

FREQUENTLY ASKED QUESTIONS

1. Who is eligible to apply?

Small businesses are eligible if they:

- Have between 1 and 35 full time employees based on the number of employees reported to WorkForce WV in your most recent filing prior to 3/1/2020.
- Have their principal place of business in WV
- Were qualified to do business in WV and in operation as of March 1, 2020
- Are currently and intend to remain qualified to do business in WV and in operation for at least the next twelve months
- Are in good standing with the State Tax Department and WorkForce West Virginia
- Are a for-profit business
- Are not in violation of any state order or decree (e.g., mine safety, DEP citations, etc.)
- Are not presently suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from participation in any federal grant program, and are not presently a debtor in any pending bankruptcy (including any owners of the business)
- Have suffered eligible expenses and/or losses because of the COVID-19 pandemic

2. I am in business for myself with no other employees, am I eligible for this grant?

Yes, the grants are limited to those meeting all the eligibility criteria listed above, including the requirement for between 1-35 registered employees based on the number of employees reported to WorkForce WV in your most recent filing prior to 3/1/2020.

3. Are non-profit entities eligible for this grant?

No, the grants are limited to those meeting the eligibility criteria listed above, including that the company be a for-profit business.

4. What costs, expenses, or losses make my business eligible?

The following expenses, which have not otherwise been recovered through the federal PPP and EIDL programs, through private insurance, or otherwise, are eligible for WV CARES Act Small Business Grant funding:

- Costs of personal protective equipment required by the business

- Payment of any short term (less than 24 months) or credit card debt incurred by the applicant to pay eligible expenses
- Expenses incurred to replenish inventory or other necessary re-opening expenses.
- Costs of physical modifications or supplies for business to enable compliance with public health measures, requirements, or guidelines, including but not limited to:
 - Installation of drive-thru windows and items necessary to get a drive-thru operational, such as headsets, additional register, etc.
 - Vinyl/smooth surface furniture
 - Vinyl/hard surface flooring
 - Telework equipment and subscription service
 - Takeout/to-go merchandise
 - Website design/reconfiguration
 - Construction or installation of outdoor seating
 - Contactless equipment: doors, locks, gates, point-of-sale systems, and other equipment
 - Cleaning and sanitization supplies
 - Ozone generators, ozone meters, and dehumidifiers: only if documentation from CDC, WHO, EPA, or ADH can be provided stating it is effective in fighting COVID-19
 - Tablets and other easily sanitized computer equipment
 - Signage pertaining to reopening or restructuring the business to facilitate COVID-19 precautions
 - Bleachable towels and/or bedding
 - Supplies and furniture necessary to allow for spacing out employees and customers
 - Plexiglass and/or plastic barriers to separate employees and customers
 - Payment for third party licensed medical staff to perform COVID-19 screenings of employees
- Costs related to business interruption due to COVID-19 required closures, which may include but are not limited to:
 - Reduced sales or suspended operations
 - Rent or mortgage payments (unless otherwise waived or forgiven by lessor/lender)
 - Utilities payments
 - Costs and Expenses for Payroll
 - Increased costs related to COVID-19 prevention measures
 - Disrupted supply network leading to shortage of critical inventory or materials

5. **What is the award amount?**

Grants of up to \$5,000 will be awarded to eligible applicants.

6. How do I apply?

The WV CARES Act Small Business Grant Application is available at grants.wv.gov

Applications will be accepted through September 30, 2020.

1. **You must be a registered Vendor in the wvOASIS system to receive WV CARES Act Small Business Grant funds.** *Small businesses not currently a Vendor with the State see instructions below to register.*
 - a. Once an established vendor with the State, that meets the eligibility criteria, submit a small business grant application.
 - b. Please see the eligibility criteria on the West Virginia grants portal prior to attempting to apply for the grant – grants.wv.gov
2. Utilize your **Vendor Code**, previously assigned by the State, to register within the West Virginia grants application portal (grantsapp.wv.gov) and complete the Small Business Grant Program Application.
3. The application is final once it has been submitted.
4. Processed grant applications will take **up to two weeks for review and approval**. You will receive an email of award once your application has been approved.
5. Payment should be received **up to three weeks** after the application has been approved.
 - a. We ask that any current vendors or those vendors who plan to continue to do business with the State in the future, to please sign up for electronic funds transfer (EFT), at <https://www.wvsao.gov/ElectronicPayments/Default>.
 - b. Other vendors who choose to not sign up for EFT, will receive a paper check which will be mailed to a physical address in West Virginia.

Note: The timelines stated above are dependent on the volume of applications received within a given timeframe.

How to become a registered Vendor:

An eligible business can apply to be a registered Vendor—*without needing to pay the typical \$125 fee for registration as a Vendor*—in wvOASIS at <https://www.wvoasis.gov/> and clicking “VSS.” *Small Business Grant Applicants should choose the “Pay Fee Later” Button:*

- During the registration process a W-9 will be required.
- The process to verify small business information will take **up to two weeks for review** and you will receive an email once you have been approved or rejected.
 - Note approval as a small business does not equate to receiving the small business grant as you must still apply for the grant.
 - *Small businesses owned by individuals, and do not have a TIN, will take additional time for their small business information to be verified*

7. **I am a vendor with the State but was not able to able to register in the Grants Application Portal to submit my application?**

Please ensure that you are an eligible vendor based upon the criteria listed above.

8. **Do I need to separately register in the Grants Application Portal if I have already registered as a Vendor in the State's Vendor Self Service portal?**

Yes, registration in the Vendor Self Service portal is the first step in filling out the WV CARES Act Small Business Grant Program application.

9. **Do I need to enter all of the "zeros" when registering in the Grants Application Portal to submit my application?**

Yes, all of the zeros in your Vendor ID Number are necessary for identification.

10. **Did you receive my grant application?**

If you completed and submitted your application, you should have received a confirmation email from WWSBGrant@wv.gov acknowledging receipt of your application. If you successfully submitted your application but did not receive a confirmation email, please contact us at 1-833-94-GRANT or WWSBGrant@wv.gov.

11. **When will I receive my grant money?**

We anticipate receiving thousands of applications for the West Virginia CARES Act Small Business Grant Program. Our team is working diligently to review the applications in order to distribute funds to eligible applicants in a timely manner. Thank you for your patience as we conduct the application reviews and process grant awards.

Applicants who receive a prequalification notice with their West Virginia Vendor ID Number email MUST complete the full application to receive funds.

12. **How will I receive future updates about my grant status?**

We will send email updates to you. You will receive these emails from WWSBGrant@wv.gov

13. **How long will it take for me to receive my grant funds?**

We anticipate payments will be completed approximately 3 weeks after a complete application is received from an eligible business. This is subject to change, dependent on the volume of applications received within a given timeframe

14. How do you define a “principal place of business”?

Your principal place of business is the location of your head office where the books and records are kept and/or management works. This test only applies to businesses who have an out-of-state office or presence.

15. What is an “affiliated business”?

As defined by the US Small Business Administration an “affiliated business” is defined as follows:

Generally, affiliation exists when one business controls or has the power to control another or when a third party (or parties) controls or has the power to control both businesses. Control may arise through ownership, management, or other relationships or interactions between the parties.

Control may be affirmative or negative. Negative control includes instances where a minority shareholder has the ability, under the concern's charter, by-laws, or shareholder's agreement, to prevent a quorum or otherwise block action by the board of directors or shareholders.

16. How long do I need to retain supporting documentation for the costs, expenses, or losses I have claimed on my application?

Supporting documentation related to the costs, expenses, or losses for which you are seeking grant funds in your Application must be maintained for 5 years.

17. Who should I contact for assistance applying for a Vendor ID Number?

Issues with the Vendor registration process on the wvOASIS system should be directed to the following:

Phone: 1-855-666-8823
Email: GrantTechSupport@wv.gov

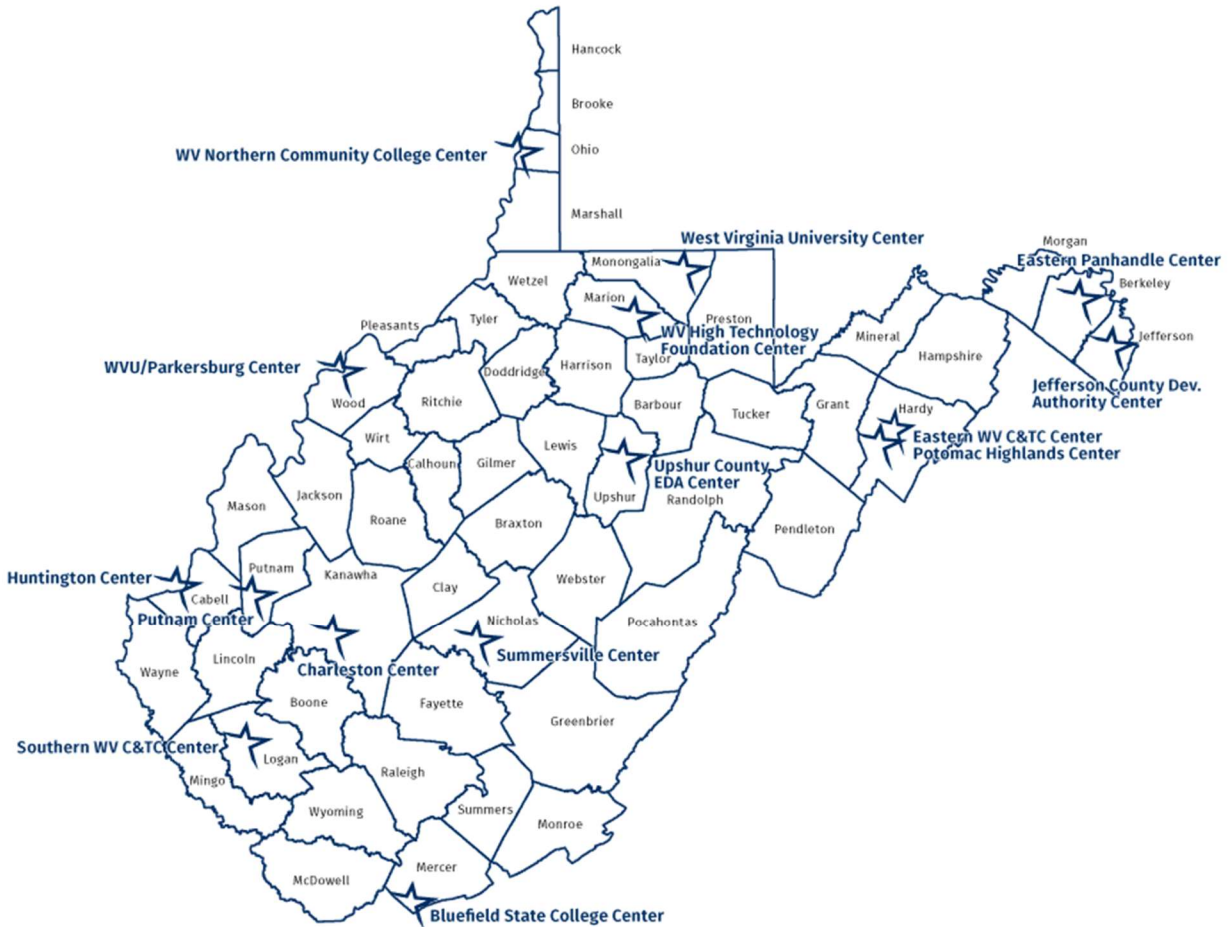
18. Who should I contact for assistance in filling out applications and assembling my required information?

Applicants may contact the WV CARES Act Small Business Grant help desk at:

Phone: 1-833-94-GRANT
Email: WVSBGrant@wv.gov

Additionally, the **West Virginia Small Business Development Center** and the **West Virginia Jobs and Investment Trust** will be available to assist individuals with filling out applications.

The West Virginia Small Business Development Center coaches are available to answer questions and assist you through the application process. Information about regional coaches can be found at wvsbdc.com/coaches



Bluefield State College Center
304-327-4406

Morgantown Center
681-205-4694

Eastern Panhandle Center
304-380-3279

Putnam County Center
304-957-2017

Huntington Center
304-932-0428
Jefferson County Development
Authority Center
304-728-3255

Southern West Virginia Community
& Technical College Center
304-767-8127

Summersville Center
304-553-2805
Upshur County
Development Authority Center
304-472-1757

West Virginia High Technology
Foundation Center
304-333-6751

West Virginia Northern Community
College Center
304-214-8973

West Virginia University Center
304-293-5839

West Virginia University/Parkersburg
Center
304-424-8213

Charleston Center
304-957-2084

In-Tech Program Manager
304-932-9760

The West Virginia Jobs and Investment Trust is also available to answer questions and assist you through the application process at:

- Charleston Office:
 - Address: 1012 Kanawha Blvd.
Charleston WV, 25301
 - Phone: 304-345-6200

- Fairmont Office:
 - Address: 1000 Galliher Dr.
Fairmont WV 26554
 - Phone: 304-333-6828