



Frequently Asked Questions

Question	Answer
<p>What is the purpose of the Rebuild Virginia Grant Fund?</p>	<p>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 \$100,000.</p>
<p>How do I apply for the Rebuild VA Grant Fund?</p>	<p>Applicants can apply on-line or obtain a paper application at http://governor.virginia.gov/rebuildva</p>
<p>What type of operating expenses are reimbursable under the Rebuild VA Grant Fund?</p>	<p>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</p>
<p>What COVID-19 recovery reimbursements are covered in the Rebuild VA Grant Fund?</p>	<p>Disbursements made on or after March 24, 2020 for the following purposes:</p> <ul style="list-style-type: none"> • 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 plexiglass • 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 • 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 • 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 • 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

What type of entities are eligible for Rebuild VA Grant Fund?	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.
What are other eligibility criteria?	<ul style="list-style-type: none"> • Applicant's primary place of business must be in Virginia • Applicant must employ 250 or less employees (part-time employees excluded) • Applicants must have \$10 million or less in annual gross revenues for the most recent fiscal year • Applicant was operating in Virginia before March 12, 2020 • Applicant is in current good standing with Virginia State Corporation Commission • Applicant is not delinquent on Virginia state taxes and if delinquent has a payment plan in-place • Applicant is engaged in legal activity
Are applicants eligible if they received Paycheck Protection Program (PPP) funding or an Economic Injury Disaster Loan or advance (EIDL)?	Yes, applicants are eligible for Rebuild VA if they have received money from any CARES Act program. However, applicants who have received money from any CARES Act fund are not eligible to be reimbursed for COVID-related expenses under the Rebuild VA grant.
Are applicants that received COVID-19 grants or loans from any State, Regional or City agency or authority eligible for Rebuild VA Grant Fund?	Yes, applicants are eligible for Rebuild VA if they have received money from any CARES Act program. However, applicants who have received money from any CARES Act fund are not eligible to be reimbursed for COVID-related expenses under the Rebuild VA grant.
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 https://www.sbsd.virginia.gov/wp-content/uploads/2020/07/W9_COVSubstitute.pdf with Taxpayer Identification Number and DUNS http://www.dnb.com/us/ is required to process a payment check. <u>The application must be legible, filled out completely, and include a physical signature. Electronic signatures made using DocuSign, Adobe Fill & Sign or similar program will be accepted.</u>
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 the most recent quarter (http://www.vec.virginia.gov/employers/VEC-FC-2120); 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, and 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	Yes, your application may be saved and returned to later.

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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. Your application is not considered Received until you've hit the "Finish" button.
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 21 business 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.
When will you stop accepting applications?	We will stop accepting applications when it is determined that all the grant funds are committed or until 12/31/2020, whichever comes first.
Can I request grant funds for additional categories after I submit my application?	No. Funding requests may not be modified after the application is submitted. We encourage applicants to request funding for all categories they may be eligible in their application.
Can I update any aspect of my application after I submit my application?	No, once you've submitted your application, the fields cannot be edited. You are only able to upload additional documentation after submitting your application.
May I withdraw my application after submission?	Yes. Send an email to vsbfa.online@sbfa.virginia.gov . Include your business name and application number, with a detailed message requesting the withdrawal of your application. You will receive an application decline notice once your request is processed.

Additional Grant Program Clarifications through August 3, 2020

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"> • <u>Applicant Payroll Records</u>: Submit VEC-FC-21/20 most recent quarterly report or 3rd party payroll processor records, or other supporting documentation, such as IRS Form 1040-ES <u>with the worksheet</u> for sole proprietors and independent contractors, for any three months during the period of October 2019 – September 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 • <u>Applicant Mortgage Loan Statement</u>: Submit the most recent 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 • <u>Applicant Loan Statement(s)</u>: Submit the most recent loan billing statement 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)

	<ul style="list-style-type: none"> • <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 location • <u>Applicant Utilities' Statement(s)</u>: Submit the most recent billing statement to confirm the following eligible business utility expenses: electric, water-sewer, gas, telephone and internet service
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Additional Grant Program Clarifications through September 21, 2020

Have any changes been made to the Rebuild VA Grant Fund since it opened on 8/10/2020?	<p>Yes, rebuild VA has expanded its eligibility criteria to allow more small businesses and nonprofits to apply. Any business or nonprofit with \$10 million or less in gross revenue in 2019 or 250 or fewer full-time employees is now eligible to apply.</p> <p>Go to https://www.governor.virginia.gov/rebuildva/ for the complete details.</p>
Are small businesses that received CARES Act emergency funding (PPP, EIDL, expanded unemployment benefits) still ineligible for a Rebuild VA grant?	<p>Small businesses that received CARES Act emergency funding are <u>now eligible</u> to apply for reimbursement of these eligible business operating expenses:</p> <ul style="list-style-type: none"> • Payroll and benefits • Mortgage payments • Rent or Lease payments • Utilities • Principal and interest payments for business loans incurred before or during the emergency
Do I still need to complete my application in one sitting? Will my application be automatically saved so I can log back in if I time out or lose connection?	<p>Your application will be automatically saved. So, if you time out or are disconnected you will be able log back in to complete your application.</p> <p>You can also log into your application account at any time to check the status of your submission.</p>
Is there anything in particular needed from me to receive payment if I am approved for a grant?	<p>Yes, you must Download the Virginia substitute form W-9 (click here); complete, sign and upload it with your other documents. Your payment cannot be processed without a VA W-9. Note: your W-9 must include a DUNS Number (click here).</p>
Are there any resources to help me apply?	<p>Yes, we recommend that you carefully prepare before starting the application by reading the information provided on the Governor's Rebuild VA website https://www.governor.virginia.gov/rebuildva/ and consulting the Application Guide (click here).</p>