

Monroe County  
COVID-19 County Relief Block Grant Application Instructions  
TOURISM BUSINESS GRANTS

The COVID-19 County Relief Block Grant Program allows the county to provide funding for a tourism business grant program. The County has developed an application for tourism businesses to apply 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 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. A description of how the pandemic affected your business, including
    - i. Complete Closure
    - ii. Partial Closure
    - iii. Steps taken responding to the pandemic to allow your business to continue current or future operations
    - iv. Details on lost business (analysis of income lost)
  - b. Incurred Expenses
    - i. Provide a narrative of the expenses you incurred responding to the pandemic for your business
    - ii. Attach copies of all invoices for which you are requesting funding to reimburse
  - c. Revenue Decline
    - i. Provide details on the effect the pandemic has had on your businesses revenue generation. This may include comparisons to prior years or months, or revenue expectations for businesses recently started
3. Items to attach
  - a. Most recent filed IRS Form 941, if your business has employees
  - b. Most recently filed tax return for the entity
  - c. Completed W-9 for the organization.
  - d. Copies of Invoices for expense incurred for which funding is requested
  - e. Support for revenue decline included in narrative. This may include copies of income or sales tax filings.

**Monroe County, Pennsylvania**  
**Tourism Business - Business Interruption 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.

Related guidance issued by the United States Department of the Treasury (“U.S. Treasury”) permits funds to be used to provide “grants to small businesses to reimburse the costs of business interruption caused by required closures.” Frequently Asked Questions issued by the U.S. Treasury indicate that such grants may be used to reimburse the costs of business interruption caused by required closures as well as “to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.” Such effects must relate to the period that began on March 1, 2020 and ends on December 30, 2020.

Pennsylvania Act 24 of 2020 provides that Coronavirus Relief Fund Money distributed through the Commonwealth, may be used for tourism business grant programs with priority given to those businesses that did not receive a loan or grant through the federal Paycheck Protection Program or the Economic Injury Disaster Loan Program established under the CARES Act. Current interpretation of federal CARES Act guidance suggests that tourism businesses with more than 500 employees would not be eligible for CARES Act tourism 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: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_



Specific Type of Organization:

\_\_\_\_\_  
(For Profit Corporation, Sole Proprietorship,  
Partnership, LLC, PC, or Other)

If you responded "Other" to the previous question, please explain the nature of your organization and its classification for legal and tax purposes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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?

\_\_\_\_\_

Is your organization primarily engaged in the tourism industry?

\_\_\_\_\_  
(Yes or No)

If the answer to the previous question is yes, explain how your organization is primarily engaged in the tourism industry.

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Private for-profit businesses must provide a completed W-9 form and most recent federal tax return. Sole Proprietorship applicants must provide a 2018 or 2019 Schedule C.

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 the close of business August 3, 2020.

**Approved Applicants will be required to sign a Business Interruption 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. Answered all questions on application.                              | Yes or No  |
| 2. Attached a completed W-9 Form.                                      | Yes or No. |
| 3. Attached most recent filed business tax return (or Schedule C.)     | Yes or No. |
| 4. Attached most recent filed IRS Form 941.                            | Yes or No  |
| 5. Attached documentation on expenses incurred to respond to pandemic. | Yes or No. |
| 6. Attached documentation supporting reduced business income.          | Yes or No. |
| 7. 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)	\$