



Part 1

For assistance with this loan application contact the Penn State Small Business Development Center at 814-863-4293 or sbdc@psu.edu

Email messages will be responded to quicker due to SBDC team working remotely.

Section 5001 of the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), which became law on March 27, 2020, establishes a Coronavirus Relief Fund. The CARES Act requires that governmental recipients of Coronavirus Relief Fund money use it for expenditures that:

1. Were necessary expenditures incurred due to the COVID-19 public health emergency,
2. Were not accounted for in the governmental budget most recently approved as March 27, 2020;
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Related guidance issued by the United States Department of the Treasury ("U.S. Treasury") permits funds to be used to provide "grants to small businesses to reimburse the costs of business interruption caused by required closures." Frequently Asked

Questions issued by the U.S. Treasury indicate that such grants may be used to reimburse the costs of business interruption caused by required closures as well as “to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.” Such effects must relate to the period that began on March 1, 2020 and ends on December 30, 2020.

Pennsylvania Act 24 of 2020 provides that Coronavirus Relief Fund Money distributed through the Commonwealth, which includes the funds received by the County used to fund this Business Interruption Grant program, may be used for small business grant programs to:

1. “Support businesses with fewer than 100 employees with priority given to those businesses that did not receive a loan or grant through the federal Paycheck Protection Program or the Economic Injury Disaster Loan Program established under the CARES Act.”
2. The grants are also available to businesses and other entities that are primarily engaged in the tourism industry, with 100 or more employees.
3. This application process is not for non-profits, that will be a separate application process.

Applicants must:

- Be appropriately licensed, headquartered and operating in Centre County.
- Operate from a physical location in Centre County.
- Have experienced a revenue decline due to COVID-19.

Instructions:

Answer all questions completely and accurately. It is important that this form be completed in its entirety as if parts are left blank, we may not be able to fairly evaluate this business grant application.

Name of Business

List names and addresses of all owners, if applicable

Type of Legal Entity

If selected Other, please explain

Employer Identification Number (EIN)/Tax Identification Number (TIN)/SS - (Please enter your nine digit EIN/TIN with no dashes or spaces.)

Date Entity was Established (Please enter a valid date on the form: mm/dd/yyyy)

NAICS (look up: <https://www.naics.com/search/>) *NAICS Industry code is the first two digits of your NAICS code, please choose your two digit industry code.*

Describe the products or services that your business sells.

State of Incorporation

Was your entity in operation prior to March 1, 2020

Yes

No

Number of years in business

Internet Website (if any)

Name of Representative Submitting Application

First Name

Last Name

Address

Street

City

State

Zip Code

Email Address**Telephone Number (XXX-XXX-XXXX)**

Is your organization appropriately licensed and operating from a location(s) in Centre County?

 Yes No

List all addresses where your organization operates in Centre County

Does your organization have fewer than 100 total employees? *This grant is only for businesses of 100 or fewer employees, except those involved in tourism.

- Yes
- No

Are you involved in the tourism industry? *This grant is only for businesses of 100 or fewer employees unless involved in tourism.

- Yes
- No

How many total employees in your organization on March 1, 2020?

How many total employees in your organization on July 31, 2020?

How many of your employees reside in Centre County?

Describe how your business supports other Centre County businesses or positively impacts our community.

- Job creator of 10 employees or more in the last two years
- Leads one or more fund raisers for Centre County non-profits annually.
- Purchases more than 30% of your raw materials, products or services from Centre County businesses
- Is a 'legacy/cornerstone' Centre County business that residents or visitors look forward to frequenting
- Other

Please expand on your selection of Other

Describe how your business's impact on Centre County has been affected by COVID-19 (example, have not been able to return employees to work or hire new employees)

Please indicate if you have applied for, been awarded or plan to apply for the following programs?

(Receipt of such funds will not disqualify applicants, but first priority is given to applicants that did not receive such funds.)

	Amount
EIDL Advanced (CARES Act Economic Injury Disaster)	<input type="text" value="0"/>
EIDL Loan (CARES Act Economic Injury Disaster Loan Program assistance)	<input type="text" value="0"/>
PPP Loan (CARES Act Paycheck Protection Program assistance)	<input type="text" value="0"/>
Other Disaster Loans/Grants /Programs (examples, CDFI: Progress Fund, State Working Capitol Program, Subsidized employee wages, Unemployment Compensation, etc.)	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

Gross Monthly Income in Dollars (example: \$25,000)

	2019	2020
March	<input type="text" value="0"/>	<input type="text" value="0"/>
April	<input type="text" value="0"/>	<input type="text" value="0"/>
May	<input type="text" value="0"/>	<input type="text" value="0"/>
June	<input type="text" value="0"/>	<input type="text" value="0"/>
July	<input type="text" value="0"/>	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>	<input type="text" value="0"/>

Year over Year (March, April, May, June, and July 2019 vs. 2020) Revenue Decline

Eligible Expenditures:

Please list your organization's operating expenditures in the following categories for the period running from March 1, 2020 through July 31, 2020. The maximum amount of business interruption grant may not exceed the total of your expenses in the following Eligible Expenditure categories identified by the Pennsylvania Department of Community and Economic Development (DCED).

	March 1, 2020 through July 31, 2020 (actual)
Rent	<input type="text" value="0"/>
Mortgage Interest	<input type="text" value="0"/>
Utility Bills	<input type="text" value="0"/>
Cable	<input type="text" value="0"/>
Internet	<input type="text" value="0"/>
Phone	<input type="text" value="0"/>
Spoilage (material or the amount of material that is spoiled or wasted due to COVID-19 closures/challenges)	<input type="text" value="0"/>
Personal Protective Equipment (PPE) Purchases	<input type="text" value="0"/>
Cleaning Supplies	<input type="text" value="0"/>
Unemployment Compensation Costs (employers contribution)	<input type="text" value="0"/>
Any other cost associated with the preparation of the place of business to mitigate the spread of COVID-19	<input type="text" value="0"/>
#Conjoint, Total#	<input type="text" value="0"/>

Do you project a continued loss from August 1, 2020 - December 30, 2020. If so, please explain.

If there are other similar operating expenditures that you believe should be considered in determining the maximum amount of the business interruption grant you are applying to receive, please list the type and amount of those expenditures with an explanation of your basis for believing that they should be considered.

NOTE: Receipts are not necessary for this grant submission. If Centre County Government is audited, we may need to request at a later date.

To complete this application, you will need to upload the following documents. In order to help maintain confidentiality, we suggest you write the following statement on all documents before you upload.

I attest that this information uploaded/attached herein is marked CONFIDENTIAL by Applicant. Applicant expects Centre County to maintain the same as CONFIDENTIAL and shall not share this information with any party other than county personnel and/or reviewing agencies.

× **SIGN HERE**

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Business financial information: Profit and Loss statement from March 1st to July 31st for 2019 and March 1st to July 31st 2020 or comparable documentation.

We suggest you put the following statement on the business financial statements before you upload the documents.

I attest that this information uploaded/attached herein is marked CONFIDENTIAL by Applicant. Applicant expects Centre County to maintain the same as CONFIDENTIAL and shall not share this information with any party other than county personnel and/or reviewing agencies.

Business financial information: Most recently submitted Federal Tax Return. 2018 or 2019 business tax returns, including Schedule C. If you do not have a business tax return, please submit your personal tax return.

We suggest you put the following statement on the business financial statements before you upload the documents.

I attest that this information uploaded/attached herein is marked CONFIDENTIAL by Applicant. Applicant expects Centre County to maintain the same as CONFIDENTIAL and shall not share this information with any party other than county personnel and/or reviewing agencies.

Government Issued Photo ID such as a Driver's License or Passport

Proof of Business Registration with the PA Department of State in the form of a copy of official filing with the Department of State or local municipality for your business. **Only one of the following must be provided.**

- Articles of Incorporation
- Certificate of Organization
- Fictitious Name registration
- Government-issued Business License
- Only for Sole Proprietors: any form of acceptable government-issued photo

Form W-9, can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Information submitted by Applicants may be subject to Right to Know requests pursuant to Pennsylvania's Right to Know Law. The Grant Agreement will provide that notice will be provided to the Applicant for any such requests for documents submitted by the Applicant in connection with the grant.

If awarded, Applicants will be required to sign a Business Interruption Grant Agreement.

I certify that all information on this application is truthful and complete to the best of my knowledge and that I am authorized to submit this application.

Sign Here

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SIGN HERE

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Centre County CARES Act COVID-19 Block Grant: Certification Statement

By submitting this application, Applicant acknowledges that it understands the Centre County COVID-19 Emergency Relief Grant for small businesses eligibility and hereby certifies the following:

- Applicant certifies that its business is headquartered in Centre County, Pennsylvania.
- Applicant has not defaulted or is currently defaulting on any federal, state, local, or commercial loan within the last fifteen (15) years.
- Applicant is not delinquent in federal or state taxes.
- Applicant is not part of a government-owned entity and does not have any elected official officers and/or owners.
- If Applicant is a franchise, it is an independently owned franchisee and resides in Centre County, Pennsylvania.
- Applicant is NOT a subsidiary company or controlled by another company, a passive real estate holding company, or other entity holding a passive investment in a small business without operational ties to that business.
- 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 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.

- If received, the grant funds will not be used to cover expenses that have been reimbursed and will not be eligible for reimbursement from another federal or state program.
- 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 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.
- 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).
- Applicant certifies that all program funding received in connection with its Application will be expended by December 30, 2020.
- Applicant, and all owners, agents and employees agree to abide by all PA Governor's COVID-19 Actions and Orders and any local orders or ordinances as may be applicable to Applicant.
- **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.
- Applicant understands that all information and data may be subject to Right to Know requests except as the same may be marked confidential by Applicant and held

confidential by County and Applicant, subject to review by the Office of Open Records and/or Centre County Court of Common Pleas. If Applicant receives grants, and or loans after it submits this application, Applicant must notify Centre County if it qualifies for this Block Grant. All information related such grants or loans shall be submitted to the Controller's office within five (5) days of Applicant's knowledge of the same. 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, Applicant hereby releases Centre County, its 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.

If Applicant misuses these funds for purposes other than what are allowable expenses, Applicant understands that it will be held accountable for this misuse and all funds will be immediately returned to Centre County and Applicant will be responsible for any associated costs of collection and/or fines imposed for improper use of the Grant funds.

If requested, Applicant agrees to present receipts/back-up documentation to support this Application and/or the use of Grant funds. Applicant further acknowledges that failure to produce the same will be a default of the Application and/or Grant agreement and all sums granted by the County will be immediately due and payable to County by Applicant.

By signing this form, Applicant acknowledges that it is obligated to retain records regarding business interruption effects related COVID-19, including but not limited to lost revenues due to required closures, voluntary closures intended to enhance social distancing, and decreased customer demand due to COVID-19. Such records shall be made available to representatives of the County, the Commonwealth of Pennsylvania, or the United States government upon request and in the format requested and shall be kept for five (5) years from the date of the Grant or for such period required under Section 5001 of the CARES Act and Pennsylvania Act 24 of 2020, whichever is longer.

Applicant further acknowledges that no elected official, officer, appointee, agent or

employee of the County may be charged personally or held contractually liable by or to the Applicant with respect to matters pertaining to Coronavirus Relief Fund money.

The undersigned, as authorized signor for Applicant, certifies under penalty of law that this document and the information submitted herein and in Applicant's Application are, to the best of the undersigned's knowledge and belief, true, accurate and complete. The undersigned understands that false statements made herein or in the Application or other information submitted are subject to the penalties for unsworn falsification to authorities set forth in 18 Pa.C.S.A. § 4904.

Sign Here

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SIGN HERE

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Please check the box to complete your application.

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