

County of Lycoming Municipal 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 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. Also, any COVID related items purchased must be received by the Municipality **no later than** December 30, 2020.

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

- Municipal entity must be based in and operate primarily in the County of Lycoming, Pennsylvania or provide services to Lycoming County residents.
 - Municipal entity must have been in operation as of February 15, 2020.
 - Municipal entity must follow its own procurement policy and procedures when procuring goods and services
4. Include the following documentation:
- W-9 Form
 - List of elected officials
 - 2020 municipal budget

Of the \$10.2 million off County Relief Block Grant funds, the County of Lycoming has allocated portions of the funds to the following:

- \$ 1 million for General Non-profit organizations
- \$ 1.5 million @ \$300/student for Alternate Learning Center Sites
- \$150,000 for non-profit Fire and EMS organizations
- \$250,000 municipalities and municipal entities

To apply, eligible municipal entities will be required to complete an online application – the online application and other program information is found at www.lyco.org/covidrelief.

Applications will be accepted as follows:

- **General Non-Profits:** September 15, 2020 thru October 2, 2020.
- **Alternative Learning Center Sites (Non-Profit):** September 15, 2020 thru September 22, 2020.
- **Non-Profit Fire and EMS:** September 15, 2020, thru October 2, 2020.
- **Municipalities/municipal entities:** September 17 thru October 9, 2020.

This is not a first come, first served program. Fully completed applications due by 11:59 PM via email or fax by the deadline dates listed above. Mailed forms must be postmarked by the deadline dates listed above.

Email submissions to: Covidrelief@lyco.org

Mail submission to:

Lycoming County Planning Commission
48 W. Third Street
Williamsport, PA 17701

Fax submissions to 570-320-2135

Eligible use of funds (not all inclusive):

- Documentable operating costs from March 1 through December 30, 2020 that may include
 - Payroll costs:
 - The costs of redeploying police to support management and enforcement of stay-at-home orders; Public safety, public health, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency (Examples include: maintenance staff redeployed for COVID-specific cleaning; additional staff or maintenance staff time dedicated to disinfecting shutting or down playground equipment; police time for security patrols directly related to COVID safety measures)
 - Payroll charged to the grant must be supported with a timesheet
 - Costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave
 - Insurance premiums
 - Unemployment compensation costs
- Documentable expenses incurred related to implementing COVID-19 mitigation plans. May include:
 - Specialized equipment
 - Barriers for social distancing
 - Personal protective equipment
 - Employee training expense to ensure compliance with state and federal CDC guidelines for reopening.
- Medical Expenditures
 - COVID-19 related expenses of public hospitals, clinics and similar facilities

- Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs
- Costs of storage of PPE, equipment and cleaning supplies (e.g. vacant office space, temporary storage sites, etc.)
- Costs of providing COVID19 testing, including serological testing
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19
- Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment
- Public Health
 - Expenses for communication and enforcement by local governments of public health orders related to COVID-19
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and person protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency
 - Expenses for disinfection of public areas and other facilities (e.g. playgrounds, public facilities) in response to the COVID-19 public health emergency
 - Expenses for public safety measures undertaken in response to COVID-19
 - Expenses for quarantining individuals
- Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions
- Other documentable Covid-19 related expenses not already paid

Questions:

Please call Lycoming County Planning Commission 570-320-2130 or email Covidrelief@Lyco.org