

## **Summit County COVID-19 Small Business Emergency Relief Grant Program**

### **PROGRAM GUIDELINES**

The Summit County COVID-19 Small Business Emergency Relief Grant Program (the “Program”) is a grant fund planned to exceed \$1 million, that has been created by Summit County, with several community partners in order to assist small businesses throughout Summit County with the financial hardship imposed by the COVID-19 pandemic. The below guidelines establish the businesses eligible for funding, the type of business expenses that can be paid with grant funds, the application and award process, and the process for entities to make contributions to the Program.

#### **I. General Description of the Program**

Eligible businesses will be able to receive grant funds from the program in order to assist those businesses with operating expenses incurred or paid after March 15, 2020, when the State of Ohio began the process of closing certain businesses within the State, and at which point several businesses were being affected by both mandatory and voluntary closures, cancellations, and postponements of operations, activities, and events, both in and outside of Ohio. Generally, the amount of the grant per business will be a maximum of \$5,000, provided, however, that any grantor of funds to the Program may request that the funds it contributes be used to fund grants in excess of the \$5,000 cap. Eligibility for the grants will be tied to a business’s complete application for the US Small Business Administration’s (“SBA”) Economic Injury Disaster Loan for economic injury specifically related to the COVID-19 pandemic, an SBA 7(a) Loan under the Payroll Protection Program, and/or another SBA loan program established to support small businesses in response to the COVID-19 pandemic (collectively referred to herein as “SBA Loan”), as well as other criteria ensuring that it was a viable Summit County small business employing Summit County residents at the time of the onset of the pandemic.

Applicants must submit an application in the form attached to these guidelines to the Greater Akron Chamber, which will review the same for completeness and compliance with these guidelines. Applicants who meet the criteria set forth below, and who are approved by the SBA for an SBA Loan, will be awarded funding on a first come-first serve basis, based on when the applicant provides documentation to the Greater Akron Chamber verifying approval of its SBA Loan application by the SBA. Applicants who meet the criteria set forth below, but who are not approved for an SBA Loan on or before the tenth business day following submission of its Program application, may still receive funding upon further underwriting based upon certain considerations, including, but not limited to, the likelihood of the business’s future success, the number of job opportunities preserved for Summit County businesses, the contribution of the business to equity and the diversity of small businesses and small business owners in Summit County, and the community’s need to support entrepreneurial and start-up businesses with strong leadership. Once approved, and upon proper receipt of all required documentation, the Greater Akron Chamber will issue payment to the business as soon as practical. All grant funds will be used solely for business-related expenses, as set forth below.

All grants made under the Program are being made with the intention to provide immediate funding to small businesses to meet their business needs, to keep as many small businesses in Summit County as

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operating, ongoing concerns as possible, and to retain as many jobs for Summit County residents as possible in light of the severe economic hardships brought by the COVID-19 pandemic. All contributions of funds to the Program are made for the purpose of furthering economic development, preserving employment opportunities for Summit County residents, and preserving the operations of Summit County's small businesses during a time of need and emergency. The primary objective of the Program is to minimize long-term economic hardship to Summit County residents that may result from the COVID-19 pandemic.

### II. Eligibility Criteria

To be eligible for grant funds under the Program, Summit County businesses must meet the following requirements:

- A. The business must submit an application to the U.S. Small Business Administration ("SBA") for an Economic Injury Disaster Loan Program for economic injury specifically related to the COVID-19 pandemic, an SBA 7(a) Loan under the Payroll Protection Program, and/or another SBA loan program established to support small businesses in response to the COVID-19 pandemic (again, collectively referred to herein as "SBA Loan"). The business must provide a copy of the completed application and all other documents that the SBA requires to be submitted with the application for the SBA Loan together with its SBA Loan Application Number assigned by the SBA at the time of application.
- B. The business must meet all of the following criteria as of March 15, 2020:
  - The business must operate for profit. Non-profit entities of any type are not eligible.
  - The business may be a sole proprietorship, partnership, corporation (both S and C), professional association, limited liability company, limited partnership, or limited liability partnership. If a corporation, professional association, limited liability company, limited partnership or limited liability partnership, the business must be registered with the Ohio Secretary of State to do business in the State of Ohio. If a sole proprietorship, the business shall provide documentation of its existence as a business, including, but not limited to income tax returns for the business, trade name registrations, business banking or credit accounts, or similar documents. If a partnership, the business shall either be registered with the Ohio Secretary of State to do business in the State of Ohio, or, if not registered, shall provide documentation similar to that required for a sole proprietorship.
  - The business must be privately held.
  - The principal place of business for the business must be located within the County of Summit.

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- The business must have been in operation for at least one year prior to March 15, 2020, which, at a minimum, may be evidenced by a filing on or before that time of documents with the Ohio Secretary of State incorporating or organizing the business or evidencing operation of the business prior to that time.
  - The business must employ a minimum of three individuals and a maximum of twenty-five individuals. For purposes of this criteria, “employ” shall mean an individual who regularly works at least 20 hours per week and who are (i) individuals who are employed as employees and provided an IRS Form W-2 at the end of each calendar year, (ii) individuals who are independently contracted with the business and receive an IRS Form 1099 at the end of each calendar year, and who primarily or exclusively contract with only the business during the year. For purposes of determining whether the business employs the requisite number of individuals, the principal owners of the business may be included to meet the minimum of individuals employed, but need not be included in the number of employees if it would cause the business to exceed the maximum number of individuals employed.
  - At least 50% of the individuals employed by the business, as defined herein, must be permanent residents of the County of Summit.
  - The business must not be in receivership or bankruptcy.
  - The business must be current on all Summit County municipal and Joint Economic Development District income tax obligations and Summit County property tax obligations.
  - Any business receiving grants that are funded in whole or in part from Community Development Block Grant funds must create or retain jobs for at least one low to moderate income individual, or be located in a low to moderate census tract as identified in the most recent ACS data. Understanding that a business may need to lay off personnel during the COVID-19 pandemic, that business will agree that, if it receives funding through a Community Development Block Grant, it will make a concerted effort, when reemploying people, to hire at least one low to moderate income individual who was part of the layoffs.
- C. The businesses shall not be one of the following, regardless of its general eligibility under subsections (A) and (B), above:
- Any business operating as an entertainment device arcade, as defined in Chapter 755 of the Codified Ordinances of the County of Summit, regardless of the location within Summit County.
  - Any business operating as a sexually oriented business as that term is defined in Section 2907.40 of the Ohio Revised Code.

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- Any business that primarily sells tobacco products, cigarettes, electronic smoking devices, or vapor products as those terms are defined in Section 2927.02 of the Ohio Revised Code.
- Any financial institution that makes loans or issues credit to the public, including, but not limited to, banks, credit unions, payday lenders, or any other similar business.
- Any business that has received grant funds from another Summit County local government or private grant fund related to relief for small businesses as a result of the COVID-19 pandemic shall be ineligible to receive grant funds under the Program if they were awarded \$5,000 or more in grant funds, or, in the event the business received less than \$5,000 in grant funds from the other grant, then any grant they receive under the Program shall be reduced by the amount of the grant funds already awarded.
- For any grants funded by Community Development Block Grant Funds, no business that would otherwise be prohibited from the receipt of such funds.

### III. Eligible expenses

- A. Unless excepted below, all expenses of the business that are deductible as ordinary and necessary business expenses under the U.S. Internal Revenue Code may be paid for with grant funds from the Program. Examples of eligible expenses include, but are not limited to:
- Mortgage payments for the business's principal place of business or such other business location in Summit County. Mortgage payments for businesses that are located in an owner's primary residence are not eligible.
  - Rent payments for the business's principal place of business or such other business location in Summit County. Rent payments for businesses that are located in an owner's primary residence are not eligible.
  - Utility payments – electric, gas, sewer, water, trash removal – for the business's principal place of business or such other business location in Summit County. Utility payments for businesses that are located in an owner's primary residence are not eligible.
  - Health, property and casualty and liability insurance payments.
  - Vehicle and equipment lease or rental payments for personal property acquired on or prior to March 15, 2020.
  - Salaries or wages of all employees employed by the business.

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- In the event that the grant to a business is funded by Community Development Block Grant funds, eligible expenses shall not include any expenses that are ineligible to be paid with Community Development Block Grant funds
  
- B. Each applicant for funds will include in its application to the Greater Akron Chamber an itemization of the expenses it intends to pay with the grant funds, which will be reviewed for compliance with the eligible expenses set forth in Section III(A), above. Following the expenditure of all grant funds, the business shall provide a listing to the Greater Akron Chamber of all business expenses paid using the grant funds along with supporting documentation. Documentation will be in the form of cancelled checks, paid invoices, bank statements, or similar documents evidencing payment. The listing of business expenses paid and accompanying documentation shall be submitted to the Greater Akron Chamber no later than 180 days following the receipt of grant funds by the business.
  
- C. All expenses reported to the Greater Akron Chamber as paid using Program funds must either be incurred by the business or paid by the business on or after March 15, 2020, and within 90 days of receipt of grant funds. No grant funds may be used to pay for vehicles or equipment leased or purchased after March 15, 2020 (this prohibition is not intended to apply to inventory of the business).

#### IV. Application and Award Process

- A. Businesses that wish to apply for a grant from the Program shall submit to the Greater Akron Chamber the following documents by email in electronic format:
  - A complete application on the form prescribed by the Greater Akron Chamber.
  - A copy of the business's application submitted to the SBA for the SBA Loan, together with the SBA Application Number assigned to the business's application.
  - A copy of all other documents submitted to the SBA with the application for the SBA Loan, with the exception of any documents related to the U.S. Internal Revenue Service's release of taxpayer information related to the business.
  - An itemization of the business's ordinary and necessary monthly business expenses.
  - An itemization of all business expenses that the business will pay with grant funds awarded from the Program.

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- If the SBA has already determined that the business's application for an SBA Loan is approved or not approved, the business must include a copy of the communication indicating the same.
  
- B. Upon receipt of each application, the Greater Akron Chamber will examine the same for completeness and ensure that all items required by Section IV(A) are included. In the event the application is incomplete and/or the applicant fails to include all information required by Section IV(A), above, then the Greater Akron Chamber will notify, by email, the applicant of the incomplete submission. The applicant may then provide additional necessary information to the Greater Akron Chamber.
  
- C. Upon receipt of a complete application and all information required by Section IV(A), above, the Greater Akron Chamber will give the application a sequential number indicating the order that the complete application was received.
  
- D. In the event that the application included the communication from the SBA approving the business for an SBA Loan, the Greater Akron Chamber shall approve the application. In the event the applicant does not submit the communication from the SBA approving the business for an SBA Loan, then the Greater Akron Chamber shall contact the business, in the order that the application was received, and advise the business that the application has been conditionally accepted. For all conditionally accepted applications, the Greater Akron Chamber will request that the business provide the communication it receives from the SBA notifying the business whether its SBA Loan application has been approved or not approved as soon as it receives the same.
  
- E. Businesses that are approved for an SBA Loan by the SBA will receive grants from the SBA Loan-Approved Fund in the amount of up to \$5,000 (unless they qualify for a higher grant award as provided by a specific grantor's direction). On each day that grant funds are available, the Greater Akron Chamber will issue grant awards to any business that, as of that day, meets the following:
  - First, in order of sequential application number, all businesses that received full approval of their application because they submitted with their application the communication from the SBA of the approval of the SBA Loan.
  
  - Second, in order of sequential application number, all businesses that received conditional acceptance of their application but then subsequently provided the communication from the SBA of the approval of the SBA Loan.

Grants will be funded in the amount requested, not to exceed \$5,000 (unless they qualify for a higher grant award as provided by a specific grantor's direction), only to the extent that grant funds are available in the SBA Loan-Approved Fund, and grants will be funded on a first-come,

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first serve basis as set forth in this Section. In the event that funds are exhausted in the SBA Loan-Approved Fund, all unfunded applications will be considered for award under the SBA Loan-Non-Approved Fund, as set forth below.

- F. Businesses that do not provide a communication from the SBA that they are approved for an SBA Loan within ten (10) days after being conditionally accepted by the Greater Akron Chamber, as set forth above, will not be eligible for funding through the SBA Loan-Approved Fund. Instead, those businesses may receive funding only from the SBA Loan-Non-Approved Fund.

The Grant Underwriting Team, the membership of which is attached hereto as Exhibit A, will be responsible for reviewing all applications not approved for SBA Loans and that will be funded by the SBA Loan-Non-Approved Fund. The Grant Underwriting Team will review each application against the underwriting criteria set forth in Exhibit B to these Program guidelines and will make a determination as to whether to fund the application from the SBA Loan-Non-Approved Fund. On Monday, Wednesday, and Friday of each week, at a time determined by the Grant Underwriting Team, the Grant Underwriting Team shall meet electronically, either by teleconference or video conference, and review all applications that have been received prior to that meeting, all of which will be distributed to the Grant Underwriting Team prior to that meeting. To be funded, an application must receive an affirmative vote from a majority of the members of the Grant Underwriting Team present at that meeting. The Grant Underwriting Team shall have authority to adjust the aforementioned process as it deems necessary provided that (i) the Grant Underwriting Team considers the grant applications in the order that they are received, and (ii) grant awards are made consistent with the underwriting criteria set forth on Exhibit B.

Upon approval by the Grant Underwriting Team, the business will be awarded a grant of up to \$5,000 (unless they qualify for a higher grant award as provided by a specific grantor's direction). Grants will be funded only to the extent that grant funds are available in the SBA Loan-Non-Approved Fund.

Each application that would otherwise qualify for funding through the SBA Loan-Approved Fund that is not funded due to the consumption of all funds in the SBA Loan-Approved Fund will be considered in the same fashion as all other applications in this Section for funding in the SBA Loan-Non-Approved Fund.

- G. The Greater Akron Chamber may require any business owner to complete any necessary documentation to determine if the grant to that business may be funded out of Community Development Block Grant Funds, including, but not limited to the documentation set forth in Section IV(H), below. Completing such documentation will not be considered by the Greater Akron Chamber as a pre-requisite to the business having submitted a completed application, but instead is only necessary to determine the appropriateness of funding through Community Development Block Grant funds.



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- H. Prior to receiving any grant funds, the business shall sign a grant agreement between itself and the Greater Akron Chamber. At a minimum, the grant agreement will (i) require the business to use all grant funds for the purposes set forth in these Guidelines and its application, (ii) require the business to follow and comply with all other provisions of these Guidelines, (iii) be conditioned on the business providing all information on the application, accompanying documents and verification of expenses in a true and accurate manner, (iv) require the business to be subject to audit and reimbursement of funds in the event it fails to comply with items (i) to (iii), and (v) require the business to indemnify and hold harmless the Greater Akron Chamber and all contributors of grant funds. Additionally, all grants funded by Community Development Block Grant funds shall include on the application the DUNS Number, CAGE Code and EIN of each business, and shall be accompanied by (i) a requisite MBE Form completed by the owner, and (ii) a Low to Moderate Income employee form completed by the owner if the business is in a low-to-moderate income area or a low to moderate income employee if the business is not located in a low to moderate income area.
- I. To the extent allowable due to the availability of funds, all applications requesting at least \$5,000 in assistance will be funded in the amount of \$5,000 (unless they qualify for a higher grant award as provided by a specific grantor's direction) provided they are complete, meet all other criteria, and, in the case of grants funded by the SBA Loan-Non-Approved Fund, approval by the grant Underwriting Team. Any application requesting less than \$5,000 in assistance will be funded in the amount requested in the application, again, provided they are complete, meet all other criteria, and, in the case of grants funded by the SBA Loan-Non-Approved Fund, approval by the grant Underwriting Team. The Greater Akron Chamber and the Grant Underwriting Team will not make determinations that grants be funded for an amount different than the amount requested, unless necessary to cap the grant at a maximum amount.
- J. In general, the Greater Akron Chamber will manage the Program and administer the distribution of grants in accordance with these Guidelines. For all grants funded by Community Development Block Grant funds, however, the grantor contributing those funds to the Greater Akron Chamber shall also co-approve the award of each grant awarded to businesses, and neither the Greater Akron Chamber nor the Grant Underwriting Team may award a grant funded by Community Development Block Grant Funds without the approval of the grantor contributing those funds. It is the intention that the grantor of all Community Development Block Grant funds will then coordinate with the business itself on all compliance matters related to the grant of Community Development Block Grants funds. Additionally, the County of Summit will provide assistance to the Greater Akron Chamber in awarding and administering all grants funded by Community Development Block Grant Funds and serve as a liaison between the Greater Akron Chamber and businesses receiving such funds.
- K. Nothing contained herein is intended to obligate or bind, nor shall it be construed to obligate or bind, the Greater Akron Chamber or any grantor of funds to the Program, to make, award, or



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fund any grant to any entity whatsoever, and no entity shall have any claim, action, or cause of action against the Greater Akron Chamber or any grantor of funds for failure to make, award, or fund any grant. A statement to this effect shall be included in the application.

#### V. Fund Contributions

The Greater Akron Chamber will accept fund contributions in increments of \$1,000, for the purpose of providing Program grants from governmental entities, businesses, non-profits, and individuals who wish to contribute to the Program.

- A. Grantors who provide fund contributions in excess of \$25,000 shall have the ability to direct the following factors as it pertains to the use of their contributions:
  - The community or geographic area within Summit County in which the fund contributions must be utilized for grants. Fund Contributions that are not restricted to a jurisdictional or geographic area within the County shall be deemed as available for grants to businesses Countywide.
  - An increase in the maximum amount of the grant awards available to grantees in excess of the Program grant award maximum of \$5,000.
  - The amount of fund contributions directed to the SBA Loan-Approved Fund.
  - The amount of fund contributions directed to the SBA Loan-Non-Approved Fund.
- B. In assembling all contributions from grantors, the Greater Akron Chamber shall compile and maintain a Grantors and Contributions Worksheet itemizing the amount of each contribution and the factors affecting the use of the contributions as set forth in Section V(A), above, in the form set forth on Exhibit C, attached hereto.
- C. Contributed funds will be paid by grantors in a lump sum payment to the Greater Akron Chamber pursuant to a grant agreement executed between the Greater Akron Chamber and the grantor. Once funds are paid to the Greater Akron Chamber, they will not be returned to the grantor unless (i) the grantor cancels the grant agreement for cause because of mismanagement, misfeasance, or malfeasance on the part of the Greater Akron Chamber, or (ii) on December 31, 2020, the Greater Akron Chamber is still in possession of contributed funds from the Grantor that were not distributed to businesses under this Program. The Greater Akron Chamber shall develop and distribute the grant agreement to each grantor. All grants will then be made out of the funds contributed by the grantors and the Greater Akron Chamber shall not have any obligation to fund grants out of its operating funds.

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If, however, a grantor contributes Community Development Block Grant funds, then the funds will be contributed to the Greater Akron Chamber pursuant to an appropriate subrecipient agreement, which may require the Greater Akron Chamber to initially pay the grant to awarded grantees and then be reimbursed with Community Development Block Grant Funds.

D. The following shall be used by the Greater Akron Chamber in determining which fund contributions shall be drawn down to fund any grants that are awarded:

- For each grant funded by the SBA Loan-Approved Fund, the grant funds will be distributed as follows, in the order set forth by IV(E) and IV(F), above:

If funds that have been contributed for a certain jurisdiction or geographic area wherein the business is located are available, then the grant shall be funded by those funds.

If jurisdictionally or geographically-directed funds are no longer available that apply for that business's location, then the grant shall be funded by other funds that are available.

In the event that a grantor has permitted that grant funds may be used to fund grants in excess of the maximum amount of \$5,000, regardless of whether such funds are jurisdictionally or geographically restricted, then any grant that is awarded solely using those funds may exceed that maximum amount, up to the amount allowed by the grantor. Grants that are approved for funding will receive the maximum amount in the order that they are approved.

- For each grant funded by the Non-SBA Loan-Approved Fund, the grant funds will be distributed as follows, in the order set forth by IV(E) and IV(F), above:

If funds that have been contributed for a certain jurisdiction or geographic area wherein the business is located are available, then the grant shall be funded by those funds.

If jurisdictionally or geographically-directed funds are no longer available that apply for that business, then the grant shall be funded by other funds that are available.

In the event that a grantor has permitted that grant funds may be used to fund grants in excess of the maximum amount of \$5,000, regardless of whether such funds are jurisdictionally or geographically restricted, then any grant that is awarded using solely those funds may exceed that maximum amount, up to the amount allowed by the grantor. Grants that are approved for funding will receive the maximum amount in the order that they are approved.

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- D. The County of Summit will provide the Greater Akron Chamber with a grant from its General Fund in the amount of \$530,000, of which \$20,000 shall be used by the Greater Akron Chamber towards its costs in administering the Program, and the balance of \$510,000 may be used to fund loans out of both the SBA Loan-Approved and SBA Loan-Non-Approved, depending on which fund is in need of available funds. The County of Summit will further provide the Greater Akron Chamber with a grant of Community Development Block Grant Funds in the amount of \$220,000, which will also be used to fund loans out of both the SBA Loan-Approved and SBA Loan-Non-Approved, depending on which fund is in need of available funds. All additional contributions to the Program from other grantors will be used exclusively for the purpose of making grants and will not be used to pay the administrative costs of the Greater Akron Chamber.

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**EXHIBIT A**

**GRANT UNDERWRITING TEAM MEMBERS**

The following members shall comprise the Program's Grant Underwriting Team:

1. Two representatives of the County of Summit, one of which will have experience administering Community Development Block Grant Funds.
2. Two representatives of the Greater Akron Chamber.
3. A representative of the Akron Urban League.
4. A representative of BOUNCE Innovation Hub.
5. Three (3) SBA certified lending officers from lending institutions with a presence in Summit County.

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**EXHIBIT B**

**SBA-NON-APPROVED FUND UNDERWRITING CRITERIA**

The below criteria shall be used by the Grant Underwriting Team in determining whether to fund any grant from the SBA Loan-Non-Approved Fund. In evaluating businesses in view of the below criteria, the Grant Underwriting Team shall place a priority upon the goals of (i) maximizing the number of employees, and in particular Summit County resident employees, (ii) the value of the economic impact that the business has on Summit County and surrounding markets and/or the corresponding loss if the business discontinues operations, and (iii) assistance to businesses that are threatened and/or economically harmed by the COVID-19 pandemic, but that were otherwise healthy and functional businesses prior to the pandemic, and are therefore likely to be successful following the pandemic.

1. The length of time the business has been in operation.
2. The number of full-time employees employed by the business.
3. The location of the business, and, specifically, whether the business is located within an underserved area of the County.
4. Whether the business is a minority-owned, woman-owned, veteran-owned or other disadvantaged business, and whether the business has an EDGE certification or other certification that it is a disadvantaged business.
5. The amount of the business's sales and operating expenses in the 12-month period from March 2019 to February 2020.
6. In light of the business's current operating expenses and revenue, the likelihood that the grant funds will pay enough of the operating expenses to allow the business to either continue operating or resume operations following the COVID-19 pandemic.
7. The strength of the industry within which the business is situated, particularly in light of the COVID-19 pandemic and its impact on that particular industry.
8. The contribution of the business to equity and the diversity of small businesses and small business owners within Summit County.
9. The strength of the leadership of the business.
10. Recommendations or support from (i) the municipality or township where the business is located, (ii) the grantor that contributed funds to the Program from which the grant will be funded, or (iii) other businesses, non-profits or other entities.

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**EXHIBIT B**

**SBA-NON-APPROVED FUND UNDERWRITING CRITERIA**

Upon a two-thirds vote of the members of the Grant Underwriting Team, the above criteria may be modified, provided that any modified criteria conform to the goals set forth in the first paragraph of this Exhibit B.

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EXHIBIT C

GRANTORS AND CONTRIBUTIONS WORKSHEET

Name of Funder	Total Amount of Contribution	Amount to SBA-Approved Fund	Amount to SBA Loan-Non-Approved Fund	Jurisdictional or Geographic Scope	Maximum Amount of Single Grant (At Least \$5,000)
County of Summit General Fund	\$20,000.00	Funds will be used for administration costs to manage the Program.		-----	-----
County of Summit General Fund	\$510,000.00	Funds may be used to fund either SBA-Approved Fund Grants or SBA Loan-Non-Approved Fund Grants		Countywide	\$5,000.00
County of Summit CDBG Funds	\$220,000.00	Funds may be used to fund either SBA-Approved Fund Grants or SBA Loan-Non-Approved Fund Grants		Countywide, excluding Akron, Barberton and Cuyahoga Falls	\$5,000.00



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