Commissioners
Glenn A. Miller
Robert E. Hastedt
Jeff C. Mires
Establishing Spending Priorities during COVID-19

- Commissioners, including EMA, Health Commissioner set Henry Counties’ care priorities:
  - First Responders and Medical Personnel: PPE and any other safety needs.
  - Senior Citizens: Food (Meals on Wheels), Personal contact (phone), etc.
  - Children: feeding our children after the schools stopped their feeding programs.
  - Small Business: how can H.C. assist owners who did not get any federal assistance.

Henry County Small Business Relief Program
HENRY COUNTY SMALL BUSINESS
RELIEF PROGRAM

The Small Business Relief Program will provide Henry County small businesses (30 or less employees are considered Small Businesses) with expenses due to business interruption caused by the COVID-19 pandemic. Eligible small businesses may apply for up to $5,000 in grant funds to be used for the reimbursement of eligible expenses, as defined below. Small businesses can download the application program from the following link. Application Form For questions regarding the program, please email grants@henrycountyohio.gov.

APPLICATION PERIOD IS NOW OPEN

ELIGIBILITY REQUIREMENTS
To be eligible to apply for grant funds under the Henry County Small Business Relief Program, a business must meet the following criteria:

1. Must be a for-profit entity with a location in Henry County.
2. Have a Federal Taxpayer Identification Number for its type of business / social security number for sole proprietor.
3. Have been operational since at least January of 2019. This can be evidenced, at a minimum, by:
   a) LLCs with the Ohio Secretary of State, such as articles of incorporation or other registration documents along with an Ohio Secretary of State Certificate of Good Standing,
   b) an Ohio vendor's license,
   c) Federal Schedule C – Profit or Loss from Business (Sole Proprietorship, etc.),
   or any other documents that demonstrate that the business has been in operation as a for-profit entity since January 2019.
4. Have less than $1 million in gross revenue/receipts on an annual basis. This can be evidenced by records such as the business’ 2018 and 2019 federal income tax return or financial statements.
5. Expenditures must be related to the business interruption caused by required closures. Examples:
   1. Inability to maintain normal business operations due to Ohio Governor's / Ohio Public Health Director's orders.
   2. For essential business, inability to access/obtain/utilize workers due to COVID-19
   3. See complete list below.
6. Have 30 (equivalent full-time employees) or fewer employees or 1099 workers as of March 22, 2020. This can be demonstrated by forms such as 2019 Form W-3 (Transmittal of Wage and Tax Statement) or 2019 Form 1096 (Annual Summary and Transmittal of U.S. Information Returns) and payroll reports or checks that evidence number of workers as of March 22, 2020 or statement attesting/certifying that your business has this number employees/workers or 1099 workers.
7. Grants will not be awarded for expenses that have received or been approved for other federal assistance for lost revenue or expenses arising from the pandemic, including Paycheck Protection Program (PPP), Emergency Disaster Loan. For example, a business that received the
Henry County Small Business Relief Program Grant Application

Application may only be submitted between 8:00AM on July 7, 2020 until 5:00PM on July 21, 2020.

All applicants are required to email PDF files of the application and following support documents to grants@henrycountyohio.gov:

- Have been operational since at least January of 2019. This can be evidenced, at a minimum, by: a) filing(s) with the Ohio Secretary of State, such as articles of incorporation or other registration documents along with an Ohio Secretary of State Certificate of Good Standing; b) an Ohio vendor’s license; c) Federal Schedule C – Profit or Loss from Business (Sole Proprietorship, etc.); or any other documents that demonstrate that the business has been in operation as a for-profit entity since January 2019.
- Applicants seeking rent/lease or mortgage assistance must also upload verification (e.g. copies of invoices or previous transactions) of rent/lease or mortgage expenses. Rent or lease costs for businesses that are in or operated out of a personal residence are not an eligible expense.
- If any information submitted is considered by the applicant to be confidential or protected as a trade secret, the information must be clearly marked as such prior to uploading.

Questions marked with an asterisk (*) indicate that a response to the question is required.

Full Legal Name of Business: *

Business “dba” Name (if applicable): *

Federal Employer ID#: *

Local Business Address: *

Township, Village, or City: *

Owner/Applicant: *

Business Owner/Applicant Home Address: *

Business Owner/Applicant Email: *

Business Owner/Applicant Phone #: *

Business Structure: *

Corporation
Limited Liability Entity
Limited Partnership
Partnership
Trust
Sole Proprietor
Other
Henry County Business Grant Closeout Checklist

Company Name

- Checklist is submitted 45 day within receipt of grant.
- All expenses do not exceed 30 days from the receipt of the grant
- Summary of the impact the funds had on the business and its operations
- Grant Funds received
- Grant Funds Expended
- Balance due to Henry County (if necessary)
- Documentation of expenses reimbursed with grant funds submitted with report.
- Nonexclusive examples of eligible expenditures
  - Mortgage costs. Mortgage costs for businesses that are located in or operated out of a personal residence are not an eligible expense.
  - Rent or lease costs. Rent or lease cost for businesses that are located in or operated out of a personal residence are not an eligible expense.
  - Expenses for utilities, such as electric, gas, sewer, water, trash removal. Utility cost for businesses that are located in or operated out of personal residence are not an eligible expense.
  - Salaries, wages or compensation paid to employees/workers or 1099 workers.
  - Materials and supplies related to interruption of the business caused by required closures.
  - Personal Protective Equipment or other COVID-19 related costs such as expenses related to compliance with Responsible Restart Ohio.

__________________________
Business Owner/Manager

- Review of expenses and paperwork by Henry County.

__________________________
CARES ACT Administrator/Henry County Prosecutor

Comments by Administrator/Prosecutor -
<table>
<thead>
<tr>
<th>Round 1 CARES money</th>
<th>Round 2 CARES</th>
<th>Round 3 CARES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Henry County Health Department</strong></td>
<td>Commissioners Meeting Room (social distancing) 45000.00</td>
<td>Tattletale Panic alarm system 7000.00</td>
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<tr>
<td>HCHD Vaccine Refrigerator</td>
<td>Admin. Asst. Protective Window 8550.00</td>
<td>Panic Buttons 100@$125 12500.00</td>
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<tr>
<td>HCHD Truck</td>
<td>Commissioners’ Electronic Door Locks 8500.00</td>
<td>Oakwood Plaza Office remodel 350000.00</td>
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<tr>
<td>HCHD Trailer</td>
<td>Oakwood Office Complex No Touch Auto Doors 37484.00</td>
<td>HD Generator 55000.00</td>
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<tr>
<td>HCHD IT Switches</td>
<td>Title Office 7534.80</td>
<td>Total Station 40000.00</td>
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<tr>
<td>HCHD Portable Vaccine Refrigerated Containers</td>
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<tr>
<td><strong>Emergency Operations Center</strong></td>
<td>Veterans 7534.80</td>
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<tr>
<td>EOC Scanners (Police/Fire for EOC) Hospital and Health Dept.</td>
<td>Commissioners 7977.00</td>
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<tr>
<td>EOC Moveable Wall</td>
<td>Engineer 7534.80</td>
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<tr>
<td>EOC Multi Function Printer</td>
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<tr>
<td><strong>Henry County IT</strong></td>
<td>H.D @ 28 $962ea 26936.00</td>
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<tr>
<td>HC Uninterrupted Power Supply</td>
<td>Auditor @ 6 5772.00</td>
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<tr>
<td>Vx Ram Hard Drive ( Upgrade Server Farm)</td>
<td>Treasurer @ 3 2886.00</td>
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<tr>
<td>Secondary Data Recovery Site</td>
<td>HCTN @ 2 $1500ea 3000.00</td>
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<tr>
<td><strong>Henry County Senior Center</strong></td>
<td>Backpack Disinfectant Sprayers 1700ea</td>
<td></td>
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<tr>
<td>HCSC Carts, Racks and Pans</td>
<td>Senior Center 1700.00</td>
<td></td>
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<tr>
<td><strong>Henry County Commissioners</strong></td>
<td>Courthouse 1700.00</td>
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<tr>
<td>HC Thermoscan units (Evaluation units)</td>
<td>Highway Garage 1700.00</td>
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<tr>
<td>HC Thermoscans for Depts. 15 units</td>
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<tr>
<td>HC Warehouse Racking (storage for PPE and Emergency Supplies</td>
<td>Commissioners’ Meeting Room 4000.00</td>
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<tr>
<td>HC Website</td>
<td>Domestic Relations Court 6000.00</td>
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<tr>
<td><strong>Henry County Small Businesses Relief Grant</strong></td>
<td>Health Department 4000.00</td>
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<tr>
<td>Grant with no other public assistance</td>
<td>Common Pleas Zoom System 6000.00</td>
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<tr>
<td>Grant with some additional public assistance</td>
<td>COVID-19 Expense Reimbursement 1100-1100-53770 13000.00</td>
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<td>Senior Center Kitchen various item to help in food prep 4000.00</td>
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<tr>
<td>Spent as of 8/11/2020</td>
<td>Emergency Operations Center Displays 3000.00</td>
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<tr>
<td><strong>Balance remaining</strong></td>
<td>Virtual Private Network License 60@$85 remote network 5100.00</td>
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<tr>
<td><strong>EMPG Supplemental</strong></td>
<td>HCTN Electronic Doors 6@$1000 6000.00</td>
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<tr>
<td>HC Forklift (50% match coming from Health Department)</td>
<td>Cameras 3@$900 2400.00</td>
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Henry County Coronavirus Relief Fund Procurement Checklist

Project Name

- Solicitation
  - Is the solicitation (Request for Proposal (RFP), Invitation to Bid (ITB), or Request for Quotes (RFQ)) included in your file?
  - Were prospective respondents allowed a reasonable amount of time to respond?
  - Does solicitation contain a clear and accurate description of the technical requirements for material, product or services, scope of work (SOW)? Must identify all requirements which the vendors must fulfill and all other factors to be used in evaluation bids or proposals.
  - Specifications may not contain features that unduly restrict competition.
  - Are there any unreasonable requirements or unnecessary experience or excessive bonding requirements?
  - Are there any "brand name" products specified without also listing "or equivalent", "compatible with"? (Brand names may only be used as an example when they are necessary to describe functionality of the product. i.e. Velcro...etc.)
  - Is the publication (advertisement, invitation to bid, etc...) included in your file an was it placed in a well circulated source?
  - Are there an adequate number of responses documented in the file (at least 3 quotes are necessary for all small purchases)? Keep records of proposals in your file.
  - Are copies of all proposals, to include methodology of evaluation and selection process (e.g., bid summary, tabulation sheet, scoring sheet, cost analysis if needed included in your file)? You also must keep the request documentation or solicitation which conveyed to vendors what you need as part of your procurement documentation.
  - Have there been any potential conflicts of interest?
  - Have you checked the Federal debarred and suspended list at sam.gov (federal) and auditor.state.oh.us (state)? Print copy of what you find.
  - Have you taken the 6 necessary affirmative steps for contracting with small and minority businesses, women’s business enterprises, and labor surplus are firms?

Method of Procurement

- Micro-purchased $50.01 to $59,999.00: Quotes are recommended to show reasonable cost not required for reimbursement.
- Procurement by small purchases $10,000 to $50,000 and up. Requires 3 quotes. During a declaration of emergency, small purchase is increased to $99,999.
- Procurement by sealed bids $50,000 and up. Contract awarded to the lowest responsive, responsible bidder with a firm-fixed price contract (lump sum or unit price). Must have at least two bids to show competition. During a declaration of emergency, sealed bids is increased to $100,000.
- Procurement by competitive proposals. Applies to all items/services from $50,000+, Requires a publicized RFP, and at least 2 competitive proposals. Awarded to the cost effective for your program. During a declaration of emergency, sealed bids is increased to $100,000.
- Was price the primary determination of your selection?

- Does the solicitation clearly outline the scoring criteria and associated weights used of selection?
- For sealed bids, Competitive, and non-competitive proposal, IFB’s and RFP must be publicized and you must retain the bid or proposal package in your records as part of your procurement documentation. That includes the advertisement, specifications, solicitations, all bids/proposals and the justification for how the bid/proposal was awarded.

Types of Contracts for Reimbursement

- Lump sum – contract for work within a prescribed boundary with a clearly defined scope and a total price.
- Unit price – work done on an item-by-item basis, with cost determined per unit
- Piggyback (not permitted) (contracts should not exceed 3 years and, if seeking a renewal, it must be considered an completely separate procurement.)
- Open ended (not permitted) (contracts can not be chard toward the grants which do not have specific and measureable deliverables).
- Other prohibited contracts include: Time & Materials Contracts and Cost-Plus Percentage of Cost Contracts
- A contract must begin, end, be invoiced and paid within the grant period of performance in order to be reimbursed.

For every procurement with federal funds there are 2 necessary aspects which should guide your decisions:
1. Reasonable – Nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstance prevailing at the time the decision was made to incur the cost.
2. Allocate – It meet the guidance and eligibility of federal grant award and, the goods or services involved are chargeable or assignable to that Federal award.
3. Allowable – The Federal award may be subject to statutory requirements that limit the allowability of cost.

Approved for CARES Act Procurement, Gwen Howe-Gebers, Henry County Prosecutor
Concurring. Mark Adams, Henry County Health Commissioner
Approved: Glenn Miller, Henry County Commissioners Board President
Approved: Bob Hasteed, Henry County Commissioner
Approved: Jeff Mires, Henry County Commissioner
Funds Available: Kevin Garringer, Henry County Auditor
Henry County Coronavirus Relief Fund Checklist

Project Name

- Procurement Guide Checklist followed for Project
- Necessary expenditure incurred due to public health emergency
- Cost not accounted for in the budget most recently approved as of March 27, 2020
- Cost incurred during the period that begins on March 1, 2020 and ends on December 30, 2020
- Nonexclusive examples of eligible expenditures
  - Medical expenses
  - Public Health expenses
  - Payroll expenses for public safety, public health, health care, human services, and similar employees whose service are substantially dedicated to mitigating or responding to the COVID 19 public health emergency
  - Expenses of actions to facilitate compliance with COVID 19 related public health measures
  - Expenses associated with the provisions of economic support in connection with the COVID 19 public health emergency
  - Any other COVID 19 related expense reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.

- Nonexclusive examples of ineligible expenditures
  - Expenses for the State share of Medicaid
  - Damages covered by insurance
  - Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID 19 public health emergency
  - Expenses that have been or will be reimbursed under any federal program such as the reimbursement by the federal government to pursuant to the CARES ACT of contributions by States to State unemployment funds
  - Reimbursement to donor for donated items or services
  - Workforce bonuses other than hazard pay or overtime
  - Severance pay
  - Legal settlements
  - Capital expenditures for broad economic development purposes.
  - Revenue Replacement

Concurred: Mark Adams, Henry County Health Commissioner
Approved: Glenn Miller, Henry County Commissioners Board President
Approved: Bob Hastedt, Henry County Commissioner
Approved: Jeff Mires, Henry County Commissioner
Funds Available: Kevin Garringer, Henry County Auditor
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C. 419-779-0020