



# COMMONWEALTH of VIRGINIA

## Department of Agriculture and Consumer Services

PO Box 1163, Richmond, Virginia 23218

[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

*Jewel H. Bronaugh, Ph.D*  
*Commissioner*

### Frequently Asked Questions for Agricultural Producers Interested in Accessing RebuildVA Funds

#### 1. What qualifies a business as eligible for RebuildVA funding?

Businesses eligible for the fund are those with a lower average monthly revenue in 2020 than in 2019. Grant fund processors will compare average monthly revenues from 2019 Tax Returns and 2020 year-to-date financial statements to determine eligibility for the program. If your business' average 2020 monthly revenue is higher than your average 2019 monthly revenue according to your 2019 Federal Income Tax Return and your 2020 YTD Financial Statement, your application will be denied. 2020 YTD Financial Statements should include revenues through September 2020. In YTD 2020 income statement, do not include nontypical revenues such as CFAP and PPP.

#### 2. What documentation is needed for a grower to show revenue loss?

To verify revenue, submit your 2019 Federal Income Tax Return (plus schedules) and 2020 year-to-date interim financial statements; or year-end internally prepared financial statements for 2019, if your income tax return has not been filed or is on extension and 2020 interim financials.

It is not required to submit your entire 2019 Federal Income Tax Return packet. Required documents include all signature pages and the Profit & Loss Statement portion.

VSBFA will review 2019 gross revenue from 2019 tax filings and divide it monthly to get a monthly revenue. VSBFA will review YTD income statement from 2020, divide by the number of months on the statement to get average monthly income in 2020. If the average monthly income in 2020 is less than the average monthly income in 2019, that will determine a revenue loss. In YTD 2020 income statement, do not include nontypical revenues such as CFAP and PPP.

#### 3. Is there a deadline to apply for RebuildVA funding?

You should submit your application as soon as possible. Applications will no longer be accepted after nearly all funds are allocated, which will be no later than December 30, 2020, but likely before that. Applications will be reviewed and funds allocated to approved businesses on a first-come, first-served basis.

#### 4. How does funding previously received through CFAP or PPP impact eligibility for RebuildVA?

Businesses who have received CFAP or PPP funds are eligible to receive RebuildVA funding; however, only operating expenses are eligible for reimbursement, not COVID-19 related expenses. See definitions for eligible operating expenses and COVID-19 related expenses in the answer to question 5.



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### **5. Which expenses are eligible for reimbursement? Should all eligible expenses be submitted or just those the grower wishes to apply for a grant to cover?**

If you have not received funding previously through CFAP or PPP, both operating expenses and COVID-19-related expenses (defined below) are eligible for reimbursement. If you have previously received CFAP or PPP funds, only business operating expenses are eligible.

**Business Operating Expenses:** Payroll support including full time employee salaries, paid sick leave, medical leave, or family leave, and costs associated with the continuation of group health care benefits during those period of leave; mortgage payments; rental payments (including rents under a lease agreement; utilities, defined as electricity, gas, water/sewer, telephone, internet service; principal and interest payments for any organization loans from nationally or state chartered financial institutions that were incurred, prior to, or during the COVID-19 emergency.

**COVID-19 Recovery Expenses:** Disbursements made on or after March 24, 2020 for the following purposes:

1. Purchase of equipment, infrastructure, technology or other capital assets necessary to permit the applicant to prevent the transmission of COVID-19 and provide a healthy and safe work environment for its employees, including the modification of work stations and furniture, the installation of barriers, shields and plexiglass
2. Expenses to comply with OSHA and VDH safety standards relating to COVID-19 prevention, including the purchase or improvement of high efficiency ventilation systems or hand-washing stations
3. Expenses to reconfigure business facilities to comply with physical distancing standards to prevent the transmission of COVID-19, including the installation of drive-through windows
4. Expenses for the utilization or phase-in of touch-free technology or equipment, such as touch-free toilets, sinks, fixtures, dispensers and trash cans; installation of signage to encourage physical distancing and hand-washing
5. Purchase of equipment, infrastructure, technology or other services to prepare for and respond to coronavirus: necessary expenses related to long-term economic recovery and expenses related to the establishment of alternative business sales and delivery methods, including web-based platforms.

### **6. How are applications ranked?**

Applications are received and processed on a first-come, first-served basis.

### **7. On the RebuildVA application, there is a question to indicate industry sector, but agriculture or farming isn't an option.**

Select the "Other" option and use the textbox to identify your industry sector (e.g. agriculture, farm, poultry, dairy, etc.)



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**8. How long will it take for farms to be issued a DUNS number (if they don't already have one) and what is the process for doing so?**

- a. You may apply here for a [DUNS Number](#) (click); then go the "D-U-N-S Number" tab on the website and follow instructions
- b. A DUNS make take 2 weeks or more to receive, however you should submit the VA W-9 only (not the Federal form) and make a note when you submit it that you have applied for a DUNS
- c. Click here to Download the Virginia [substitute form W-9](#); complete and upload it with your other documents

**9. If a grower or farmer doesn't have access to electronic filing, is there a state agency who can assist?**

Yes, there are 26 Virginia Small Business Development Centers across the Commonwealth that you may contact for assistance; go to <https://www.virginiاسبdc.org/locations/> for the SBDC convenient for you. You can also contact your local Extension Office for additional assistance.

Applications can be printed, completed and mailed, if necessary, to the following address:

Rebuild VA Grant Fund Processing

P. O. Box 446 Richmond, VA 23218-0446**If your initial application is denied, can you appeal the decision? How do you find out why you were initially denied?**

Yes, you may appeal your decision by email to the Executive Director, Virginia Small Business Financing Authority, at [howard.pisons@sbsd.virginia.gov](mailto:howard.pisons@sbsd.virginia.gov). Allow at least two weeks for review

**10. Do you need to include a full tax return document, or only the first few pages of annual revenue information?**

It is not required to submit your entire 2019 Federal Income Tax Return packet. Required documents include all signature pages and the Profit & Loss Statement portion.

**11. How many months of utility statements are required?**

Submit the most recent billing statement to confirm the following eligible business utility expenses: electric, water-sewer, gas, telephone and internet services.

**12. How do you submit Operating loans or Line of credit loans?**

You can submit current amount on operating loan, it is looked at as an annual payment. It will be divided by 12 to get the monthly payment.



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### **13. Should I submit all eligible expenses or can I select a few to submit?**

You are encouraged to submit all eligible expenses, but less if you want, it's up to you. The award calculation is based on the expense for which you want reimbursement and the documentation that you provide to support it.

### **14. What if I don't have a written lease agreements or invoices for rent?**

All eligible expense reimbursement requests must be supported by commercially accepted documentation

### **15. How do I submit year to date income statements?**

You can show your YTD Income statement in a spreadsheet or Quickbooks printout.