

How do I apply for the Nassau County Small Business Assistance Grant Program?

Application packets can be picked up at the following locations during the normal business hours:

- Nassau County, James S. Page Governmental Complex, 96135 Nassau Place, Yulee, FL 32097
- Callahan Town Hall, 542300 US Highway 1, Callahan, FL 32011
- Fernandina Beach City Hall, 204 Ash Street, Fernandina Beach, FL 32034
- Hilliard Town Hall, 15859 West County Road 108, Hilliard, FL 32046
- Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, FL 32034

Online applications will be available at <https://www.nassaucountyfl.com/1039/Nassau-CARES> starting at 8:00 a.m. on Saturday, August 1, 2020. Specific instructions for online submittal are provided through the **CARES Documentation and Upload Form** link within the Small Business section of the website.

To request application packets by email, send your request to cares@nassaucountyfl.com. To request application packets by U.S. Mail, please contact the **Nassau CARES** hotline between 8:00 a.m. and 5:00 p.m., Monday through Friday at (904) 530-6800 beginning on Monday, August 3, 2020.

When does the application process begin?

The application process will begin August 1, 2020.

When does the application process end?

The application process will end August 17, 2020 at 5:00 p.m.

What are the eligibility criteria?

- Business is a "For-profit" Business
- Business has nine (9) or less employees or full-time equivalent (FTE) employees.
- Business is not a publicly traded company.
- Business has experienced a business interruption or closures due to COVID-19.
- Business has not received funds covered by insurance or reimbursement from the Federal Payroll Protection Program (PPP), or other local, state or federal sources in excess of \$50,000 related to COVID-19.
- Business is expected to operate after applicable local and state emergency guidelines are removed.
- Business commits to following all recommended COVID-19 safety guidelines.
- Business has earned less than 1.0 million in gross annual income for 2019.
- Business is physically located and operated within the boundaries of Nassau County, Florida.
- Business is wholly or partially owned by a Nassau County resident
- Business has been operating and can prove ongoing business operations since August 1, 2017 (3 years).
- Business is current on all Payroll taxes.

- Business is current on all Sales and Unemployment taxes.
- Business is current on all Property taxes.
- Business is current on all Federal Income taxes.
- Business has no current unpaid code enforcement liens or violation of any state, federal or local laws.
- No Business Owners, including all Managing Members and/or Officers, have been convicted of financial crimes within the past three years.
- No businesses that have as owners and/or employees who are current elected officials, directors, officers, employees, and contractors of the County and such individuals' spouse.

What documents do I need in order to apply?

- W-9 Form
- Staffing Documentation (W-3 Summary, IRS Form 1096, IRS Form 941, Employee Roster or Sole Proprietor Statement)
- Active State Business Registration from Sunbiz.org, or local business registration/license, or other documentation
- Proof that business has experienced a business disruption (For non-essential businesses, proof that business was closed OR for essential businesses, proof can include income statements from March – June 2019 vs. 2020; financial/accounting statements; customer counts)
- Proof of PPP Loans or other local, state or federal sources (e.g. scan of letter or pdf of email from SBA or bank/lender)
- Proof of Nassau County physical location (tax bill, utility bill or other)
- Proof of status on Payroll taxes.
- Proof of status on Sales and Unemployment taxes.
- Proof of status on Property taxes.
- Proof of status on Federal Income taxes.

Which types of businesses will be prioritized?

All applications for the Nassau County Small Business Assistance Grant Program that meet the eligibility criteria and provide the required documentation by the closing date of August 17, 2020 at 5:00 p.m. will receive grant funding until the total grants awarded reaches \$2.2 million.

Who can I contact if I have any questions?

Information and assistance with your application will be available by contacting Nassau County CARES between 8:00 a.m. and 5:00 p.m., Monday through Friday at (904) 530-6800 beginning on Monday, August 3, 2020.

Will my business be eligible to receive funds from the Nassau County Small Business Assistance Grant Program if I've received money from another Federal or State program (i.e. PPP, EIDLA, and Florida Bridge Loan)?

Yes.

Can non-profit organizations apply?

No.

Am I eligible to apply if I live in another County, but my business is located in Nassau County?

No, you must be a Nassau County resident to be eligible.

Is there a stipulation on how I can spend the grant funds?

Funds will cover normal business expenses, such as employee wages, vendor bills and rent to help offset the significant temporary loss of revenue to qualified small businesses.

How many businesses will Nassau County assist?

Nassau County will provide grants to approximately 440 small businesses.

Do I have to pay the money back?

No. Small businesses will not have to pay back the grant.

Where is this money coming from?

The funds for the Nassau County Small Business Assistance Grant Program are part of the County's Federal CARES Act funding.

How much money will I receive?

Small businesses approved for the grant will receive a one-time maximum payment of \$5,000.

What is the approval process?

An independent contractor will evaluate the applicant's documents for eligibility to make sure it is complete. The process for selection will be to sequentially number all submittals on Tuesday, August 18, 2020 (but not in date/time order of submittal). After all applications have been numbered, the contractor will use a Random Sequence Generator to establish a review sequence. The applications will be reviewed based on random sequence until the maximum number of eligible applications are processed.

Who will provide the funds if my business is approved?

The Nassau County Clerk's Office will coordinate and execute all grant distribution and receipt activities with the applicant business.

How is the employee count determined?

The employee count is determined by the total number of employees, which includes full time and part time employees, as well as 1099's.

What is the definition of a full-time employee?

Full-time equivalent (FTE): A measurement of an employer's total part-time employees' hours expressed as the equivalent number of full-time hours. For example, two part-time employees working an average of 15 hours a week would equal one full-time equivalent employee

How do I find my active business registration?

Search by "Entity Name" here on SunBiz.org (use full legal business name), select listing with "Active" Status, and attach most recent filing as a screenshot. If not required to register with Florida Division of Corporations, attach documentation showing the business meets all regulatory requirements from Nassau County.

What if I'm not required to register on Sunbow?

You will need to provide a copy of your Florida Department of Business & Profession Regulation (DBPR) State License.

Are independent contractors eligible to receive grant funds?

No. An independent contractor is typically a person who provides services under a written agreement. They will not have any of the required documentation needed for application. Therefore, only businesses legally organized and located in Nassau County are eligible to receive grant funds.

How do I know if my business is a publicly traded company?

Businesses can visit the U.S. Securities and Exchange Commission's filing

How will I submit my documents to you?

Clear legible scans, photos, and screen shots of the required documents can be uploaded.

What if my application is incomplete?

Applications will be automatically rejected if documents are missing, falsified or illegible.

What happens if I do not include all of the required documents when I submit my application?

Incomplete applications and/or missing documentation will be considered ineligible. If any documentation is missing in your submission you will need to resubmit all documentation again. Only the most recent submission will be reviewed for eligibility and must still meet submittal deadlines.

Am I able to save and come back to my application?

No.

May I edit my documents after I submit my application?

No. Documents cannot be edited after the application has been submitted. If any documentation is missing in your submission you will need to resubmit all documentation again. Only the most recent submission will be reviewed for eligibility and must still meet submittal deadlines.

How will I know my application has been successfully submitted?

After you submit your application, you will see a confirmation screen.

What if I don't receive my confirmation screen?

If you do not receive your confirmation screen, please call (904) 530-6800.