



## Erie County CARES Small Business Grant Program

*Open to businesses with 1-100 employees*

*Administered by the Erie County Redevelopment Authority*



### SECTION I: Overview of Funding

The CARES Act was signed into law by the President on March 27, 2020 and provides funding for a variety of programs intended to alleviate the impact of COVID-19. Section 5001 of the CARES Act establishes the Coronavirus Relief Fund which offsets necessary expenditures incurred due to the COVID-19 public health emergency.

Act 24 of 2020 was signed by Governor Wolf on May 29, 2020. This legislation provides \$625 million in CARES Act Coronavirus Relief funding by means of block grants for counties in the commonwealth through the Department of Community and Economic Development (DCED). Erie County has received \$24.3 million in block grant funding of which \$5 million has been committed to small businesses (fewer than 100 employees) and tourism organizations affected by the COVID-19 pandemic.

### SECTION II: Eligibility and Distribution

Erie County Redevelopment Authority (ECRDA) will administer up to \$5 million in funds on behalf of the County of Erie.

#### A. Uses of Funds

Funds provided to small businesses (1-100 employees) and tourism organizations (for-profit only) through the Erie County CARES Small Business Grant Program may be used to support:

- Operating expenses incurred during the COVID-19 public health emergency;
- Technical assistance, including training and guidance, for business owners and hospitality and tourism leaders as they stabilize their businesses; and/or
- Debt payment relief relative to COVID-19 expenses.

***Preference will be given to applicants who have not received PPP, EIDL, or PA DCED Small Business Assistance funds. Additionally, the fund is limited, and, as such, not all grants may be awarded.***

Examples of eligible expenses:

- Operating expenses
- Expenses related to complying with COVID-19 mitigation measures
- Teleworking assets

#### B. Funding Eligibility

Priority will be given to small businesses (1-100 employees) that:

- were most impacted by the economic shutdown and experienced the greatest revenue losses; and
- are located in areas with incomes significantly below the median income level, high levels of poverty, higher than average unemployment rates, or significant population loss.

**Every effort will be made to prioritize historically disadvantaged businesses. These organizations often have traditionally experienced discrimination when seeking financial services and financial products.**

**Additional considerations will be made for minority-owned businesses and communities targeted for business investment by state government programs like Main Street and Elm Street, and rural communities.**

Businesses cannot apply if they are:

- Not physically based in Pennsylvania
- In active default (not on a payment plan) with taxes or fees owed to the commonwealth or IRS
- A non-profit, church, or other religious institution
- Government-owned entities or elected official offices
- Have NO revenue loss or additional costs due to COVID-19

Ineligible Expenditures:

- Damages covered by insurance
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds
- Reimbursement to donors for donated items or services
- Workforce bonuses other than hazard pay or overtime
- Severance pay
- Legal settlements
- Expenses for the State share of Medicaid

### **C. Definitions**

**Small Business:** A for-profit business located and operating in Erie County that experienced losses as the result of the Governor’s March 19, 2020 order relating to the closure of all businesses that are not life-sustaining, has or will incur costs to adapt to new business operations related to COVID-19 and has **1-100** employees.

**Historically Disadvantaged Business:** A for-profit business located and operating in Erie County that experienced losses as the result of the Governor’s March 19, 2020 order relating to the closure of all businesses that are not life-sustaining, has or will incur costs to adapt to new business operations related to COVID-19, has 1-100 employees, **and in which socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations, including, but not limited to, businesses owned by people of color.**

### **SECTION III: Grant Amounts**

The maximum amount of funding an eligible small business may request will be determined by their annual revenue. For example, a small business with an annual revenue of \$300,000 will be eligible to request \$25,000. See table below for details.

Annual Revenue	Maximum Request Amount
Up to \$50,000	\$5,000
\$50,001 to \$75,000	\$10,000
\$75,001 to \$100,000	\$15,000

\$101,000 to \$250,000	\$20,000
\$250,001 to \$500,000	\$25,000
\$500,001 to \$750,000	\$35,000
\$750,001 to \$850,000	\$45,000
\$851,000 to \$1,000,000	\$55,000
\$1,000,001 to \$1,250,000	\$65,000
\$1,250,001 and above	\$75,000

#### **SECTION IV: Application Procedures**

To apply for funding, the applicant must complete the Erie County CARES Small Business Grant application at the Erie County Redevelopment Authority (ECRDA) website at: [www.ecrda.net](http://www.ecrda.net). The application can be found under “Our Services → Grants.” All applications must be completed online, and the required supplemental information outlined in Section VI must be attached electronically to the application.

#### **SECTION V: Required Attachments**

All applicants will be required to upload the following documentation to their online grant application:

1. Government Issued Photo ID (such as a Driver’s License or Passport)
2. Business financial information
  - Revenue/Expenses from March 1st to May 31st for 2019 and 2020
  - Most recently submitted Federal Tax Return (2018 or 2019)
3. Proof of Business Registration with PA Department of State (as applicable)
4. Articles of Incorporation (for corporations and LLCs)
5. W-9 Form

#### **SECTION VI: Program Timeline**

August 31, 2020 – Grant application opens at 8 a.m.

September 11, 2020 – Grant Application Deadline

Late September 2020 – Final Grant awards announced\* (awards may be made on a rolling basis)

December 30, 2020 – Deadline for spending grant funds

\*Exact date will be announced later.

#### **SECTION VII: Procedures for Accessing Funds**

Upon approval of the application, a contract will be issued electronically to the applicant explaining the terms and conditions of the grant to include the scope of work, budget, and all reporting requirements. The contract must be signed, scanned and returned to: Rebecca Styn, Grants Manager, Erie County Redevelopment Authority at [rstyn@ecrda.net](mailto:rstyn@ecrda.net)

A fully executed contract between the applicant and the ECRDA is required prior to disbursement of funds. Costs incurred prior to full execution of the contract are incurred at the applicant’s own risk. Upon receipt of a fully executed contract, the applicant will receive a check for the full amount of grant funds.

# Erie County CARES Small Business Grant Program

## APPLICATION

(For reference only. All applications must be submitted online at [www.ecrda.net](http://www.ecrda.net))

### HOW TO SUBMIT

Read the Grant Submission Guidelines. Questions can be directed to: Rebecca Styn, Grants Manager, Erie County Redevelopment Authority at: [rstyn@ecrda.net](mailto:rstyn@ecrda.net)

### GRANT SUBMISSION GUIDELINES

Be sure to READ THE GUIDELINES before submitting your application.

### GRANT SUBMISSION (Application opens August 31, 2020)

Today's Date:

Grant Application Legal (Business) Name (same as tax return):

Grant Application Address (mailing):

Street Address:

Address Line 2:

City, State, Zip code:

Municipality (physical location):

Primary Contact Name:

Primary Contact Title:

Contact Phone Number:

Contact Email (confirm?):

Business Phone Number:

Website: (If Applicable):

Enter EIN or SSN:

State of Incorporation:

Legal Structure: (C Corp, S Corp, LLC, Sole Proprietorship, LLP, Partnership)

List names of all owners

Type of Business: (Hospitality, Manufacturing, Retail, Service, Other)

Does the applicant identify as a minority owned business (51% or greater ownership)? If yes, please check the box(es) that most align with majority ownership: (Black-Owned, Hispanic, Asian, Woman, Other)

Is your business related to tourism? Yes / No

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

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

Date Entity Established:

From March 1, 2020 through December 30, 2020, how has your business been affected financially by COVID-19, including, but not limited to, as a result of the required closure orders, voluntary closures to promote social distancing measures, or decreased customer demand as a result of the COVID-19 public health emergency?

Grant Amount Requested:

Use of Funds: (Working Capital (including payroll), Personal Protective Equipment, Marketing, Other (Describe below))

Describe your business presence in Erie County: (Headquarters in Erie County, Branch Office in Erie County, No physical location but conducting business in Erie County)

NAICS Code

Number of Full-Time Employees as of March 1, 2020

Number of Part-Time Employees as of March 1, 2020:

Number of Full-Time Equivalent Employees (FTE) as of March 1, 2020:

Number of Years in Business:

What was your worst case operational status during COVID-19?: (Closed, 1-25% Open, 26-50% Open, 50%+ Open)

What percentage are you currently operational?

Has your business received a PPP or EIDL loan? If yes, please indicate below the amount you received from each program.

Has your business received any other COVID-19 funding? If yes, please list the source and amount below.

Is your business current with all local, state, and federal taxes? Yes/No

### **Eligible Expenditures**

Please provide your business's operating expenditures in the following categories for the period March 1, 2020 through December 30, 2020. *Per the Pennsylvania Department of Community and Economic Development's guidelines, your Erie County CARES Small Business Grant may not exceed the total amount of your expenses in the following categories minus the reimbursement you have received, or anticipate receiving, for these expenses from other local, state, or federal funding sources.*

Rent

Mortgage interest

Utility bills

Cable

Internet

Phone

Spoilage

PPE purchases

Cleaning supplies

Unemployment Compensation costs

Re-opening preparations made to mitigate the spread of COVID-19

Total

Reimbursement that has been or will be received for any of these costs

Total minus reimbursement

If you have other similar expenditures that you believe should be considered when determining the maximum amount of your business interruption grant, please list those expenditures and explain your basis for believing that they should be considered.

If you have additional information that you believe would be beneficial to include in your application, please provide it here.

#### **ACKNOWLEDGEMENT & AUTHORIZATION**

I acknowledge that I have read the Erie County Small Business CARES Act Grant informational materials and hereby certify the following:

- All information and statements contained in this application, and all documents and exhibits submitted with this application, to the best of the applicant's knowledge are true, accurate, complete and not misleading, as of the date of this application.
- Applicant certifies that no other grants were received under this program from any other sources.
- Upon request, Applicant will submit additional information and documentation in support of this application. Any further information or documentation submitted by Applicant in connection with this Application shall also be subject to these acknowledgements.
- The expenses enumerated in this grant application occurred or will occur between March 1, 2020 and December 30, 2020.
- The expenditures outlined in this application have not been reimbursed and will not be eligible for reimbursement from another federal program.
- If successful, the grant will be treated as income and applicable taxes will be the responsibility of the Applicant and must be paid.
- The Applicant has fully complied with, and will fully comply with, all federal, state, and local laws and regulations applicable to this grant and Applicant's business, assets and/or operations, and the Applicant is not currently under investigation with respect to any violation of, or failure to comply with, any such applicable law or regulation. No funds will be used for any purpose or in any manner that violates federal, state, or local laws or regulations.
- The Applicant will adhere to U.S. Treasury CARES Act compliance requirements, including but not limited to, 2 C.F.R. (Congressional Federal Register) subpart F, Audit Requirements, U.S. OMB Uniform Guidance (2 C.F.R. Part 200) applicable to federal financial assistance, including 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. § 200.330 through 200.332 regarding subrecipient monitoring and management, and Subpart F regarding audit requirements (as may be applicable).

#### **AVAILABLE FUNDS ARE LIMITED AND SIGNIFICANT INTEREST IS ANTICIPATED**

- Applicant recognizes that there is no assurance that Applicant will be awarded any grant of any size, regardless of how well the Applicant may meet the criteria for awarding these grants and regardless of what the Applicant may have been told or read with respect to this grant program.
- All decisions and recommendations with respect to this application and this grant are final and non-appealable. Applicant acknowledges that grant award determinations will be made based on both objective and subjective analysis of information available and that award determinations need not follow strictly or consistently the scoring methods utilized. The Applicant also acknowledges that the identity of funding and recipients, award amounts, and application scores and recommendations will become public information.
- The person submitting this application has the authority of the Applicant to submit the Application on its behalf.
- As a condition of the submission of this Application or receipt of grant funds, the Applicant hereby releases Erie County, the Erie County Redevelopment Authority, elected officials, employees, agents and representatives of and from any claims and causes of action of any kind, type or nature in any way associated with the receipt and

review of the Application, the administration of the Erie County Small Business CARES Act Grant, the distribution of any program benefits, the decision not to provide program benefits and any other matter or thing in any way related to the program.