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Levy County CARES Program Application and Agreement

The Levy County CARES Program is a grant program funded by an allocation to Levy County from the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), through the State of Florida Division of Emergency Management, to be used in assisting local governments in the recovery process from the COVID-19 pandemic.

Levy County created the Levy County CARES Program to distribute the majority of the County's initial award of CARES Act funds. Awards through the initial funding of the Levy County CARES Program will be used to assist Levy County businesses whose principal address is located within the boundaries of Levy County (unincorporated and incorporated areas), as reported to the Florida Department of State, Division of Corporations ("Florida Division of Corporations") or other credible source documentation, in recouping costs associated with business interruption caused by required closures or voluntary closures or decreased demand due to the COVID-19 public health emergency or related Executive Orders issued by Governor Ron DeSantis or other state agencies ("Executive Orders"). These funds must be allocated completely on or before December 30, 2020. Additional CARES Act funding may be distributed to Levy County on a date yet to be determined.

As part of the CARES Act, the Levy County Board of County Commissioners ("BOCC"), in partnership with the State of Florida Division of Emergency Management, is proud to provide direct funds through the Levy County CARES Program to local businesses who have suffered from business interruptions, closures, reduced demand or increased expenditures, or other hardships resulting from the COVID-19 public health emergency or related Executive Orders.

The Levy County CARES Program consists of one-time fixed amount grant to qualifying Levy County based small businesses with up to 50 employees to aid in their recovery from the COVID-19 public health emergency and related business interruptions, closures, reduced demand or increased expenditures. The grants are targeted specifically to help local businesses with their principal address located in Levy County, as reported to the Florida Division of Corporations or other credible source documentation.

The fixed amounts will be based on number of an applicant's employees as of February 29, 2020. The definition of employee includes the owner of the business plus any person that is employed full-time, part-time, or on a seasonal basis by the grant applicant. The grant amounts, based on number of employees, are as follows:

- Self-Employed (1 employee): \$1,500
- 2 to 10 employees: \$5,000
- 11-25 employees: \$10,000
- 26-50 employees: \$15,000

Please note, under Chapter 119, Fla. Stat., information included in this application and any documentation submitted as part of the application or throughout the application process may be subject to public records requests.

Fill out the below application completely and attach all required documents. Do not start the application without having all required documents ready to attach or your application may not save properly and you will have to begin again. Levy County staff may request additional supporting documents including, but not limited to, bank statements, financial statements or information, receipts, and other financial documents. Any additional documents requested must be provided. Failure to submit a complete application with required documents attached, or failure to submit any additional supporting

documents requested may result in your application being delayed or denied.

Completed online applications and required documents must be emailed to CARES@levycounty.org. Paper applications must be delivered to 310 School Street, Bronson, FL, Attn: Ali Tretheway, Monday through Friday between 9:00 am and 4:00 pm. All applications (online or paper) must be received by the County no later than 4:00 pm, August 28, 2020. Questions about the application should be emailed to CARES@levycounty.org.

You must read the document *Levy County CARES Program and Guidance* prior to completing this application. There is important information and guidance that will be helpful to you. The *Levy County CARES Program and Guidance* document is available at www.LevyCARES.org. If you need a paper copy, you may obtain one at the Levy County BOCC office at 310 School Street, Bronson, FL, Monday through Friday, between 9:00 am and 4:00 pm.

- I have read the document *Levy County CARES Program and Guidance* prior to completing this application.**
- I understand and agree that any information provided in this application that is not protected under an exemption to Chapter 119, Fla. Stat. may be subject to a public records request under Florida Law.**

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Applicant Name:

Applicant Mailing Address:

Applicant Phone Number:

Applicant Email:

Business Legal Name (should agree with IRS records and IRS Form W-9):

Business Operating Name (Doing Business As)

FEIN Number:

Business Principal Address (must be in Levy County):

Business Mailing Address (as shown on IRS Form W-9):

Business Entity (Choose what best applies):

- Self-Employed (Sole Proprietor, Individual Contractor)
- Corporation
- LLC
- Partnership
- Other (Describe)

Does your business fall into either of these two categories? If you select either option, please provide a brief explanation of the relationship with the owner and the position held by the owner.

- Owned by a Levy County officer, agent, or employee
- Owned by an immediate family member or partner of a Levy County officer, agent, or employee
- Describe family relationship or partnership (if applicable):

Does your business fall into any of the following categories? Check all that apply.

- Business with more than 50 total employees. Total employees include the owner, plus all full-time, part-time, and seasonal employees
- Publicly traded companies
- Home based business not registered with Florida Division of Corporations or reporting business income or expenses on IRS tax returns
- Business that was not operating prior to February 29, 2020
- Business that is delinquent on any local, state, or federal taxes, or has an outstanding code enforcement lien or active code enforcement case
- Business has the same owner as another business that has applied for a grant
- None of the above

NOTE: If you checked any category other than "None of the above" you are not eligible for a Levy County CARES Program grant. You should not complete or submit an application.

Number of employees as of February 29, 2020:

Does the business occupy physical building space inside the boundaries of Levy County?

- Yes
- No

Is your business current on all local, state, or federal taxes?

- Yes
- No

Does your business have any outstanding code enforcement liens or active code enforcement cases?

- Yes
- No

Is your business currently open and operating?

- Yes
- No

Brief description of the business and services/products provided:

Did you receive any of the following COVID-19 or other local, state or federal assistance or insurance for your COVID-19 related impacts? If so, you may still be eligible to receive funding from the Levy County CARES Program, however you cannot use CARES Program funds to pay for any expenses that have been or will be reimbursed by insurance or another local, state, or federal program. Check all that apply:

- Paycheck Protection Program (PPP)
- Economic Injury Disaster Loan (EIDL)
- Florida Bridge Loan
- Any other local, state, or federal assistance. Describe:
- Insurance
- None of the above

Did your business temporarily close as a result of an Executive Order from the Governor's Office?

- Yes
- No

Please check how your business was negatively impacted. You will need to provide documentation supporting all checked negative impacts. Select all that apply:

- Closed due to Executive Order from the Governor's Office or the Department of Business and Professional Regulation
- Temporarily closed due to safety concerns
- Inability to get supplies
- Decreased income
- Increased expenses
- Profit margin too low

PPE/Cleaning supply expenses

Other. Describe:

Choose the categories that are in your plan for using grant funds. Choose all that apply:

Commercial lease mortgage, or rent

Inventory expenses or inventory destruction

Utilities

Payroll

Expenses related to new safety or sanitation precautions or guidelines

Other. Explain:

I certify that all expenses for grant funds, if awarded, will be incurred between March 1, 2020 and December 30, 2020.

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Required Documentation

*****IMPORTANT*****

Do not forget to include ALL required documentation with this application. Failure to include required documentation WILL result in your application either being delayed or denied. The documents that are required are:

- State-Issued Driver License or Photo ID of the applicant
- Completed and signed IRS Form W-9
- IRS Form W-3 Summary from 2019 AND IRS Form 941 from 4th quarter 2019 (December 31, 2019) AND 1st quarter 2020 (March 31, 2020)
- Certificate of Good Standing from Florida Division of Corporations or current Florida Division of Corporations most recent registration/filing for business (if registered)
- 2019 IRS tax returns showing business income and expenses
- All other applicable licenses or certifications for business
- Documents supporting negative financial impact from COVID-19. Examples include but are not limited to:
 - For businesses required to close by Executive Order, copies of invoices for monthly expenses (rent, utilities, payroll, etc.), balance sheet or other documents showing comparison of 2020 months' income/expenses (after March 1) compared to corresponding months for 2019, etc.;
 - For businesses not required to close by Executive Order, , balance sheet or other documents showing comparison of 2020 months' income/expenses (after March 1) compared to corresponding months for 2019, correspondence about inability to get or delayed shipments of supplies, receipts for personal protective equipment, cleaning supplies, etc.

Please check ALL of the following items that you are including with this application

- State-Issued Driver License or Photo ID for the applicant
- Completed and signed W-9
- IRS Form W-3 Summary from 2019 AND IRS Form 941 from 4th quarter 2019 And 1st quarter 2020
- Certificate of Good Standing from Florida Division of Corporations or current Florida Division of Corporations most recent registration/filing (if registered)
- 2019 IRS tax returns showing business income and expenses
- All other applicable licenses or certifications for business
- Documents supporting negative financial impact from COVID-19. Examples include but are not limited to:
 - For businesses required to close by Executive Order, copies of invoices for monthly expenses (rent, utilities, payroll, etc.), balance sheet or other documents showing comparison of 2020 months' income/expenses (after March 1) compared to corresponding months for 2019, etc.;
 - For businesses not required to close by Executive Order, , balance sheet or other documents showing comparison of 2020 months' income/expenses (after March 1) compared to corresponding months for 2019, correspondence about inability to get or delayed shipments of supplies, receipts for personal protective equipment, cleaning supplies, etc.

Other (describe):

I understand that I may be required to provide additional documentation or information as requested by Levy County staff. Failure to provide any requested documents may result in denial of application.

- Yes

Program Agreement

Read Carefully Before Submitting Application

In this Agreement, the applicant will be referred to as “you” or “Applicant.” Levy County will be referred to as “County.” This application, as completed by Applicant, including the terms of the Agreement, will be referred to as “the Application” or “this Application.” Any award of funds from the Levy County CARES Program to Applicant pursuant to this Application and County’s review and approval of the same will be referred to as “Award.”

In the event that Applicant receives an Award from the Levy County CARES Program and in consideration of the Award, Applicant agrees to the all of the following:

Applicant shall not use any of the Award to pay for any expenses that have been or will be reimbursed by insurance or other private sources or under any other local, state, or federal program, including but not limited to other CARES Act programs (such as the Paycheck Protection Program, Economic Injury Disaster Loan, Florida Bridge Loan), or other federal program. Applicant acknowledges that it will be required to repay any Award funds that have been or will be reimbursed by any of the above-described sources and shall indemnify the County for any liabilities, losses, damages, and expenses incurred by the County arising out of Applicant’s failure to abide by the terms of this Agreement and County’s actions to recoup the funds from the Applicant, including attorney’s fees and costs.

Applicant acknowledges and agrees that all funds from the Award have been or will be used to pay for or reimburse business costs of Applicant that were incurred only between March 1, 2020 and December 30, 2020. Applicant further acknowledges that such costs were necessary for one or more of the following reasons: 1) closure or reduced operations of the Applicant’s business as the direct result of an Executive Order issues by the Governor of the State of Florida relating to the COVID-19 public health emergency; 2) decreased customer demand as the result the COVID-19 public health emergency or as the result of an Executive Order issued by the Governor of the State of Florida relating to the COVID-19 public health emergency; or 3) voluntary closure of Applicant’s business to promote social distancing measures as the result of the COVID-19 public health emergency.

In the event Applicant does not comply with all of the terms hereof, Applicant will be required to repay the Award to County. In the event the State of Florida or the federal government at any time demands the return of the Award paid to Applicant pursuant to this Agreement, Applicant shall be solely liable for any such amounts and shall return the full amount of the Award or funds in question to the County promptly upon demand.

Applicant acknowledges that, in the event the CARES funding provided to County is terminated for any reason, County may cancel the Award to Applicant prior to issuance of the Award funds with no further obligation to Applicant.

Applicant shall provide any information or documentation required by Levy County Clerk of Court, Finance Division, in order to receive payment of the Award.

Applicant shall make its best efforts to return to normal business operations as soon as is practicable and safe after the effects of the COVID-19 public health emergency subside.

Applicant acknowledges and agrees that County or its agent(s) or employee(s) shall be entitled to access any of Applicant’s records and supporting documentation related to this Application during regular business hours and upon request as may be necessary to conduct a full and complete audit of the records, to prevent fraud in this grant process or to ensure compliance with federal requirements. Applicant shall fully cooperate with County or its agent(s) or employee(s) and shall timely respond to any requests for such records.

Applicant shall retain all records and supporting documentation related to this Application for a minimum of five (5) years from the date of any Award. At the end of such five (5) year period, Applicant will allow County to copy all such records, if desired by County. If Applicant sells the business that is the subject of this Application, or otherwise ceases business operations prior the end of the five (5) year period, Applicant will provide County a copy of all such records prior to such sale or other cessation of business operations.

Applicant declares that he/she will comply with all of the requirements contained in this Application and the Agreement provisions contained herein. Applicant shall comply with all applicable federal, state and local laws, rules, and regulations, and County policies and regulations governing this Award and this Agreement, including but not limited to the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136), Agreement number Y2293 between the County and the Florida Division of Emergency Management, and Levy County Resolution No. 2020-085. The failure of this Agreement to specifically reference a particular federal or state law, rule, regulation or policy shall not excuse Applicant from compliance with the same to the extent such law, rule, regulation or policy is applicable to the Award or this Agreement.

Applicant also declares that he/she has read the foregoing Application and that the facts and statements contained therein are true, complete and accurate, and that the expenditures for any Award granted hereunder are and will be for the purposes and objectives as stated in this Application. Regardless of whether Applicant actually receives an Award,

Applicant acknowledges that he/she is aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.

I have read and agree to the terms in the above agreement

Please type your full name, as it appears on your State-Issued Driver License or Photo ID, to acknowledge that you agree with all the terms and requirements of this Application and the above Agreement: