

Union County CARES

Economic Recovery Plan

Union County, PA plans to distribute approximately \$2.5 million to eligible businesses and non-profit organizations affected by the COVID-19 pandemic. All funds are intended to assist in the recovery and sustainability efforts of the awarded businesses or non-profit organizations.

Who is eligible?

*Businesses, 501(c)(3) and 501(c)(19) organizations located/operating in Union County, PA with 100 employees or less. **Note: Union County CARES funding may only be applied to working capital needs and expenses. Priority will be given to those who have not already received public funding pertaining to COVID-19.***

When will the funds be distributed?

Through December 2020.

How can my business/non-profit organization receive funding?

*Businesses, 501(c)(3) and 501(c)19 organizations will be selected through an application process with a scoring system based on the information provided. **Note: Proprietary and financial information will not be made public.***

Details & Application:

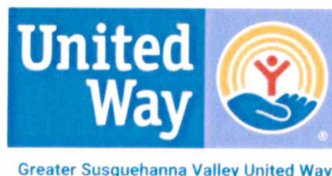
<https://union-county-cares-grant-unioncounty.hub.arcgis.com>

Funds awarded by:

COUNTY of UNION

P E N N S Y L V A N I A

In partnership with:





Office of Commissioners

County Commissioners

Preston R. Boop, Chairman

Jeffrey P. Reber, Vice Chairman

Stacy A. Richards, Secretary

Chief Clerk/Administrator

Susan A. Greene

Press Release

FOR IMMEDIATE RELEASE:

Date: August 6, 2020

UNION COUNTY – Small businesses and eligible non-profit organizations in Union County are encouraged to apply for funding to assist with recovery and sustainability efforts caused by the COVID-19 pandemic.

Union County Commissioners have developed a grant program to distribute approximately \$2.5 million to small businesses, 501(c)(3) and 501(c)(19) organizations for working capital needs and expenses.

Eligible applicants are businesses, corporations, partnerships, LLCs, sole proprietors with 100 or fewer employees and non-profits located in or nearby and provide services to Union County that have been adversely impacted by the COVID-19 pandemic. Applicants of the Union County CARES Small Business/Non-profit Recovery Sustainability Fund will be given priority if they have not already received public funding pertaining to COVID-19.

“We’re excited to have this opportunity to assist hard-working businesses and non-profit organizations throughout our county. We are encouraging those eligible to go to the website to apply on-line for these grants,” said Union County Commissioners Preston Boop, Jeff Reber and Stacy Richards in a joint statement.

Applications must be submitted between August 6 – August 20, 2020. Incomplete or incorrect applications will not be considered. Rules, details and a FAQ document can be found at Union County Cares web site.

To apply, visit: <https://union-county-cares-grant-unioncounty.hub.arcgis.com/>.

Businesses, 501(c)(3) and 501(c)(19) organizations will be selected to receive funding, up to \$15,000, through a scoring system based on the information provided. Grant awardees will be announced. Proprietary and financial information will not be made public.

Funds will be distributed through December 2020, to the various business/organization types.

This funding was made possible through the federal CARES Act distributed by the Pennsylvania Department of Community and Economic Development, and coordinated by the Union County Commissioners, the Central PA and Greater Susquehanna Valley chambers of commerce and the Greater Susquehanna Valley United Way.

Questions can be emailed to caresgrant@unionco.org or by calling Tea Jay Aikey, President & CEO of the Central PA Chamber of Commerce, at 570-742-7341.

Union County CARES
Small Business/Non-Profit Recovery & Sustainability Fund

Background

Ensuring the safe resumption and the successful continuation of business activity, as well as the life-sustaining work done by non-profits in Union County, as COVID-19 pandemic-caused safety and health guidelines continue, is the fundamental focus of the Union County CARES-Small Business/Non-Profit Recovery & Sustainability Fund. Businesses and non-profits must have access to adequate working capital to continue to operate and to thrive during these trying times. All Union County businesses (corporations, partnerships, LLC's, sole proprietors) and 501(c)3 and 501(c)19 non-profit organizations with 100 or fewer employees who have been adversely impacted by the COVID-19 pandemic may apply to the Union County Small Business/Non-Profit Recovery & Sustainability Fund for working capital to assist with their operations. 501(c)(3) and 501(c)(19) non-profits located nearby and providing services in Union County may also apply.

The development of the fund's guidelines involved considerable local expertise and input from elected officials, economic development/human services organizations, lenders, as well as, accounting and banking professionals. Additionally, best practices from other county-distributed COVID-19 small business funds were evaluated for the ideal process to use in Union County. This fund will make working capital available to eligible applicants in Union County, based on the total of points allotted per the 'Fund Scoring Components' found in Appendix A.

Funding may be used to cover working capital needs due to normal business interruptions caused by the pandemic and to help qualifying businesses and agencies modernize their facilities for the health and safety needs required to operate sustainably, and to re-build their work force, while safely meeting the needs of their customers and clients.

Eligibility

Eligible applicants are businesses (corporations, partnerships, LLCs, sole proprietors, and) 501(c)3) and 501(c)(19) non-profits that operate in Union County whose companywide headcount is 100 or fewer on March 1, 2020. This application process will also be used to award grants to 501(c)(3) and 501(c)(19) non-profits located in or nearby and providing services in Union County. Working capital grants will be made available to the entities that qualify, based on funding availability. **An important note:** Union County CARES funding may only be applied to those working capital needs and expenses for which the eligible applicant has not received other government funding.

Supporting Detail

Prior to the current pandemic, Union County's economy was robust with 1,035 for-profit and not-for-profit businesses and agencies employing 18,296 individuals with an unemployment rate of 4.0%. Additionally, there were 574 farms with total revenues of \$147.2 million creating a market value for all agricultural products of \$425.8 million. The average annual household income in Union County is \$75,371, with a poverty rate of 12.6%.

Source of Data: Center for Rural Pennsylvania, 2018

Framework

The timeline to distribute the working capital funds to eligible Union County entities is:

Registration	Evaluation	Awards	Distribute
<i>August 6th</i>	<i>August 20th</i>	<i>September 1st</i>	<i>Immediately after September 1st</i>
Begin receiving/evaluating applications. Process the level of demand and actual financial impact on the Fund total.	Applications will be reviewed and scored by a panel of impartial reviewers. Any incomplete/erroneous information will be pursued.	Successful applicants will be announced.	Initial rounds of funding distributed and delivered following the September 1 st announcement of awards.

How to Apply

Any eligible Union County agency (see *Eligibility*, above), will have access to working capital grants. Interested entities will apply through an online tool that can be accessed at: <https://union-county-cares-grantunioncounty.hub.arcgis.com/>. This application system has been designed and developed specifically for this initiative. Application will be simple and will require the applying entity's information, address with valid depository information, contact information, identification of business sector and number of employees as of March 1, 2020. The individual applying on behalf of a business/non-profit entity will be required to read and accept a certification. After applying, a confirmation notice will be sent to the applicant outlining the evaluation and award process. The window for registration is August 6-20, 2020.

Fund Disbursement Outline

Initially approximately \$2.5 million will be available to eligible entities. The County of Union will begin the fund disbursement process following review and approval of applicants by the County Board of Commissioners, which is scheduled for September 1, 2020. As many as three phases are anticipated to effectively distribute the funding. Phased distribution will begin immediately following the award decisions.

Public Disclosure of Applicants

The Board of Commissioners of Union County will receive a full list of all applicants for funding, including those who are not recommended for an award. All funding recommendations will be approved by the Board of Commissioners of Union County at a public meeting based upon the score-driven recommendations from the application review team. The application scoring system

and criteria is included in the following Application Details Section. 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.

Application Details

The attached scoring criteria (Appendix A) were developed with the intent to inject much needed capital and liquidity into those businesses which have been the most impacted and are best positioned to be retained by this funding and to expand again in the future.

Eligible Applicants:

Eligible applicants are businesses (corporations, partnerships, LLCs, sole proprietors, and) 501(c)3) and 501(c)(19) non-profits that operate in Union County. This application process will also be used to award grants to 501(c)(3) and 501(c)(19) non-profits located in or nearby and providing services in Union County who meet the following criteria:

- The companywide employee headcount was 100 or fewer on March 1, 2020;
- The business must exhibit that it was profitable prior to the pandemic by providing its net profit after adding back depreciation (net profit before depreciation) based on its most recently filed tax return.
- Passive businesses, without any employees, such as commercial and residential landlords are ineligible;
- Applicant must agree to a certification.

Funding Uses and Purposes:

- Secure access to funding for working capital including, but not limited to, payroll, rent, mortgage, including facility retrofits and consumable supplies required to meet the Center for Disease Control's COVID-19 pandemic health and safety guidelines.

Grant Award Amounts:

- The lesser of \$15,000 or three months of average monthly operating costs based on 25% of the total business operating expenses reported on the most recently filed federal tax return.
- The applicant will choose how best to utilize the funding across working capital needs and/or for facility retrofit improvements for public health requirements. Any public health retrofit done in response to COVID-19 occurring after March 1, 2020 and before December 30, 2020 is eligible.

The Board of Commissioners of Union County reserve the right to change or modify any applicant requirement and eligibility and/or grant amount at any time while this program is in effect, up to and including, canceling the program and re-directing the funds for other uses.

Application Requirements

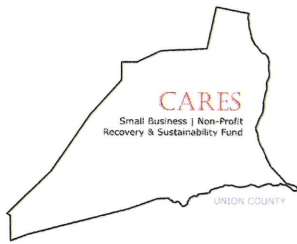
Detailed application information and an application submission portal will be made available at <https://union-county-cares-grantunioncounty.hub.arcgis.com/> and will be marketed throughout Union County. Applicants may apply beginning August 6th. Entities desiring to submit hard copy applications will be provided drop-off instructions. A member of the Support Team will input hard copy applications into the web portal upon receipt. All applications received will be scored based upon the scoring criteria (Appendix A). The highest-ranking applications will be forwarded to the Board of Commissioners of Union County for review/approval at their duly advertised September 1, 2020 public meeting.

Certifications

Applicants shall be required to sign a certification indicating that all the information submitted is accurate.

APPENDIX A
Fund Scoring Components

Criteria	Weight	5 points	4 points	3 points	2 points	1 point	Not Qualified
Year-over-Year Revenue Decline (April, May, June)	30%	80-100%	60-79%	40-59%	20-39%	0-19%	Growth
Other Government Funding Received since March 1, 2020	30%	Applied-Denied/ No Action or Did Not Apply					Received other funding for same expense
Number of Employees on March 1, 2020	15%	1-5	< 25	< 50	< 75	< 100	> 100
Economic Impact on Union County	15%	Non-profit, Hospitality, Agriculture, Childcare, Education/ Healthcare, Information, Retail	Trades/ Transportation/ Utilities	Manufacturing, Finance/ Professional Business	Natural Resources	Other	Not currently operating nor in business
Length of Time in Business	10%	> 10 years		3-10 years		< 2 years	



Union County CARES Small Business/ Nonprofit Recovery & Sustainability Fund

APPLICATION

Please submit your application below, along with all required documentation, for the Union County CARES Small Business/Nonprofit Recovery & Sustainability Fund. Incomplete or incorrect applications will not be considered. Applications must be submitted between Thursday, August 6, 2020 @ 8:00 am and Monday, August 20, 2020 @ 7:00 pm. Fund rules, information, and an FAQ document, as well as a step by step guide, can be found at <https://union-county-cares-grant-unioncounty.hub.arcgis.com/>. Additional questions may be answered by emailing to caresgrant@unionco.org, or by calling Tea Jay Aikey, President & CEO of the Central PA Chamber of Commerce, at 570-742-7341.

Applicant Information

Entity Legal Name* _____

Business Name or DBA* _____

Employer Identification Number (EIN)* _____ ☐ I do NOT have an Employer Identification Number (EIN)

Please select the industry option that most closely represents the majority of the applicant's activities.* Social Security Number (If no EIN) _____

- ☐ Agriculture ☐ Childcare ☐ Education/Healthcare ☐ Finance/Professional Business ☐ Hospitality ☐ Information
☐ Manufacturing ☐ Natural Resources ☐ 501(c)3 or 501(c)19 Non-profit ☐ Retail ☐ Trades/Transportation/Utilities ☐ Other

Summary of Services/
Goods Produced*

NAICS Code* _____ First Calendar Year of Operations* _____ Number of total employees as of March 1, 2020* _____

Please check all that apply ☐ Minority-owned business ☐ Woman-owned business ☐ Veteran-owned business

Business Location

Street Name* _____

City* _____ Zip Code* _____

Municipality* _____

Mailing Address

If different than above for fund distribution.

Street Name _____

City _____ State _____ Zip Code _____

Primary Contact

First Name* _____ Last Name* _____

Title* _____ Phone* _____

Email* _____

Financial Impact Information

Please describe the current impact of COVID-19 to your operations and how you would use this grant assistance*

Total Revenue April 1 to June 30, 2019* \$ _____ Total Revenue April 1 to June 30, 2020* \$ _____

Total operating expenses reported on most recent year's submitted tax return or 990* \$ _____

Depreciation included in operating expenses on most recent year's submitted tax return or 990* \$ _____

Net Profit/Surplus reported on most recent year's submitted tax return or 990* \$ _____

Amount of capital requested* \$ _____

What is the status of other government funding the applicant received since March 1, 2020?*

Have you received other special COVID assistance government funding such as PPP, SBA, EIDL, PIDA CWCA, etc.?

- ☐ Yes, we received other special COVID assistance government funding since March 1, 2020.
- ☐ No, we did NOT receive other special COVID assistance government funding since March 1, 2020.

What is the current status of the applicant?*

- ☐ We could operate with few restrictions in Union County's Red phase
- ☐ We could operate in Union County's Red phase, but had limited operations
- ☐ We could operate with few restrictions beginning in Union County's Yellow phase
- ☐ We had limited operations available beginning in Union County's Yellow phase
- ☐ We can only operate when Union County is in the Green phase AND/OR we are operating in the Green Phase with restrictions

Please include the following:

- Internal financial statement or summary of April - June 2019 revenues*
- Internal financial statement or summary of April - June 2020 revenues*
- Completed W-9 form*
- Applicant's most recent year's submitted federal tax return or 990*
- Retrofit receipts or estimates

Union County CARES Recovery & Sustainability Fund - Certification by Applicant

The Applicant certifies that:

1. All information and statements contained in this Application, and all documents and exhibits submitted with this Application, are to the best of Applicant's knowledge, true, accurate, complete and not misleading, as of the date of this Application. Any further information or documentation submitted by Applicant in connection with this Application shall also be subject to this certification, which shall be deemed to be remade as of the date submitted.
2. Applicant has fully complied with, and will fully comply with, all federal, state and local laws and regulations applicable to this grant and applicable to Applicant's business, assets and/or operations, and the Applicant is not currently under investigation with respect to any violation of, or other 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. All funds will be utilized for purposes consistent with the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act").
3. The Application is based on the Applicant's reasonable estimate of financial need for, and all funds will be utilized by the Applicant solely for, working capital, operational costs or COVID-19 health or safety related expenses necessary to maintain or continue the Applicant's operations in Union County, Pennsylvania, including (without limitation) payroll, rent, mortgage, supplies, personal protective equipment and other operating expenses, and retrofitting capital costs, and all funds received from this program by Applicant shall be used for such purposes.
4. Applicant will submit additional information and documentation in support of this application and/or the grant requested or awarded with respect to this Application, in each case, upon request, and will permit the County of Union or its representatives, designees or affiliates to inspect and/or audit the books, records, premises and operations of the Applicant to assure compliance with the requirements of this program. Applicant hereby acknowledges and agrees that all information may be shared by and with the County of Union, Pennsylvania, the Central PA Chamber of Commerce, the Greater Susquehanna Valley Chamber of Commerce, the Greater Susquehanna Valley United Way, their respective partners, designees, affiliates, employees, agents, volunteers and committees to the extent such disclosure is made in connection with the application and this grant program.
5. 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 used for awarding these grants and regardless of what the Applicant may have been told or read with respect to this grant program. As a condition and in exchange for the consideration of receiving and reviewing this application, the Applicant hereby releases and will hold harmless the County of Union, Pennsylvania, the Central PA Chamber of Commerce, the Greater Susquehanna Valley Chamber of Commerce, the Greater Susquehanna Valley United Way, their respective partners, designees and

affiliates in facilitating and administering this grant program and their respective Board of Commissioners, Boards of Directors, officers, employees, representatives, volunteers and committees of and from any and all claims and/or causes of action of any kind or type arising from or out of (a) their receipt and review of this application and any information or documentation of or concerning the Applicant, (b) any decisions or recommendations with respect to this application, (c) the administration of this program and/or the award or denial of funds and/or the sufficiency thereof, and (d) any other matter or thing related to this program.

6. As a condition of Applicant's submission of the Application and receipt of any Benefits made available under the Program, the Applicant hereby releases the County of Union, Pennsylvania, the Central PA Chamber of Commerce, the Greater Susquehanna Valley Chamber of Commerce, the Greater Susquehanna Valley United Way, their respective partners, designees and affiliates in facilitating and administering this benefit program and their respective Board of Commissioners, Boards of Directors, officers, employees, representatives, volunteers and committees of and from any claims and/or causes of action of any kind or type arising from or out of (a) their receipt and review of the Application, (b) the administration of the Program and/or distribution or delivery of the Benefits available under the Program, (c) the Benefits received by the Applicant, and (d) any other matter or thing related to the Program.
7. All decisions and recommendations with respect to this application and this grant are final when made and are non-appealable. The 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 applicants and recipients, award amounts and application scores and recommendations will become public information.
8. The individual signing below is legally authorized by the Applicant to submit this application, to sign this certification and to legally bind the Applicant.

I agree to all of the above requirements

By submitting this application, I agree that this application is final and cannot be edited

Applicant Signature* _____

Date Signed _____

Union County CARES

Frequently Asked Questions (FAQs)

1. Who is eligible to receive Union County CARES?

Eligible applicants are businesses (corporations, partnerships, LLCs, sole proprietors), and 501(c)3) and 501(c)(19) non-profits that operate in Union County whose companywide headcount is 100 or fewer on March 1, 2020. This application process will also be used to award grants to 501(c)(3) and 501(c)(19) non-profits located in or nearby and providing services in Union County.

2. How much may we apply for from the Union County CARES?

You want actual need to stipulate a dollar amount as part of your application. The amount you will be qualified to receive is the lesser of \$15,000 or the average operating costs based on 25% of the total business operating expenses reported during the period April 1-June 30, 2020 and the same calendar quarter on your most recently filed federal tax return.

3. How will successful Union County CARES applications be selected?

The selection is based on the score each application receives. The scoring is explained in Appendix A, Fund Scoring Components found in the Fund Guidelines. Upon completing your application, you will be instructed to upload the application to <https://union-county-cares-grantunioncounty.hub.arcgis.com/>.

4. How long do I have to apply for funds?

The application window is August 6-20, 2020. You are strongly encouraged to complete the application as soon as possible.

5. When will I know if my application has been funded?

Applications will be scored as they are received. Each application will be evaluated and qualified by a panel of impartial reviewers. Based on this review, the successful applicants will be recommended for action, within the limits of available funding, to the Board of Union County Commissioners at their duly advertised public meetings, beginning in September 2020.

6. If my application is successful, how will I receive the funds?

The process to release funds to successful applicants will begin upon conclusion of the September 1, 2020 meeting of the Board of Commissioners of Union County. Successful applicants will receive a check via First Class Mail. It's critical that applicants include a Form W-9 with their application to expedite the payment process.

7. How should we determine which industry option to choose?

Your business (sector) selection will help the evaluators to rate your application. Please reference your NAICS code to help select which category your company should register as. You can search your NAICS code at www.naics.com/search. Non-profit enterprises are strongly encouraged to work with the Greater Susquehanna Valley United Way on their application questions.

8. Can Union County businesses with more than 100 employees apply?

Not currently. This is due to the Commonwealth of Pennsylvania Department of Community and Economic Development guidelines which limit the grants to businesses with 100 or less employees.

9. Is there anyone I can contact if I have questions about completing my application?

Yes. Please feel free to contact:

TeaJay Aikey, President & CEO
Central PA Chamber of Commerce
(570) 742-7341
caresgrant@unionco.org

10. Is the Union County CARES program awarding grants or loans?

Union County CARES is awarding grants that do not have to be paid back. The funding was received as part of the federal CARES Act Coronavirus Relief Fund which directed federal dollars through the PA Department of Community and Economic Development (DCED) to eligible units of local government, such as Union County.

11. How much Union County CARES funding is available?

Initially, at least \$2.5 million will be available.

12. What can grant funds be used for?

Funds may be used to cover necessary working capital costs or for retrofitting expenses incurred or occurring after March 1, 2020. Working capital may include payroll, rent, mortgage, supplies and other operating expenses. The grant funds cannot be used to pay back loans to shareholders, partners, the sole proprietor or to family members.

13. Is there a cap amount on the size of a business grant?

Grants are capped at \$15,000 or 25% of operating expenses not including depreciation and amortization on the most recently filed tax return, whichever of the two figures is less. Not all applicants will receive the maximum award.

14. Is there enough funding to meet the need?

Available funds are limited; and demand is anticipated to be high. There is no guarantee that all applicants will receive the funding for which they have applied. Successful applicants will be selected based upon the scoring matrix.

15. When will the grant application process open?

Eligible agencies and businesses may apply at <https://union-county-cares-grantunioncounty.hub.arcgis.com/> beginning August 6, 2020 at 7:00 a.m. (prevailing time)

16. How long will the grant application window be open?

The portal will be open for 14 *consecutive days*, closing at 7:00 p.m. on August 20, 2020. (prevailing time)

17. What is the process for applying?

All applicants are encouraged to apply online at <https://union-county-cares-grantunioncounty.hub.arcgis.com/> to facilitate processing. Paper applications, with drop-off instructions, may be picked-up in the lobby of the Union County Government Center, 155 N. 15th Street, Lewisburg, PA 17837 during regular business hours beginning August 6, 2020. All applications received by the application deadline will be uploaded to the website portal by the application team.

18. Can I save my electronic application and come back to it later?

No.

19. What information will I need to gather to submit a grant request?

The necessary information to complete the application is:

- a. Entity address and EIN/SSN number
- b. Industry by NAICS Code
- c. April-June 2019 Revenue Statement
- d. April-June 2020 Revenue Statement
- e. 2019 total operating expenses
- f. 2019 depreciation included in operating expenses
- g. The year the agency or business was established
- h. Employee headcount as of March 1, 2020
- i. Copy of the agency's/business' last submitted federal tax return or Form 990
- j. Background information on how COVID-19 has impacted agency/business operations and/or working capital
- k. Completed W-9

20. If I have received other government funding assistance, can I still receive grant funding through Union County CARES?

Yes. Priority will be given to agencies and businesses which did not receive other government funds since March 1, 2020. If your business received other federal, state or local loans or grants you are still eligible to apply. However, you cannot use the Union County CARES for the exact expenses as you used the other funds. This includes, but is not limited to, Economic Injury Disaster Loan, Paycheck Protection Program and Pennsylvania Industrial Development Authority Covid-19 Working Capital Access Program. A portion of the application will ask you to indicate whether you have received special COVID assistance (such as the items above). When answering this question, do not include items such as bank loans acquired at market rate or Pandemic Unemployment Assistance.

21. What is the purpose of the “minority owned, women owned, or veteran owned” question on the Application?

As the recipient and the administrator of this block granted funded program, Union County agreed to collect and report back to the state and federal government certain demographic information. While your reply to this question does not affect your eligibility nor overall score (see Appendix A). The Union County Board of Commissioners is highly motivated and

committed to ensure that no demographic group, in particular minorities, women or veterans, would be excluded from this important funding.

22. My business has multiple locations in Union County. May I apply more than once?

No. You may only submit one application per agency or business entity.

23. May I apply if I have business locations in multiple counties?

A business applicant must have a physical operating location in Union County, Pennsylvania, and must have employed 100 or fewer employees companywide as of March 1, 2020. In the case of eligible non-profits, the applicant must provide services to Union County. All funds awarded must be used for costs incurred at the Union County facilities and operations. For example: Company A has three locations (Union, Snyder and Montour counties). Total headcount for all three locations is 18 people. Company A is eligible to apply because the company's headcount is 100 or fewer. A second example: Company B has three locations (Union, Snyder and Montour counties). Total headcount for all three locations is 125. Company B is not eligible to apply because the company's headcount is greater than 100.

24. If I own more than one business and/or agency, including common ownership of several entities among a small number of people, am I allowed to apply for each business individually or should I apply as a group?

Each entity filing a federal tax return is considered to be an eligible applicant.

25. As a franchisee, may I apply?

Yes, however, an eligible franchisee applicant must have a physical operating location in Union County, Pennsylvania, and must have employed 100 or fewer employees companywide as of March 1, 2020. All funds awarded must be used for costs incurred at the Union County facilities and operations. Franchisees should count the total number of employees on March 1, 2020, under an individual EIN or SSN as their total headcount.

26. Will businesses in operation for less than a year be eligible?

Yes, however the business will have to meet the eligibility requirements, submit a completed tax return and exhibit profit before depreciation.

27. May I apply these grant funds against costs that were used to claim forgiveness under another grant or loan program, for example a PPP loan?

No, funds received under this program may not be applied against any costs that were also used to satisfy the requirements of another COVID-19 directed grant or loan program.

28. Is it required that the applicant follow(s) federal, state and local laws, including the Governor's COVID-19 Disaster Emergency Proclamations?

Yes, all applicants are required to certify that they have followed and are currently following federal, state and local laws including The Governor's COVID-19 Disaster Emergency Proclamations. Applicants should consult with their attorney if they have questions about certifying their operational eligibility.

29. What is the purpose of the “current status of the applicant” question on the Application?

Your reply to this question does not affect your eligibility nor overall score (see Appendix A). The Union County Board of Commissioners is very interested in collecting high-quality information, via this program, which they can use in advocating on behalf of agencies and businesses countywide. The data from this question will be helpful in suggesting additional high-impact programs that can assist in countering the negative business impacts of the COVID-19 pandemic.

30. If I own a passive business am I eligible to apply?

No, passive businesses such as commercial and residential landlords are ineligible.

31. For purposes of determining my number of employees, do I use headcount or the full-time equivalents?

Your application is based on headcount. Count each full-time and each part-time employee you employed who receives a W-2 as one headcount. The number of hours an employee works does not apply to headcount. For example: an entity has 7 full-time employees and 4 part-time employees, the entity's headcount is 11 employees. Third party subcontractors should not be included in your headcount.

32. On what date do I base the employee headcount? I've laid people off, reduced staff or have people on furlough.

The headcount is based on your full-time and part-time count on March 1, 2020. If the entity is not fully operational or closed on March 1 (which was a Sunday), use March 2, 2020 as the headcount date.

33. Is the owner included in the headcount?

Yes, if the owner works in the business.

34. Will my information be publicly released?

Certain application information will be available publicly for all applicants, such as: agency/company name and location, funding amount awarded, and your criteria score result. Proprietary business information that will NOT be publicly released including any revenue amounts, operating expense amounts, or whether other funding was obtained.

35. Will I receive a grant if my application is incomplete, or contains errors?

No, a grant will not be awarded if the application is incomplete, not properly executed, contains erroneous information or lacks proper documentation.

36. Where can I see what I will need to certify to?

Please read Appendix A-Program Guidelines as well as the eight points listed on the Application carefully. Prior to disbursement of grant funds, the successful applicant will be required to sign a certification for the County of Union.

37. How will applications be scored?

Scoring is automated. Scoring criteria (see Appendix A-Program Guidelines) has been developed that weights 60% on need, 25% on business impact/sustainability variables, and 15% on the size of your agency/business. These criteria weights will be applied to applications automatically based on information submitted. Application team members will review information submitted for accuracy and subjective analysis might be applied, as necessary.

38. What is the approval process for applicants?

All applications will be automatically scored based upon the criteria in Appendix A, with the highest ranked applications being recommended for approval to the Union County Board of Commissioners at its next available public meeting following the application review period, beginning in September. The Board of Commissioners will receive the full list of applicants and their scores for approval.

39. Who will disburse the funds?

The County of Union will disburse funds following review and approval of the recommended applicants by the Board of County Commissioners.

40. If I am approved, how long until I get my award?

Your payment will be expedited to the best of our ability. The number of applications approved, and other variables will affect award payment timing.

41. After receiving grant funds, will I need to provide documentation to prove that the funds were used for their intended purpose?

Awardees will be required to complete a brief close-out survey to outline final use of funds and outcomes from fund utilization.

42. Are awarded funds taxable income?

You will receive a Form 1099. Please consult your tax professional for an official determination.

43. Do you have additional questions about Union County CARES funds?

Please visit <https://union-county-cares-grantunioncounty.hub.arcgis.com/> for helpful information regarding the Union County CARES program, as well as other resources available to help businesses during this transition period. Also, for more in-depth information on these funds please visit the state website at: <https://dced.pa.gov/download/covid-19-county-relief-block-grant-guidelines-2020/?wpdmdl=94990>.

44. Are business applicants required to be members of the Central PA Chamber of Commerce or the Greater Susquehanna Valley Chamber of Commerce?

No, grant funds are available for all businesses in Union County who meet the criteria.

45. Are non-profit applicants required to be partner agencies of the Greater Susquehanna United Way?

No, grant funds are available for all 501(c)(3) or 501(c)(19) non-profits who meet the criteria.

**APPENDIX A
Fund Scoring Components**

Criteria	Weight	5 points	4 points	3 points	2 points	1 point	Not Qualified
Year-over-Year Revenue Decline (April, May, June)	30%	80-100%	60-79%	40-59%	20-39%	0-19%	Growth
Other Government Funding Received since March 1, 2020	30%	Applied-Denied/ No Action or Did Not Apply					Received other funding for same expense
Number of Employees on March 1, 2020	15%	1-5	< 25	< 50	< 75	< 100	> 100
Economic Impact on Union County	15%	Non-profit, Hospitality, Agriculture, Childcare, Education/ Healthcare, Information, Retail	Trades/ Transportation Utilities	Manufacturing, Finance/ Professional Business	Natural Resources	Other	Not currently operating nor in business
Length of Time in Business	10%	> 10 years		3-10 years		< 2 years	

