

CHIRP Grant Application



Please read the guidelines below and answer the following questions to determine eligibility:

1. Requested Grant Amount (\$25,000 max): _____
2. Business Legal Name: _____
3. d/b/a if operating under a different name: _____
4. Address of Physical Location: street _____
city _____ state _____ zip _____
5. Mailing Address for Business: street _____
city _____ state _____ zip _____
6. Name of Business Contact: _____
7. Title of Business Contact: _____
8. Email Address of Business Contact: _____
9. Phone Number of Business Contact: _____
10. Business NAICS Code (must be 721 or 722): _____
11. What is the percentage of revenue loss the business experienced for 2020 compared to 2019? _____
12. Has the business been in operation since February 15th, 2020 and does not intend to permanently cease operations within one year of the date of application? Yes No
13. Did the business have less than 300 employees (full-time and part-time in total) on the payroll as of February 15th, 2020? Yes No
14. Please indicate if you meet the 25% reduction in gross revenues as defined in ACT 1 of 2021 and detailed in the section **Grant Application Process and Documents – Documents for Submission** in the Sullivan/Wyoming CHIRP guidelines below. Yes No
15. Did the business/organization receive funding through any of the following; if yes, please list the amount from each source:
 - a. U.S. SBA's Economic Injury Disaster Loan (EIDL) program? Yes No \$ _____
 - b. The Paycheck Protection Program (PPP)? Yes No \$ _____
 - c. Pennsylvania COVID-19 Working Capital (CWCA)? Yes No \$ _____
 - d. Sullivan or Wyoming County CDBG COVID19 Relief Funding? Yes No \$ _____
 - e. Any other state or federal funding related to COVID-19? Yes No \$ _____

ACKNOWLEDGEMENTS

I acknowledge that I have reviewed the program guidelines before submitting this application. [Initials] _____

I acknowledge I am authorized to submit this application on behalf of the entity. [Initials] _____

I acknowledge that by submitting this application, I may not be awarded funding. [Initials] _____

By signing below, I certify that the information provided in this application is true and accurate in all material respects. I understand that I will be required to certify that the information provided in all supporting documents and forms is true and accurate in all material respects. I understand and acknowledge that false statements provided in this application or in supporting documents and forms are punishable pursuant to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities)

PRINT FULL LEGAL NAME: _____

SIGNATURE: _____

DATE: _____

Completed applications may be returned by either electronic mail or U.S. mail to the following addresses:

1. **Email – Please include the name of the business and “CHIRP” in the subject line**
Stacey Urban
urban@northerntier.org
2. **Mail**
NTRPDC
312 Main Street
Towanda, PA 18848

Applications that meet the eligibility criteria will be invited to submit the following documentation:

1. W-9 Form, signed, for Applicant Entity
2. 2019 and 2020 Federal Tax Return:
 - Corporation – Page 1 of 1120;
 - Sole Proprietor – Schedule C;
 - Partnership- Page 1 of 1065; **OR**
3. If 2020 tax return not completed, then 2019 & 2020 Quarterly Sales Tax Reports
4. If the applicant has business locations in multiple counties, in addition to the documents described in two or three above, applicant must submit financial records prepared in the ordinary course of the applicants business and in accordance with the applicants regular accounting method, in order to verify revenue reduction for the Wyoming or Sullivan County establishment.

Questions completing the application should be directed to:

Stacey Urban

Phone: 607-661-2917

Email: urban@northerntier.org

Sullivan and Wyoming Counties'

COVID-19 Hospitality Industry Recovery Program ("CHIRP") GUIDELINES

The Commonwealth of Pennsylvania has enacted legislation that set aside \$68,706 in funds for Sullivan County and \$303,479 in funds for Wyoming County to aid hospitality industry businesses adversely affected by the COVID-19 pandemic. Specifically, Section 134-C of the Act of February 5, 2021 (P.L. __, No. 1), known as The Fiscal Code, ("Act 1 of 2021") establishes the County Block Grant - Hospitality Industry Recovery Program.

These guidelines have been prepared by NTRPDC, in consultation with the Sullivan and Wyoming County Commissioners with the intent of establishing a grant program procedure in compliance with Act 1 of 2021. While every effort has been made to draft these guidelines in conformity with Act 1 of 2021, any discrepancies between these guidelines and the statute should be resolved in favor of the legislative language.

ELIGIBILITY REQUIREMENTS

Eligible applicants must be the following criteria:

- Is a for-profit entity;
- Is not a publicly traded entity;
- Has a business location in Sullivan or Wyoming County that was in operation on February 15, 2020, and, if required, paid income taxes to the Federal and State Government, as reported on individual or business tax returns;
- Remains in operation and does not intend to permanently cease operations within one year of the date of application
- COVID-19 has had an adverse economic impact on the eligible applicant which makes the grant request necessary to support the ongoing operations of the eligible applicant
- Has fewer than 300 full-time equivalent employees
- Has a maximum tangible net worth of not more than \$15,000,000 computed in accordance with generally accepted accounting principles
- The primary activity of the business within the Commonwealth has a NAICS designation within the Accommodation subsector (721) or Food Services and Drinking Places subsector (722) and where accommodations, food or drink is served to or provided for the public, with or without charge.
 - Primary activity is defined as the primary means by which the business generates revenue. For example, a business that serves food, but is a venue engaged primarily in another activity, such as a movie theater, would not be eligible to apply.
- Experienced a reduction in revenue in 2020, measured as follows:
 - Applicant had gross receipts in calendar year 2020 that demonstrate at least a 25% reduction from the applicant's gross receipts in 2019
 - Applicant had gross receipts during the first, second, third OR fourth quarter in calendar year 2020 that demonstrate at least a 25% reduction from the applicant's gross receipts during the SAME quarter in calendar year 2019

Priority in the awarding of grants shall be given to eligible applicants:

- (i) You have priority if you have not received a loan or grant issued under the authority of the Commonwealth or the Commonwealth's political subdivisions or by the Federal Government under the CARES Act or Consolidated Appropriations Act, 2021;

(ii) You have priority if you subject to closure by the proclamation of disaster emergency issued by the Governor on March 6, 2020, published at 50 Pa.B. 1644 (March 21, 2020), and any renewal of the state of disaster emergency; or

(iii) You have priority if you can demonstrate A REDUCTION IN REVENUE WHICH MEETS one of the following:

- (A) A reduction in revenue GROSS RECEIPTS of 50% or more for the period beginning after March 31, 2020, and ending before December 31, 2020, in comparison to the period beginning after March 31, 2019, and ending before December 31, 2019.
- (B) If the eligible applicant was not in operation during the entire comparison period under clause (A), but was in operation on February 15, 2020, a monthly average reduction in revenue GROSS RECEIPTS of 50% or more for the period beginning after March 31, 2020, and ending before December 31, 2020, in comparison to the period beginning after January 1, 2020, and ending before April 1, 2020.

GRANT AWARDS & ELIGIBLE USES

According to Act 1 of 2021, grants will be awarded in \$5,000 increments with a possible maximum amount of \$25,000/eligible applicant.

Grant funds may be used for eligible expenses incurred and paid between March 1st, 2020, and up to the date of application or June 15th, 2021, whichever occurs first. Eligible expenses include operating expenses, ordinary expenses and/or necessary expenses and are defined below:

"Eligible operating expense." An operating expense, including a payroll and nonpayroll expense, that is both ordinary and necessary. An ordinary expense is one that is common and accepted in an eligible applicant's industry. A necessary expense is one that is helpful and appropriate for an eligible applicant's trade or business. For purposes of determining an eligible operating expense, the following limitations shall apply:

- (1) The operating expense must have been incurred between March 1, 2020, and June 15, 2021, or prior to submission of an application under subsection (b), whichever occurs first.
- (2) For a mortgage obligation, the mortgage must have been in force before February 15, 2020.
- (3) For rent, under lease agreements, the lease agreement must have been in force before February 15, 2020.
- (4) For utility costs, service must have begun before February 15, 2020.
- (5) If an existing mortgage obligation or lease agreement in force before February 15, 2020, is refinanced or restructured after February 15, 2020, the mortgage obligation or lease agreement is deemed to have been in force before February 15, 2020.

Grantees must certify that grant funds are not being used for any eligible operating expenses that are impermissible per Act 1 of 2021 as described below in addition to the other prohibitions detailed in the program guidelines and program grant agreement:

- A grant may not be awarded to pay for the same eligible operating expenses for which an eligible applicant receives or received payment, reimbursement or loan forgiveness from the following sources:
 - (A) The CARES Act or Consolidated Appropriations Act, 2021 money that is not required to be repaid to the Federal Government.
 - (B) The act of May 29, 2020 (P.L. , No.2A), known as the COVID-19 Emergency Supplement to the General Appropriation Act of 2019.

- (C) Any PA Small Business Grant Program of 2020 administered by the CDFI Network.
- (D) Any US SBA EIDL and PPP funds.
- (E) Any of public sector funding due to COVID-19 from any sources public or private between March 1st, 2020 through the date of application for this program as described in Act 1 of 2021.
- Providing funds, directly or indirectly, for a dividend distribution, return of capital, or otherwise to owners, partners or shareholders of the business enterprise.
- Payments to 1099 employees and/or those identified as subcontractors.
- The payment of any local, school district, county, state, and/or federal tax obligations (including the remittance of Sales Tax, the Hotel Occupancy Tax, or any other tax obligations to a government entity).
- To finance a business, project, activity, and/or location primarily located outside the geographic boundaries of Sullivan or Wyoming County, Pennsylvania.
- The purchase of items or services not expressly listed in the program guidelines or permissible for the grant agreement.
- Any and all business activities not otherwise specified as allowable costs per the grant agreement.

GRANT APPLICATION PROCESS & DOCUMENTATION

To apply, applicants will be required to complete an online application that will be comprised of two phases. The first phase will be used to determine eligibility pursuant to Act 1 of 2021. If the applicant meets the eligibility criteria, the second phase will require the submission of supporting documentation. The application will be found at the following website(s): www.northerntier.org.

- Applications will be accepted on a rolling calendar basis starting no later than Monday, March 15th, 2021.
- Applicants, please be advised that it may be weeks before there is a final announcement on grant awards and the approved amount may be less than requested.
- Once the grant awards are determined, grantees will receive an email from the Northern Tier Regional Planning & Development Commission on behalf of the respective county to begin the contracting and disbursement process.
- The grant agreement and affidavit must be signed within 15 calendar days of receipt by the grantee or the grant award may be forfeited.
- Once the grant agreement is executed the disbursement process will begin.

During the review period, we ask that all applicants keep the following in mind:

- Submission of an application is not a guarantee of funding.
- This is not a first come, first served/funded program; applicants should take time to ensure they have all materials required to apply before submitting an application and submit a thorough, thoughtful, and accurate application.

Applicants will be required to provide general information including:

- Physical location, address, and business contact Information
- Mailing address of the business
- Applicant entities primary business activity (for eligibility purposes)
- Number of employees
- Information on business ownership
- Information on other business relief dollars received due to COVID-19
- Amount of grant dollars being requested for consideration.

Documents for Submission:

- W-9 Form, signed, for Applicant Entity
- Documentary evidence comprised of Pennsylvania sales or income tax returns and/or Federal income tax returns supporting a reduction in revenue in calendar year 2020, measured as follows:

(i) the applicant had gross receipts during the first, second, third or fourth quarter in calendar year 2020 that demonstrate at least a 25% reduction from the applicant’s gross receipts during the same quarter in calendar year 2019;

(ii) if the applicant was not in business during the first or second quarter of calendar year 2019, but was in business during the third and fourth quarters of calendar year 2019, the applicant had gross receipts during the first, second, third or fourth quarter of calendar year 2020 that demonstrate at least a 25% reduction from the applicant’s gross receipts during the third or fourth quarter of calendar year 2019;

(iii) if the applicant was not in business during the first, second or third quarter of calendar year 2019, but was in business during the fourth quarter of calendar year 2019, the applicant had gross receipts during the first, second, third or fourth quarter of calendar year 2020 that demonstrate at least a 25% reduction from the fourth quarter of calendar year 2019;

(iv) if the applicant was not in business during calendar year 2019, but was in operation on February 15, 2020, the applicant had gross receipts during the second, third or fourth quarter of calendar year 2020 that demonstrate at least a 25% reduction from the gross receipts of the entity during the first quarter of calendar year 2020; or

(v) an applicant that was in operation in all four quarters of calendar year 2019 is deemed to have experienced the revenue reduction in subparagraph (i) if the applicant experienced a reduction in annual receipts of at least 25% in 2020 compared to 2019 and the applicant provides copies of its annual Federal tax forms substantiating the revenue decline.

Acceptable documentary evidence include:

1. 2019 & 2020 Federal Tax Return,
 - Corporation – Page 1 of 1120
 - Sole Proprietor – Schedule C
 - Partnership – Page 1 of 1065 **OR**
2. If 2020 tax return not completed, then 2019 & 2020 Quarterly Sales Tax Reports
3. If the applicant has business locations in multiple counties, in addition to the documents described in one or two above, applicant must submit financial records prepared in the ordinary course of the applicants business and in accordance with the applicants regular accounting method, in order to verify revenue reduction for the Wyoming or Sullivan County establishment.

*******IMPORTANT*******

An eligible applicant **must certify** that the information provided in an application to the program and the information provided in all supporting documents and forms is **true and accurate in all material respects**. **False statements are punishable pursuant to 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities)**. All documentation must be kept for a period of at least five (5) years in the event of an audit. Any fraudulent claims may result in grant funds being returned to the Department of Community and Economic Development.