Dauphin County CARES COVID Recovery Small Business Interruption Assistance Program Announcement

Announcement

The Dauphin County Board of Commissioners has allocated funds from the Coronavirus Relief Fund to establish the Dauphin County COVID Recovery Small Business Interruption Assistance Program. This program will provide up to $35,000, or 25% of annual operating expenses, whichever is less, to small businesses in the County that have been negatively impacted by the COVID-19 public health crisis.

Grant eligibility requirements and Frequently Asked Questions are being made available in advance of the application period to allow Dauphin County small businesses the opportunity to determine if they are eligible to participate in the Program and to gather the required application documents.

Please note the following about this program:

- A large volume of applications are expected and this will be a competitive grant program.
- Only fully completed applications with attachments submitted by the application deadline will be considered.
- Not all applicants will be funded.
- There is no application fee.
- Grant information, FAQ’s and link to the application portal, once open, will be available on the County’s website at www.dauphincounty.org/cares.
- Small business must apply online at www.dauphincounty.org/cares.

Grant Program Timeline

Wednesday, August 26th — Grant Program Announcement and information release.

Friday, August 28th, 2020 at 8 AM — Online submission portal with Grant Application will be opened at www.dauphincounty.org/cares.

Monday, September 14th, 2020 at 4:30 PM — Online submission portal will be closed. Applications and associated attachments must be submitted by this time. No application submissions will be considered after this time.
Eligibility Requirements
Small businesses include sole proprietors – self-employed and individual/single-owner LLC; Corporations, Limited Liability Companies, Partnerships.

- Applicant was and/or is negatively impacted by COVID-19, including loss of revenue and declines in cash reserves.
- Applicants must have less than 100 employees to be considered (500 or fewer employees for tourism industry.)
- Applicants must have been formed and in operation no later than February 15th, 2020.
- Applicants must be a for-profit business operated in Dauphin County.
- Applicants that have accepted or received funding from the Paycheck Protection Program, Economic Injury Disaster Loan, or PA State CWCA program are eligible, but the level of funding received will impact the applicant’s competitiveness.

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. Applicants are required to provide details as to how award will be used. Grant funding can also be used for costs of items needed to operate safely during COVID-19 and meet public health requirements (masks, barriers, signage, gloves, etc.) to the extent not compensated by another funding program.

Non-exclusive examples of eligible uses include:

- Payroll (preference will be given to those applicants that did not receive Paycheck Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) funds
- Rent/Mortgage
- PPE and other COVID-19 related supplies
- Operating expenses.

Required Documents – Applicants are encouraged to compile documents prior to application and submit via the online application as attachments. Application CANNOT be saved.

The following documents will be required to be submitted with your application:

- Complete copies of corporate or partnership federal tax returns from 2018 AND 2019 Individuals (Sole proprietor, Individual/Single-Owner LLC) should submit copies of 2018 and 2019 Individual Income Tax Return (Form 1040) including Schedule C. If 2019 federal tax
return has not yet been completed, applicant will need to submit an internally prepared statement of profit and loss to have details showing at least the information.

✓ 2020 Year-to-Date Financial Statement
✓ Completed W-9 Form
✓ Employee Headcount as of March 1 and July 1, 2020.
✓ Gross monthly revenues for March, April, May, June, and July for both 2019 (if available) and 2020.
✓ Income statement for March 1st – July 31st, 2019 (if available) and 2020.
✓ Documentation such as invoices, sales registers, or fundraising losses that demonstrate COVID-19 related impact.
✓ A signed and completed application

IF DOCUMENTS CANNOT BE UPLOADED VIA THE ONLINE APPLICATION, PLEASE MAIL/HAND-DELIVER DOCUMENTS NO LATER THAN 4:30PM ON SEPTEMBER 14th TO:

ATTN: Doug Brown, Deputy Director
Dauphin County Office of Community & Economic Development
112 Market Street, 7th Floor
Harrisburg, PA 17101

Ineligible Applicants
• Businesses not operating in Dauphin County, PA
• Businesses that did not experience revenue loss due to COVID-19 and/or businesses that have no additional costs associated with the coronavirus pandemic.

• Government or government-owned entities.

• Businesses primarily engaged in lobbying or political activities.

• Businesses NOT compliant with all federal, state & local laws, including taxation.

• Businesses that are delinquent in the payment of real estate taxes.

Questions?
Contact Doug Brown, Deputy Director, at 717-780-6353 or dbrown@dauphinc.org

Resources: