fund is funded by the Grafton County's ("County") allocation of ARP Act – Local Fiscal Recovery Fund ("LFRF"). Its purpose is to provide economic assistance to help small businesses impacted by COVID-19. Financial assistance will be allocated to eligible, qualified small businesses with final award recommendations based on availability of funds, program guidelines, and the submission of all required information and supporting documentation. Grant funds may be used towards eligible activities, listed below, and associated with the COVID-19 pandemic. Eligible expenditures begin upon date of grant award and go through the end of the agreement term, no later than December 31, 2023.

Grafton County will reserve \$500,000 to provide grants in amounts between \$1,000 and \$20,000 to small businesses located and/or incorporated in Grafton County to reopen or recover from negative economic impacts linked to the COVID-19 pandemic.

### **ELIGIBLE BUSINESS**

1. Must have experienced financial hardship as a result of COVID-19. These impacts must be documented, quantifiable, and clearly related to COVID-19.
2. Must have a place of business located in Grafton County, NH.
3. Must be an open and operating business.
4. Must have an annual revenue under \$1,000,000.
5. Must have been in operation since March 3, 2021 or earlier

### **INELIGIBLE ENTITIES**

- Individuals;
- Governmental entities;
- Nonprofit organizations;
- Publicly traded companies;
- Franchises that must submit a portion of the grant to the franchisor;
- Financial institutions (such as banks, lenders, pay-day lenders, auto title lenders, check

cashiers, businesses that principally trade money and/or mortgages, and other similar entities);

- Insurance companies (such as life, auto, home, bail bond, and other similar entities);
- Private or social clubs;
- Lobbying firms or businesses that dedicate 50% or more of their time or resources to lobbying activities;
- Businesses that generate income through activities performed in violation of state or federal law; and
- Businesses that exist for the purpose of advancing partisan political activities.

### **ELIGIBLE ACTIVITIES**

Activities eligible for funding must be related to small businesses that are suffering from business interruptions or business closures incurred due to the COVID-19 pandemic, including:

1. Expenditures to reimburse the costs of business interruption caused by required closures due to the COVID-19 pandemic, including lost revenue.
2. Fund payments may be used for economic support if such expenditures are determined to be necessary. For example, the fund may be used to provide grants to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

The list below provides examples of ineligible activities or costs not covered:

1. Damages covered by insurance
2. Workforce bonuses other than hazard pay or overtime
3. Severance pay
4. Legal settlements
5. Property taxes
6. Personal activities/goods/services unrelated to COVID-19

### **APPLICATION PROCESS**

Applications will be made available by the Grafton County, NH.

Applicants may only apply for one business entity. Applicants with multiple businesses may only submit one application for the business with the most revenue. Each grant is limited to one grant per applicant and business tax ID.

Applications will be accepted between April 1, 2023, and April 28, 2023. Applications sent via mail must be received by or on April 28, 2023. Applications sent via email must arrive by or on April 28, 2023 and must be sent to:

[jlibby@grafftoncountynh.gov](mailto:jlibby@grafftoncountynh.gov).

Grafton County will make award amount determinations based on the information provided in these applications; final award amounts will be pro rata to the number of awardees. If the number of eligible applicants exceeds the available award amounts, Grafton County will prioritize eligible applicants in the order that they applied.

Applicants must attach the following documents to their application:

1. 2021 or 2022 Tax Return;
2. Proof of Good Standing with the New Hampshire Secretary of State (an unedited screenshot is sufficient);
3. DD214 Form (if a veteran-lead entity); and
4. W-9 Form.

Grant awardees and award amounts will be selected through the Grafton County Board of Commissioners and final approval will be by the Grafton County Executive Committee.

### **CONTACT INFORMATION**

Contact County Administrator, Julie Libby, with questions, comments, and/or application assistance. Please include the name of the applicant business and email address in your email.

Julie Libby  
(603) 787-6941  
[jlibby@grafftoncountynh.gov](mailto:jlibby@grafftoncountynh.gov).

### **PRIVACY**

Information provided through the application process is the responsibility of each applicant. Applicants agree not to hold Grafton County, NH, its affiliates, members, partners, and staff liable for any losses, damages, costs, or expenses of any kind relating to the use or the adequacy, accuracy, or completeness of any information appearing in an application.

### **CONFLICT OF INTEREST**

Any employee, officer, or agent of Grafton County participating in the selection, award, or administration of Pandemic Emergency Relief Fund must disclose to the Board in writing if he or she has a real or apparent conflict of interest regarding any applying entities. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for Pandemic Emergency Relief Funding. The officers, employees, and agents of Grafton County may neither solicit nor accept gratuities, favors, or anything of monetary value from Pandemic Emergency Relief Fund recipients. Grafton County employees, officers, or

agents with a conflict of interest must disclose the conflict in writing to the Board, recuse themselves of any vote pertaining to the contract, and dismiss themselves from any conversation(s) relating to a contract or its terms or conditions.

### **PUBLICITY**

If awarded, be advised that the business/applicant's application information, name, statements, and other information provided during the award process may be used for promotional purposes in all forms and media and the business/applicant may be contacted by Grafton County, NH for such purposes. Until notified, applicants must agree not to share any status as a finalist publicly, including but not limited to all social media platforms, news media, or local publications.

### **RECORD RETENTION**

If an award is made as a result of this application, the applicant/awardee is required to retain all records pertaining to matters covered by this application and any resulting award, including, but not limited to, income, expense, and payroll records. Any award resulting from the application may be subject to federal audit requirements. For the period beginning on the date of award to December 31, 2023 and for five (5) years thereafter, at any time during the normal business hours of the applicant/awardee, and as often as the State, or federal auditors shall demand, the applicant/awardee shall make available to the federal auditors all records pertaining to matters covered by this application and any resulting award. The applicant/awardee shall permit the State, or federal auditors, to audit, examine, and reproduce such records, and to make audits of all records, including but not limited to all contracts, invoices, materials, payrolls, records of personnel, and other information pertaining to all matters covered by this application and any resulting award.

### **CLOSE OUT AND RECOUPMENT**

If an award is made as a result of this application, applicant/awardee shall submit a Final Report to Grafton County by February 28, 2024. The Final Report should demonstrate all costs of business interruption due to COVID-19, including necessary business expenditures incurred due to the public health emergency with respect to COVID-19, and/or total decreased or lost revenue as a result of COVID-19, that occurred between January 1, 2021 and December 31, 2022. Revenue loss shall be supported by submission of calendar year 2019 documentation of total revenue received; and calendar year 2020 total revenue received; and calendar year 2022 total revenue received. The report shall also include all other COVID-19 relief or assistance received from any source during the reporting period. Such accounts shall be supported by receipts, invoices, bills, and other similar documents and tax or accounting records. The amount of this grant shall be excluded from the calculation of total revenue for 2023. If actual costs of business interruptions are not at least as much as represented by the applicant/awardee on this application, the award may be subject to recoupment in an amount not to exceed the identified discrepancy.

## **SUBMISSION GUIDANCE**

We cannot accept changes to applications once they have been submitted, so please review all submissions carefully. You will receive a confirmation email/call upon successful receipt of this application.