**Shenandoah Valley Small Business Support Initiative**

**Employer Application and Agreement**

The Shenandoah Valley Workforce Development Board has been awarded a $93,000 grant from the Commonwealth of Virginia to assist small businesses (fewer than 250 at a site) with certain costs related to the COVID 19 crisis that might help them meet certain needs and/or divert expenses in other areas as a form of assistance. The source of funding is the U.S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act, Title I. Examples of uses include paying for cleaning services so companies can stay open, paying for cleaning supplies, or purchasing items that can assist employees in teleworking. Other COVID19 related items can be considered on a case-by-case basis. Note that “equipment” with a per unit value over $5,000 is not allowed; nor are wage reimbursements for employees. Another condition is that funds are only available on a reimbursement basis, meaning the business must first incur the cost and present proof of payment to be reimbursed. Reimbursement is available for allowable costs incurred March 1, 2020 – August 31. 2020. [**See Funding Information Sheet for more details**](https://vcwvalley.com/wp-content/uploads/COVID-RR-Grants-SVWDB-Information-Sheet-Revised-03.27.2020.pdf)**.**

The Shenandoah Valley region includes the counties of Rockbridge, Augusta, Rockingham, Bath, Highland, Shenandoah, Page, Frederick, Clarke, and Warren and the cities of Lexington, Buena Vista, Waynesboro, Staunton, Harrisonburg, and Winchester. Funds are available on a first-come-first-served basis. Contact Joan Hollen at [jhollen@vcwvalley.com](mailto:jhollen@vcwvalley.com) or 540-442-7134 ext. 100 with questions and to discuss your needs and idea for a Small Business Support Grant.

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| --- | --- |
| **Business Name** |  |
| **Business Address** |  |
| **Business Contact Information**  **Phone and Email** |  |
| **Projected Start and End Date** |  |
| **County or City Name** |  |
| **Industry Sector (2 Digit NAICS)** |  |
| **Number of Employees Impacted** |  |
| **Brief Project Description and Activities** |  |
| **Performance Measures and Expected Results** |  |
| **Description of Leveraged Resources if applicable** |  |
| **Total Cost**  **(Use form at Attachment A for line item detail)** |  |

**Signature and Certification**

BY MY SIGNATURE I VERIFY: (1) THAT THE INFORMATION IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND FURTHER, THAT ONLY COSTS INCURRED AFTER MARCH 1, 2020 WILL BE SUBMITTED FOR REIMBURSEMENT FOR ACTIVITES APPROVED IN THIS APPLICATION (2) THAT I HAVE THE AUTHORITY TO SUBMIT THIS APPLICATION ON BEHALF OF THE NAMED BUSINESS AND (3) I CERTIFY THAT THE BUSINESS (CONTRACTOR) IS AWARE OF AND WILL COMPLY WITH THE FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT ASSURANCES AND CERTIFICATIONS THAT ARE POSTED AT THIS SITE, <https://vcwvalley.com/wp-content/uploads/Assurances-and-Certifications.pdf> AND INCORPARTED HEREIN BY REFERENCE.

|  |  |
| --- | --- |
| **Typed Name** |  |
| **Signature** |  |
| **Title** |  |
| **Date** |  |

**For the Shenandoah Valley Workforce Development Board:**

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Dr. Sharon Johnson Date

Chief Executive Officer

**Attachment A – Line Item Budget**

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| --- | --- | --- |
| **Line Item** | **Amount** | **Provide a detailed explanation and the basis for the budget amount requested. Include Vendor and Description of Item** |
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| **GRAND TOTAL** |  |  |

**Reimbursement Requirements:**

1. Only purchases made after the execution of the grant agreement are eligible for reimbursement.
2. Receipts for expenditures and proof of payment (cancelled check or credit card receipt) are required for reimbursement.