

## **County of Lycoming Small Business COVID Relief Block Grant Guidelines and Instructions**

**All grant funds will be administered and distributed consistent with the requirements of the COVID-19 County Relief Block Grant Contract between the Commonwealth of Pennsylvania, acting through the Department of Community and Economic Development, and the County of Lycoming.**

**NOTICE: With the possible exception of “personal financial information” as defined under the Pennsylvania Right to Know Law “RTKL”), please be aware that your application and supporting documentation may be subject to requests made pursuant to the Pennsylvania Right to Know Law.**

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19),
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government, and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

To be eligible to apply, a business must meet all the eligibility requirements:

- Grants of \$5,000 to \$50,000 are available for small businesses that have been negatively affected by the COVID-19 pandemic and related statewide business closure. Funding tiers are listed below.
- Grants are available only for businesses with annual sales/revenues prior to March 1, 2020 of \$3 million or less and have 100 or fewer full-time employees (FTEs). A part-time employee equals a .5 full-time employee.
- Revenues are based on the IRS tax form definition:
  - Gross Sales (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return), 1120S (S-Corp return),
  - IRS Schedule C for single member LLC’s and sole proprietorships, Line 3, as well as internally generated financial statements.
- Businesses must be based in and operate primarily in the County of Lycoming, Pennsylvania.
- Businesses may be structured as C-corporations, S-corporations, limited liability corporations, sole proprietors, independent contractors, or self-employed individuals.
- Businesses must have been in operation as of February 15, 2020.
- Businesses must currently be operating or have a clear plan to re-open once the Commonwealth permits re-opening of the business.

Primary consideration will be given to:

Businesses who have **NOT** received advances/forgivable loans/grants through the following programs: US SBA Paycheck Protection Program/PPP; US SBA Economic Injury Disaster Loan/EIDL Program or the COVID-19 Relief Pennsylvania Statewide Small Business Assistance Program/CDFI.

Grant funding available:

<b>Annual Revenue</b>	<b>Amount Available per Business</b>
Revenue up to \$100,000	Up to \$10,000 grant
Revenue from \$100,001-\$500,000	Up to \$25,000 grant
Revenue from \$500,001-\$1,500,000	Up to \$35,000 grant
Revenue from \$1,500,001-\$3,000,000	Up to \$50,000 grant

To apply, eligible businesses and organizations will be required to complete an online application – the online application and other program information can be found at [www.lyco.org/covidrelief](http://www.lyco.org/covidrelief).

Applications will be accepted until from **August 31, 2020 through September 18, 2020**. This is not a first come, first served program. Fully completed applications due by 11:59pm on September 18 via email or fax. Mailed forms must be postmarked by September 18.

**Email submissions sent to:** [sbrf@williamsport.org](mailto:sbrf@williamsport.org)

**Mailed copies should be sent to:**

Williamsport / Williamsport Lycoming Chamber of Commerce  
102 W 4th Street  
Williamsport, PA 17701

**Fax submissions sent to:** 570-321-1209

**Eligible use of funds (not all inclusive):**

- Documentable operating costs from March 1 through December 30, 2020 that may include
  - Payroll costs,
  - costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave
  - insurance premiums
  - unemployment compensation costs
- Rent payable from March 1 through December 30, 2020.
- Mortgage Interest from March 1 through December 30, 2020.
- Utility payments owed from March 1 through December 30, 2020. May include:
  - Electricity
  - Gas
  - Internet
  - phone
- Documentable working capital expenses incurred for the purpose of re-opening business operations after being fully or partially closed due to the state-mandated business closure period commencing March 1, 2020, as long as the expense was incurred due to COVID-19.
- Documentable expenses incurred related to implementing COVID-19 mitigation plans. May include:
  - specialized equipment

- barriers
- personal protective equipment
- employee training expense to ensure compliance with state and federal CDC guidelines for reopening.
- Other documentable Covid-19 related expenses not already paid for with other relief measures such as federal loan advances or forgivable loans through the PPP or EIDL, or the CDFI grant program.
- Loss of food products/food spoilage due to business closure
- Purchase of outdoor dining equipment such as tables, tents, pavilions, heaters to meet CDC social distancing requirements and 25% indoor occupancy requirements

**Ineligible Businesses:**

- Businesses that are not physically based in the County of Lycoming, Pennsylvania.
- Non-profit organizations 501c3 and 501 c19 (there will be a separate application round for non-profit 501 c3 and 501c19, please check the website for updates [www.lyco.org/covidrelief](http://www.lyco.org/covidrelief))
- Businesses that are in active default (not on a payment plan) with taxes or fees owed to the federal, state, or local governments.
- Businesses engaged in any illegal activity.
- Businesses that are otherwise ineligible for SBA business loans
- Business expenses in preparation for future outbreaks

**Questions:**

Call with questions at the Chamber 570-326-1971 or Kristen Moyer at SEDA-COG, 570-522-7212 or [kmoyer@seda-cog.org](mailto:kmoyer@seda-cog.org) as SEDA-COG is assisting the County of Lycoming with this program.