

## Small Business Restart Program FAQs

### **What is the deadline for applying for the grant?**

The Henry County Small Business Restart Program has no application deadline date. The application portal will be open until funds are exhausted.

### **What are the requirements to be approved?**

You must submit all required narratives and supporting documentation, and be able to show, *in narrative and data*, a negative impact of COVID-19 on your small business.

### **What is the status of my application?**

Once completed, the application system will generate an email to you that confirms receipt of your application. Your application will be reviewed and evaluated in the order it is received. Typically, this process takes a few weeks.

### **If I am awarded, how will I be notified?**

If your application is recommended to the Board of Commissioners, it will appear on an Exhibit to the Board Meeting agenda posted on the County website for the next available meeting. If your application is then awarded by the Board of Commissioners at that meeting, you will receive an award packet email from the Grant Administration Office within a week of the Board decision.

### **If I am declined, how will I be notified?**

If your application is not recommended, you will receive a decline email from the Grant Administration Office detailing the reason for the decline, and encouraging you to reapply if you can meet the requirements.

### **I did not receive an email confirmation, was my application received?**

If you submitted your application in the Jotform system and DID NOT receive a system-generated email confirmation, please call the Grant Administration Office at 770-288-6541 or 770-288-6545 so that one of our Grant Coordinators can check the system for you.

### **How long does the process take?**

There are many variables to this question; chiefly how many applications are submitted around the same time, and when the Board of Commissioners meets to approve recommended awards. Only the Board of Commissioners can award grant funding.

Outside of those two variables, a completed application with ALL requested uploads, guarantees the fastest processing time. If your application is complete, then the process of submission, evaluation, recommendation, award or decline, and notification is typically a few weeks. However, if your application is incomplete or missing required documentation or uploads, the process can be significantly delayed while staff contacts you to provide the missing information. Please watch the Application Video on the main page of the COVID-19 Relief Funding link at: [https://www.co.henry.ga.us/Residents/COVID-19/Response\\_Grants](https://www.co.henry.ga.us/Residents/COVID-19/Response_Grants)

### **How do I know my information is safe?**

Your information is only seen by persons bound by privacy law by Henry County Government (staff), or Review Committee members who have signed a Non-Disclosure and Confidentiality Agreement. Your documents are not shared in any online forum (except some parts of Non-Profit applications that are publicly available information). If any information is requested by a Freedom of Information Act (FOIA) request, the law dictates that all of your personal information be redacted before disbursement. Your application information is then kept in the Financial Services Division office, and follows the Georgia Secretary of State Records Retention laws for storage and destruction. Only Small Business Restart and Non-Profit Assistance Programmatic staff and supervisors have access to your in-house records.

### **What is a reimbursement grant?**

If awarded, the Henry County Small Business Restart grant will reimburse you for expenses that you have already paid, during the performance period. You will not get a check for \$10,000. You must have incurred, and paid for, an eligible expense in order to be reimbursed for it. Reimbursement will be in the form of a direct deposit to a bank account that you select at award time.

### **What are eligible expenses for reimbursements?**

Examples of eligible expenses for small businesses are rent, utilities, payroll, inventory, marketing, office supplies, equipment and supplies necessary for the operation of the business, and other such business exclusive charges. While you can pro-rate certain charges for a home business, you can only be reimbursed for the eligible expenses used exclusively for your business. If you are unsure of how to do this, contact the Grant Administration Office at 770-288-6545.

**How long will it be before I receive grant funding after submitting my reimbursement paperwork?**

There are many variables to this question; chiefly how many reimbursement submissions are received each week, and when Accounts Payable processes them after receiving approval from the Grant Administration Office.

Outside of those two variables, please ensure that your reimbursement submission is complete. This will guarantee the fastest processing time. If your reimbursement submission is incomplete, the process can be significantly delayed while staff contacts you to provide the missing information. Please watch the Reimbursement Video on the main page of the COVID-19 Relief Funding link at: [https://www.co.henry.ga.us/Residents/COVID-19/Response\\_Grants](https://www.co.henry.ga.us/Residents/COVID-19/Response_Grants)

**When will I receive my 1099?**

If you RECEIVED more than \$600 in calendar year 2020, Henry County Government issued your 1099 before January 31, 2021. Please give the postal mail time to deliver this document. IF you have not received a 1099 by March 1, 2021, please contact the Grant Administration Office at 770-288-6541 or 770-288-6545.

If you RECEIVE more than \$600 in calendar year 2021, Henry County Government will issue you a 1099 before January 31, 2022. Please give the postal mail time to deliver this document.

**If I'm a small business that started last year, and I don't have previous tax returns or sufficient income statements, do I still qualify?**

The Henry County Small Business Restart Program is meant to **restart** existing businesses who have been operating long enough to be able to show a negative impact of COVID-19 on their small business. It is not intended as start-up funding for new businesses, nor is it intended relief for business deficiencies unrelated to COVID-19, such as an initial lack of capital, poor marketing or business placement, or lack of business contingency planning. You **MUST** clearly show in narrative and data how your business was negatively impacted by COVID-19 in order to qualify.

**My business is not an LLC; do I still need to submit the Georgia Secretary of State Certificate of Organization?**

Sole proprietorships are not required to have Georgia Secretary of State Certificate of Organization. Please indicate your status on business letterhead and upload in this required document section.

**I'm not required by law to have a business license. How do I get a waiver for this?**

Although Georgia law allows some businesses to operate without a local business license, a Henry County (or McDonough, Hampton, Locust Grove or Stockbridge) business license is a requirement of the Henry County Small Business Restart Program and will not be waived for any applicant.

**Who do I contact to get a Henry County Business License?**

Contact information for county and municipal business licenses are located at this link:

<https://www.henrytc.org/#/occupationalTax>

**My physical address is located in Henry County but my business address is in Clayton County. Am I eligible to apply for a grant?**

No. The primary address of your business must be located in Henry County. You, as the business owner, may reside elsewhere, but your business must be physically located in Henry County, not just your mailing address.

**Do I need to have an authorized person write a letter to certify that I have not received PPP or confirm how much PPP I received?**

You may submit confirmation on letterhead that you did not receive Paycheck Protection Program funding exceeding \$150,000. If you received more than \$150,000, you are not eligible for the Henry County Small Business Restart Program.

**I'm a franchisee of a major national brand, but my business is located in Henry County. Am I eligible to apply?**

Yes.

**Can I use my template to submit financial documentation/income statements?**

Yes, within limits. We would prefer you use our provided template, or a similar one-sheet template. Evaluation of your application can be significantly delayed by submitting any of the following: 1) incomplete income statements (you need to show revenue AND expenses for BOTH 2019 and 2020), 2) income statements for 2019 and 2020 that cannot be compared because they're provided on two different formats, 3) too many pages for the evaluators to review.

**If I have a non-profit and a business in Henry County can I apply for both programs?**

Yes.

**I am having difficulty registering as a vendor and need help. Who do I contact?**

Please contact Mallory Wimpey at 770-288-6030