

COUNTY OF ELK

COMMISSIONERS

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COVID-19 COUNTY RELIEF BLOCK GRANT

Statement of Purpose

Act 24 of 2020 was signed by Governor Wolf on May 29, 2020. This legislation provides \$2.70 million for Elk County's CARES Act funding by means of a block grant. This funding is to support eligible organizations that have been impacted by the COVID-19 pandemic. It shall be used to offset the cost of direct county COVID-19 response, assist businesses and municipalities, provide behavioral health and substance use disorder treatment services, fund nonprofit assistance programs, and deploy broadband to unserved or underserved areas.

Application Deadline

The application deadline is 4:00PM on Friday November 13, 2020. Information on how to submit the application is on the last page. Determinations will be made by November 30, 2020. Applications that do not meet program guidelines, or were already received in the first round, will be eliminated without notice.

Eligibility

All qualified types of organizations may apply for reimbursement of Personal Protective Equipment (PPE) in response to COVID-19.

ORGANIZATIONS MAY APPLY UNDER THE FOLLOWING CRITERIA:

Elk County municipalities:

- For response and planning efforts, including purchase of PPE. Funds may also be used to meet payroll expenses, including COVID-19 Sick Time, so long as it is for public safety, public health, health care, and human services employees.
- Municipal authorities may apply under the municipality criteria so long as their governing body is a municipality of Elk County.
- Priority shall be given to those that did not receive funding through:
 - The Federal Paycheck Protection Program
 - The Economic Injury Disaster Loan Program established under the CARES Act
 - Any other forms of COVID-19 related assistance from the federal government, state government, or nonprofits.
- *Award amounts will be at the discretion of the Elk County Commissioners based on available funding.*

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Small businesses:

- Businesses with fewer than 100 employees, **OR** businesses of any size that are primarily engaged in the tourism industry - including county fairs. Assistance will be given to offset fixed costs, including but not limited to: rent, lease, utilities, etc.
- Priority shall be given to those that did not receive funding through:
 - The Federal Paycheck Protection Program
 - The Economic Injury Disaster Loan Program established under the CARES Act
 - Any other forms of COVID-19 related assistance from the federal government, state government, or nonprofits.
- *Minimum Amount: \$1,000; Maximum Amount: \$10,000; however, final award amounts shall be at the discretion of the Elk County Commissioners.*

Nonprofit assistance programs for 501(c) (3) and 501(c) (19) organizations:

- Assistance will be given to offset fixed costs, including but not limited to: rent, lease, utilities, etc. Assistance will also be given to offset lost fundraising proceeds as a result of COVID-19.
- Priority shall be given to those that did not receive funding through:
 - The Federal Paycheck Protection Program
 - The Economic Injury Disaster Loan Program established under the CARES Act
 - Any other forms of COVID-19 related assistance from the federal government, state government, or nonprofits.
- *Minimum Amount: \$1,000; Maximum Amount: \$10,000; however, final award amounts shall be at the discretion of the Elk County Commissioners.*

CEDOs, LDDs, IRCs, SBDCs, and EDCs:

- Priority shall be given to those that did not receive funding through:
 - The Federal Paycheck Protection Program
 - The Economic Injury Disaster Loan Program established under the CARES Act
 - Any other forms of COVID-19 related assistance from the federal government, state government, or nonprofits.
- *Minimum Amount: \$1,000; Maximum Amount: \$10,000; however, final award amounts shall be at the discretion of the Elk County Commissioners.*

Behavioral health and substance use disorder treatment services:

- Priority shall be given to those that did not receive funding through:
 - The Federal Paycheck Protection Program
 - The Economic Injury Disaster Loan Program established under the CARES Act
 - Any other forms of COVID-19 related assistance from the federal government, state government, or nonprofits.
- *Minimum Amount: \$1,000; Maximum Amount: \$10,000; however, final award amounts shall be at the discretion of the Elk County Commissioners.*

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Broadband deployment with priority to unserved or underserved areas:

- Priority shall be given to those that did not receive funding through:
 - The Federal Paycheck Protection Program
 - The Economic Injury Disaster Loan Program established under the CARES Act
 - Any other forms of COVID-19 related assistance from the federal government, state government, or nonprofits.
- *Award amounts will be at the discretion of the Elk County Commissioners based on available funding.*

Ineligible Expenditures

- Expenditures that occurred prior to March 1, 2020.
- Expenditures related to PPE costs, fixed costs, and/or lost fundraising proceeds that will occur after August 31, 2020.
- Expenditures for project related costs that will occur after December 30, 2020.
- Expenditures that have been, or will be, reimbursed by other grants or forms of assistance from the federal government, state government, or nonprofit organizations.
- Personal expenditures.
- Any form of taxes.
- Damages covered by insurance.
- Reimbursement to donors for donated items or services.
- Legal settlements.
- Projects or activities that discriminate on the basis of ethnicity, race, color, creed, religion, gender, national origin, age, disability, marital status, sexual orientation, gender expression, or any veteran status.

The Elk County Commissioners reserve the right to reject an application, or deduct funding from an application, for those funds that will be used for ineligible expenditures.

Part I. Applicant Information:

Business/Organization Name: _____

Address: _____

Phone: _____ E-mail: _____

Contact Person: _____ Title: _____

Number of Employees (If applying for a business): _____

Date Established: _____ Employer ID Number: _____

Primary Business/Organization Function: _____

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Is the business primarily engaged in the tourism industry: Yes No

Business/Organization Structure: Sole Proprietorship Partnership Corporation
S Corporation LLC 501 (c) (3) 501 (c) (19) Other _____

Has the Business or Organization Received a Loan or Grant through any of the following:

Federal Paycheck Protection Program Economic Injury Disaster Loan Program

Other federal, state, and/or nonprofit COVID-19 related aid programs

Type of Block Grant Requested:

Assistance to Municipalities:

Small Business w/fewer than 100 employees: Business Primarily Engaged in Tourism:

Broadband Internet Deployment:

Economic Development Organization: CEDO LDD IRC SBDC EDC

Behavior Health and Substance Use Disorder Treatment Services:

Non Profit Assistance: **Include a copy of your non-profit/not-for-profit determination letter*

GRANT AMOUNT REQUESTED: \$ _____

Part II. Supporting Documentation

Note: Expenditures for project related costs must be incurred before December 30, 2020. Expenditures already incurred from PPE costs, fixed costs, and/or lost fundraising proceeds must have occurred between March 1 and August 31, 2020.

Grant Narrative:

Provide a brief description of your business or organization. Include a detailed description of why the funds are needed and what they will be used for. (Include additional pages if needed.)

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Project Description (If Applicable):

Please provide a detailed itemized description and listing. Provide copies of invoices/quotes. Include a description of how the project is related to the COVID-19 pandemic and how it will impact Elk County, if applicable. (Include additional pages if needed.)

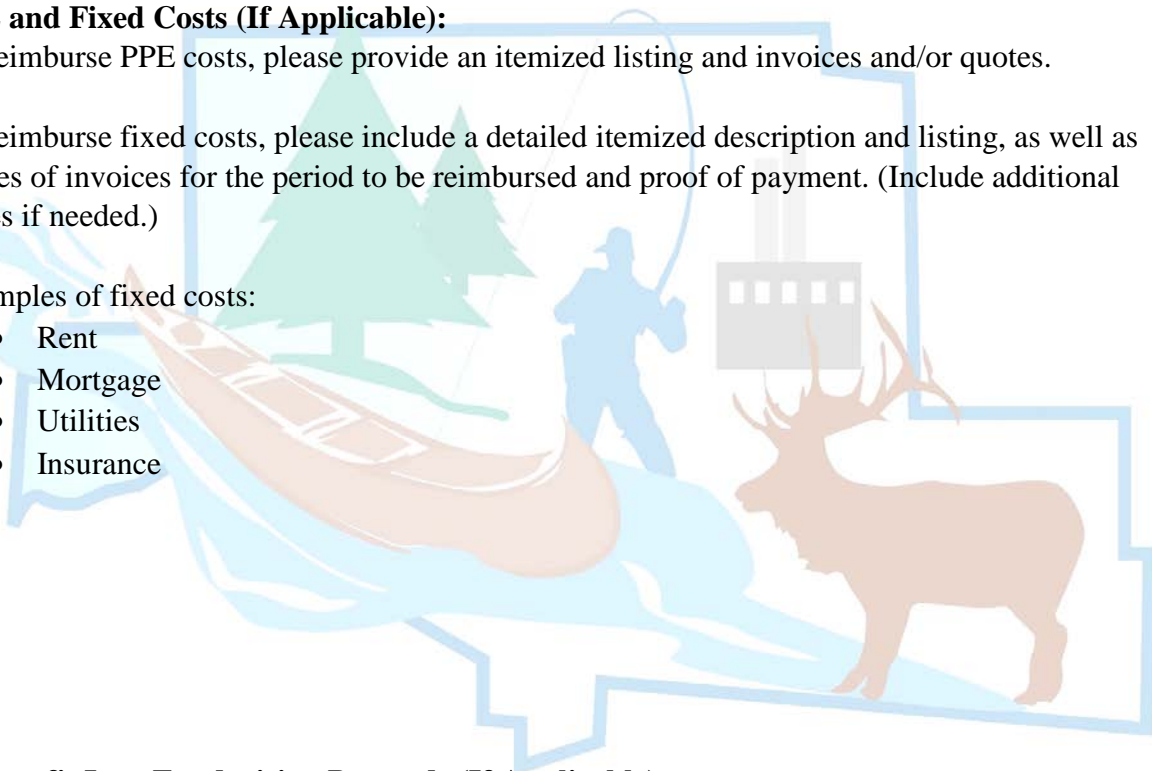
PPE and Fixed Costs (If Applicable):

To reimburse PPE costs, please provide an itemized listing and invoices and/or quotes.

To reimburse fixed costs, please include a detailed itemized description and listing, as well as copies of invoices for the period to be reimbursed and proof of payment. (Include additional pages if needed.)

Examples of fixed costs:

- Rent
- Mortgage
- Utilities
- Insurance



Nonprofit Lost Fundraising Proceeds (If Applicable):

Include a detailed itemized description of lost fundraising proceeds between March 1 and August 31, 2020 as a result of the COVID-19 pandemic. Also provide how much in proceeds similar fundraisers generated for at least three years prior to 2020. If three years are not available, provide an explanation.

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Submission:

Applications can be submitted in one of three ways:

By Mail:

Seth Higgins, Chief Clerk
Elk County Courthouse Annex
300 Center Street
PO Box 448
Ridgway, PA 15853

By Fax: 814-776-5379

By Email: covidgrant@countyofelkpa.com.

If you have questions, please feel free to contact the email above or call 814-776-1161.

Part IV. Application Certification

By signing below, the applicant acknowledges the information provided on this application and any accompanying documents is true and correct to the best of the applicant's knowledge. The applicant further acknowledges that grant funds must be used in a manner permitted by Act 24 of 2020 and regulations issued by the Pennsylvania Department of Community and Economic Development and/or any federal agency having jurisdiction over this grant program. Applicants will be expected to maintain adequate and complete records regarding the disbursement of all grant funds received. Applicants will be required to refund moneys used in violation of program requirements.

In the event a monetary award is determined, the applicant will receive a notification letter along with a contract. This contract must be signed and returned by the applicant before any funds will be released.

Application Completed by:

Signature:

Date:

Application Approved by
Authorized Representative:

Signature:

Date:
