

COUNTY OF LYCOMING COVID-19 PANDEMIC DISASTER RELIEF
GENERAL NON-PROFIT ORGANIZATION GRANT APPLICATION

Fully completed applications due by 11:59pm on October 2, 2020 via email or fax. Mailed forms must be postmarked by October 2, 2020

Mailed copies should be sent to:
Lycoming County Planning Commission
48 West Third Street
Williamsport, PA 17701
Email submissions sent to: Covidrelief@lyco.org

Fax submissions sent to 570-320-2135

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.

Please confirm:

___ We have not received funds from US SBA Paycheck Protection Program/PPP, Economic Injury Disaster Loan/EIDL.

___ We have received funding from PPP and/or EIDL.

If so, how much: \$ _____

Applicant Information:

Entity Legal Name: _____

Operating Name or DBA: _____

Employer Identification Number (EIN): _____

501 (C)3: ___ or 501 (C)19: ___ * **ATTACH PROOF**

Brief Summary of Services Attach additional documentation/narrative if necessary.

First Year of Operations: ___ # FT Employees (as of 3/1/2020) ___

PT Employees (as of 3/1/2020) ___ # of Volunteers (as of 3/1/2020)

Indicate the number of Lycoming County residents impacted _____

Organization's Location:

Street Name: _____

City: _____, PA Zip Code: _____

Municipality: _____

Mailing Address (if different from Organization's Location):

Street Name: _____

City: _____, State: _____ Zip Code: _____

Primary Contact:

First Name: _____ Last Name: _____

Title: _____ Phone: _____

Email: _____

Financial Impact Information:

Please describe the Impact COVID-19 Pandemic has had on your business Operations. Attach Additional information if necessary.

By percentage, what has been your worst-case operational status during the Pandemic?

___ Closed ___ 1-25% Open ___ 26-50% Open ___ 50%+ Open For how many weeks? _____

What percentage are you currently operational? _____ %

___ Closed ___ 1-25% Open ___ 26-50% Open ___ 50%+ Open

How do you intend to use the grant funds (see page two of instructions for eligible expenditures)?

NOTE: INVOICED DOCUMENTATION IS REQUIRED

Item (costs should be outlined for 3/1/2020-12/30/2020)	Amount (\$) (Numeric Only)	Description
Personal Protection Equipment (PPE) (gloves, disinfectant, etc.)		
Principal and interest of loan (loan must be incurred during the period 3/1/2020-12/30/2020)		
Utilities (electric, gas, internet, cable)		
Mortgage interest or rent during the period 3/1/2020-12/30/2020		
Technology equipment		
Equipment/Supplies to meet social distancing requirements		
Spoilage/Lost food		
Other (specify):		

Please attach the appropriate 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.

___ Schedule of all expenses incurred and anticipated, for the period March 1 through December 30, 2020, to accommodate/ensure the conditions and mitigation required due to the Covid-19 Pandemic, for which you wish to receive these grant funds: MINUS any such expenses charged toward loan advances from EIDL or loan forgiveness from PPP.

___ List of the board of directors and officers.

Certification by Applicant

Please certify by initialing that you have read each certification item:

___ All information and statements contained in this Application, and all documents and exhibits submitted with this Application, are to the best of Applicant's knowledge, true, accurate, complete and not misleading, as of the date of this Application. Any further information or documentation submitted by Applicant in connection with this Application shall also be subject to this certification, which shall be deemed to be remade as of the date submitted.

___ Applicant has and will continue to fully comply with, all federal, state and local laws and regulations (including COVID-19 restrictions [i.e. social distancing, wearing and requiring wearing of

masks, large gathering capacity limits, etc.]) applicable to this grant and applicable to Applicant's business, assets and/or operations, and the Applicant is not currently under investigation with respect to any violation of, or other 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. All funds will be utilized for purposes consistent with the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act").

_____ The Application is based on the Applicant's reasonable estimate of financial need for, and all funds will be utilized by the Applicant solely for, working capital, operational costs or COVID-19 health or safety related expenses necessary to maintain or continue the Applicant's operations in the County of Lycoming, Pennsylvania, including payroll, rent, debt service, supplies, personal protective equipment and other operating expenses, and retrofitting capital costs, and all funds received from this program by Applicant shall be used for such purposes.

_____ Applicant will submit additional information and documentation in support of this application and/or the grant requested or awarded with respect to this Application, in each case, upon request, and will permit the County of Lycoming or its representatives, designees or affiliates and Pennsylvania Department of Community and Economic Development (DCED) to inspect and/or audit the books, records, premises and operations of the Applicant to assure compliance with the requirements of this program. Applicant hereby acknowledges and agrees that all information may be shared by and with the County of Lycoming, Pennsylvania ("County"), SEDA-Council of Governments ("SEDA-COG"), their respective partners, designees, affiliates, employees, agents, volunteers and committees to the extent such disclosure is made in connection with the application and this grant program.

_____ **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 used for awarding these grants and regardless of what the Applicant may have been told or read with respect to this grant program. As a condition and in exchange for the consideration of receiving and reviewing this application, the Applicant hereby releases and will hold harmless the County, SEDA-COG, their respective partners, designees and affiliates in facilitating and administering this grant program and their respective Board of Commissioners, Boards of Directors, officers, employees, representatives, volunteers and committees of and from any and all claims and/or causes of action of any kind or type arising from or out of (a) their receipt and review of this application and any information or documentation of or concerning the Applicant, (b) any decisions or recommendations with respect to this application, (c) the administration of this program and/or the award or denial of funds and/or the sufficiency thereof, and (d) any other matter or thing related to this program.

_____ As a condition of Applicant's submission of the Application and receipt of any Benefits made available under the Program, the Applicant hereby releases the County, SEDA-COG, their respective partners, designees and affiliates in facilitating and administering this benefit program and their respective Board of Commissioners, Boards of Directors, officers, employees, representatives, volunteers and committees of and from any claims and/or causes of action of any kind or type arising from or out of (a) their receipt and review of the Application, (b) the administration of the Program and/or distribution or delivery of the Benefits available under the Program, (c) the benefits received by the Applicant, and (d) any other matter or thing related to the Program.

_____ All decisions and recommendations with respect to this application and this grant are final when made and are non-appealable. The Applicant acknowledges that grant award determination will be made based on both objective and subjective analysis of information available and that award determinations need not follow strictly or consistently any scoring method(s) utilized. The Applicant also acknowledges that the identity of funding applicants and recipients, and award amounts may become public information.

_____ Applicant certifies that expenses for which you are seeking grant funds were not used as a cost base against which your business/organization received funding from US SBA PPP or EIDL loan programs. (Refer to the federal Stafford Act-Section 313 for additional guidance.) In the event DCED determines that the applicant previously received prior assistance from the above mention programs for costs that they already reimbursed themselves and they also used the County’s assistance to pay for those same costs, it will be determine that a duplication of benefits have occurred . When such duplications of benefits have been determined, the applicants agree to pay the full amount of such duplication back to the County.

_____ Applicant certifies non-profit operations will continue for a period of not less than 12-months from the date of the award if a grant is offered.

_____ 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 individual signing below is legally authorized by the Applicant to submit this application, to sign this certification and to legally bind the Applicant.

CLAWBACK PROVISION: I understand violation of any of these conditions may require repayment of all or a portion of the grant award, as determined by the County of Lycoming or assignees.

I hereby agree to all the above requirements and agree that this Application is final and cannot be edited.

Applicant Signature: _____ Date: _____

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