

## **County of Lycoming Non-Profit 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 non-profit must meet all the eligibility requirements:

- Non-profits must be a qualified as a 501 (c) (3) or 501 (c) (19) and provide this documentation
  - Non-profits must be based in and operate primarily in the County of Lycoming, Pennsylvania or provide services to Lycoming County residents.
  - Non-profits must document the number of Lycoming County residents served.
  - Non-profits must have been in operation as of February 15, 2020.
4. Include the following documentation:
- Most recently filed (2018 or 2019) federal income tax return (Form 990), with all schedules.
  - If no form 990 taxes, internally generated 2019 financial statements (Balance Sheet-B/S & Income/Expense Statement-I/E).
  - Current financial statements (B/S & I/E) for the organization.
  - Documentation of proof of your 501 (c) (3) or 501 (c) (19) status.

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

To apply, eligible non-profits 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 during the following time periods:

- **General Non-Profits:** September 15, 2020 through October 2, 2020.
- **Alternative Learning Center Sites:** September 15, 2020 through September 22, 2020.
- **Non-Profit Fire and EMS:** September 15, 2020, through October 2, 2020.

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

**Email submissions sent to:** [Covidrelief@lyco.org](mailto:Covidrelief@lyco.org)

**Mailed copies should be sent to:**

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

**Fax submissions sent 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,
  - 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 non-profit 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.

- Principal and interest of loan if the loan was incurred between the period March 1, 2020 through December 30, 2020
- Other documentable Covid-19 related expenses not already paid for with other relief measures such as federal loan advances or forgivable loans through Small Business Administration such as the PPP or EIDL.
- Loss of food products/food spoilage due to non-profit closure

**Ineligible Businesses:**

- For profit businesses
- School Districts (there is a separate application for school districts)
- Municipal Governments (there is a separate application for municipal governments)
- School District foundations
- Request from individuals
- Churches may only apply through a non-secular qualified 501 (c) (3) nonprofit for community wide programs
- Clubs, sports teams, or services limited to a select partnership only apply through a qualified 501 (c) (3) nonprofit

**Questions:**

Call with questions Lycoming County Planning Commission 570-320-2130 or email questions [Covidrelief@Lyco.org](mailto:Covidrelief@Lyco.org)