

DAUPHIN COUNTY



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DAUPHIN COUNTY CARES COVID RECOVERY NON-PROFIT INTERRUPTION ASSISTANCE PROGRAM

Summary

The Dauphin County Board of Commissioners have allocated funds from the Coronavirus Relief Fund to establish the Dauphin County COVID Recovery Non-Profit Business Interruption Grant Program. This program will provide up to \$35,000, or 25% of annual operating expenses, whichever is less, to non-profit entities operating in the County that have been negatively impacted by the COVID-19 public health crisis.

Grant eligibility requirements and Frequently Asked Questions are being made available in advance of the application period to allow Dauphin County non-profit organizations the opportunity to determine if they are eligible to participate in the Program and to gather the required application documents.

Please understand the following:

- This is anticipated to be a highly subscribed grant program and, therefore, highly competitive.
- Only fully completed applications will be considered.
- Grant must be submitted electronically at www.dauphincounty.org/cares
- Not all applicants will be funded.
- There is no application fee.
- Grant information, FAQ's and link to the application portal, once open, will be available on the County's website at www.dauphincounty.org/cares

Grant Program Timeline

Wednesday, August 26th — Grant Program Announcement and information release.

Friday, August 28th, 2020 at 8 AM — Online submission portal with Grant Application will open at www.dauphincounty.org/cares.

Monday, September 14th, 2020 at 4:30 PM— Online submission portal will be closed. Applications for the grant will not be accepted after this time.

Eligibility Requirements

- Applicant was and/or is negatively impacted by COVID-19, including loss of revenue and declines in cash reserves.
- Applicant must be operating in Dauphin County as evidenced by the organization's legal address in Box C of IRS Form 990.
- Applicant must deliver services in Dauphin County.
- Applicants must be a 501(c)3 or 501(c)19 (Per Act 24) with an operating location in Dauphin County.
- Applicant must have been in operation no later than February 15th, 2020.
- Applicants that have accepted or received funding from the Paycheck Protection Program or Economic Injury Disaster Loan are eligible, but the level of funding received will impact the applicant's competitiveness.

How can the funds be used?

Per current statutory provisions and federal and Commonwealth guidance relating to Pennsylvania Act 24 of 2020 ("Act 24"), the Pennsylvania COVID-19 – County Relief Block Grant Program, and the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") Coronavirus Relief Fund provisions as of July 8, 2020, funds can be used to cover working capital costs necessary to maintain operations during the COVID-19 public health crisis. Applicants are required to provide details as to how it will use the award. In addition, grant funding can be used by the nonprofit for costs of items needed to operate safely during COVID-19 and meet public health requirements (masks, barriers, signage, gloves, etc.) to the extent not compensated by another funding program.

Nonexclusive examples of eligible uses include:

- Payroll (preference will be given to those applicants that did not receive Paycheck Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) funds)
- Rent/Mortgage
- PPE and other COVID-19 related supplies
- Operating expenses

Required Documents to be Uploaded with Application: Applicants are encouraged to compile documents prior to application and submit via the online application as attachments. Application CANNOT be saved.

- ✓ Complete copies of federal tax returns from 2018 (if available) AND 2019. If 2019 federal tax return has not yet been completed, applicant will need to submit an internally prepared statement of profit and loss to have details showing at least the information.
- ✓ 2020 Year-to-Date financial statement
- ✓ Most recent audited financial statement.
- ✓ Completed W-9 Form
- ✓ Most recent IRS 990 filing
- ✓ March through July Profit/Loss Statement for 2019 (if available) and 2020.
- ✓ Gross monthly revenues for March, April, May, June, and July for both 2019 (if available) and 2020.
- ✓ Income statement for March 1st through July 31st, 2019 (if available) and 2020.
- ✓ Employee Headcount as of March 1 and July 1, 2020.
- ✓ Documentation such as invoices, sales registers, or fund raising losses that demonstrate COVID-19 related impact.
- ✓ NOTE: Entities with operations in multiple locations (inside and outside of Dauphin County) must disaggregate business information to clearly show the losses within the County of Dauphin.
- ✓ Copy of most recent IRS 990 filing

IF DOCUMENTS CANNOT BE UPLOADED VIA THE ONLINE APPLICATION, PLEASE MAIL/HAND-DELIVER DOCUMENTS NO LATER THAN 4:30PM ON SEPTEMBER 14th TO:

**ATTN: Doug Brown, Deputy Director
Dauphin County Office of Community & Economic Development
112 Market Street, 7th Floor
Harrisburg, PA 17101**

Ineligible Applicants

- Government or government-owned entities.
- Applicant not operating in Dauphin County.
- For-profit businesses (please apply to Dauphin County CARES COVID Recovery Small Business Interruption Grant Program).
- Organizations not delivering services in Dauphin County
- Organizations primarily engaged in lobbying or political activities.
- Organizations that did not receive revenue loss due to the COVID-19 pandemic and/or organizations that have no additional costs associated with the COVID-19 pandemic
- Churches or religious organizations with respect to their primarily religious activities and/or activities which limit participation to members of the church or religious organization
- Organizations NOT compliant with all federal, state & local laws, including taxation.
- Organizations that are delinquent in the payment of real estate taxes.

Questions?

Contact Doug Brown at 717-780-6253 or dbrown@dauphinc.org.

Resources:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>