

Cumberland County Commissioners' Finance Meeting

Minutes

Wednesday, September 2, 2020 - 1:30 PM
Commissioners Hearing Room
Courthouse, Carlisle PA

Present: Commissioners Gary Eichelberger; Jean Foschi; Vince DiFilippo; Acting Chief Clerk, Stacy M. Snyder; Administrative Technician, Theresa Kissinger; Communications, Samantha Krepps; Finance, Dana Best; Jack Carroll, Drug & Alcohol; Pandemic Recovery Coordinator, Gary Scicchitano; Cumberland Area Economic Development Corporation, Jamie Keener.

Staff WebEx Conference: Public Safety, Bob Shively.

Call to Order: Commissioner Eichelberger called the finance meeting to order.

Approval of Minutes: Commissioner Foschi made a motion to approve the meeting minutes of August 19, 2020. Commissioner DiFilippo seconded the motion and it unanimously carried.

Topics of Discussion:

Renew Cumberland Tier 2 – Gary Scicchitano, and the County Relief Block Grant Task Force ([see attachment](#))

- Childcare Facility Grant
- Small Business Grant

Gary Scicchitano said they have a couple minor edits to make to customize the applications and instructions but everything is ready to go. The link to the application for both childcare and small businesses will be posted on the county's website at Renew Cumberland. There will be two buttons one for childcare and the other for small businesses on the website along with information and the guidelines for the applicants to apply. On September 2nd, Communications will advertise through press releases, Facebook and social media that Tier 2 will open on September 8th. On September 8th, the web slide will go up to apply along with a press release. On September 22nd at 4:30 p.m., the web slide application process will be closed.

CAEDC will be managing all the applications for both the Childcare and the Small Businesses. Questions and comments were made to make it crystal clear that the business must be located in Cumberland County or they must do business in Cumberland County with this term clearly defined and to make it clear these funds are for new applications except for the handful of applicants who requested or did not qualified for less than \$5,000.00 in Tier 1. Discussion ensued.

Commissioner DiFilippo made a motion to approve Renew Cumberland Tier 2 as presented today by Gary Scicchitano and the County Relief Block Grant Task Force. Commissioner Foschi seconded the motion and it unanimously carried.

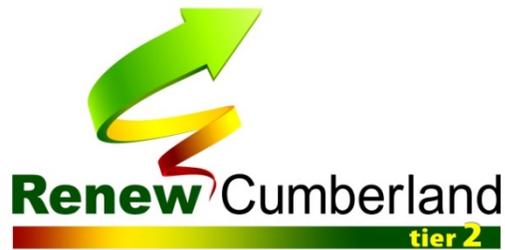
Other Business: None

Public Comment: None

Adjourn: There being no further business to come before the Board, Commissioner Foschi made a motion to adjourn.

Respectfully Submitted,

Theresa Kissinger,
Administrative Technician



Renew Cumberland Tier 2

Tier 2 would have 2 buckets of funding

- Childcare
- Small Businesses Requesting less than \$5,000
 - Any organization receiving a grant in Phase 1 would **not** be eligible for Tier 2 funding

The application portal will open on September 8, 2020 and remain open until September 22, 2020

Childcare

- ✓ To help ensure only legitimate childcare facilities apply the childcare bucket would be limited to **licensed** childcare facilities in Cumberland County
- ✓ There would be no minimum or maximum funding announced for licensed childcare organizations.
- ✓ Award would be based on the amount of funding requested and the funds available.
- ✓ CAEDC staff will accept applications and review them to ensure all requested documents are included
- ✓ CAEDC will assemble a team of 3 to review applications and make funding recommendations
- ✓ CAEDC has modified the small business application to ask specific questions regarding childcare, i.e. operational status, number of children cared for, children in the Childcare Work Program etc. (See attached draft) These questions were added after consulting with:

Karen M. Quinn, Ed.D.
Director of Success By 6
United Way of Carlisle and Cumberland County

Liz Knouse,
Early Childhood Education Statewide Field Director
Professional Development
Pa. State System of Higher Education

Jeanna Som
Executive Director
Carlisle Summer Program for Youth (SPY)

- ✓ A draft scoring rubrik is attached
- ✓ CAEDC will do a targeted email to the list of 122 licensed facilities in Cumberland County
- ✓ CAEDC will request the necessary business-related documents from applicants, i.e. a copy of their state issued day care license, tax returns, etc.
- ✓ The link to the CAEDC application and database will be housed on the Renew Cumberland website
- ✓ The county Communications Office will prepare the press release, Facebook posting, and other social media items needed

Small Business Grants of less than \$5,000

- ✓ We would advertise it as applications for less than \$5,000
- ✓ The minimum award will be \$500
- ✓ Award would be based on the amount of funding requested and the funds available
- ✓ The 40 applications already in the cue would rollover. An email will be sent to those applicants telling them they do not need to reapply.
- ✓ CAEDC staff will accept applications and review them to ensure all requested documents are included
- ✓ CAEDC will assemble a team of 3 to review applications and make funding recommendations
- ✓ CAEDC will use the existing small business application (See attached application)
- ✓ The link to the CAEDC application and database would be housed on the Renew Cumberland website
- ✓ The county Communications Office will prepare the press release, Facebook posting, and other social media items needed

Tier 2 – Childcare Facility Grant - Guidelines

Administered by Cumberland Area Economic Development Corporation (CAEDC)

Background

The Renew Cumberland Childcare Facility Grant (RCCFG) has been developed to distribute funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to small childcare facilities with fewer than 100 employees. The funds are being provided through the Cumberland County Commissioners for recovery assistance to help childcare facilities prevent, prepare for, and respond to coronavirus. The intent of the RCCFG is to provide immediate support to childcare facilities that are responding to childcare needs in the wake of the COVID-19 global pandemic. Funds can be used for working capital to cover operating expenses consistent with State and Federal Guidelines.

The development of the RCCFG Guidelines involved local professionals from economic development lenders, accounting and banking professionals, and *included input from childcare professionals*. The local Chambers of Commerce (Carlisle Area Chamber of Commerce, Mechanicsburg Chamber of Commerce, Shippensburg Area Chamber of Commerce and West Shore Chamber of Commerce) have played an important role in development of the original RCSBG program from which the RCCFG is derived, and will continue to assist with the program through grant funding.

Fund Outline

Funding will be available to eligible childcare facilities with less than 100 employees. The funding will be utilized to replace working capital lost due to normal business interruption caused by the pandemic, to help those facilities modernize their facilities for the health and safety needs required to sustainably operate their facility, and to expand their service to accommodate additional children as the need may arise. Priority for the RCSBG will be given to businesses that have not received previous funds. Not all applicants will receive funding as a result of eligibility requirements not being met as determined by the application review team under CAEDC and the limitation on the total amount of funding available under the Program.

The intent is to obtain applications, evaluate the funding needs of the childcare facility, and to distribute funds in a timely manner.

Eligibility

All applicants shall meet the following criteria:

- A for-profit business or not-for-profit entity involved in the care of children.
- Must be Licensed by the PA Department of Human Services
- Total employees by headcount (less than 100) on March 1, 2020
- Negatively impacted by COVID-19; and
- Business must agree to sign an acknowledgement as part of the application ensuring the accuracy of and authorization to sign the application on behalf of the business.

Use of Grant Funds

The applicant will choose how best to utilize the funding across working capital needs and facility retrofit improvements for public health requirements.

Application Requirements

Application information and an application submission portal will be made available at www.ccpa.net/CARES.com, and will be marketed throughout Cumberland County. Childcare facilities desiring to submit hard copy applications will be provided mailing or drop-off instructions. Staff will input a hard copy of the application into the web portal upon receipt. All applications received will be scored based upon the scoring criteria. A ranking of all applications will be forwarded to the Cumberland County Board of Commissioners for approval at a subsequent public meeting.

Grant Request

Amount available per childcare facility	Required Supporting Documents
Amount awarded will be determined upon review of all applications	<ul style="list-style-type: none">• Signed tax return (most recent) to confirm annual revenue• 2019 P&L Statement (cash basis)• A description of the impact of COVID-19 on your business, and your recovery plan.• A copy of PA License• Completed W-9 Form

Evaluation Criteria

This is not a first-come, first serve process, but there are limited funds available. All applications submitted by 4:30PM, September 22, 2020 will be considered and reviewed equitably using the following criteria:

- # of employees (1-20, 21-50, 51+)
- Total Enrollment
- Average Daily Attendance
- Child Care Work Enrollment Percentage (CCW)
- Years in business
- Operating status (worst case during COVID-19)
- Physical business presence or business activity in Cumberland County
- Other funding received
- Responses to the narrative questions in the application

The application review team reserves the right to change evaluation criteria or eligibility requirements based on the applications received and in its sole discretion.

Application Process

1. **Complete applications must be received by 4:30PM, September 22, 2020.**
2. The application will be available through an on-line fillable form or a fillable document that can be downloaded from the website, www.ccpa.net/CARES.
3. Applications not completed on-line must be submitted to RCCFGApp@cumberlandbusiness.com, mailed to CAEDC, 53 W. South Street, Carlisle, PA 17013 (postmark by 9/22/2020), or hand delivered and dropped in black mailbox at CAEDC entrance, lower level.
4. All supporting documents should be individual digital files (.pdf) or legible copies submitted with hand delivered applications.
5. It is the responsibility of the applicant to ensure all required documents are included in the application. CAEDC will not be held responsible for any missing applications. CAEDC may request additional information as needed, but is not required to do so and can deny an application if the information provided is not sufficient.
6. **If assistance is needed with completing the application, contact CAEDC via Valerie@visitcumberlandvalley.com or contact your local Chamber of Commerce during the business hours of M-F, 8AM - 4:30PM at the Contact location provided at the end of this document. If unable to make direct contact with our team, send an email or leave a voicemail, and an attempt will be made to return your call or respond to your email as soon as possible.**

Estimated Timeline

9/8/2020, 8:00AM – Application period opens

9/22/2020, 4:30PM – Application period closes

TBD – Delivery of fund recommendations to Cumberland County Commissioners

Within 2 Business Days of Commissioner Approval - Applicants notified of their status

Within 7 days upon completion of required documents – Grant disbursements process begins

Funds to be disbursed within 8 weeks of completion of Grant Agreement with the applicant

Grant Guidelines and Distribution of Funds

Once approved, an award letter and grant agreement will be emailed to the Grantee for execution. Grants will be disbursed as a direct pay out by Cumberland County.

Upon execution of the grant agreement, grantees have until December 30, 2020 TO EXPEND THE FUNDS. There will be no requests for extension accepted.

As a provision of accepting these funds, Grantees must provide adequate proof (as determined by CAEDC and/or Cumberland County in its sole discretion) that the funds received were used for their intended purpose and will be required, upon request, to submit a Final Grant Report within 30 calendar days of the grant being spent. CAEDC and/or Cumberland County reserves the right to audit the Grantees records and use of funds.

Grantee is required to treat the grant as income and is responsible for paying any applicable taxes.

Public Disclosure of Applicants

The Cumberland County Board of Commissioners will receive a full list of all childcare facilities that applied for funding, including those who are not recommended for a funding award. All funding recommendations will be approved by the Cumberland County Commissioners based upon score-driven recommendations from the application review team. Funding recipients, award amounts, and application score will become public information upon approval. Proprietary business and financial information submitted with the application will NOT be public information. However, it will be the responsibility of the applicant to assert claims of confidentiality and proprietary information in the event of any Right-to-Know request is made to Cumberland County.

Contacts:

Cumberland Area Economic Development Corporation

Valerie Copenhaver

Valerie@visitcumberlandvalley.com

53 W. South Street

Carlisle, PA 17013

717-240-7193

Chambers of Commerce

Carlisle Area Chamber of Commerce

801 S. Hanover Street

Carlisle, PA 17013

(717) 243-4515

Mechanicsburg Chamber of Commerce

6 West Strawberry Avenue

Mechanicsburg PA 17055

(717) 796-0811

Shippensburg Area Chamber of Commerce

53 W King St

Shippensburg, PA 17257

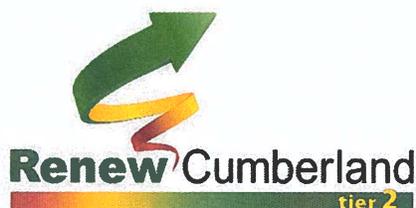
(717) 532-5509

West Shore Chamber of Commerce

4211 Trindle Road

Camp Hill, PA 17011

717) 761-0702



Childcare Facility Grant (RCCFG) – Application (Printable)

Administered by Cumberland Area Economic Development Corporation (CAEDC)

HOW TO SUBMIT: Review RCCFG Application Guidelines prior to completing Application. Applications can be accessed at www.ccpa.net/CARES.com, filled out on-line (preferred), emailed to RCCFGApp@cumberlandbusiness.com, or mailed to: CAEDC, 53 W. South St., Suite 1, Carlisle, PA 17013.

Grant Application

Date:			
Grant Applicant Information			
Grant Application Legal (Business/Entity) Name (same as tax return):			
Grant Applicant Address (mailing):			
Municipality (physical location):			
Primary Contact Name:			
Contact Phone Number:			
Contact Email:			
Business Phone #:			
Tax ID / EIN #:			
Legal Structure:	C-Corp <input type="checkbox"/>	LLC <input type="checkbox"/>	LLP <input type="checkbox"/>
	S-Corp <input type="checkbox"/>	Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>
	Not-for-profit <input type="checkbox"/>		

Grant Purpose

Grant Purpose (Please describe your need and how you will use the funds. If more space is needed attach an additional sheet):

Grant Amount Request:

\$

Use of Funds:

Explain how the funds will be used to improve your ability to care for children in the COVID-19 environment:

Explain your plans to expand services over the next three months to take on additional children:

Application Questions:

1. Describe your business presence in Cumberland County: <input type="checkbox"/> Headquarters in Cumberland County <input type="checkbox"/> Branch office in Cumberland County		
2. Indicate Total 2019 Enrollment Number: _____ Indicate Total 2020 Enrollment Number: _____		
3. Indicate Average Daily Attendance Number: _____		
4. Indicate Child Care Work Enrollment Percentage: _____		
5. # of Full-Time Employees (March 1, 2020): _____ # of Part-Time Employees (March 1, 2020): _____ # of FTE (Full-Time Equivalents) (March 1, 2020): _____		
6. Number of Years in Business: _____		
7. What was your worst case operational status during COVID-19 (Closed, 1-25% Open, 26-50% open or +50% open): _____% Currently _____ percent operational.		
8. Has your business received other COVID-19 funding? If yes, please provide the names of any loans/grants and describe how it was used. Check all that apply. <input type="checkbox"/> PPP <input type="checkbox"/> EIDL (Grant/Loan/Both) <input type="checkbox"/> CWCA <input type="checkbox"/> CARES – Small Business Assistance (CDFI) <input type="checkbox"/> CDBG-CV <input type="checkbox"/> PA 30 Day Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. If a For-Profit entity, does your tax return show your company as being profitable?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
10. Is your business current with all local, state, and federal taxes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Did you attach FY 2019 P&L Statement, Latest Filed Tax Return and Completed W-9 Form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Does your business have a line of credit or cash reserves? If yes, how many months do you anticipate these resources to be able to keep your business operational: _____ months.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other comments?

Acknowledgements

By checking this box, I acknowledge that I have read the Cumberland County COVID-19 County Relief Block Grant Program informational materials and hereby certify the following:

- ✓ All information and statements contained in this application, and all documents and exhibits submitted with this application, to the best of the applicant's knowledge are true, accurate, complete and not misleading, as of the date of this application.
- ✓ Upon request, Applicant will submit additional information and documentation in support of this application. Any further information or documentation submitted by Applicant in connection with this Application shall also be subject to these acknowledgements.
- ✓ The expenses enumerated in this grant application occurred or will occur between March 1, 2020 and December 30, 2020.
- ✓ The proposed use of funds included in this application represents an eligible use as identified in Section 5001 of the CARES Act and Pennsylvania Act 24 of 2020.
- ✓ The expenditures outlined in this application have not been reimbursed and will not be eligible for reimbursement from another federal program.
- ✓ If successful, the grant will be treated as income and applicable taxes will be the responsibility of the Applicant and must be paid.
- ✓ The Applicant has fully complied with, and will fully comply with, all federal, state, and local laws and regulations applicable to this grant and Applicant's business, assets and/or operations, and the Applicant is not currently under investigation with respect to any violation of, or 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.
- ✓ The Applicant will adhere to U.S. Treasury CARES Act compliance requirements, including but not limited to, 2 C.F.R. (Congressional Federal Register) subpart F, Audit Requirements, U.S. OMB Uniform Guidance (2 C.F.R. Part 200) applicable to federal financial assistance, including 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. § 200.330 through 200.332 regarding subrecipient monitoring and management, and Subpart F regarding audit requirements (as may be applicable).
- ✓ If successful, program funding will be expended by December 30, 2020.
- ✓ 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 for awarding these grants and regardless of what the Applicant may have been told or read with respect to this grant program.
- ✓ All decisions and recommendations with respect to this application and this grant are final and non-appealable. Applicant acknowledges that grant award determinations will be made based on both objective and subjective analysis of information available and that award determinations need not follow strictly or consistently the scoring methods utilized. The Applicant also acknowledges that the identity of funding and recipients, award amounts, and application scores and recommendations will become public information.
- ✓ The person submitting this application has the authority of the Applicant to submit the Application on its behalf.
- ✓ As a condition of the submission of this Application or receipt of grant funds, the Applicant hereby releases Cumberland County and CAEDC, their board members, elected officials, employees, agents and representatives of and from any claims and causes of action of any kind, type or nature in any way associated with the receipt and review of the Application, the administration of the COVID-19 County Relief Block Grant Program, the distribution of any program benefits, the decision not to provide program benefits and any other matter or thing in any way related to the program.

[Click here to enter text.](#)

Name, Title

9/1/2020

CARES Childcare Facility Grant Evaluation Criteria

CRITERIA	RATING	Risk Code	w.Factor	w.%
Business Location	HQ in CC = 5, Branch in CC = 3, Doing Business in CC = 1	Rate Loc	1	16.7%
Child Care Works Program enrollment	51%+ = 5, 26-50% = 3, 0-25% = 1	Rate CCW	1	16.7%
# Employees	(1-20 = 5), (21-50 =3), (51+ = 1)	Rate #emp	1	16.7%
# of Years In Business	(>5 Yrs. = 5), (1-5 Yrs. = 3), (<1 Yrs. = 1)	Rate Year	1	16.7%
Other Funding	No = 5, Yes = 1	Rate Fund	1	16.7%
Operation Status (50%)	Closed = 5, 0-25% Open = 3, 26+%Open = 1	Rate_Op%	1	16.7%
TOTAL			6	100.0%

Tier 2 - Small Business Grant - Guidelines

Administered by Cumberland Area Economic Development Corporation (CAEDC)

Background

The Renew Cumberland Small Business Grant (RCSBG) has been developed to distribute funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to small businesses with fewer than 100 employees, and to support businesses that are primarily engaged in the tourism industry. The funds are being provided through the Cumberland County Commissioners for economic development assistance to help communities prevent, prepare for, and respond to coronavirus. The intent of the RCSBG is to provide immediate support to businesses that have been negatively impacted by the COVID-19 global pandemic. Funds can be used for working capital to cover operating expenses consistent with State and Federal Guidelines.

The development of the RCSBG Guidelines involved considerable local expertise from economic development lenders, accounting and banking professionals, and included the evaluation of best practices from other COVID-19 small business funds. The local Chambers of Commerce (Carlisle Area Chamber of Commerce, Mechanicsburg Chamber of Commerce, Shippensburg Area Chamber of Commerce and West Shore Chamber of Commerce) have played an important role in development of the program and will continue to assist with the program through grant funding.

Supporting Detail

Prior to the current pandemic, Cumberland County's economy thrived with more than 23,254 for-profit, not-for-profit, and sole proprietor businesses employing more than 143,000 (1/2020) individuals. Of the 23,254 businesses, more than 23,054 (99.14%) reported employing 100 employees or less, with about 21,337 (91.76%) businesses employing less than 20 individuals. The RCSBG is designed to provide much needed capital to businesses with fewer than 100 employees that comprise and support a significant portion of Cumberland County economy.

Fund Outline

Funding will be available to eligible businesses with less than 100 employees and businesses related to tourism without regard to the number of employees. The funding will be utilized to replace working capital lost due to normal business interruption caused by the pandemic and to help those businesses modernize their facilities for the health and safety needs required to sustainably operate their business moving forward. Priority for the RCSBG will be given to businesses that have not received previous funds. Not all applicants will receive funding as a result of eligibility requirements not being met as determined by the application review team under CAEDC and the limitation on the total amount of funding available under the Program.

The intent is to obtain applications, evaluate the funding needs of the business, and to distribute funds in a timely manner.

Eligibility

All applicants shall meet the following criteria:

- A for-profit business
- Total employees by headcount (less than 100) on March 1, 2020
- Tourism related businesses of any size
- Negatively impacted by COVID-19; and
- Business must agree to sign an acknowledgement as part of the application ensuring the accuracy of and authorization to sign the application on behalf of the business.

Grant Award Amounts

The lesser of \$4,999 or three months of average monthly operating costs (minimum eligible grant \$500) based on 25% of the total business operating expenses reported on the most recently filed federal tax return, and evaluation of the application. The applicant will choose how best to utilize the funding across working capital needs and facility retrofit improvements for public health requirements.

Application Requirements

Application information and an application submission portal will be made available at www.ccpa.net/CARES, and will be marketed throughout Cumberland County. Businesses desiring to submit hard copy applications will be provided mailing or drop-off instructions. Staff will input a hard copy of the application into the web portal upon receipt. All applications received will be scored based upon the scoring criteria. A ranking of all applications will be forwarded to the Cumberland County Board of Commissioners for approval at a subsequent public meeting.

Grant Request

Amount available per business	Required Supporting Documents
\$500-to \$4,999 grant, amount determined based on eligibility upon review of application	<ul style="list-style-type: none">• Signed tax return (most recent) to confirm annual revenue• 2019 P&L Statement (cash basis)• A description of the impact of COVID-19 on your business, and your recovery plan.• Completed W-9 Form

Evaluation Criteria

This is not a first-come, first serve process, but there are limited funds available. All applications submitted by 4:30PM, September 22, 2020 will be considered and reviewed equitably using the following criteria:

- Industry type
- # of employees (1-20, 21-50, 51+)
- Years in business
- Operating status - businesses that fall under the category of non-essential according to state criteria (closed or operating at or below 50% capacity during the red, yellow and/or green phase)
- Physical business presence or business activity in Cumberland County
- Other funding received
- Demonstrated profitability and ability for long-term sustainability
- Economic Impact in Cumberland County

The application review team reserves the right to change evaluation criteria or eligibility requirements based on the applications received and in its sole discretion.

Application Process

1. **Complete applications must be received by 4:30PM, September 22, 2020.**
2. The application will be available through an on-line fillable form or a fillable document that can be downloaded from the website, www.ccpa.net/CARES.
3. Applications not completed on-line must be submitted to RCSBGApp@cumberlandbusiness.com, mailed to CAEDC, 53 W. South Street, Carlisle, PA 17013 (postmark by 9/22/2020), or hand delivered and dropped in black mailbox at CAEDC entrance, lower level.
4. All supporting documents should be digital files (.pdf) or legible copies submitted with hand delivered applications.
5. It is the responsibility of the applicant to ensure all required documents are included in the application. CAEDC will not be held responsible for any missing applications. CAEDC may request additional information as needed, but is not required to do so and can deny an application if the information provided is not sufficient.
6. **If assistance is needed with completing the application, contact CAEDC via Valerie@visitcumberlandvalley.com or contact your local Chamber of Commerce during the business hours of M-F, 8AM - 4:30PM at the Contact location provided at the end of this document. If unable to make direct contact with our team, send an email or leave a voicemail, and an attempt will be made to return your call or respond to your email as soon as possible.**

Estimated Timeline

9/08/2020, 8:00AM – Application period opens

9/22/2020, 4:30PM – Application period closes

TBD – Delivery of fund recommendations to Cumberland County Commissioners

Within 2 Business Days of Commissioner Approval - Applicants notified of their status

Within 7 days upon completion of required documents – Grant disbursements process begins

Funds to be disbursed within 8 weeks of completion of Grant Agreement with the applicant

Grant Guidelines and Distribution of Funds

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As a provision of accepting these funds, Grantees must provide adequate proof (as determined by CAEDC and/or Cumberland County in its sole discretion) that the funds received were used for their intended purpose and will be required, upon request, to submit a Final Grant Report within 30 calendar days of the grant being spent. CAEDC and/or Cumberland County reserves the right to audit the Grantees records and use of funds.

Grantee is required to treat the grant as income and is responsible for paying any applicable taxes.

Public Disclosure of Applicants

The Cumberland County Board of Commissioners will receive a full list of all businesses that applied for funding, including those who are not recommended for a funding award. All funding recommendations will be approved by the Cumberland County Commissioners based upon score-driven recommendations from the application review team. Funding recipients, award amounts, and application score will become public information upon approval. Proprietary business and financial information submitted with the application will NOT be public information. However, it will be the responsibility of the applicant to assert claims of confidentiality and proprietary information in the event of any Right-to-Know request is made to Cumberland County.

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Cumberland Area Economic Development Corporation
Valerie Copenhaver
Valerie@visitcumberlandvalley.com
53 W. South Street
Carlisle, PA 17013
717-240-7193

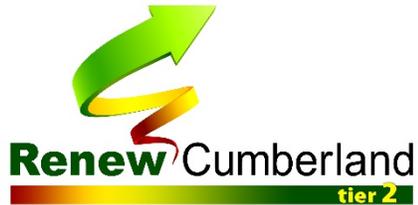
Chambers of Commerce

Carlisle Area Chamber of Commerce
801 S. Hanover Street
Carlisle, PA 17013
(717) 243-4515

Mechanicsburg Chamber of Commerce
6 West Strawberry Avenue
Mechanicsburg PA 17055
(717) 796-0811

Shippensburg Area Chamber of Commerce
53 W King St
Shippensburg, PA 17257
(717) 532-5509

West Shore Chamber of Commerce
4211 Trindle Road
Camp Hill, PA 17011
717) 761-0702



Small Business Grant – Application (Printable)

Administered by Cumberland Area Economic Development Corporation (CAEDC)

HOW TO SUBMIT: Review RCSBG Application Guidelines prior to completing Application. Applications can be accessed at www.cepa.net/CARES, filled out on-line (preferred), emailed to RCSBGApp@cumberlandbusiness.com, or mailed to: CAEDC, 53 W. South St., Suite 1, Carlisle, PA 17013.

Grant Application

Date:			
Grant Applicant Information			
Grant Application Legal (Business) Name (same as tax return):			
Grant Applicant Address (mailing):			
Municipality (physical location):			
Primary Contact Name:			
Contact Phone Number:			
Contact Email:			
Business Phone #:			
Tax ID / EIN #:			
Legal Structure:	C-Corp <input type="checkbox"/>	LLC <input type="checkbox"/>	LLP <input type="checkbox"/>
	S-Corp <input type="checkbox"/>	Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>

Grant Purpose

Grant Purpose (Please describe your need and how you will use the funds. If more space is needed attach an additional sheet):

Grant Amount Request:

\$

Use of Funds:

Working Capital (including payroll) <input type="checkbox"/>	Personal Protective Equipment <input type="checkbox"/>	Marketing <input type="checkbox"/>
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Other:

Application Questions:		
1. Describe your business presence in Cumberland County: <input type="checkbox"/> Headquarters in Cumberland County <input type="checkbox"/> Branch office in Cumberland County <input type="checkbox"/> No physical location, but doing business in Cumberland County		
2. NAICS Code (See NAICS TABLE on sheet 5 of these Guidelines): _____		
3. # of Full-Time Employees (March 1, 2020): _____ # of Part-Time Employees (March 1, 2020): _____ # of FTE (Full-Time Equivalents) (March 1, 2020): _____		
4. Number of Years in Business: _____		
5. What was your worst case operational status during COVID-19 (Closed, 1-25% Open, 26-50% open or +50% open): _____% Currently _____percent operational.		
6. Has your business received other COVID-19 funding? If yes, please provide the names of any loans/grants and describe how it was used. Check all that apply. <input type="checkbox"/> PPP <input type="checkbox"/> EIDL (Grant/Loan/Both) <input type="checkbox"/> CWCA <input type="checkbox"/> CARES – Small Business Assistance (CDFI) <input type="checkbox"/> CDBG-CV <input type="checkbox"/> PA 30 Day Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does your tax return show your company as being profitable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Is your business current with all local, state, and federal taxes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Did you attach FY 2019 P&L Statement, Latest Filed Tax Return and Completed W-9 Form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Is your business related to tourism?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Does your business have a line of credit or cash reserves? If yes, how many months do you anticipate these resources to be able to keep your business operational: _____months.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other comments?

Acknowledgements

- By checking this box, I acknowledge that I have read the Cumberland County COVID-19 County Relief Block Grant Program informational materials and hereby certify the following:
- ✓ All information and statements contained in this application, and all documents and exhibits submitted with this application, to the best of the applicant's knowledge are true, accurate, complete and not misleading, as of the date of this application.
 - ✓ Upon request, Applicant will submit additional information and documentation in support of this application. Any further information or documentation submitted by Applicant in connection with this Application shall also be subject to these acknowledgements.
 - ✓ The expenses enumerated in this grant application occurred or will occur between March 1, 2020 and December 30, 2020.
 - ✓ The proposed use of funds included in this application represents an eligible use as identified in Section 5001 of the CARES Act and Pennsylvania Act 24 of 2020.
 - ✓ The expenditures outlined in this application have not been reimbursed and will not be eligible for reimbursement from another federal program.
 - ✓ If successful, the grant will be treated as income and applicable taxes will be the responsibility of the Applicant and must be paid.
 - ✓ The Applicant has fully complied with, and will fully comply with, all federal, state, and local laws and regulations applicable to this grant and Applicant's business, assets and/or operations, and the Applicant is not currently under investigation with respect to any violation of, or 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.
 - ✓ The Applicant will adhere to U.S. Treasury CARES Act compliance requirements, including but not limited to, 2 C.F.R. (Congressional Federal Register) subpart F, Audit Requirements, U.S. OMB Uniform Guidance (2 C.F.R. Part 200) applicable to federal financial assistance, including 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. § 200.330 through 200.332 regarding subrecipient monitoring and management, and Subpart F regarding audit requirements (as may be applicable).
 - ✓ If successful, program funding will be expended by December 30, 2020.
 - ✓ **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 for awarding these grants and regardless of what the Applicant may have been told or read with respect to this grant program.
 - ✓ All decisions and recommendations with respect to this application and this grant are final and non-appealable. Applicant acknowledges that grant award determinations will be made based on both objective and subjective analysis of information available and that award determinations need not follow strictly or consistently the scoring methods utilized. The Applicant also acknowledges that the identity of funding and recipients, award amounts, and application scores and recommendations will become public information.
 - ✓ The person submitting this application has the authority of the Applicant to submit the Application on its behalf.
 - ✓ As a condition of the submission of this Application or receipt of grant funds, the Applicant hereby releases Cumberland County and CAEDC, their board members, elected officials, employees, agents and representatives of and from any claims and causes of action of any kind, type or nature in any way associated with the receipt and review of the Application, the administration of the COVID-19 County Relief Block Grant Program, the distribution of any program benefits, the decision not to provide program benefits and any other matter or thing in any way related to the program.

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Name, Title

9/2/2020

NAICS TABLE (Insert appropriate business NAICS CODE in Application Question 2 above)

<u>NAICS CODE</u>	<u>INDUSTRY</u>
72	Accommodation and Food Services (tourism related)
56	Administrative and Support and Waste Management and Remediation Services
11	Agriculture, Forestry, Fishing and Hunting
71	Arts, Entertainment, and Recreation (tourism related)
23	Construction
61	Educational Services (Higher Ed)
61	Educational Services (K-12)
52	Finance and Insurance
62	Health Care and Social Assistance
51	Information
55	Management of Companies and Enterprises
31	Manufacturing
21	Mining, Quarrying, and Oil and Gas Extraction
81	Other Services (except Public Administration)
54	Professional, Scientific, and Technical Services
92	Public Administration
53	Real Estate and Rental and Leasing
44	Retail Trade (some related to tourism)
48	Transportation and Warehousing
22	Utilities
42	Wholesale Trade

CARES Grant Evaluation Criteria Risk Rating Adjusted Weighting Model

CRITERIA	RATING	Risk Code	w.Factor	w.%
Business Location	HQ in CC = 5, Branch in CC = 3, Doing Business in CC = 1	Rate_Loc	1.50	18.52%
Industry - Risk Level	High = 5, Moderate = 3, Low = 1	Rate_Ind	1.00	12.35%
# of Years In Business	(>5 Yrs. = 5), (1-5 Yrs. = 3), (<1 Yrs. = 1)	Rate_Year	0.80	9.88%
Other Funding	No = 5, Yes = 1	Rate_Fund	1.50	18.52%
Worst Operation Status	Closed = 5, 0-25% Open = 3, 26+%Open = 1	Rate_Op%	1.00	12.35%
Profitable Business	Yes = 5, No = 1	Rate_Profit	0.80	9.88%
# Employees	(1-20 = 5), (21-50 =3), (51+ = 1)	Rate_Emp	1.50	18.52%
TOTAL			8.10	100.00%