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OAKLAND COUNTY EXECUTIVE



COVID-19
OAKLAND TOGETHER
Small Business
Recovery Grant

Application Guide

Online Application
[OakGov.com/Covid/Grants](https://oakgov.com/Covid/Grants)

Deadline to Apply: 5:00 p.m., Monday, August 24, 2020

Questions? Contact:

Oakland County's Department of
Economic Development & Community Affairs:

RecoveryGrant@oakgov.com



INTRODUCTION

Oakland County is dedicating nearly \$30 million from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Fund to help small businesses negatively impacted by the COVID-19 pandemic.

This grant program is focused on these hard-hit sectors:

- Retail
- Food and Lodging
- Entertainment and Recreation
- Personal Services
- Business Services
- Construction and Maintenance Services

APPLICATION PROCESS

The information you provide shall be kept confidential and used only for the purpose of determining eligibility for this grant program.

This grant program is competitive, and there is no guarantee of receiving a grant when you apply at:

OakGov.com/Covid/Grants

Deadline to Apply: 5:00 p.m., Monday, August 24, 2020

Award determination will be made approximately every two weeks during the six-week application period. The last award determinations will be made within two weeks of the application deadline. Grants will be awarded in the amounts of \$2,500, \$5,000, \$7,500 and \$10,000.

ELIGIBILITY CRITERIA

Eligible Businesses

RETAIL, including pharmacies, cosmetics, optical goods, other health and personal care stores; clothing, shoe, sporting goods, resale and consignment stores; bookstores, office supplies, stationery, gift stores, florists; jewelry, art, hobby, musical instrument, pet supply and other miscellaneous retail stores.

FOOD AND LODGING, including hotels and motels; food service contractors, caterers, mobile food services, food trucks; restaurants and other eating places; bars.

PERSONAL SERVICES, including barber shops, hair and nail salons; diet, weight loss, spas, massage, other personal care services; and dry cleaning and laundry services.

BUSINESS SERVICES, including interior, industrial, graphic, and other specialized design services; computer systems design, software, programming services; printing, market research, photography, advertising, public relations and related services; landscaping, extermination, janitorial and housekeeping services.

ENTERTAINMENT AND RECREATION, including performing arts theatres; movie theatres; golf courses, skiing facilities, other recreation industries; yoga studios, gyms, fitness studios and personal trainers.

CONSTRUCTION AND MAINTENANCE SERVICES, including concrete, framing, masonry, glass, roofing, siding; electrical, plumbing, HVAC, other systems and equipment; drywall, painting, flooring, finish carpentry; grading, excavating, other construction and maintenance services.



Eligibility Requirements

Due to the COVID-19 pandemic effects between March 2020 and June 2020, your business must have experienced at least one of the following:

- A loss of gross receipts or sales revenue
- Operated at a reduced level of production, sales, employment or service
- Temporarily closed all operations and are now in the process of reopening

Additionally, your business must meet these requirements:

- The business must provide and/or sell goods, products and/or services at or from a physical location within Oakland County Michigan
- If the business owns the building it operates from, as of the application submittal date, there can be no 2019, or prior, property tax payments overdue
- If the business operates out of a residence (home-based business) as of the application submittal date, there can be no 2019, or prior, property tax payments overdue
- The business must employ 100 or fewer full-time and/or part-time employees
- Must be a for-profit business

Eligible Uses of Funds

- Payroll costs for employees
- Payments for rent, lease, mortgage, loan, utility and/or suppliers
- Purchase personal protective equipment (PPE) and sanitation supplies
- Physical building adaptations and barriers
- Contract labor to implement public health measures
- Rent, lease or purchase payments for business equipment to implement public health measures
- Purchase technology/applications to minimize employee and customer contact
- Other measures to implement social distancing
- Replace perishable inventory that was lost due to COVID-19 pandemic



APPLICATION OVERVIEW

The actual application is online at: OakGov.com/Covid/Grants

This is not the application—it is only an overview to help prepare you for what might be the more difficult parts before you go online to complete your application.

Pre-Application Survey

As a small business owner in Oakland County impacted by the COVID-19 pandemic, we are interested in your response to some questions. The questions are for informational purposes only and will not be considered when evaluating your grant application.

W9 Information

Oakland County is collecting the substitute form W-9 and vendor information as part of the grant application process. If your application is selected for a grant award, collecting this information upfront will assist us in facilitating a more efficient award process.

PLEASE NOTE: Providing this information with your application does not guarantee that your application will be selected for an award.

Taxpayer Identification Number (TIN) Validation

The TIN Validation process compares the data that you enter into the form, with your business data on file with the IRS.

You must enter the data exactly as it is recorded with the IRS. You will be limited to three attempts at entering the data correctly. If, in three attempts, you fail to enter the data correctly, you will be locked out of the TIN Validation process for six hours.

Oakland County DOES NOT have this data about your business and cannot provide this data to you. It is incumbent on the applicant to have the correct data on hand and enter it correctly.

The following information must be correct before you press the “Check Your TIN!” button. (You will not be able to proceed further in completing the application without a successful TIN Check.):

Business Name	As shown on your income tax return
Business Name (DBA)	Business name, trade name, Doing Business As (DBA) name, or disregard entry name
Type	<ul style="list-style-type: none">• Social Security Number (SSN)• Employer Identification Number (EIN)

Request for Taxpayer Identification Number (TIN) and Certification:

Link to W-9 instructions on IRS website: irs.gov

Substitute Form W-9

In this section of the online form, you will need to provide the following:

Name	As shown on your income tax return
Business Name	Business name/disregarded entity name, if different from above. If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2 in that section of the application.
Tax Classification	<p>Check appropriate box for federal tax classification of the person whose name is entered on line 1 in this section of the application.</p> <p>Check only one of the seven boxes.</p> <ul style="list-style-type: none"> • Individual/Sole Proprietor or Single-Member Limited Liability Company (LLC) • C Corporation • S Corporation • Partnership • Trust/Estate • Limited Liability Company (LLC) • Other <p><i>NOTE: Check the appropriate box for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</i></p>
Exemptions	Codes apply only to certain entities, not individuals
Exempt Payee Code	<p>1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)</p> <p>2—The United States or any of its agencies or instrumentalities</p> <p>3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities</p> <p>4—A foreign government or any of its political subdivisions, agencies, or instrumentalities</p> <p>5—A corporation</p> <p>6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession</p> <p>7—A futures commission merchant registered with the Commodity Futures Trading Commission</p> <p>8—A real estate investment trust</p> <p>9—An entity registered at all times during the tax year under the Investment Company Act of 1940</p> <p>10—A common trust fund operated by a bank under section 584(a)</p> <p>11—A financial institution</p> <p>12—A middleman known in the investment community as a nominee or custodian</p> <p>13—A trust exempt from tax under section 664 or described in section 4947</p>

Exemption From FACTCA Reporting Code	<p>A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)</p> <p>B—The United States or any of its agencies or instrumentalities</p> <p>C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities</p> <p>D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)</p> <p>E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)</p> <p>F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state</p> <p>G—A real estate investment trust</p> <p>H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940</p> <p>I—A common trust fund as defined in section 584(a)</p> <p>J—A bank as defined in section 581</p> <p>K—A broker</p> <p>L—A trust exempt from tax under section 664 or described in section 4947(a)(1)</p> <p>M—A tax exempt trust under a section 403(b) plan or section 457(g) plan</p>
Address, City, State, ZIP	
List Account Numbers	
Requestor's Name	
Requestor's Address, City, State, ZIP	



Part I – Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 in the application to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a non-citizen resident, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN).

Part II – Certification

Under penalties of perjury, you will be certifying the following:

- The number shown on the form is your correct taxpayer identification number (or you are waiting for a number to be issued to you); and
- You are not subject to backup withholding because: (a) You are exempt from backup withholding, or (b) you have not been notified by the Internal Revenue Service (IRS) that you are subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified you that you are no longer subject to backup withholding; and
- You are a U.S. citizen or other U.S. person; and
- The FATCA code(s) entered on this form (if any) indicating that you are exempt from FATCA reporting is correct. (Applies to accounts maintained outside the U.S.)

You must uncheck item 2 on the application if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

For real estate transactions, item 2 does not apply.

For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Vendor Information

Oakland County is collecting the substitute Form W-9 and vendor information as part of the grant application process. If your application is selected for a grant award, collecting this information upfront will assist us in facilitating a more efficient award process.

PLEASE NOTE: Providing this information with your application does not guarantee that your application will be selected for an award.

This section of the online application will ask you for the TIN, legal business name, address, contact information and payment method you would prefer—if selected for a grant.

Business Information A

In this section of the application, you will be asked to upload a maximum of two documents that confirm the business is the same as listed on the W9. Acceptable documents include:

- Articles of Incorporation
- Utility Bills
- Tax Statements
- Lease Agreement
- Deed (if owner occupied)

Uploaded documentation must be of total size 2 MB or less. Saving or scanning with a lower resolution (dpi) and monochrome can reduce file size.

You will be asked questions related to the Eligibility Criteria mentioned previously. It is essential that you don't have any property tax payments overdue.

You will be asked about where you receive your public health information and what steps your businesses has taken to follow public health best practices.

Business Information B

In this section, you will be asked about the following:

- What other grants and/or loans the business has received since March 15, 2020.
- How has the business been operating
- Total number of full and part-time employees on March 15, 2020 (prior to the shutdown order on March 16, 2020)
- Total number of full and part-time employees as of July 1, 2020
- Total approximate dollar value of the business assets (e.g., buildings, property, equipment, vehicles, inventory, cash)
- Total of 2019 Gross Receipts of Sales from January 1, 2019, through December 31, 2019. (If selected for a grant award, you may be required to produce a copy of your 2019 Federal Income Tax Filing.)
- Estimated total of 2020 Gross Receipts of Sales from January 1, 2020, through June 30, 2020

Agreement and Use of Funds

You will be asked to sign an agreement and indicate how you will use the grant monies by December 31, 2020, if you receive an award. You will commit that your business will follow public health best practices for yourself, your employees, and your customers. The county will require you to provide pertinent information and receipts to document how the grant funds were used.

RESOURCES

COVID-19:

Oakland County COVID-19 Website

<https://www.oakgov.com/covid/Pages/default.aspx>

Subscribe to receive COVID-19 updates:

Text OAKGOV to 28748

State of Michigan

<https://www.michigan.gov/coronavirus>

Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Oakland County Re-Opening Toolkit

<https://www.oakgov.com/covid/resources/Pages/default.aspx>

Minority, Woman and/or Veteran Owned Businesses:

Minority Business Enterprise

<https://www.mwbe-enterprises.com/minority-business-enterprise-mbe-certification/>

Michigan Minority Supplier Development Council (MMSDC)

<https://minoritysupplier.org/membership/mbe-certification/>

Women Business Enterprise

<https://www.mwbe-enterprises.com/women-business-enterprise-wbe-certification/>

Great Lakes Women's Business Council

<https://www.greatlakeswbc.org/glwbc-programs/glwbc-programs-certification>

Women's Business Enterprise National Council

<https://www.wbenc.org/certification>

Women-Owned Small Business Federal Contracting program

<http://www.sba.gov/federal-contracting>

Service Disabled Veteran Owned Small Business (SDVOSB)

<https://www.va.gov/osdbu/verification/>

Veteran Owned Small Business (VOSB)

<https://www.va.gov/osdbu/verification/>