

**Frequently Asked Questions**

Question	Answer
What is the purpose of the Rebuild Virginia Grant Fund?	The Rebuild Virginia Grant Fund helps to meet financial obligations and operating expenses that could have been met had the economic disaster not occurred, and to recover with the resources to offset the additional costs of operating a small business in the post-pandemic environment. Approved Rebuild Virginia Grant Fund applicants shall receive grants up to 3.0 times their average monthly eligible expenses, or recovery reimbursements, up to a maximum of \$10,000.
How do I apply for the Rebuild VA Grant Fund?	Applicants can apply on-line or obtain a paper application at <a href="http://governor.virginia.gov/rebuildva">http://governor.virginia.gov/rebuildva</a>
What type of operating expenses are reimbursable under the Rebuild VA Grant Fund?	Payroll support including employee salaries, paid sick leave, medical leave, or family leave, and costs associated with the continuation of group health care benefits during those period of leave; mortgage payments; rental payments (including rents under a lease agreement; utilities, defined as electricity, gas, water/sewer, telephone, internet service; principal and interest payments for any organization loans from nationally or state chartered financial institutions that were incurred, prior to, or during the COVID-19 emergency
What COVID-19 recovery reimbursements are covered in the Rebuild VA Grant Fund?	<p>Disbursements made on or after March 24, 2020 for the following purposes:</p> <ul style="list-style-type: none"> <li>• Purchase of equipment, infrastructure, technology or other capital assets necessary to permit the applicant to prevent the transmission of COVID-19 and provide a healthy and safe work environment for its employees, including the modification of work stations and furniture, the installation of barriers, shields and Plexiglas</li> <li>• Expenses to comply with OSHA and VDH safety standards relating to COVID-19 prevention, including the purchase or improvement of high-efficiency ventilation systems or hand-washing stations</li> <li>• Expenses to reconfigure business facilities to comply with physical distancing standards to prevent the transmission of COVID-19, including the installation of drive-through windows</li> <li>• Expenses for the utilization or phase-in of touch-free technology or equipment, such as touch-free toilets, sinks, fixtures, dispensers and trash cans; installation of signage to encourage physical distancing and hand-washing</li> <li>• Purchase of equipment, infrastructure, technology or other services to prepare for and respond to coronavirus: necessary expenses related to long-term economic recovery and expenses related to the establishment of alternative business sales and delivery methods, including web-based platforms</li> </ul>

<p>What type of entities are eligible for Rebuild VA Grant Fund?</p>	<p>A corporation (C-Corp), pass through entity (S-Corp, Partnership, LLC) or other legal entity that is organized separately from the owner; 501c3, 501c7 organization or 501c19 veterans organization, Virginia Tribes, sole proprietors, and independent contractors.</p>
<p>What type of industries are eligible for Rebuild VA Grant Fund?</p>	<ul style="list-style-type: none"> <li>• <u>Restaurant and Beverage Services</u>: Restaurants, dining establishments, food courts, breweries, cideries, distilleries, wineries, and tasting rooms, farmers markets (and vendors in the farmers markets)</li> <li>• <u>Brick and Mortar Retail</u>: Non-essential brick and mortar retail establishments include everything EXCEPT the following: <ul style="list-style-type: none"> <li>• Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;</li> <li>• Medical, laboratory, and vision supply retailers;</li> <li>• Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;</li> <li>• Automotive parts, accessories, and tire retailers as well as automotive repair facilities;</li> <li>• Home improvement, hardware, building material, and building supply retailers;</li> <li>• Lawn and garden equipment retailers;</li> <li>• Beer, wine, and liquor stores;</li> <li>• Retail functions of gas stations and convenience stores;</li> <li>• Retail located within healthcare facilities;</li> <li>• Banks and other financial institutions with retail functions;</li> <li>• Pet and feed stores;</li> <li>• Printing and office supply stores; and</li> <li>• Laundromats and dry cleaners</li> </ul> </li> <li>• <u>Fitness and Exercise Facilities</u>: Gymnasiums, recreation centers, swimming pools, indoor sports facilities, and indoor exercise facilities</li> <li>• <u>Personal Care and Personal Grooming Services</u>: Beauty salons, barbershops, spas, massage practices, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed</li> <li>• <u>Entertainment and Public Amusement</u>: Theaters, performing arts centers, concert venues, museums, racetracks, historic horse racing facilities, bowling alleys, skating rinks, arcades, amusement parks, trampoline parks, fairs, arts and craft facilities, aquariums, zoos, escape rooms, indoor shooting ranges, public and private social clubs</li> <li>• <u>Private Campgrounds and Overnight Summer Camps</u></li> </ul>
<p>What are other eligibility criteria?</p>	<ul style="list-style-type: none"> <li>• Applicant's primary place of business must be in Virginia</li> <li>• Applicant must employ 25 or less employees</li> <li>• Applicants must have less than \$1.5 million in annual gross revenues for the most recent fiscal year</li> <li>• Applicant was operating in Virginia before March 12, 2020</li> <li>• Applicant is in current good standing with Virginia State Corporation Commission</li> <li>• Applicant is not delinquent on Virginia state taxes and if delinquent has a payment plan in-place</li> <li>• Applicant is engaged in legal activity</li> </ul>

Are applicants eligible if they that received Paycheck Protection Program (PPP) funding or an Economic Injury Disaster Loan or advance (EIDL)?	No, applicants are not eligible for Rebuild VA if they have received money from any CARES Act program: PPP, EIDL or additional \$600 unemployment insurance relief.
Are applicants that received COVID-19 grants or loans from any State, Regional or City agency or authority eligible for Rebuild VA Grant Fund?	No, applicants are not eligible for Rebuild VA if they have received money from any CARES Act program.
What are some other eligibility criteria that apply to applicants and owners?	Applicants may not be a lobbyist; and any owner or principal having 20 percent or greater ownership interest, may not be more than sixty (60) days delinquent on child support obligations
What type of identification documentation is required to verify the owner(s)	A valid photo identification, such as, a Virginia Driver's License, VA Real ID, Resident Alien Card or Passport
Is there any document that I need to submit, in particular, to receive my grant check payment?	Yes, the Commonwealth of Virginia's Substitute W-9 Form-Request for Taxpayer Identification Number and Certification <u>W9 COV Substitute</u> is required to process a payment check
What type of documentation is required to verify place of business and good standing with the Commonwealth?	Commonwealth of Virginia State Corporation Commission Certificate of Good Standing or Certificate of Fact or Copy of a current business entity or organization search ( <a href="https://cis.scc.virginia.gov/">https://cis.scc.virginia.gov/</a> )
What type of documentation is required to verify business or organization type?	Articles of incorporation; articles of organization; partnership agreement; a business license and certificate of fictitious name; IRS letter of determination; and Form-1099 to name a few
What type of documentation is required to verify revenue?	2019 Federal Income Tax Return (plus schedules) and 2020 year-to-date interim financial statements; or year-end internally prepared financial statements for 2019, if your income tax return has not been filed or is on extension and 2020 interim financials
What type of documentation is required to verify employee(s) and payroll expense?	Virginia Employment Commission Quarterly Report: FC21/20 for 12/31/2019 or 3/31/2020 ( <a href="http://www.vec.virginia.gov/employers/VEC-FC-2120">http://www.vec.virginia.gov/employers/VEC-FC-2120</a> ); or third party payroll processing records; form 1099 MISC, form 1040-ES; etc.
What type of documentation is required to verify eligible expenses and expenditures?	Mortgage statements; other commercial loan payment statements; utility bills (electricity, gas, water/sewer, telephone, internet); COVID-19 expenses <i>made on or after 3/24/2020</i> ; current rental or lease agreement and amendments
Can an application be saved and returned to later?	No, your application must be completed in one sitting. The portal does not allow you to "save and close" for later. It is very important to review the application instructions posted on the website and have all necessary documentation ready for upload
How will I know if my application has been received?	On-line applicants will receive an automatic electronic notification from the portal, with an application reference number, when the application is submitted
How will I be notified if my application is approved?	On-line applicants will receive an automatic electronic notification from the portal when the application is approved
How will I be notified if my application is declined?	On-line applicants will receive an automatic electronic notification from the portal when the application is declined
How long will it take to approve my application and receive the grant award?	Expect 14 days to process your application upon receipt and another 14 days from approval to process the payment check; a check will be mailed to from the Virginia Department of Treasury

**Additional Grant Program Clarifications through August 3, 2020**

Are wedding venues eligible for the Rebuild VA Grant Fund?	Wedding venues are not eligible for the Rebuild VA Grant Fund
Are cleaning companies eligible for the Rebuild VA Grant Fund?	Cleaning companies are not eligible for the Rebuild VA Grant Fund
Are security companies eligible for the Rebuild VA Grant Fund?	Security companies are not eligible for the Rebuild VA Grant Fund
Are motels/hotels eligible for the Rebuild VA Grant Fund?	Motels/hotels are not eligible for the Rebuild VA Grant Fund
Are real estate and auction companies eligible for the Rebuild VA Grant Fund?	Real estate and auction companies are not eligible for Rebuild VA Grant Fund
Are legal firms or medical practices eligible for Rebuild VA Grant Fund	Legal firms, medical practices and other professional firms or practices are not eligible for Rebuild VA Grant Fund
Can the principal and interest payments be made on an Economic Development Administration (EDA) loan that was originated prior to COVID-19?	The intention is to help small businesses cover fixed overhead expenses that must be satisfied to avoid further harm from creditors or lessors. Therefore principal and interest payments for pre COVID-19 commercial EDA loans are eligible
Can you provide additional information for documenting eligible expenses and disbursements?	<ul style="list-style-type: none"> <li>• <u>Applicant Payroll Records</u>: Submit VEC-FC-21/20 quarterly report for the periods ended 12/31/2019 or 3/30/2020; or three 3rd party payroll processor records, or other supporting documentation, such as IRS Form 1040-ES for sole proprietors and independent contractors, for any three months during the 12 month period of August 2019 – July 2020, to confirm qualifying salary or payroll amounts - payroll support includes salaries, paid leave, costs associated with group health care benefits, and any other applicable benefit(s) costs.</li> <li>• <u>Applicant Mortgage Loan Statement</u>: Submit last three Applicant mortgage statements to confirm monthly mortgage payments (refinancing, pre-paying or paying off existing debt is ineligible); documents need to be dated within 120 days of application.</li> <li>• <u>Applicant Loan Statement(s)</u>: Submit three loan billing statement(s) for any three (3) months during the 12 month period of August 2019 – July 2020, to verify monthly loan payments for any business loans that you incurred prior to or during the COVID-19 emergency (refinancing, pre-paying or paying off existing debt is ineligible).</li> <li>• <u>Applicant Rent or Lease Agreement(s)</u>: Submit the Rent or Lease Agreement and all amendments that is currently in effect for your business.</li> <li>• <u>Applicant Utilities' Statement(s)</u>: Submit three billing statements for any three (3) months during the 12 month period of August 2019 – July 2020, to confirm the following eligible business utility expenses: electric, water-sewer, gas, telephone and internet service</li> </ul>
When will you stop accepting applications?	We will stop accepting applications when it is determine that all of the grant funds are committed or until 12/31/2020, whichever comes first