

Monroe County

COVID-19 County Relief Block Grant Application Instructions

NONPROFIT GRANTS

The COVID-19 County Relief Block Grant Program allows the county to provide funding for a nonprofit grant program. The County has developed an application for nonprofits to apply for funding through this program.

According to Federal and state guidelines, only nonprofits designated as 501(c)3 or 501(c)19 organizations by the Internal Revenue Services ("IRS") are eligible for funding through this program. It should be noted that funding is limited and not all requests may be fully funded.

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 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. A description of how the pandemic affected your operations, including
 - i. Complete Closure
 - ii. Partial Closure
 - iii. Steps taken responding to the pandemic to allow the nonprofit to continue current or future operations
 - iv. Services you provided to the community to assist them with responding to the pandemic
 - b. Incurred Expenses
 - i. Provide a narrative of the expenses the nonprofit incurred responding to the pandemic
 - ii. Attach copies of all invoices or payroll records for which you are requesting funding to reimburse
 - c. 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
 - d. Revenue Decline
 - i. Provide details on the effect the pandemic has had on your revenue generation, including fees charged or fundraising opportunities that may have been curtailed. This may include comparisons to prior years or months, or revenue budget/expectations if your entity has not been operation for an extended period of time

3. Items to attach

- a. IRS 501(c)3 or 501(c)19 determination letter
- b. Completed W-9 for the organization
- c. Most recent filed copy of IRS form 990
- d. Most recent filed IRS Form 941, if nonprofit has employees
- e. Copies of Invoices for expense incurred for which funding is requested
- f. Quotations for costs of planned future project for which funding is requested
- g. Support for revenue decline included in narrative. This should include documentation that supports the lost revenue you are claiming in the narrative (financial statements, general ledger reports, etc.)

**Monroe County, Pennsylvania
Non-Profit 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.

Pennsylvania Act 24 of 2020 provides that Coronavirus Relief Fund Money distributed through the Commonwealth, which includes the funds received by the County used to fund this program, may be used for grant programs for nonprofit assistance programs for entities that are an exempt organization under Section 501(c)(3) or 501(c)(19) of the Internal Revenue Code of 1986.¹ Current interpretation of federal CARES Act guidance suggests that business and nonprofit entities with more than 500 employees would not be eligible for CARES Act small business grants for business interruption at this time. In the event your entity is above the applicable thresholds, a review will be conducted to determine whether any exceptions apply.

Applicants must be appropriately licensed and operating in the County. Applicants must also operate from a physical location in the County.

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: _____

Legal Name of Applicant: _____

Address of Applicant: _____

Type of Legal Entity: _____

EIN: _____

NAICS: _____

State of Incorporation: _____

Was your entity in operation prior to March 1, 2020?

(Yes or No)

Date Entity Established: _____

Internet Website (if any): _____

Name of Representative
Submitting Application: _____

Title of Representative
Submitting Application: _____

Email: _____

Telephone: _____

Cell Phone: _____

What product or service does your organization provide to the residents of Monroe County
(Attach a copy of your mission statement or similar document to the application):

Is your organization appropriately licensed and operating in the County?

(Yes or No)

Does your organization operate from a location in the County?

(Yes or No)

List all addresses where your organization operates in the County.

Is your organization a Section 501(c)(3) or 501(c)(19) non-profit entity under the Internal Revenue Code of 1986? _____

(Yes or No)

Does your organization have fewer than 100 total employees?

(Yes or No)

Does your organization have 500 or fewer total employees?

(Yes or No)

How many total employees does your organization have?

During the period that began on March 1, 2020 and runs through December 30, 2020, how has your organization been financially affected by COVID-19, including but not limited to due to required closure orders, voluntarily closures to promote social distancing measures, decreased revenue or required physical/other modifications as a result of the COVID-19 public health emergency? Attach additional pages if necessary:

If you have provided services to assist the community in responding to COVID-19, please provide a description of the services provided. Also include discussion of the costs you incurred to provide this assistance.

Did your organization receive CARES Act Paycheck Protection Program assistance?
(Receipt of such funds will not disqualify applicants, but first priority is given to applicants that did not receive such funds.)

(Yes or No)

Did your organization receive CARES Act Economic Injury Disaster Loan Program assistance?
(Receipt of such funds will not disqualify applicants, but first priority is given to applicants that did not receive such funds.)

(Yes or No)

Did your organization receive funding under any other CARES Act grant assistance program?

(Yes or No)

If yes, please provide program and amount. _____

Non-Profit entities must provide the IRS designation letter certifying the entity as a 501(c)3 or 501(c)19 entity.

Non-profit entities must provide a copy of their most recent financial statement and a copy of their most recent annual report, if applicable.

All entities should provide gross monthly revenues for March through June 2018, March through June 2019 and March through June 2020 and documentation that demonstrates COVID-19 related impact.

NOTE: Proprietary Business Information that is exempt from the Commonwealth of Pennsylvania's Right to Know Law will remain and be held as confidential by Monroe County.

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 close of business August 3, 2020.

Approved Applicants will be required to sign a Non-Profit 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 Application:

- | | |
|--|------------|
| 1. Answer all questions on Application. | Yes or No |
| 2. Attach IRS Non-Profit Determination Letter. | Yes or No |
| 3. Attach most recent filed IRS Form 990. | Yes or No |
| 4. Completed W-9 for organization | Yes or No |
| 5. Attach copy of Entity's Mission Statement or Similar Document | Yes or No |
| 6. Attach most recent annual report | Yes or No. |
| 7. If entity has employees, attach most recent filed IRS Form 941. | Yes or No. |
| 8. Attach copies of invoices for costs requesting reimbursement for. | Yes or No. |
| 9. Quotations for future planned project requesting reimbursement for. | Yes or No. |
| 10. Attach Support for decline in revenue. | Yes or No. |
| 11. Sign the Certification statement included in the Application. | Yes or No |

Grant Funding Worksheet

A. Reduction in Revenue	\$
B. Cost of Physical/Other Modifications	\$
C. Total Dollar Effect of COVID-19 (Sum of A and B)	\$
D. Minus: CARES Act Grant Funding Received under Other Program (PPP, EIDL etc.)	\$
Total Funding Requested (C-D)	\$