

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 -