

Allowable Jump Start Program Expenditures:

The Frederick County Jump Start Grant Program will reimburse costs incurred from March 1st through November 30th due to business interruption during required business closures due to COVID-19.

Allowable expenditures must be a typical expenditure for your day to day operations or an expenditure for additional costs directly related to COVID-19. All expenditures must have been incurred March 1st - November 30th.

What are common allowable expenditures?

Rent, utilities, security, disinfecting, personal protective equipment (PPE)

What are examples of additional costs directly related to COVID-19?

Disinfecting, personal protective equipment (PPE), additional security, costs to promote social distancing, telework, etc.

What kind of documentation is needed?

Documentation must be submitted to show the expense and the proof of payment.

Expense Documentation:

Invoice, electric bill, lease agreement, etc.

Proof of payment examples:

Cancelled check, email confirmation, screenshot of online payment submission, screenshot of payment made on bank statement, etc.

Can I report salary and wages?

You may use the cost of salary and wages for your employees if you submit adequate payroll documentation. You cannot report salary and wages if your business has received PPP loans or other financial assistance for the same expenditure. It is recommended to use the grant funds for other allowable items outside of salary and wages.

Can I report insurance premiums?

You can use the cost of insurance premiums as an allowable expense however they must be prorated for the period of performance of the Jump Start Program (March 1st- November 30th)

What if I received a loan or grant from another source?

You can not report any expenditure that has already been reimbursed by another source.

When is the report and documentation due?

If you are using the grant for expenditures that incurred between March-June, the due date is July 30th. After July 30th, no backup documentation will be accepted for expenditures occurring prior to June 30th.

If you are using the grant for expenditures that will occur after June 30th, please submit reports within 30 days after each month.

You may need to submit multiple substantiation forms along with backup documentation depending on the timing of expenditures for your grant.