



Coronavirus Relief Fund Guidance and Expense Substantiation Form instructions for Jump Start Business Grants:

General Guidance:

Timing of Expense Substantiation Forms:

Businesses must submit their eligible **expenses incurred between March 1, 2020 and June 30, 2020 no later than July 30, 2020**. No expenses incurred between March 1, 2020 and June 30, 2020 will be accepted after July 30, 2020. This deadline is to comply with the federal assistance guidelines.

Eligible expenses incurred during the period of July 1, 2020 – November 30, 2020 must be received along with all supporting documentation by the 30th of the following month.

No expenses incurred after November 30, 2020 will be eligible.

Eligible Expenses: (All expenses must be necessary, reasonable, incurred between March 1 - November 30, 2020.)

Eligible expenses due to business related interruptions during the Business closures due to COVID-19 such as personal protective equipment, disinfection/decontamination supplies, rents, utilities (other than water), security, and costs to promote social distancing.

Please contact County Finance staff with questions regarding eligible expenses at FinanceCovid19@frederickcountymd.gov.

Coronavirus Relief Fund Expense Substantiation Form for Jump Start Business Grants:

1. Please complete the expense substantiation form in its entirety and remit along with all supporting documentation to financecovid19@frederickcountymd.gov
2. Once the completed information is received, Frederick County Accounting staff will review and follow up if there are additional questions.