



Westmoreland CARES

Nonprofit Support Grant Program



ROUND 2 GRANT PROGRAM

The Westmoreland County Board of Commissioners has authorized Round 2 of the Westmoreland County Nonprofit Support Grant Program. **The program may provide up to \$25,000, or 25%, of calculated revenue loss due to COVID-19, whichever is less, OR up to \$25,000 of eligible and supported expenses related to COVID-19 to nonprofits within Westmoreland County that have been negatively impacted by the COVID-19 public health crisis. Nonprofits are encouraged to complete both revenue loss and expenses to ensure the best opportunity for a successful result.**

This program announcement is on the basis of potential grant funding that may be available after December 1, 2020. Funding is not guaranteed. Applicants are asked to complete applications and provide documentation in preparation for a potential round of funding.

Round 2 of the CARES Nonprofit Support Grant Program will be operated on a first-come first-serve basis:

- Nonprofit organizations who received funding from the first round of the Westmoreland CARES Nonprofit Support Grant Program are eligible to apply for Round 2 only if they have not received the maximum award of \$25,000. *If your organization received an award of \$25,000 through Round 1 of the Westmoreland CARES Nonprofit Support Grant Program, you are not eligible.*
- Only fully completed applications will be considered.
- This round of grant funding for nonprofits is not guaranteed.
- Not all applications will be funded.
- There is no application fee.
- You may apply under Option A: revenue loss and/or Option B: COVID-19 related expenses.
- *If your nonprofit experienced a revenue gain or is a new nonprofit, you must apply using Option B.*

IMPORTANT INFORMATION

Grant Program Timeline

- Round 2 Program Announcement: November 13th
- Round 2 Submission Period: Beginning November 13th
- Round 2 Award Notification: No awards will be announced until after December 1, 2020 as this program announcement is on the basis of potential grant funding that may be available after that date. If funds are available, the Commissioners in conjunction with the Economic Growth Connection will work as quickly as possible to process and review

applications. Award announcements will be made at a Board of Commissioners' public meeting with disbursement of grant funds to occur within 15 days of receipt of an executed grant agreement with the County, should program funding become available. The Board may schedule special public meetings as needed.

Eligibility Requirements

- Applicants must be a 501(c)(3) or 501(c)(19) organization, per Act 24.
- Applicants who are and/or were negatively impacted by COVID-19, including through declines in revenue or cash reserves or increases in expenses related to COVID-19 specific mitigation efforts.
- Applicants must deliver services within Westmoreland County. For nonprofits headquartered outside of Westmoreland County, information provided in the application process must be specific to **Westmoreland County operations only**.
- Applicants that have accepted or received other public COVID-19 related grant funding from such programs as the Paycheck Protection Program, Economic Injury Disaster Loan Grant or COVID-19 Statewide Business Assistance Program (CDFI) are eligible, but the level of funding received through the Westmoreland CARES Nonprofit Support Grant Program will be impacted.

How can the funds be used?

Per current statutory provisions and federal and Commonwealth guidance relating to Pennsylvania Act 24 of 2020 ("Act 24"), the Pennsylvania COVID-19 – County Relief Block Grant Program, and the federal Coronavirus Aid, Relief and Economic Security Act ("CARES Act") Coronavirus Relief Fund, funds can be used to cover working capital costs necessary to maintaining a business during the COVID-19 public health crisis. Funding may not be used to pay owner's salary or pay the owner outright. Applicants will be required to detail how the awards were used in reporting requirements. Grant funding can also be used for the costs of items needed to operate safely during COVID-19 and meet public health requirements (i.e. masks, barriers, signage, gloves, etc.) to the extent not compensated by another funding program.

A few examples of uses include:

- Payroll (excludes payroll covered through the Paycheck Protection Program or the Economic Injury Disaster Loan program);
- Operating costs (i.e. workers compensation insurance premium and unemployment insurance premium increases related to COVID-19);
- Utilities, cable, internet, phone (excluding personal residence);
- Rent/mortgage interest (excluding personal residence, including equipment leases);
- Sanitizing/disinfecting product and/or services;
- Personal protective equipment and other COVID-19 related supplies;
- Purchase of equipment to facilitate social distancing (i.e. signage, plastic barriers, outdoor dining equipment);
- Temperature screening equipment;

- Equipment and/or software to improve telework capabilities;
- Employee paid leave due to COVID-19 illness or quarantine (e.g., EFMLA);
- Facility cleaning; and
- Perishable product loss as a result of closure or partial shutdown.

Required Documentation

In order for your application to be considered complete and eligible for consideration, you must submit the following IN THIS SPECIFIED ORDER:

- Completed application checklist
- Completed and signed application form (please use the business name and address as shown on your W-9)
- Form W-9, completed and signed.
- Most recent IRS Form 990 (applicable for applicants with revenue >\$50,000 annually).
- Income statement (profit and loss statement) for the period January 1 to October 31, 2019.
- Income statement (profit and loss statement) for the period January 1 to October 31, 2020.
- Additional documentation to support a loss due to COVID-19 (i.e. documentation to support canceled fundraising events, reduction of recurring funding, etc.).
- Invoices and receipts to support expenses related to COVID-19 expenses from March 1, 2020 to the date of application submission, if you choose to apply under Option B.
- IRS ruling or determination Letter.

Ineligible Applicants

- Government or government-owned entities.
- For-profit businesses.
- Organizations not delivering services in Westmoreland County.
- Organizations primarily engaged in lobbying or political activities.
- Organizations that did not experience revenue loss due to COVID-19 and/or organizations that have no additional costs associated with the COVID-19 public health crisis.
- Private clubs/businesses that limit membership for reasons other than capacity.
- Organizations NOT compliant with all federal, state and local laws, including taxation.
- Organizations that are delinquent in the payment of real estate taxes.
- Nonprofits that have already received a maximum award of \$25,000 under Round 1 of Westmoreland CARES Nonprofit Support Grant Program may not apply.

QUESTIONS?

Please review the Frequently Asked Questions first, then contact Economic Growth Connection if you have additional questions regarding Round 2 of the Westmoreland CARES Nonprofit Support Grant Program.

disaster@egcw.org

James Smith, President/CEO

jsmith@egcw.org

(724) 830-3604

Kyle Martin, Business Development

kmartin@egcw.org

(724) 830-3604



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FREQUENTLY ASKED QUESTIONS

1. What is the purpose of Round 2 of the Westmoreland CARES Nonprofit Support Grant Program?

The COVID-19 public health crisis caused the Westmoreland County nonprofit community to confront immense challenges. The Program seeks to assist nonprofits in the County that have been negatively impacted by COVID-19.

2. Who is administering this program?

The County of Westmoreland, in conjunction with Economic Growth Connection of Westmoreland, will be administering Round 2 of the Westmoreland CARES Nonprofit Support Grant Program.

3. What is the source of the grant funds?

This program announcement is on the basis of potential grant funding that may be available after December 1, 2020. Funding is not guaranteed. Applicants are asked to complete applications and provide documentation in preparation for a potential round of funding.

4. Is there a cap on the amount of the grant?

Grants will be capped at \$25,000, or 25% of calculated loss due to COVID-19, whichever is less OR \$25,000 of eligible COVID-19 specific expenses incurred. Nonprofits which received funding under Round 1 of the Westmoreland CARES Nonprofit Support Grant Program are only eligible to receive a maximum of \$25,000 awarded across both rounds of funding.

5. My organization received funding under Round 1 of the Westmoreland CARES Nonprofit Support Grant Program. Am I eligible to receive funding under Round 2?

A nonprofit which applied for and which was granted funds under Round 1 may be eligible for additional funding under Round 2 provided the nonprofit did not receive a maximum award of \$25,000 under Round 1 and provided the nonprofit has supportable revenue decreases for the period July 1, 2020 to October 31, 2020, or has supportable eligible COVID-19 related business expenses for the period March 1, 2020 through the date of the application submission that have not been covered by another publically-funded grant program or under Round 1.

6. What is difference between the options available?

Option A allows applicants to apply for grant funds by calculating 25% of lost revenue when comparing the period January 1 to October 31, 2020 to the period January 1 to October 31, 2019.

Option B allows for applicants to apply for grant funds based upon specific expenses incurred from March 1, 2020 through the date of the application submission related to the COVID-19 public health crisis.

Nonprofits must specify at time of application whether the application is under Option A or Option B. Nonprofits can use both Options, but the maximum award over all Options and Rounds is \$25,000.

Nonprofits that experienced an increase in revenue during the specified period and new nonprofits must apply using Option B.

7. When will the Round 2 grant application period open?

Friday, November 13, 2020.

8. How should I apply for Round 2?

Completed applications, including all required documents, should be HAND DELIVERED to the offices of Economic Growth Connection at 40 N. Pennsylvania Avenue, 5th Floor, Greensburg, PA 15601. Office hours for delivery are 9 am to 4 pm. Your application will be time-stamped upon receipt.

Applicants may choose to mail their applications to Economic Growth Connection, 40. N. Pennsylvania Avenue, Suite 510, Greensburg, PA 15601; however, this program is first-come first-served. Postmarks do not signify timestamp or acceptance.

Parking is available at the Robert Bell Parking Garage, 106 W. Otterman Street, Greensburg.

9. How long will this process take to receive grant funds?

The County, working in conjunction with Economic Growth Connection, will work as quickly as possible to review applications and make award determinations. The Board of County Commissioners will approve successful applicants at a public meeting with funding to be received within 15 days of receipt of an executed agreement with the County. It is anticipated that funding may be available for Round 2 of the Westmoreland CARES Nonprofit Support Grant Program after December 1, 2020. **Funding is not guaranteed.**

10. Will all applicants be awarded grant funds?

No. Program funding is not guaranteed and funds are anticipated to be limited. Applications will be processed on a first-come, first serve basis.

11. What is considered an eligible nonprofit organization?

An eligible nonprofit organization must be registered as a 501(c)(3) or 501(c)(19).

12. Are faith-based organizations eligible?

Yes. Faith-based organizations may apply for funding if they are designated as a 501(c)(3) or 501(c)(19).

13. Our nonprofit has multiple locations in Westmoreland County. May I apply more for more than one grant?

No. You may only submit one grant application per nonprofit entity.

14. Are nonprofit organizations located outside of Westmoreland County eligible to apply?

Nonprofits with no operations or who do not provide services in Westmoreland County may not apply. Nonprofit headquarters may be located outside of Westmoreland County, but you must deliver services in Westmoreland County and your application submission must reflect only activity for operations within Westmoreland County. All grant funds awarded must be used for costs incurred at Westmoreland County facilities or for services provided in Westmoreland County.

15. How can funds be used?

Funds received from Westmoreland County in response to this application for grant funding will only be used to cover costs that:

- a. Are necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19)
- b. Were incurred during the period beginning on March 1, 2020 and ending on December 30, 2020
- c. Are in accordance with all applicable federal, state and local laws.

Non-exclusive examples of eligible expenditures include:

- Payroll (excludes payroll covered through the Paycheck Protection Program or the Economic Injury Disaster Loan program);
- Operating costs (i.e. workers compensation insurance premium and unemployment insurance premium increases related to COVID-19);
- Utilities, cable, internet, phone (excluding personal residence);
- Rent/mortgage interest (excluding personal residence)(including equipment leases);
- Sanitizing/disinfecting product and/or services;
- Personal protective equipment and other COVID-19 related supplies;

- Purchase of equipment to facilitate social distancing (i.e. signage, plastic barriers, outdoor dining equipment);
- Temperature screening equipment;
- Equipment and/or software to improve telework capabilities;
- Employee paid leave due to COVID-19 illness or quarantine;
- Facility cleaning; and
- Perishable product loss as a result of closure or partial shutdown;

16. What are some examples of ineligible expenses?

- Expenses for the state share of Medicaid;
- Damages covered by insurance;
- Workforce bonuses other than hazard pay or overtime;
- Severance pay;
- Legal settlements;
- Reimbursement to donors for donated services or items;
- Expenses already covered under other grant or loan programs.

17. Can the grant funds be used to cover the same items covered under another grant or loan program (i.e. Paycheck Protection Program or the Economic Injury Disaster Loan)?

No. The County encourages nonprofit to apply for the array of federal and state financial assistance programs for which they are eligible. Your application for, or receipt of, federal or state funds does not disqualify you from receiving Round 2 Westmoreland County grant funds, although funds received may not be used for costs that have been covered under another grant or loan program or Round 1. The Commonwealth plans to compare all lists of recipients to be sure that no “double-dipping” occurred.

18. Will I need to pay the money back?

This is a grant, not a loan, so you will not need to pay the funds back as long as you comply with all the terms and conditions of the grant agreement. Funds that are not utilized during the period ending December 30, 2020 or funds not used on appropriate expenses will need to be returned to Westmoreland County.

19. Does an applicant need to be in compliance with all applicable federal, state and local laws, statutes and regulations?

Yes. All applicants must certify that they are in compliance with federal, state and local laws. Questions concerning certification should be directed to the applicant’s attorney.

All applicants must certify that they have been, and remain, in compliance with all relevant laws, orders and regulations during the period of the COVID-19 disaster emergency under the

Pennsylvania Governor's proclamation dated March 6, 2020, and any and all subsequent renewals. The foregoing includes, but is not limited to, orders by the Governor, Secretary of Health, or other Commonwealth officials empowered to act during the emergency. Any non-compliant businesses will be ineligible for funding under this program and may be required to return all, or a portion, of funds awarded.

20. Is an applicant eligible to apply if it has delinquent real estate taxes?

No.

21. Are awards taxable?

Please consult with your accountant or tax professional.

22. Will documentation be necessary to provide at the end of the grant?

Applicants who receive funds, may be audited in the future, and are required to document how the funds are used, including all data, reports, contracts, documents and other information relevant to the use of the funds.

23. What are the record retention requirements of the grant?

All required records shall be maintained by successful applicants for a period of five (5) years from the final audit or close out of the contract, except in cases where unresolved audit questions or litigation may require maintaining some or all records for a longer period.

24. If I am approved for a grant, what will be required to receive the funds?

A completed Form W-9 with an executed grant agreement between the successful applicant and the County of Westmoreland. An example agreement is available.

25. Will my information be kept confidential?

Financial information will be kept confidential. Nonprofits that receive grants, and the dollar amount of the grant received, are public information.

26. My application is not completed, can I still submit it?

No. Incomplete applications will not be considered.

27. Who should I contact with questions concerning my application, eligibility, or required documentation?

If you have questions after reviewing these FAQ's, please contact Economic Growth Connection.

disaster@egcw.org

James Smith, President/CEO
jsmith@egcw.org
(724) 830-3604

Kyle Martin, Business Development
kmartin@egcw.org
(724) 830-3604

28. What do I need to submit with my application?

In order for your application to be considered complete and eligible for consideration, you must submit the following IN THIS SPECIFIED ORDER:

- Completed application checklist
- Completed and signed application form (please use the business name and address as shown on your W-9)
- Form W-9, completed and signed.
- Most recent IRS Form 990 (applicable for applicants with revenue >\$50,000 annually).
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- IRS ruling or determination letter.