

Sumter County CARES Act Business Assistance Reimbursement Guidelines

Description:

The Sumter County Board of County Commissioners is providing reimbursement to for-profit businesses located in Sumter County, Florida which had expenditures acquiring materials or services on or after March 1, 2020, through June 20, 2020, and directly related to the COVID-19 safety and compliance measures. Sumter County proposes to allocate \$5,000,000 on a first-come, first-served basis using an online application and document submission process. The funds are derived from the federal CARES Act.

Business Eligibility:

- For-profit Corporations, Limited Liability Companies, Limited Partnerships listed as an active Florida business established before March 1, 2020, per the Florida Department of State, Division of Corporations website
- Business is located in Sumter County, Florida

Expense Reimbursement Eligibility:

- Personal Protective Equipment (PPE), Products and Services Covered:
 - PPE covered is based on the recommendations in the OSHA Guidance on Preparing Workplaces for COVID-19 and the CDC.
 - Purchases of products and services must have been made on or after March 1, 2020.
 - Taxes on purchases of products and services will not be reimbursed.

Eligible PPE for reimbursement:

- Face Mask/Respirators
- Gloves
- Face Shields
- Sneeze guards
- Eye Protection
- Gowns

Eligible Products and Services:

- Hand Sanitizer with alcohol content 60% or higher
- Disinfecting products or disinfecting services using products identified on the US Environmental Protection Agency's website of disinfectants for use against SARS-CoV-2
- Sanitizing and related professional services
- Training for employees directly related to COVID-19

Required Documentation for Review before Reimbursement:

- Documentation to confirm the points of business eligibility, including:
 - Proof of business address in Sumter County verified by the State of Florida Division of Corporations <https://dos.myflorida.com/sunbiz/search/>
 - Completed IRS W-9 Form
- Receipt or invoice for PPE, products, or services containing the following information:
 - Date of purchase
 - Seller/Vendor information (Name, Address, Phone Number as available)
 - Description of item purchased, clearly identifying the item as an approved PPE, product or service eligible for reimbursement
 - Purchase amount less any taxes
 - Proof item has been purchased
 - Stamp at the bottom of receipt from vendor showing method of payment
 - Invoice identifying how the product or service was purchased
 - Image of front and back of the processed check
 - Additional documentation such as a bank statement or credit card statement may be requested as needed as proof of payment

****Please block out or omit account numbers if sending credit card or bank statements.**

- Authorized business signature attesting to the accuracy of the submitted application and attestation statement.

General Process:

- Sumter County Economic Development (SCED) created an application form, which will be posted and processed through the SCED website <https://sumterbusiness.com/grant-application/>
- SCED will receive the applications through the website portal, verify the applicant's eligibility, review supporting documentation, and contact the applicant.
- SCED will contact the applicant within 14 days of receiving the application and discuss the review process if issues noted and provide notice of approval or denial of the application for reimbursement.