

Huntington County Press Release

Small Business PPE Reimbursement Grant Program

COVID-19 has altered the work environment for almost every business in our county. Huntington County wants to help keep our local businesses safe by reimbursing the cost of Personal Protective Equipment (PPE). If you have a small business, this reimbursement grant can help you outfit your employees with the PPE needed to do their jobs safely, while helping you keep your facility “COVID clean.”

This grant reimburses a business for its PPE purchased on or after March 1st, 2020, through October 31st, 2020. Up to \$2,000 of PPE can be reimbursed per business. Applications will be accepted from October 15th through October 31st.

This is the 2nd opportunity for small businesses in Huntington County to apply for this grant program. The grant is not limited to unincorporated areas of the county – all small businesses in Huntington County’s towns and cities are invited to apply. The grant can be used by non-profits, freelance workers, and any other business with 1-20 employees. PPE that is eligible for reimbursement includes both Standard PPE and Disinfecting PPE. Standard PPE includes masks, gloves, hand sanitizer, hand wipes, and similar items. Disinfecting PPE includes specific items such as sanitizing wipes, disinfecting spray, and multi-surface cleaners.

Interested businesses can apply for the PPE reimbursement grant using the application form on Huntington County’s website. If there are any questions, please contact Huntington County’s Grant Program Manager, Aliza Tourkow, at aliza.tourkow@huntington.in.us or 260-999-8600.

Huntington County

Small Business PPE Reimbursement Grant – Round #2

COVID-19 has altered the work environment for almost every business. Huntington County wants to help keep our local businesses safe by reimbursing the cost of Personal Protective Equipment (PPE). If you have a small business, this reimbursement grant program can help you outfit your employees with the PPE needed to do their jobs safely, while helping you keep your facility “COVID clean.”

For the purposes of this grant, Standard PPE includes the following items:

- Washable face masks
- Face mask filters
- Disposable face masks
- Face visors
- Gloves
- Thermometers
- Hand soap in a pump
- Hand soap dispensers
- Hand sanitizer
- Hand sanitizer dispensers
- Hand cleaning wipes

For the purposes of this grant, Disinfecting PPE includes the following cleaning and disinfecting supplies:

- Clorox wipes & other disinfecting wipes
- Anti-bacterial cleaners
- Multi-surface cleaners
- Bleach
- White distilled vinegar
- Isopropyl & rubbing alcohol
- Peroxide
- Buckets to mix concentrated cleaners
- Spray bottles to hold concentrated cleaners

NOT REIMBURSABLE - These items are specifically NOT reimbursable through this grant:

- Paper towels
- Toilet paper
- Toilet bowl cleaners
- Shower cleaners
- Window cleaners
- Floor cleaners
- Mops
- Dusting supplies
- Laundry detergent
- Dishwashing soap
- Baking soda
- Fabric refreshing spray
- Cleaning cloths
- Plexiglass dividers
- Vacuum cleaners

Who qualifies for this grant?

1. A small business with 1-20 staff members.
2. A for-profit or not-for-profit small business that is registered with the State of Indiana.
3. A small business that also meets a. or b. below:
 - a. A business physically located in Huntington County or any of its municipalities; OR
 - b. A business comprised of a freelance worker whose business address and home address are the same, with a contract to work in Huntington County during the year 2020.

How much grant funding can be requested?

1. The maximum amount of this PPE reimbursement grant is \$2,000 per business, per application period.

What does this grant cover?

1. This grant will reimburse a business for the purchase of specific PPE items, as listed above.
2. All purchases must have been made on or after March 1, 2020, through October 31, 2020.
3. Small businesses must submit invoices with proofs of payment for all qualifying PPE purchases.
4. Alternatively, small businesses may provide itemized receipts for the PPE purchased. If the itemized receipt is not clear as to the items purchased, be sure to submit a short explanation of each line item.

When can I apply for this grant?

1. The 2nd & final application period is from October 15 – October 31, 2020. Grant recipients will be notified in November as to whether or not they have been awarded a grant.
2. Applicants awarded a grant during the 1st application period will be disqualified if they submit the same invoices and receipts in the 2nd application period as they did in the 1st application period.
3. Application material will NOT be accepted until the grant opens on October 15, 2020.
4. Application forms must be filled out completely and signed, with the required attachments included. Otherwise, the application will be disqualified.

Who do I contact if I have questions?

Please contact Aliza Tourkow at aliza.tourkow@huntington.in.us or (260) 999-8600 with any questions.

Huntington County

Small Business PPE Reimbursement Grant – Round #2

Business Information

Date of application submittal: _____

Legal business name: _____

Trade name (dba), if any: _____

Business address, city, zip code: _____

County: _____

Business phone: _____ Business email: _____

Applicant name: _____ Phone: _____ Email: _____

**Applicant is the person we should contact with questions about this application.*

If Freelance Worker, provide name and address of contracted employer in Huntington County:

**Attach your contract as proof that you work in Huntington County for the year 2020.*

EIN: _____ Number of employees at this business: _____

**If more than 20 employees, you are not eligible for this grant.*

Business Structure

- General Partnership
 Limited Liability Partnership (LLP)
 Limited Liability Company (LLC)
 Sub-C Corporation
 Sub-S Corporation
 Domestic Non-profit Corporation

Date of Organization: _____ State of Organization: _____

**Attach your most recent Indiana Secretary of State Business Entity Report (available at inbiz.in.gov).*

Ownership

Name	Title	% Ownership

Describe the basic nature of the business (i.e. Attorney's Office, Hair Salon, Landscaping Business, etc.):

Huntington County

Small Business PPE Reimbursement Grant

Reimbursement Grant Request

PPE reimbursement being requested under this grant: \$ _____

**Maximum request is \$2,000.00 per business, per application period.*

Invoices & Receipts:

- How many invoices have you attached for the PPE purchased? _____ invoices
**If you include invoices, you must provide proofs of payment (i.e. receipts, cancelled checks (front & back), etc.) that match the invoices.*
- How many itemized receipts have you attached for the PPE purchased? _____ receipts
**If you include itemized receipts, make sure they are easy to read. If a line states "XL OR GL," write what that item is beside the item, such as "Extra Large Orange Gloves."*
- Be sure that the purchases you have included in your invoices and receipts are ONLY those listed on Page 1 this grant packet under Standard PPE or Disinfecting PPE. Anything else will be disqualified.
- All invoices and receipts must be for purchases made on March 1, 2020 through October 31, 2020.
- If an invoice or itemized receipt contains items that are not reimbursable PPE items, cross out the items with a line and calculate the actual PPE cost, as this expresses your reimbursable amount.
- You cannot use invoices or receipts that have already been submitted for this grant in a prior application. Attempting to do so disqualifies you from being awarded a grant.

Reimbursement Grant Awards

- Applicants will be notified in November regarding the status of their grant applications.
- Grant awards will be provided via ACH (i.e. electronic deposit).
- You must complete the attached ACH form and submit it with this grant application. If your business lacks the capability to receive ACH deposits, you may request a paper check.

Certifications

1. I acknowledge that the PPE reimbursed by this grant must be used in Huntington County for business purposes.
One owner must sign here: X _____
2. I acknowledge that the PPE being reimbursed by this grant has NOT been reimbursed under any other grant program (no "double-dipping" of grant funds).
One owner must sign here: X _____
3. I acknowledge that the PPE being reimbursed by this grant will NOT be sold to any individual, business, or other entity and will only be used by the applicant business.
One owner must sign here: X _____

By signing below, I, on behalf of the applicant business, additionally certify that:

- I am an owner and I am fully authorized to sign this application on behalf of the business.
- If awarded grant funding, the business and its employees agree to abide by the terms and conditions contained herein.
- I have reviewed and verified the content of this application and certify that the information provided is true and accurate.

X

Signature of Owner, on behalf of the Business

Date

Printed Name

Title

Huntington County

Small Business PPE Reimbursement Grant

Upon Completion

- Print all pages and sign the form in every required space.
- Scan the application and all of the required attachments into a PDF document and email it to: aliza.tourkow@huntington.in.us
- Alternatively, send a paper copy of this application form, along with all required attachments to:
Aliza Tourkow, Grant Program Manager
Huntington County Emergency Management Agency
332 E. State Street
Huntington, IN 46750

Check List

- _____ 1. Attach completed application form, including EIN, signed in all signature spaces.
- _____ 2. If you are a freelance worker, attach your contract to work in Huntington County during 2020.
- _____ 3. Attach most recent Indiana Secretary of State Business Entity Report.
- _____ 4. Attach invoices and proofs of payment for PPE purchased during the eligible time period.
OR
- _____ 5. Attach itemized receipts for PPE purchased during the eligible time period.
- _____ 6. If receipts are not clear, include a short explanation of the unclear line items.
- _____ 7. Attach completed ACH form with your business's information.
- _____ 8. Scan and email a PDF of the above items to the County at aliza.tourkow@huntington.in.us.
OR
- _____ 9. Send a paper copy of the application and its attachments to:
Aliza Tourkow, Grant Program Manager
Huntington County Emergency Management Agency
332 E. State Street
Huntington, IN 46750

Huntington County

Small Business PPE Reimbursement Grant

The Huntington County Auditor/Treasurer's Office provides the opportunity to receive a grant award via ACH (electronic deposit). Please complete this form with your banking information and attach it to the grant packet. This is the fastest way to receive a grant award.

If your business lacks the capability of receiving ACH deposits, you may request a paper check. Please complete that section below and return this form by attaching it to the grant packet.

Name on the Banking Account: _____

Bank Name: _____

Routing Number: _____

Account Number: _____

Business Phone Number _____

Contact Person _____

E-mail Address to send ACH Remittance (email alert of deposit) _____

Is this a Business **Checking** or **Savings** Account? _____

My business lacks the ability to receive ACH deposits. Please mail my grant award to my business at:

First and Last Name _____

Business Mailing Address _____

**Must match the address on the 1st page of the grant.*