



## American Rescue Plan Small Business/Not for Profit/Non-Profit REIMBURSEMENT REQUEST CHECKLIST

2nd Round Applications Open	February 1, 2022
2 <sup>nd</sup> Round Applications Close	May 31, 2022

Please complete the following: (email ALL documentation to [jeffcocares@jeffcomo.org](mailto:jeffcocares@jeffcomo.org)).

- Reimbursement Request Checklist (pg. 1)
- Notarized Certification
- American Rescue Plan Application
- TWO** Reimbursement Spreadsheets (Labor Costs + Other Costs)
- Copies of Receipts & Supporting Documents
- Copies of paid personal and real property tax receipts
- Copy of current merchant license
- NO TAX DUE letter from the State of Missouri
- Last monthly financial statement
- Last audited financial statement

<b>Download Application &amp; Documents At:</b>
<a href="http://www.jeffcomo.org">www.jeffcomo.org</a>
<b>Questions</b>
<a href="mailto:jeffcocares@jeffcomo.org">jeffcocares@jeffcomo.org</a>
<b>Contacts:</b>
<i>Jefferson County Auditor's Office Kristy Apprill, County Auditor 636-797-5461 kapprill@jeffcomo.org</i>
<i>Jefferson County Auditor's Office Amanda Rees, Chief Deputy Auditor 636-797-6427 <a href="mailto:arees@jeffcomo.org">arees@jeffcomo.org</a> <a href="mailto:jeffcocares@jeffcomo.org">jeffcocares@jeffcomo.org</a></i>

Please be aware that funds are limited. Missing documents, including receipts for reimbursable expenses, may delay, reduce, or void your reimbursement.

Recipients are required to maintain hard copies of all documents submitted to the County for five years for auditing purposes.

All decisions regarding reimbursements are final and non-appealable.

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### INTERNAL USE ONLY

Approved by: \_\_\_\_\_

Paid: \_\_\_\_\_ CK#: \_\_\_\_\_ ACCT STRING: \_\_\_\_\_

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## **Jefferson County American Rescue Plan Reimbursement Program**

The program will provide direct Reimbursements to businesses for expenses associated with ensuring the health and safety of employees and patrons. The program will utilize federal funds provided to the State of Missouri through the American Rescue Plan and delivered to Jefferson County.

### **Reimbursement Program Guidelines:**

- Eligible businesses include **FOR-PROFIT** corporations, partnerships, sole proprietorships, including independent contractors, LLCs, Joint Ventures and **NOT FOR PROFIT or NON-PROFIT** who have one or more locations in Jefferson County.
- Businesses must be established prior to March 3, 2021
- Businesses must certify (W2/1099/gig) employment between 6 and 500 individuals within Jefferson County.
- Eligible expenditures include Personal Protective Equipment (PPE); supplies and disinfectants to initially deep clean premises and for use on an ongoing basis; also included are expenses associated with hiring a third party to perform periodic deep cleaning services, hand sanitizer stations, restocking of necessary supplies/raw materials, expenses associated with reconfiguring business to meet recommended health and safety guidelines, signage, marketing and other one-time expenses associated with reopening or resuming normal operations.
- Applications will only be considered when a complete application is submitted with all required attachments and supporting documentation.
- All industry sectors are eligible. Exceptions are:
  - Businesses that are permanently closed
  - Franchise businesses, except those franchises which are locally owned and operated in Jefferson County
  - Lending and investment institutions
  - Sporting venues
  - Corporately Owned Chain Stores
  - Government owned entities including political subdivisions
  - Any business engaged in illegal activity
- Business must be in Good Standing with the MO Secretary of State's Office and Jefferson County and/or City Merchant License (if applicable).
- Business and owners must NOT be delinquent on any Missouri or local tax.
- Businesses must have, at time of application:
  - a) customers and/or employees physically coming to their business premises, and/or
  - b) must conduct business on customer premises.
  - Maximum Reimbursement awards will be based, in part, on number of Missouri W2/1099/gig employees with the number of Full-Time-Equivalent (FTE\*) employees being between 6 and 500.
    - Full-time employees must work an average of at least 30 hours per week.
    - Owners working at least 30 hours per week who do not receive a W2 can be included.

**Eligible Expenditures (not inclusive)**

**PPE & Cleaners**

- Masks (Cloth, Surgical, N-95)
- Gloves (Latex/Nitrile)
- Goggles/Safety Glasses
- Face Shields
- Disposable Gowns
- Booties
- Hand Sanitizer
- Clorox Wipes

**Physical Modifications & Equipment**

- Plexiglass barriers
- Thermometers
- Disinfection equipment
- Touchless payment options
- Digitized menus
- Notification apps/systems
- Temperature monitoring stations

**Other**

- Safety training for staff
- Third party expenses related to COVID-19

**Reimbursement Parameters:**

- Maximum Reimbursement amount is \$5,000; Maximum Reimbursement amount could be less depending upon number of applications and available funding.
- Eligible expenditures must be made after March 3, 2021 and is reimbursable upon proof of expenditure.
- Businesses will be required to verify funds were used for eligible expenditures and shall be required to repay all or a portion of the Reimbursement if business is found noncompliant with Reimbursement requirements.
- Businesses that have previously been awarded assistance through other Federal business or SBA programs are **not** prohibited from applying.
- The American Rescue Plan is a discretionary incentive program offered by Jefferson County and administered by Jefferson County. Not all who apply for a Reimbursement will be approved. The information provided in this document is only a general summary of the program features and does not create any obligation by Jefferson County to provide a Reimbursement. Jefferson County reserves the right to adjust the terms of the

Reimbursement based on the applicant's individual circumstances and availability of funds. All Reimbursement recipients must enter into a Reimbursement agreement with Jefferson County which will set forth all the legal terms and conditions of the Reimbursement award.

**Requirements and Conditions for Successful Applicants**

- Applicants will be required to sign a Jefferson County Small Business Certification that lays out all the terms and conditions to the reimbursement funds.
- All applicants must abide by applicable Federal, State, County and municipal laws, regulations, and policies.
- Reimbursement funds must be used for employee salary and benefits and/or other business capital and operating expenses, or capital expenditures directly related to the immediate impacts of COVID-19 and for no other use.
- No part of any reimbursement may be used for any activity intended to influence a member of the County Executive, County Board, or the American Rescue Plan Reimbursement Review Panel.
- Applicants are required to submit supporting documentation of how reimbursement funds were used, or will be used, and may include:
  - Payroll per pay period
  - Insurance & Utility bills
  - Mortgage/rent payment confirmations
  - Receipts for advertising, marketing, or branding
  - Receipts for physical improvements to facility or equipment/software to create a safer environment for customers and/or employees
  - Any Online receipts, copies of proposed purchases, or purchase orders **MUST** show Date, Seller Name, Item Description, Amount of purchase, payment type, anticipated ship date.

**Deadline May 31, 2022**

**Steps to Complete the Application:**

Step 1: Go to [www.jeffcomo.org](http://www.jeffcomo.org) to download the applicable documents.

Step 2: Complete and submit online the American Rescue Plan Application.

Step 3: Complete the Jefferson County Reimbursement Spreadsheet (note there are two worksheets in the Excel Work book (Labor Costs + Other Costs) and email to [jeffcocares@jeffcomo.org](mailto:jeffcocares@jeffcomo.org)

Step 4: Sign & Notarize the American Rescue Plan Certification and make copies of receipts and/or supporting documentation as required to support your application and mail to:

**Jefferson County Auditor's Office, P.O. Box 100, Hillsboro, MO 63050 or**

**Email to [jeffcocares@jeffcomo.org](mailto:jeffcocares@jeffcomo.org)**

**For questions please contact: [jeffcocares@jeffcomo.org](mailto:jeffcocares@jeffcomo.org)**