

Monroe County

COVID-19 County Relief Block Grant Application Instructions

MUNICIPAL GRANTS

The COVID-19 County Relief Block Grant Program allows the county to provide funding to municipalities and municipal authorities for the planning and response to the COVID-19 pandemic. The County has developed an application for the municipalities and municipal authorities to apply for funding through this program.

It should be noted that funding is limited and not all costs incurred or planned to be incurred may be funded through this program.

For this phase of the grant program, the maximum award will be \$50,000.

NOTE: Even though the maximum funding to be awarded is \$50,000, please submit details of all incurred expenses and future costs even if it exceeds this amount.

The applications are to be submitted to the County by the close of business August 3, 2020 and the applications must include all required documentation. The applications will not be processed without all required documentation.

1. Complete the Application that is provided.
2. Details to Provide in Narrative Section
 - a. Incurred Expenses –
 - i. Provide a narrative of the expenses you incurred providing response, planning and outreach to the pandemic
 - ii. Attach copies of all invoices for which you are requesting funding to reimburse
 - iii. Attach payroll records for any personnel costs for which you are requesting funding to reimburse
 - b. Future Costs
 - i. Provide a narrative explanation of any costs for projects you foresee undertaking to respond to this pandemic
 - ii. Provide a timeline for completion of the project
 - iii. Provide a quote for completion of the project
3. Items to attach
 - a. Invoices for expense incurred for which funding is requested
 - b. Quotations for costs of planned future project for which funding is requested

**Monroe County, Pennsylvania
Municipal Grant Application**

Section 5001 of the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), which became law on March 27, 2020, establishes a Coronavirus Relief Fund. The CARES Act requires that governmental recipients of Coronavirus Relief Fund money use it for expenditures that (1) were necessary expenditures incurred due to the COVID-19 public health emergency; (2) were not accounted for in the governmental budget most recently approved as March 27, 2020; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. It should be noted that governmental entities are not eligible for funding through this grant program for lost revenues related to the pandemic.

Like many things related to the COVID-19 pandemic, guidance relating to the Coronavirus Relief Fund and Pennsylvania’s related COVID-19 – County Relief Block Grant Program is subject to change. Some of the limited guidance issued by the federal government has already been revised several times. The Commonwealth has not yet issued extensive guidance relating to the COVID-19 – County Relief Block Grant Program but may do so in the future.

Instructions:

Answer all questions completely and accurately. It is important that this form be completed in its entirety.

Date: _____

Name of Municipality: _____

Address of Municipality: _____

EIN: _____

Internet Website (if any): _____

Name of Representative
Submitting Application: _____

Title of Representative
Submitting Application: _____

Email: _____

Telephone: _____

Cell Phone: _____

During the period that began on March 1, 2020 and runs through December 30, 2020, how has your municipality been financially affected by COVID-19? Please provide copies of all invoices or payroll documentation for which the municipality is requesting grant funding in order to be reimbursed through this grant program. If the municipality has plans to undertake additional projects to respond to the pandemic in the future, provide copies of quotes to implement these projects. (NOTE: the Municipality will not be reimbursed for these costs until such time as the municipality provides invoices documenting the cost of the project.). Attach additional sheets, if necessary.

Amount of Funding Requested: _____
(NOTE: The maximum award amount to be provided during this phase of the grant program is \$50,000.)

Please submit such documents to the county's designated site as provided in the invitation to apply email by the close of business August 3, 2020.

Approved Applicants will be required to sign a Grant Agreement.

I certify under penalty of law that this document and the information submitted are, to the best of my knowledge and belief, true, accurate and complete. I understand that false statements made herein or in the information submitted are subject to the penalties for unsworn falsification to authorities set forth in 18 Pa.C.S.A. § 4904."

Signature of Applicant

Name of Organization

Checklist for Completion of this Application:

- | | |
|--|-----------|
| 1. Answer each question in Application? | Yes or No |
| 2. Attach paid invoices for any costs you are requesting reimbursement for? | Yes or No |
| 3. Attach payroll documentation for any payroll costs you are requesting
Reimbursement for? | Yes or No |
| 4. Attach quotes for any planned projects? | Yes or No |
| 5. Sign the Certification statement included in the Application. | Yes or No |