



**NORTH CAROLINA**  
**DEPARTMENT of**  
**COMMERCE**

Job Retention Grant Program

August 2020

# Straight Facts on Job Retention Program

- Targeted at employers, both for-profit and non-profit
- Supported by federal Coronavirus Relief Funds sent to the state
- Authorized by General Assembly (S.L. 2020-80)
- Funded with \$15 million
- Designed as a noncompetitive grant not a loan
- Created to be a one-time deal

# Is My Business/Nonprofit Eligible?

1. **Are you an employer?** – can be private businesses and certain types of nonprofits, including PERHAPS 501c6 nonprofits
2. **Have you received some COVID-related aid already?** – not eligible if you've participated in the Paycheck Protection Program, the Main Street Lending Program loan, or the state Rapid Recovery Loan Program
3. **Have you kept your employees?** - you must have at least 90 percent of the full-time employees at the end of June 2020 as you did at the end of February 2020
4. **Has COVID affected your revenues?** – you must have seen a decline of at least 10 percent in sales/receipts from March-May 2019 to March-May 2020

# How Much May I Apply For?

- 125 percent of two months of your 2019 average North Carolina payroll, using the same definition as federal PPP, which included:
  - Wages, Salaries, Bonuses for employees earning less than \$100,000
  - Wages, Salaries, Bonuses capped at \$100,000 for employees earning above that amount
  - Employer contributions to health insurance
  - Employer contributions to retirement plans
  - Employer taxes paid for unemployment insurance

NOTE: Maximum grant request is \$250,000 if the calculation above exceeds that amount

# How Do I Apply?

- The NC Department of Commerce has started accepting applications (as of August 6). The address to receive information and access the application can be found at:

[www.nccommerce.com/jrg](http://www.nccommerce.com/jrg)

- The deadline is September 1 and there will be NO EXTENSIONS

# What Do I Need To Apply?

- Your Secretary of State ID and EIN
- Documentation of your full-time equivalent employees on payroll at the end of February 2020 and the end of June 2020 from NCUI-101 forms.
- Documentation of sales/receipts during the period March-May 2019 and March-May 2020
- Documentation of North Carolina average payroll expenses (as defined above) for 2019, including federal W-3 forms

# What Is The Fine Print?

- Your application is subject to the state Public Records law. It's likely that your company name and amount received may be disclosed subject to media requests.
- You must certify that you do not have overdue tax debts and that you have a conflict of interest policy that meets state requirements
- You will be considered a grantee of the state and have to complete a W-9 form and a contract. The Department may review your NCUI-101 forms.
- You must spend this money on legitimate business expenses by December 30,2020 and complete all necessary federal and state reporting requirements.
- The Job Retention Grant is counted as taxable income for eligible employers

# What Is The Timeline For the Program?

- Job Recovery Grant (JRG) Program enacted into law on July 1, 2020
- Economic Investment Committee authorized Program on July 28, 2020
- **Applications Available Early August 2020**
- **HARD APPLICATION DEADLINE OF SEPTEMBER 1, 2020**
- Department Review and Verification of Applications – September 2020
- *Economic Investment Committee Grant Approval – by early October 2020*
- *Grant Awards and Contracts Signed – October 2020*
- *Grant Reports Due – TBD*
- *All JRG Grant Funds MUST Be Spent by December 2020*



# What Are My Odds of Getting A Grant?

Odds are as close to 100 percent as they can be of receiving some amount of grant if your business/nonprofit is eligible and you submit a completed application by the deadline

Odds of receiving the FULL amount requested depend on the total amount of eligible requests received by the deadline. If those requests exceed the \$15 million allocated for the program, then we will prorate the grants to fit within that \$15 million cap.

# Special Case of 501c6 Nonprofits

- 501c6 nonprofits were not eligible for the PPP, although they are significant employers
- The General Assembly intended to include 501c6 organizations in the program, but the necessary reference to include those organizations was inadvertently left out. The GA hopes to fix that oversight at its next opportunity.
- Applications will be accepted from 501c6 organizations, but it is understood that they cannot receive any support unless and until the law is changed.

# Thank You for Your Interest!

- Contact [jrg@ncommerce.com](mailto:jrg@ncommerce.com) with followup questions
- Sign Up for more indepth information for Commerce Webinars to be held:
- [Thursday, August 13th at 2:00pm \(Register Now\)](#)
- [Monday, August 17th at 11:00am \(Register Now\)](#)

# SAMPLE North Carolina Job Retention Grant (JRG) Application

***This Sample JRG Application is for illustrative purposes only. Do not submit.  
We will only accept applications submitted from our online grant application system***

\*\*\*\*\* Section 1 \*\*\*\*\*

## Applicant Information

Applicant Name\*

*Provide the full legal name of the Business or Nonprofit ("Applicant")*

Employer Identification Number (EIN)\*

*Provide the Applicant's 9-digit Employer Identification Number (without the hyphen)*

NC Secretary of State ID Number (Sos ID)\*

*Provide the Applicant's 7-digit North Carolina Secretary of State Identification Number (SosID). If you do not know the SosID number, you can look it up*

*here: [https://www.sosnc.gov/online\\_services/search/by\\_title/Business\\_Registration](https://www.sosnc.gov/online_services/search/by_title/Business_Registration)*

Applicant's primary activity in North Carolina\*

*From the dropdown list, select the activity that best describes the Applicant's primary activity IN NORTH CAROLINA. For instance, if the Applicant is a manufacturer whose only facility in North Carolina is a distribution center, you should select "Transportation and Warehousing" not "Manufacturing".*

Total number of employees the Applicant has across the entire business/nonprofit\*

Is the Business minority-owned or is the Nonprofit minority-led? \*

Is the Business female-owned or is the Nonprofit female-led? \*

Is the Business veteran-owned or is the Nonprofit veteran-led? \*

Applicant Address

*Enter the Address of Applicant's primary location in North Carolina below*

Street Address 1\*

Street Address 2

City\*

Zip code (5 digit) \*

County\*

*If you do not know which N.C. county the primary location is in, you can look it up here. <https://www.whatcountymiin.com/>*

Primary Contact

Provide the contact information for the person we should first contact if we have questions about this application. This person will receive all application and grant-related correspondences from the Department of Commerce.

Primary Contact Name\*

Primary Contact Company\*

Primary Contact Title\*

Primary Contact Phone\*

Primary Contact Email\*

Primary Contact Email Confirmation\*

Secondary Contact

Provide the contact information for the person we should contact if we are unable to reach the primary contact. This person will also receive all application and grant-related correspondences from the Department of Commerce.

Secondary Contact Name\*

Secondary Contact Company\*

Secondary Contact Title\*

Secondary Contact Phone\*

Secondary Contact Email\*

Secondary Contact Email Confirmation\*

\*\*\*\*\* Section 2 \*\*\*\*\*

Eligibility

Applicant Type\*

Select the appropriate applicant type based on the definitions below.

- **PRIVATELY HELD BUSINESS** - has at least one employee and is subject to state corporate and/or personal income tax
- **PUBLICLY HELD BUSINESS**
- **NON-PROFIT ORGANIZATION 1** - including cemetery corporations and corporations organized for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals, no part of the net earnings of which inures to the benefit of any private stockholder or individual (**generally, 501(c)(3) nonprofits**)
- **NON-PROFIT ORGANIZATION 2** - including clubs organized and operated exclusively for pleasure, recreation, and other non-profitable purposes, no part of the net earnings of which inures to the benefit of any private stockholder or member (**generally, 501 (c)(7) nonprofits**)
- **NON-PROFIT ORGANIZATION 3** - including business leagues, chambers of commerce, merchants' associations, or boards of trade not organized for profit, and no part of the net earnings of which inures to the benefit of any private stockholder or individual (**generally, 501(c)(6) nonprofits**)
- **OTHER NON-PROFIT** - if none of the above apply to the applicant, select **OTHER NON-PROFIT**

Has the Applicant applied for and received or anticipates receiving any funds from the following?

Main Street Lending Program\*

Rapid Recovery Loan Program\*

Paycheck Protection Program\*

Applicant Employment

Number of direct full-time employees (at least 35 hours per week) IN NORTH CAROLINA on the last day of the payroll period that ended immediately prior to March 1, 2020. \*

Number of direct full-time employees (at least 35 hours per week) IN NORTH CAROLINA on the last day of the payroll period that ended immediately prior to July 1, 2020. \*

*To document employment levels, you will be required to submit corresponding NCUI 101 forms (Employer's Quarterly Tax and Wage Report) later in this application.*

\*\*\*\*\* Section 3 \*\*\*\*\*

**Payroll Information**

*Provide payroll information Applicant-wide (not just in North Carolina) for the 2019 calendar year.*

Total 2019 wages, salaries, commissions, bonuses and other cash compensation for all employees IN NORTH CAROLINA that individually earned under \$100,000 of wages, salaries, commissions, bonuses and other cash compensation in 2019\*

Total 2019 wages, salaries, commissions, bonuses and other cash compensation for high-wage employees IN NORTH CAROLINA that individually earned at least \$100,000 of wages, salaries, commissions, bonuses and other cash compensation in 2019. This amount is calculated by multiplying the number of NORTH CAROLINA employees earning over \$100,000 by \$100,000. \*

Total 2019 Employer-Paid Health Insurance\*

Total 2019 Employer-Paid Profit Sharing or Retirement Contributions\*

Total 2019 NC Unemployment Insurance Premiums\*

*To document payroll costs, you will be required to submit the Applicant's 2019 W-3 and other payroll documentation later in this application.*

## Documentation

*Attach (upload) the following employment and payroll documentation. You are required to upload a separate file for each element requested before you can sign and submit this application. **Please be sure each file name clearly identifies the content of the file.***

*Click "Add File" to select the file from your computer. Once the file is selected you will see a red X next to the file name, which indicates the file is ready to be uploaded. Once you have selected a file for each element, click the "Next" button.*

### Employment Documentation

Applicant's 2020 Q1 (January - March) NCUI 101 Report (Employer's Quarterly Tax and Wage Report)

Applicant's 2020 Q2 (April - June) NCUI 101 Report (Employer's Quarterly Tax and Wage Report)

### Payroll Documentation

Applicant's 2019 W-3

Applicant's Payroll Report

*Provide documentation that supports the payroll expenses provided above (wages, health insurance, retirement, and unemployment tax payments). The JRG uses the same definition of 'payroll expenses' as the federal Paycheck Protection Program. Many third-party payroll providers offered their clients an automatic calculation of these payroll expenses to help with the possible preparation of a PPP application. If applicable, we will accept documentation, as it relates to NORTH CAROLINA employees, of that calculation by your third-party payroll provider as verification of eligible payroll expenses for the JRG. While this program uses similar definitions as the Paycheck Protection Program (PPP), we remind you that, if you participated in the PPP, you are not eligible for a JRG.*

## Public Records Law

*The Department of Commerce is subject to the North Carolina Public Records Law. This means that the information you provide will generally be made available to a member of the public or media who requests the information unless it meets certain statutory exceptions. The Department does not disclose Tax Information as defined under G.S. 105-259 (including Employer Identification Numbers, NCUI-101s, and W-3s) or information that constitutes a confidential trade secret under G.S. 132-1.2 and is identified as such when it is provided to us. A "trade secret" is business or technical information that derives commercial value from not being generally known or readily ascertainable, and which is the subject of reasonable efforts to maintain its secrecy. We have identified the information contained in this application that we believe is likely to be treated as a trade secret.*

*Please indicate if the Applicant is asserting the following information is in fact a trade secret and that the Applicant is requesting confidential treatment of that information below.*

The number of employees the Applicant has across the entire business/nonprofit other than full-time North Carolina employees\*

Total sales/gross receipts of the Applicant (Applicant-wide, not just in North Carolina) for the period between March 1, 2019 and May 31, 2019\*

Total sales/gross receipts of the Applicant (Applicant-wide, not just in North Carolina) for the period between March 1, 2020 and May 31, 2020\*

Total 2019 wages, salaries, and bonuses for all employees, other than the average monthly payroll costs used to determine the Applicant's maximum grant amount\*

Total 2019 Employer-Paid Health Insurance, Profit Sharing, Retirement Contributions or other benefits\*

All Payroll Documentation Attachments\*

\*\*\*\*\* Section 6 \*\*\*\*\*

### **Attestations/Certifications & Signatures**

By Signing Below, You Make the Following Representations and Certifications on Behalf of the Applicant:

The Authorized Representative of the Applicant certifies to all of the below:

- The Applicant has reviewed and understands the Job Retention Program (the “Program”), including N.C. Session Law § 4.2B.(b), and meets all of the eligibility requirements for a Program grant.
- The Applicant understands that the release of any Program funds will be contingent on provision of adequate documentation of its eligibility, as determined by the Economic Investment Committee (the "Committee") and the execution of a grant agreement, in the form prescribed by the State.
- The Applicant has NOT participated in the Paycheck Protection Program, the Main Street Lending Program, or the Rapid Recovery Loan Program.
- The Applicant currently employs at least 90 percent of the number of full-time or full-time equivalent employees as defined by G.S. 143B-437.51 (link to statute) that the Applicant had on payroll as of February 28, 2020 or the nearest payroll date to February 28,2020 and has provided documentation in support of that attestation.
- If the Applicant is a business subject to income tax under Article 4 of Chapter 105 of the General Statutes, the Applicant has experienced a decline of at least 10 percent in its sales as defined by G.S. 105-130.4 (link to statute) and has provided documentation in support of that attestation.



- The Applicant is either a business subject to income tax un Article 4 of Section 105 or a nonprofit organization exempt from income tax under G.S. 105-130.11(a)(3), 105-130.11(a)(6) or 105-130.11(a)(4).
- In the event that the Applicant is a nonprofit organization exempt from income tax under G.S. 105-130.11(a)(4) and wishes to be considered for a grant under this program I the event of a statutory amendment to provide eligibility to such nonprofit organizations, the Applicant understands that the Department may not provide any grants UNLESS AND UNTIL THE STATUTE IS AMENDED TO PERMIT SUCH GRANTS.
- The Applicant has provided documentation of the average monthly payroll for 2019 limited to the payroll costs allowed under the Paycheck Protection Program as defined in sections 1102 and 1106 of the federal Coronavirus Aid, Relief, and Economic Security Act, P.L. 116-136.
- The Applicant read and understands the information contained in the Disclosure of Records (the "Disclosure"), included in the Application, and it has clearly identified, in the manner specified in the Disclosure, any and all specific materials delivered in connection with this Application that qualify for confidential treatment, together with an explanation for why such information should be regarded as confidential. It understands that any materials that do not meet the criteria specified in the Disclosure, or that have not been properly and specifically identified as required, are public records, and may be subject to disclosure.
- The Applicant understands, acknowledges and agrees that the North Carolina Department of Commerce may request additional information for the purpose of evaluating the Applicant's eligibility for the Program and that the Applicant's failure to provide information requested by the Department may result in a determination unfavorable to the Applicant.
- The Applicant understands and certifies that, prior to receipt of any funds available from this program, it will provide the conflict of interest policy required by N.C.G.S. 143C-6-c(2) and a written certification that the Applicant has no overdue tax debts as required by N.C.G.S. 143C-6-c(3).
- All information provided in this Application has been gathered based on diligent inquiry and is true, accurate, and complete in all material respects, and does not contain any material misstatement of fact or omit a material fact or any fact necessary to make the statements contained herein not materially misleading, to its best knowledge and belief. It understands that if the foregoing is not true, the Committee may reject this Application, revoke any award approved in reliance hereon, recover any grant funds disbursed to the Applicant, and pursue such other legal remedies as may exist at law, in equity, or by statute. Such actions may include, but are not limited to, civil litigation under the False Claims Act, N.C. Gen. Stat. § 1- Art. 51, the Unfair and Deceptive Trade Practice Act, N.C. Gen. Stat. § 75-1.1, and the seeking of treble damages, attorneys' fees, and penalties as allowed thereunder. Any criminal activity will be reported to the proper authority for prosecution under applicable law, including (without limitation), Malfeasance of Corporation Officers, N. C. Gen. Stat. § 14-254, and Obtaining Property by False Pretenses, N.C. Gen. Stat. § 14-100.
- The Applicant understands and certifies that if at any time prior to the disbursement of funds the Applicant becomes aware of any information or mistake that renders any of the representations or certifications contained in the Application materially untrue, misleading or incomplete, or the Company shall immediately notify the Committee in writing.
- The Application Parties indemnify, release, and hold harmless the Committee, Commerce, and the State of North Carolina, and their respective members, officers, directors, employees, agents, consultants and attorneys (hereinafter collectively referred to as "Indemnified Parties"), from and against, and agree that such Indemnified Parties are not liable for, any and all liability or loss, cost or expense, foreseen or unforeseen, including, without limitation, attorneys' fees, fines, penalties, civil judgments, criminal and quasi-judicial liability resulting from or arising out of or in connection with or pertaining to, this Application and its processing, and the decision to award or not award a Job Retention Grant to the Applicant.
- This Application has been signed by an authorized representative of the Applicant, and such signature is recognized as legally binding on the Applicant.

*Provide the signature of the person submitting this application. If the Applicant is awarded a Job Retention Grant, an officer of the Applicant will be required to sign a formal grant agreement*

Full Name\*

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Signature

Date\*

Title\*

Company/Organization\*

*Once you select the Send button below, you will be redirected back to the JRG webpage, and you will not be able to amend your application. So, please review your entire application by using the Back and Next buttons to ensure its accuracy prior to sending it. After you send the application, both the primary and secondary contacts listed in the application will receive two emails. One will contain a pdf copy of your application and copies of the files you attached to the application. The other email will verify that we received your application. It may take several minutes for both emails to come through, so please be patient.*

\*\*\*\*\* Application End \*\*\*\*\*