



# Westmoreland CARES

## Small Business Support Grant

**The Westmoreland County Board of Commissioners has allocated \$5 million to the Westmoreland County Small Business Support Grant Program. The program will provide up to \$25,000, or 25% of calculated loss due to COVID-19, 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 Westmoreland County small businesses the opportunity to determine if they are eligible to participate in the Program and to gather the required documents.

Please understand that it is anticipated that this will be a competitive funding round.

- Only fully completed applications will be considered.
- Not all applicants will be funded.
- There is no application fee.
- Grant information and Frequently Asked Questions will be available on the County's website at [www.co.westmoreland.pa.us](http://www.co.westmoreland.pa.us) beginning July 16, 2020.

### Grant Program Timeline

Thursday, July 16, 2020 — Grant Program Announcement and information release.

Thursday, July 23, 2020 at 10 AM — Period to submit Grant Applications will be open. Thursday, July 30, 2020 at 5 PM — Period to submit Grant Applications will be closed. Applications for the grant will not be accepted after this time.

### Eligibility Requirements

- Small businesses include sole proprietors – self-employed and individual/single-owner LLC; Corporations, Limited Liability Companies, Partnerships.
- Applicants are and/or were negatively impacted by COVID-19, including loss of revenue and declines in cash reserves.
- Applicants must have less than 100 employees to be considered, per Act 24.
- Applicants must have been formed and in operation no later than December 31, 2018.
- Applicants must be a for-profit business head quartered and operated in Westmoreland County.

- Franchises must have less than 15 employees.
- Applicants that have accepted or received funding from the Paycheck Protection Program and Economic Injury Disaster Loan 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. Funding may not be used to pay owner's salary or pay the owner outright. Applicants are required to provide details as to how the 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**

- 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 shown on a tax return.
- 2020 Year-to-Date Financial Statements.
- Completed W-9 Form.
- January—June profit and loss for 2019 and 2020.
- Employee headcount as of March 1 and July 1, 2020.
- Monthly budget or financial projections for the period July 1 – December 30, 2020.
- A signed and completed application.
- Any additional documentation to support a calculated loss due to COVID-19.

### **Ineligible Applicants**

- Businesses not headquartered in Westmoreland County, PA.

- Businesses that did not experience revenue loss due to COVID-19 and/or businesses that have no additional costs associated with the pandemic.
- Businesses that were not operational by December 31, 2018.
- Passive businesses such as commercial or residential landlords.
- Government or government-owned entities.
- Non-Profits and for-profit businesses with a direct tie to a non-profit.
- Private clubs/businesses that limit membership for reasons other than capacity.
- 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?**

Please contact James Smith or Kyle Martin at the Economic Growth Connection of Westmoreland by phone at (724) 830-3604 or by email at: [jsmith@egcw.org](mailto:jsmith@egcw.org) or [kmartin@egcw.org](mailto:kmartin@egcw.org) or [disaster@egcw.org](mailto:disaster@egcw.org)

### **Resources:**

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>



# Westmoreland CARES

## Small Business Support Grant

### Westmoreland CARES Small Business Support Grant Program

#### Frequently Asked Questions

1. What is the purpose of the Westmoreland CARES Small Business Support Grant Program?

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

2. Who is administering this program?

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

3. What is the source of the grants?

Funds were made available to Westmoreland County under the COVID-19 County Relief Block Grant through the Pennsylvania Department of Community and Economic Development.

4. What is the total amount available under the Westmoreland CARES Small Business Support Grant Program?

Five million (\$5,000,000) dollars.

5. 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. Not all applicants will receive the maximum award.

6. Will all applicants be awarded grant funds?

No. Funds are limited to five million (\$5,000,000) dollars. Due to an anticipated high number of applicants, there is no guarantee that all applicants will receive the funding for which they have applied.

7. What is considered a small business?

Eligible applicants are small businesses (corporations, partnerships, LLCs, sole proprietors) that are headquartered and operate in Westmoreland County whose employee headcount was fewer than 100 employees on March 1, 2020.

8. Are self-employed individuals eligible to apply?

Yes. Grants are available to self-employed individuals, independent contractors, and sole proprietorships.

9. I just started my business. Am I eligible?

No. In order to be eligible, your business must have been operating as of December 31, 2018.

10. I own more than one business in Westmoreland County. Can I apply for more than one grant?

Yes, you qualify for a grant for each legal business entity. You must keep separate books, file taxes separately and have different taxpayer ID numbers for each business. Each business entity must meet the eligibility requirements detailed below.

11. My small business has multiple locations in Westmoreland County. May I apply more than one?

No. You may only submit one application for the business entity.

12. Are small businesses located outside Westmoreland County eligible to apply?

No.

13. May a franchisee submit an application?

Yes. The franchise must have a physical location in Westmoreland County and must have employed 15 or fewer employees as of March 1, 2020. All funds awarded must be used for costs incurred at Westmoreland County facilities. Franchisees should count the total number of employees on March 1, 2020 under an individual EIN or SSN for the total.

14. Are passive businesses eligible to apply?

No. Passive businesses, including commercial or residential landlords, are not eligible to apply.

15. What are the eligibility requirements?

- Small businesses include sole proprietors – self-employed and individual/single-owner LLC; Corporations, Limited Liability Companies, Partnerships.
- Applicants must have been or are negatively impacted by COVID-19, including loss of revenue and declines in cash reserves.
- Applicants must have less than 100 employees to be considered.
- Applicants must have been formed and in operation no later than December 31, 2018.

- Applicants must be a for-profit business headquartered and operated in Westmoreland County.
- Franchises headquartered and operated in Westmoreland County must have less than 15 employees.
- Applicants that have accepted or received funding from the Paycheck Protection Program and Economic Injury Disaster Loan are eligible, but the level of funding received will impact the applicant's competitiveness.

16. How can the 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 the Coronavirus Disease 2019 (COVID-19);
- b. Were incurred during the period that begins on March 1, 2020, and ends December 30, 2020; and,
- c. Are in accordance with all applicable state, local, and federal laws.

Nonexclusive examples of eligible expenditures include:

- Reimbursement of costs of business interruption such as payroll;
- Workers compensation insurance premium and unemployment insurance premium increases related to COVID-19;
- Employee paid leave due to COVID-19 illness or quarantine;
- PPE to protect employee and public health and efforts to sanitize the business environment;
- Rent or mortgage payments (excluding property tax payments);
- Increasing technology capacity to enable telework;
- Facility cleaning.

17. What are some examples of ineligible expense?

- Payment of loans to shareholders, partners, sole proprietors, or family members;
- Payment of the owner's salary;
- 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 items or services.

18. 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 small businesses 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 Westmoreland County funds, although funds received may not also be used for costs that have been covered under another grant or loan program. Preference will be given to small businesses that did not receive funding through the Federal Paycheck Protection Program or the Economic Injury Disaster Loan Program. Those who have received funds through the Paycheck Protection Program or Economic Injury Disaster Loan are eligible, but the level of funding received will impact the applicant's competitiveness.

19. Will I need to pay the money back?

This is a grant, not a loan, so you will not need to pay it back as long as you comply with all the terms and conditions of the grant agreement. Funds that are not utilized during the period of March 1, 2020 through December 30, 2020 for eligible expenditures will need to be returned to Westmoreland County.

20. Does an applicant have 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 business will be ineligible for funding under this program and may be required to return all, or a portion, of the funds awarded.

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

No.

22. Are awards taxable?

Please consult with your accountant or tax professional.

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

Applicants, who receive grant 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.

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

All required records shall be maintained by successful applicants for a period of three (3) 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.

25. When will the grant application process open?

Applicants may apply beginning July 23, 2020 at 10 am. Prior to July 23, 2020, specific information about how to apply will be available at [www.co.westmoreland.pa.us](http://www.co.westmoreland.pa.us)

26. When is the deadline to submit?

The application is due by 5:00 p.m. on July 30, 2020. Late applications will not be considered for award.

27. Why is this program only open for a short time period?

The goal is to get funding to qualified small businesses as quickly as possible. A longer process would delay payments.

28. Does it matter if I submit my application online or mail?

Applicants are strongly encouraged to submit applications, with all supporting documents by email to [disaster@egcw.org](mailto:disaster@egcw.org) Mailed applications will not be accepted. Applications may be submitted by facsimile to (724) 850-3974. Applicants may also arrange for hand-delivery by contacting the Economic Growth Connection of Westmoreland at (724)830-3604.

29. How long will this process take; when will I receive the grant funds?

The County, working in conjunction with Economic Growth Connection, will work as quickly as possible to review applications and make determinations. The County will approve the successful applicants at a public meeting, with funding to be received within 15 days of receipt of an executed agreement with the County.

30. If I am approved, what will be required to receive the funds?

A completed W-9 with an executed grant agreement between the successful applicants and the County.



31. Will my information be kept confidential?

Financial information is kept confidential. Small businesses that receive grants, and the dollar amount of the grant received, are public information.

32. If my application is not complete, can I still submit it?

No. Incomplete applications will not be considered.

33. Who should I contact with questions concerning my application, eligibility or required documents?

Please contact James Smith or Kyle Martin at the Economic Growth Connection of Westmoreland by phone at (724) 830-3604 or by email at: [jsmith@egcw.org](mailto:jsmith@egcw.org) or [kmartin@egcw.org](mailto:kmartin@egcw.org) or [disaster@egcw.org](mailto:disaster@egcw.org)

34. What do I need to include with my 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 shown on a tax return.
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