

What can I use these funds for?

The funds can be used for expenses your business incurred responding to the COVID-19 Pandemic including the impact of business interruption. The costs need to be incurred between March 1, 2020 and December 30, 2020.

Can you provide specific examples of eligible expenses?

Below are representative examples of eligible expenses:

1. Payroll costs for employees that were not reimbursed by the Payroll Protection Program or other grants.
2. Hazard pay targeted to people with COVID-19 infection increased risk
3. Rent and lease payments
4. Mortgage and loan payments
5. Utility payments to non-governmental utilities
6. Purchase personal protective equipment (PPE) and sanitation supplies
7. Physical building adaptation/barriers to mitigate the spread of COVID-19
8. Implementation of and compliance with public health orders
9. Rent, lease, or purchase payments for business equipment to implement public health orders
10. Purchase technology/applications to minimize employee and customer contact
11. Purchase technology/applications to permit remote work
12. Other measures to implement social distancing
13. Replace perishable inventory that was lost due to COVID-19 pandemic

What expenses are not eligible for payment with these funds?

Below are ineligible expenses:

1. Costs reimbursed by insurance or a grant including Payroll Protection Program (PPP) and Illinois Business Interruption Grant (BIG)
2. Reimbursement to donors for donated goods and/or services
3. Severance pay
4. Pay bonuses
5. Legal settlements
6. Any payments to municipalities, the County, or other governments, for example: the payment of any taxes or fees

Can I use the funds to pay for items that I paid for with another grant program (PPP/BIG for example)?

No. One important requirement is you cannot be reimbursed twice for the same expense. If you received a grant or insurance payment from any other source, you cannot use these funds to pay for the same expense.

Am I still eligible for PPP, BIG and similar grant programs if I accept this grant?

Yes, you are still eligible. The restriction is on being reimbursed twice for the same expense. An example is if you used PPP to cover payroll costs and you are using this program's funds to pay for rent, you are not duplicating the benefit.



Can I spend money to reimburse my business for payments made prior to being approved for this grant?

Yes, You can also use these funds retroactively for any eligible costs made since March 1, 2020. For example, you can apply these funds to cover your business's May rent, even if you already made the payment. Likewise, if you were not able to pay your May rent, you can make the payment now using these funds.

Do I have to spend every dollar I received by December 30, 2020?

The funds are meant to help businesses with costs related to COVID-19 incurred by December 30, 2020. The costs must be incurred, but you can make the actual payment after December 30, 2020. For instance, if Personal Protective Equipment is delivered to you by December 30, it is permissible to pay for the related costs in January 2021.

I want to remodel my office to make it safer to work in person, can I buy the office cubicles in December and then have them installed in January or February?

The program was established to have the measures to prevent the spread of COVID-19 in place for use by December 30th. The federal guidelines are not clear on specific cutoff dates for installation of these mitigation measures. The improvements should be made in a timely manner, but there is not a hard cutoff of December 30, 2020 to have the equipment/materials installed and being used functionally.

I want to spend the funds on a big capital improvement, i.e., replacing permanently closed store front windows with large operable doors to allow more air circulation. Can funds be spent on a capital improvement where the bulk of the benefit will take place after December 30, 2020?

Yes, the federal regulations permit you to spend funds on capital improvements that have long term lasting value as long as they relate to the COVID-19 Pandemic.

Is there any way to extend the deadline for incurring costs past December 30, 2020?

At this time, the County is not allowed by the federal government to provide an extension past December 30 2020.

Do I need to submit anything to the County?

The County is not requiring any information be sent back regarding how you are using the funds. You need to keep clear financial records related to what you used the funds in the chance of audit. A suggestion is for you or your accountant to make a note of what you used the funds for and keep that with your financial statements.

Am I taxed on these funds?

Please speak with your accountant as it relates to taxes on these funds. Those businesses that received grant funds will receive a 1099-G from the County in January 2021.

My retail store was mandated to close in early March. I have seasonal merchandise that I can't sell at retail value, and it may be a total loss to me. Is this considered a COVID-19 related loss?

If your business suffered actual financial loss due to mandatory closures or other circumstances resulting from the pandemic; and you can document such losses, you can apply the funds to these losses.



I must purchase additional sanitation equipment and PPE supplies before I can fully re-open my store to its previous capacity. Will these purchases qualify for reimbursement under this small business grant program?

Yes. Any reasonable expenses purchased prior to December 30, 2020 for new safety standards to fight the spread of COVID-19 are allowable in this grant.

