Public Health Emergency Grant Program
FAQ's

Eligibility

1. **Who is eligible for this grant?**

   Any local business (100 or less full-time employees, for profit or nonprofit) whose principal place of business is in Montgomery County and has experienced significant financial losses caused by a public health emergency.

2. **What qualifies as significant loss of revenue?**

   Significant revenue loss for the purpose of this grant, is defined as losses of at least 50% compared to previous years.

3. **Are faith-based organizations eligible?**

   Yes, assuming that they are a nonprofit. All nonprofits and for-profit businesses with 100 or less employees whose primary place of business is Montgomery County and have experienced significant financial loss are eligible.

4. **Will sole proprietors who don't have employees be eligible?**

   Yes, sole proprietors who do not have employees are eligible to apply if they have experienced significant financial loss.

5. **Will family childcare providers be eligible for these small business financial supports?**

   Yes, all nonprofits and for-profit businesses with 100 or less employees whose primary place of business is Montgomery County and have experienced significant financial loss are eligible.

6. **Will nonprofits and small businesses receiving subcontractor grants for HHS funded programs be eligible to apply for the grant program?**

   All nonprofits and for-profit businesses with 100 or less employees whose primary place of business is Montgomery County and have experienced significant financial loss are eligible.

7. **Are local outlets of national retail and restaurant chains eligible to apply?**

   National retail chains are not eligible for this program.

8. **Are locally owned franchises of national retail chain eligible?**

   Yes, if the franchise is locally owned, they are eligible for this program.

9. **Can youth services apply to this grant?**

   All nonprofits and for-profit businesses with 100 or less employees whose primary place of business is Montgomery County and have experienced significant financial loss are eligible.

10. **My program is NOT registered as a business, but I pay my taxes every year, will I be able to apply for this grant?**

    Businesses that are considered a sole proprietor would have to submit Schedule C of tax returns.

11. **Are all nonprofits eligible for assistance?**

    All nonprofits with 100 or less employees whose primary place of business is Montgomery County and have experienced significant financial loss are eligible.

12. **How will the County support contractors that lost income due to job cancellation?**

    Businesses that are considered sole proprietorships would have to submit Schedule C of tax returns. You will need to provide interim financials that show the loss of revenue.

13. **Are taxi drivers considered small businesses?**

    Sole proprietor will have to provide Schedule C of tax returns.

14. **Is the County able to provide support to immigrant-owned businesses?**

    If the business can comply with all the requisites required for this grant, then they would be eligible.

15. **Will a business be able to receive both Federal and State, in addition to County relief?**

    We recognize the economic dilemma facing many of those in the County's business community. We encourage all companies and nonprofit organizations to apply for the array of Federal and State financial assistance programs for which you are eligible. These programs seem to be changing rapidly, so please check the appropriate web sites frequently. A list of Federal and State programs can be found at the County's [Covid-19 Resources for Businesses](#) web page. Your application for, or receipt of, federal or state funds does not disqualify you from receiving County funds, although funds should not be used for the same purposes.

16. Are there any restrictions for my industry?

There are no restrictions on industries, any business can apply as long as they meet all the other grant requisites.

Application Submission Process

17. Will you need a computer to submit the application?

Yes, you will need access to a computer since the application is online. If you do not have digital copies of your tax returns you will also need access to a scanner.

18. Can I mail my application in or drop it off somewhere?

Applications will only be accepted via online submission.

19. What is the deadline for this grant?

At this point, no deadline has been determined.

20. Will the application be available in multiple languages?

The application will be available in English, Spanish, Amharic, Vietnamese, Mandarin, Korean, and French.

21. What documents do I need to submit?

You will need to fill out the online application and upload the following documents:

A. Articles of Incorporation/Articles of Organization (Not Applicable for Sole Proprietors)
B. Previous year's tax returns (2017 and 2018)
C. Interim financials: (quarterly/monthly) Profit and Loss or sales tax filings

Gather **at least two** of these documents that have been signed or have proof of electronic signature before starting the application:

Two years of tax returns

- Tax Return 2019 (or 990, or Financial Statements for religious organizations) – if filed
- Tax Return 2018 (or 990, or Financial Statements for religious organizations)
- Tax Return 2017 (or 990, or Financial Statements for religious organizations)

Or two years of Schedule C from personal Tax Returns for Sole Proprietors

- Schedule C from your Personal Tax Returns (for Sole Proprietors) 2019
- Schedule C from your Personal Tax Returns (for Sole Proprietors) 2018
- Schedule C from your Personal Tax Returns (for Sole Proprietors) 2017

Or two of the following for businesses that are less than 2 years old

- Interim Profit & Loss Statements (and any Tax Return the business filed with the IRS)
  - 2020 Interim Profit & Loss monthly statements
  - 2019 Profit and Loss Statement

AND these documents which are required to demonstrate financial loss due to the public health emergency:

- Business Financial Documents:
  - Interim Monthly or Quarterly Financials for Calendar Year 2020, **OR**
  - Monthly or Quarterly Sales Tax Filings for Calendar Year 2020, **OR**
  - 2020 Bank Statements for businesses with fewer than 5 employees
- Articles of Incorporation or Articles of Organization (not required for sole proprietors)
- Invoice or Quote for Telework equipment or software for your employees, if requesting funds for this purpose

22. **Some businesses do not have employees therefore, they do not have an unemployment insurance ID number. Most of the grants and loans from the state are asking for this number. Will the county grant ask for this information?**

    We do not require businesses to provide an unemployment insurance ID number for this grant.

23. **Will I get confirmation that my application has been received?**

    Once your application has been successfully submitted you will receive a confirmation email with an application number and a copy of your application.

24. **What other steps do I need to take to access a grant after filing application?**

    After you have submitted your application and are approved for a grant, you will receive a letter agreement from the County which must be signed and returned (electronically). The letter will provide instructions to register as a vendor in the County's Central Vendor Registration System and an ACH form for electronic payments to be received.

25. **Where do I sign up for vendor registration?**

    You can register as a vendor at the following site: https://mcipcc.net/main/homePage.php
    - Be sure to enter the business name exactly as it shows on Federal Employer Identification Number.
    - Be sure to upload a W9 and select Montgomery County as the entity you are registering with.

- After submission click *option* to generate system summary and make sure the summary has (TBD) next to the section that says Montgomery County at the bottom.

26. **How long will this process take; when can I expect to get the money?**

Applications will be approved as quickly as possible after all required documentation is received and a determination is made that your business has incurred a significant financial loss.

27. **How will I get the money?**

Electronic payments will be made through the County's on-line Vendor Registration system and ACH bank payments.

28. **How do I sign up for ACH?**

Download and complete the ACH form found at: https://www.montgomerycountymd.gov/HR/Resources/Files/Training/Vendor%20ACH_Form.pdf and email it directly to APSupplierMaintenance.Finance@montgomerycountymd.gov

29. **How can I check on status of application(s)?**

Upon determination, you will be notified.

30. **Will my information be kept confidential?**

Financial information is kept confidential. Businesses that receive grants, and the dollar amount of the grant received, are public information.

31. **If I file my own sales tax, where can I access copy of the sales tax filing?**

You can access your sale tax filing in your MD comptroller account at: https://interactive.marylandtaxes.gov/bServices/OSC/Pages/Login.aspx

General Questions

32. **What is the maximum amount for grant?**

The maximum amount for the grant is up to $75,000.

33. **Will I need to pay the money back?**

This is a grant, not a loan, so you will not need to pay it back as long as you comply with all of the terms and conditions of the grant agreement.

34. **Is this a one-time payment?**

You can continue to apply monthly until you have reached the maximum amount of $75,000 or until the County funding is no longer available.

35. **What are your priorities for this funding?**

The Montgomery County Council has designated 25% of total funds available for retail and restaurants.

36. **Will you give extra merit to nonprofits?**

There will be no extra merit given to nonprofits.

37. **What restrictions will be placed on the funds granted?**

Per Bill 16-20E which established the PHEG program, grants may be used for employee wages and benefits, taxes, debt, rent, or other operating losses. There also is the opportunity to apply for a second grant of up to $2,500 for teleworking software and hardware for employees.

38. **Are there any limitations on spending for staff?**

Per Bill 16-20E which established the PHEG program, grants may be used for employee wages and benefits, taxes, debt, rent, or other operating losses. There also is the opportunity to apply for a second grant of up to $2,500 for teleworking software and hardware for employees.

39. **Will there also be a loan program if the grant amount is not enough?**

The county itself does not have a loan program, however, it does partner with CDFI's and local community banks for our Micro Loan and Small Business Plus programs.

40. **If we purchase computer equipment and software prior to receiving the grant to work from home since business has essentially been closed, can we be reimbursed?**

If all eligibility requirements for the grant are met, you will be able to apply for reimbursement for your employee teleworking purposes.

41. **Will I be able to sell or relocate my business if I get this grant?**

Performance and reporting terms and conditions will be included in the grant agreement letter.

42. **Will this affect other grants that I am applying to?**

You will need to check the terms and conditions of any other grants you are or have applied to.

43. If I have additional questions who can I contact?

Any additional questions should be emailed to bizinfocovid19@montgomerycountymd.gov.