

**PITTSYLVANIA COUNTY**  
**SMALL BUSINESS RECOVERY ASSISTANCE FUND**  
**PROGRAM DESIGN**  
**December 11, 2020**

This COVID-19 Small Business Recovery Assistance Fund (SBRAF) is strictly in response to business owners adversely affected by the COVID-19 Pandemic. Funds will be used to relieve and reduce unemployment, assist with job retention and working capital needs necessary to sustain businesses through the pandemic.

Through the Small Business Recovery Assistance Fund, the Pittsylvania County Small Business Recovery Assistance Fund will help businesses meet their long-term business goals by adjusting to COVID-19 demands. Establishing safe and clean re-opening procedures, in accordance with the Governor's guidance, is necessary for the safety of customers and employees. It will allow businesses to regain and sustain operations, ideally helping them retain existing staff, fill vacant positions, create new jobs, and become more efficient and resilient.

This program is funded by the Virginia Department of Housing and Community Development (DHCD) through a Community Development Block Grant. Pittsylvania County Economic Development will be managing activities of the grant.

**Eligible Businesses:**

Assistance through the program will be targeted to businesses that meet each of the following five criteria.

1. Locally or regionally owned and Physically Located in Pittsylvania County, Virginia
2. 20 or fewer employees,
3. Has been impacted by COVID-19,
4. Has not received federal CARES Act assistance for the same purpose as the SBRAF request, AND
5. Have opened by March 12, 2020.

**Amount of Funds Available:** \$300,000

The maximum benefit to any individual business is \$15,000 to reopen and conduct business safely in a COVID-19 environment. It is anticipated that approximately twenty (20) businesses will be served by this program.

1. Non-construction Retooling and technology activities
  - **Space and technology upgrades** to reopen and conduct business safely, including but not limited to furniture, barriers, signage for social distancing requirements, non-construction related modifications to enhance social

**PITTSYLVANIA COUNTY  
SMALL BUSINESS RECOVERY ASSISTANCE FUND  
PROGRAM DESIGN  
December 11, 2020**

distancing and limiting ingress/egress, and technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing.

- **Sanitization** – including but not limited to cleaning service and/or supplies- EPA-approved disinfectants, gloves, masks, and sneeze/cough guards.
- **Job training, classes and/or technical assistance** (provided by the Pittsylvania County regional partners) such as:
  - protecting the employees from COVID-19,
  - protecting customers from COVID-19,
  - pivoting or modifying the business model, and
  - training for long-term sustainability planning. (Businesses will be encouraged to register with the local/regional workforce council or equivalent body (Virginia Workforce Boards).

2. Relief for three to six months of the following eligible expenses

- **Rent** – Applicant must supply an up-to-date written lease agreement in its entirety including signatures from both parties.
- **Mortgage (principal and interest only – no taxes and insurance)** – Applicant must supply current mortgage statement.
- **Home-based businesses** must provide a copy of a business license. A maximum of 25% of the total rent/mortgage may qualify
- Reimbursement cannot be received prior to March 12, 2020 (Date of State of Emergency).
- Commercial space only. Residential or non-business space must be subtracted from the payment amount.

**Ineligible Activities:**

The activities listed below are ineligible uses:

- Utilities
- Payroll costs
- Relief from employer payroll taxes
- Costs of daily business operations
- Regular maintenance of the facility or equipment
- Refinancing of existing debts.
- Activities not deemed to be in response to COVID-19 impacts.
- Taxes and Insurance as part of a mortgage payment (only principal and interest eligible).
- Marketing or advertising costs

**PITTSYLVANIA COUNTY  
SMALL BUSINESS RECOVERY ASSISTANCE FUND  
PROGRAM DESIGN  
December 11, 2020**

**Timeline:**

Applicants can submit up to two requests and they will be scored using a matrix by the Project Review Team once a month until funds are depleted. All funds will be disbursed and the grant will be closed-out by September 1, 2021. Scoring criteria are 1) Need (0-5 points); 2) Minority-owned business (0-1 points); 3) Woman-owned business (0-1 points); 4) Small local business (0-5 points); 5) Has been impacted by COVID-19 (0-5 points); and 6) Request will help business with sustainability (0-5 points).

## **OPERATIONAL PROCEDURES**

**Application Process:**

Applicants may apply through a link to a PDF on Pittsylvania County's webpage: <https://www.pittsylvaniacountyva.gov/FormCenter/Small-Business-Assistance-Grant-11/Application-for-Small-Business-Assistanc-57> or request a Word document by email ([susan.mcculloch@pittgov.org](mailto:susan.mcculloch@pittgov.org)) or in person (1 Center Street, Chatham, VA 24531). The grant agreement may be signed electronically, with originals mailed to the Pittsylvania County, PO Box 426, Chatham, VA 24531, ATTN: Susan McCulloch.

In addition to the [COVID-19 Small Business Recovery Assistance Application](#), the borrower will also be required to provide the following supporting documentation:

- W-9
- YTD Comparison and Monthly Profit and Loss Statements **or** Bank Statements beginning January 1, 2020 to demonstrate COVID-19 impact.
- Most recent federal income tax return.
- Current business license, if applicable
- Dun and Bradstreet – Data Universal Numbering System (DUNS) Number

Best efforts will be made by the project review team to review all applications within 20 business days of receipt as follows:

1. All applications will be reviewed and approved by the Pittsylvania County Review Team to ensure accuracy and completeness.
2. The Management Team will meet monthly to hear a program update and see an awardee list until funds are spent.

**PITTSYLVANIA COUNTY  
SMALL BUSINESS RECOVERY ASSISTANCE FUND  
PROGRAM DESIGN  
December 11, 2020**

**Disbursement of Funds to Businesses:**

This program will be operated on a reimbursement basis only; therefore, Pittsylvania County must submit proof of payment prior to seeking reimbursement from DHCD. Since Pittsylvania County is acting as the lead applicant/fiscal agent, funds will be disbursed to businesses as follows:

1. **Non-Construction Retooling and technology activities** will be disbursed on a reimbursement basis once the business submits documentation of expenditures via invoices and proof of payment.
2. **Rent/Mortgage** – Rent/Mortgage will be disbursed on a reimbursement basis once the business submits documentation of expenditures via mortgage statements, lease agreements and proof of payment dated no earlier than March 12, 2020 (Date of State of Emergency). All businesses will be eligible for rent/mortgage assistance from April 1, 2020 to the time of application, not to exceed six months assistance.
3. Expense documentation from the approved business will be included in a reimbursement request to DHCD.
4. Reimbursement requests will be submitted to DHCD as often as needed, but no more frequently than weekly.
5. Please allow up to 60 days for the reimbursement to be processed after acceptance of the application.

Complaint and Appeal Procedure

Richard Hicks, Deputy County Administrator, [Richard.hicks@pittgov.org](mailto:Richard.hicks@pittgov.org); 434/432-1768