



APPLICATION GUIDE

Please read this GUIDE carefully. All of the questions and information that you will be asked to answer or provide to complete the On-Line Application is included in this GUIDE.

To qualify for Rebuild VA grant your business or organization must be a corporation, pass through entity or other legal entity that is organized separately from the owner; 501c3, 501c7 or 501c19 organizations; Virginia tribe; sole proprietor or independent contractor *AND* have \$10 million or less in gross revenue OR 250 or fewer full-time employees

YOU WILL BE ASKED TO ANSWER THESE ELIGIBILITY QUESTIONS

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| • Is your business or organization's principal place of operation in the Commonwealth of Virginia? |
| • Is the business or organization primarily engaged in or does substantially all of its production in Virginia? |
| • How many total full-time employees does your business or organization employ? (Part-time employees are not eligible) <i>(Numeric value)</i> |
| • How many of your full-time employees have their permanent residences in VA? <i>(Numeric value)</i> |
| • How many of your full-time employees do not have their permanent residences in VA? <i>(Numeric value)</i> |
| • What is your annual gross revenue in the most recent calendar or fiscal year? |
| • Is your business delinquent on Virginia state taxes? |
| • If delinquent on Virginia state taxes, does your business have a payment plan in-place? |
| • Is your business or organization engaged in legal activity? |
| • Is your business or organization in compliance with all Federal, State and Local laws? |
| • Has your business or organization been closed or restricted due to COVID-19? |
| • Did your business or organization receive Cares Act economic stimulus funding due to COVID-19? |
| • Are you or your organization or business a lobbyist? |
| • Are you, or a principal of the organization or business with 20 percent or greater ownership interest, more than sixty (60) days delinquent on child support obligations? |

YOU WILL BE ASKED TO PROVIDE THIS BUSINESS INFORMATION

- Business or Organization Name
- Business or Organization Description
- EIN or SSN (as appropriate)
- Date Established; SCC Entity Number (<https://cis.scc.virginia.gov/>)
- NAICS Code/Description (<https://www.census.gov/eos/www/naics>)
- Business or Organization Principal Place of Business
- Business or Organization Email; Website
- Contact Name; Title
- Email
- Are you a certified Small, Women and Minority Owned business? SWaM Cert #
- Are you a Disadvantaged Business Enterprise? DBE Cert #
- Are you registered with Virginia's electronic procurement system?



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YOU WILL BE ASKED TO PROVIDE THIS OWNER OR PRIMARY CONTACT INFORMATION

- Name, Title
- Street, City, State, Zip, County
- Email Address, Telephone Number
- Ownership Percentage

Owner Photo Identification: valid copy of a Passport, VA Real ID, Commonwealth of Virginia Driver's License Resident Alien Card

YOU WILL BE ASKED TO PROVIDE THIS GOVERNMENT MONITORING DATA

- *You are not required to provide this information*, but are encouraged to do so. Rebuild VA does not discriminate on the basis of this information and will have no bearing on Rebuild VA's decision.
- You may wish to provide this information:
 - Ethnicity: Hispanic or Latino, Not Hispanic or Latino
 - Race (select one or more designations): American Indian or Alaska Native, Asian, White, Black or African American, Native Hawaiian or Other Pacific Islander
 - Sex: Female, Male, Other
 - Veteran Status
 - Woman-Owned Business (If at least 51% of business is owned by one or more women or in the case of a corporation, partnership, or LLC, or other entity, at least 51% of the equity ownership is by one or more women who are U.S. citizens or legal resident aliens)
 - Minority-Owned Business (If at least 51% of business is owned by one or more minority individuals or in the case of a corporation, partnership, of LLC, or other entity, at least 51% of the equity ownership interest in the entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens)
 - Is your place of business in a low income community?



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YOU ARE REQUIRED TO PROVIDE THIS DOCUMENTATION (AS APPLICABLE)

TYPE	DETAILED DESCRIPTION	RECOMMENDED FILE NAME FOR UPLOADING
Owner identification	<p>Owner's Current Photo Identification; one of the following MUST BE VALID:</p> <ul style="list-style-type: none"> • Virginia Driver's License • VA Real ID • Resident Alien Card • Passport 	Owner ID – [BUSINESS NAME]
State Tax Form <i>(required to distribute the grant award)</i>	<ul style="list-style-type: none"> • Commonwealth of Virginia's Substitute W-9 Form . <p><i>Note the W-9 must include a DUNS Number, must be filled out completely, must match the information on the application and must be either signed and scanned or electronically signed using Adobe Fill & Sign, Docusign or similar signature program.</i></p>	Virginia W9 (– [BUSINESS NAME])
Entity, place of business or organization type and identification	<ul style="list-style-type: none"> • Only required for: 501c3, 501c7 or 501c19 organizations; • Applicant should provide, as applicable: <ul style="list-style-type: none"> ○ IRS Letter of Determination ○ Certificate of Fictitious Name 	IRS Determination Letter – [BUSINESS NAME] Owner ID – [BUSINESS NAME] Certificate of Fictitious Name – [BUSINESS NAME]
Revenue identification	<ul style="list-style-type: none"> • Complete filed copy of 2019 Federal Income Tax Return • Interim 2020 YTD Income Statement • If 2019 Federal Income Tax Return has not been filed, submit a year-end internally prepared Income Statement for 2019 	2019 Federal Tax Return – [BUSINESS NAME] 2020 YTD Income Statement – [BUSINESS NAME] 2019 Income Statement – [BUSINESS NAME]



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YOU ARE REQUIRED TO PROVIDE THIS DOCUMENTATION FOR OPERATING EXPENSE ELIGIBILITY

Approved Rebuild VA applicants may receive grants of three (3) times their average monthly recurring eligible operating expenses, plus COVID Related expenses (if applicable), up to a maximum of \$100,000.

Eligible Operating Expenses	Required Verification Document	Recommended File Name
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	<p><i>The following are considered acceptable supporting documentation if you are requesting payroll reimbursement</i></p> <ul style="list-style-type: none"> • Most recent Virginia Employment Commission Quarterly Report: FC21/20 http://www.vec.virginia.gov/employers/VEC-FC-2120 • Most recent Payroll Processing Records • Form 1099-MISC • Form 1040-ES with Worksheet • Other documentation to substantiate payroll <p>For Sole Proprietors Only: 2019 Tax Return showing gross income</p>	Payroll Documentation – [BUSINESS NAME]
Mortgage payments	Most recent Business Mortgage statement	Mortgage Documentation – [BUSINESS NAME]
Rental or Lease Payments	Current Rent or Lease Agreement for business location	Rent or Lease Agreement – [BUSINESS NAME]
<p>Eligible Utilities:</p> <ul style="list-style-type: none"> • Electricity • Gas • Water/Sewer • Telephone • Internet service 	For each type of utility, you're requesting reimbursement for, attach the most recent utility statement from the biller. Proof of payment will not be sufficient.	[Type of Utility] Documentation – [BUSINESS NAME]
Principal and Interest Payments for business loans incurred prior to, or during the COVID-19 emergency	Most recent monthly statement for business loan.	Business Loan Documentation – [BUSINESS NAME]
COVID Related Expenses – (<i>applicants who received CARES Act funds are not eligible for reimbursement of these expenses under the Rebuild VA Grant</i>)	<ul style="list-style-type: none"> ○ Paid invoices ○ Contracts ○ Cancelled checks 	COVID Related Expenses Documentation – [BUSINESS NAME]



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REVIEW AND APPROVAL

- Applications will be reviewed as they are received to determine completeness and eligibility. Please note that applications are only submitted for review once you click "Finish."
- Reasonable attempts will be made to contact applicants with any questions
- Allow 21 business days for review and approval
- [Applicants can check application status by logging into their application account](#)

NOTIFICATION

- All applicants will be notified of application receipt and decision by automated email from the on-line application portal
- All inquiries should be submitted to VSBFA.Online@sbsd.virginia.gov

DISTRIBUTION

- Grants will be disbursed by check from the Virginia Treasurer's Office
- Allow 21 business days for checks to be mailed after approval

YOU WILL BE ASKED TO CERTIFY YOUR APPLICATION

The Virginia Small Business Financing Authority (VSBFA) is a political subdivision of the Commonwealth of Virginia and all information submitted with this application may be subject to a Freedom of Information Act request. Furthermore, all Applicants are subject to the laws of Commonwealth of Virginia, including its conflict of interest provisions.

Applicant hereby certifies, under penalty of perjury, that a grant received under Rebuild VA shall only be used for eligible recurring expenses and not for COVID-19 expenses for which Applicant received funding from the CARES Act, and furthermore, the information representations and documentation submitted herein, and the information presented to receive a grant under Rebuild VA Grant Fund is submitted for the purpose of obtaining financial assistance from the VSBFA and is to the best of my knowledge true, accurate and complete.