



Barron Hetherington

Commissioners:
George Halcovage

Gary Hess

Schuylkill County
Nonprofit COVID-19 Response Grant Program
Program Manual & Application Form

Program Administered by:
Northeastern Pennsylvania Alliance



Program Launch Date: September 7, 2023

Program Overview: In an effort to effectively respond to the challenges faced after the COVID-19 pandemic and the economic disruptions resulting from or exacerbated by the pandemic, the Schuylkill County Commissioners have established the Schuylkill County Nonprofit COVID-19 Relief Grant from funding through the America Rescue Plan Act (ARPA) to assist tax-exempt organizations under the Internal Revenue Code section 501(c)(3) and 501(c)(19) that have been negatively impacted by the COVID-19 pandemic. Nonprofits, which provide vital services to communities, have faced extreme economic and financial challenges as a direct result of the pandemic. Many nonprofits faced possible closure because of significant challenges in covering payroll, rent, and other operating expenses due to the pandemic.

The Schuylkill County Nonprofit COVID-19 Response Grant will provide assistance to local nonprofits to adopt safer operating procedures or mitigate financial hardship from a net economic loss resulting from the COVID-19 pandemic public health emergency.

Qualified Tax-Exempt Organizations/Qualifying Criteria: A qualified tax-exempt organization eligible for the grant program is an organization that:

- ❖ is located in Schuylkill County; and/or provides services in Schuylkill County
- ❖ has been in operation for at least 4 years (IRS Determination letter should be dated 2019 or be retroactive to 2019); and
- ❖ has experienced a net economic loss or has experienced a greater need for their services due to the COVID-19 pandemic; and
- ❖ has shown a greater need to adopt safer operating procedures, to maintain a healthy and safe work environment, due to the COVID-19 pandemic; and
- ❖ deploys 100% of the grant funds in Schuylkill County.

Tax-Exempt Organizations and Other Organizations ineligible for this Program: The following types of Tax-Exempt Organizations, as defined by the Internal Revenue Service, are NOT eligible for this grant program:

- ❖ Churches and Religious Organizations
- ❖ Political Organizations
- ❖ For-Profit Businesses
- ❖ Organizations not delivering services in Schuylkill County
- ❖ Government or government-administered entities
- ❖ Organizations that did not incur a net loss due to the COVID-19 pandemic
- ❖ Private Clubs or Organizations that limit membership for reasons other than capacity
- ❖ Organizations NOT compliant with all federal, state & local laws, including taxation
- ❖ Organizations that are delinquent in payment of real estate and payroll taxes
- ❖ Organizations NOT compliant with IRS filing requirements (GuideStar Charity Check will be used to test compliance)

Type of Funding and Use of Grant Funds: Funding provided through this Program will be in the form of a one-time, up to \$20,000 grant payment to the applicant upon grant application approval. The Grant may be used for expenses related to supporting ongoing operations (e.g., Program related, Rent, Utilities, Product/Vendor/Consulting costs, payroll, and other operating expenses); and/or prevent, prepare for, or respond to future health emergencies and/or pandemics. Grant amounts will be awarded based on a single year's loss or cumulative losses over 1-3 years. Alternatively, funding will be awarded based upon documented increases in services and the associated costs. It is prohibited from using these funds to establish or replenish operational reserves or endowments. Eligible expenditures of a grant recipients must be incurred between March 3, 2021, and December 31, 2024.

Nonprofits 2019 Gross Annual Revenue	Maximum Grant Amount
Up to \$100,000	\$5,000
\$101,001 – \$500,000	\$10,000
\$500,001 +	\$20,000

Depending upon need and program demand, grant amounts may be reduced to accommodate additional eligible nonprofits.

Application Process:

Step 1: Complete an eligibility survey available on the NEPA Alliance website at: www.nepa-alliance.org/schuylkill-county-covid-19-response/

Step 2: All eligible nonprofits will be emailed a unique link in which to upload an application package.

One copy of the Schuylkill County Non-Profit COVID-19 Response Grant application packet, containing original signatures, must be submitted. The packet must include the following documentation for each year of documented losses:

- ❖ Completed and signed Application form;
- ❖ Proof of Non-Profit Status 501(c)(3) or 501(c)(19) status or approval from the IRS (IRS Determination Letter);
- ❖ Signed understanding and agreeing to the “Terms and Conditions of the Program;”
- ❖ IRS 990 Tax Returns;
- ❖ Financial Audit(s); Organizations that do not have audits must submit complete financial statements for the years in which losses occurred;
- ❖ If you have received other COVID-19 response related grants issued under the authority of the Commonwealth’s political subdivisions or by the Federal Government, it must be disclosed in the application; and
- ❖ Brief Narrative of the Nonprofit Organization.

Procedure for Program Consideration: For an eligible tax-exempt organization to take advantage of the Schuylkill County Non-Profit COVID-19 Response Grant Program, complete and submit the Application Form and all required additional documentation. Applications require original signatures from the Board Chairperson, CEO or Executive Director (electronic signatures or stamps will not be accepted). Applications must be scanned and uploaded to the unique ShareFile link provide to you by the NEPA staff after you complete and submit the eligibility survey .

Timeline:

September 1, 2023 – Application Round Opens

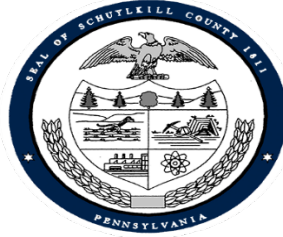
October 31, 2023 – Application Round Closes (all mailed submittals must be post marked by this date)

December 2023 – Ineligible applicants will be notified via email.

January 2023 – A list of proposed grantees will be formally approved by the Schuylkill County Commissioners.

February - March 2024 – Approved grantees will be notified, and checks will be distributed.

Selection Criteria for Applications: The NEPA Alliance will administer this Program and will evaluate the applications. Funding recipients will be chosen based upon the clearly demonstrated compliance with eligibility requirements, proof of net loss from the base year of 2019, increase in services and the overall impact on the County. Grant amounts will be awarded based on applicants 2019 Gross Annual Income and program demand. If funding demand exceeds the program grant pool, applicants will be ranked based on the percent of their net loss in years 2020, 2021, and/or 2022 and a documented increase in services rendered



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**Schuylkill County Nonprofit COVID-19 Response Grant Program
2023 Application Form**

Section 1: Qualified Tax-Exempt Organization Information	
Organization Legal Name:	
Organization DBA Name (if applicable):	
Federal Employer ID Number:	Tax Exempt ID Number:
Mailing Address (1):	
Mailing Address (2):	
City/State:	Zip Code:
Contact Person:	
Phone:	
Email:	
Classification of IRS tax-exempt 501(c) or 501(c)(19) status (social welfare, health and welfare, etc.):	
Section 2: Program Qualifying Criteria	
Schuylkill County municipality in which the organization is located?	
Please provide a brief description of the service or activity provided by the organization. (100 word maximum)	
Has the organization been in operation for the last four (4) years with IRS determination letter of 2019? YES NO Date organization began operation?	

Will 100% of the grant funds be utilized within Schuylkill County? YES NO
If no, please explain:

Will the organization be applying based upon:
 Net loss
 Increased demand for services
 Both

Please provide the reason(s) the organization has experienced a net loss in the wake of the COVID-19 pandemic. (250 word maximum)

Please provide the reported revenue from the organizations fiscal year ending in 2019. This amount will be used to determine the maximum eligible grant that the organization will be eligible for. IRS Form 990, Financial Audit/Review, Completed Financial Report must be attached for verification.

If the organization experienced a net loss, please provide a narrative, including net loss amount(s), that describes losses (for example: cancellation of major fundraising event(s), decrease in funds raised, decrease in reimbursable services, etc.) One supporting document (budget table, fundraising summary compared to previous years, etc.) may be attached. Please reference the name of the document in the narrative below. (250 word maximum)

If the organization experienced an increased demand in services related to its mission, please provide an overview of the increased services and percentage increase from a base year of 2019. One supporting document (annual report, table summary of services compared to previous years, etc.) may be attached. Please reference the name of the document in the narrative below. (250 word maximum)

Section 3: Grant Information

In this space, provide a brief summary of how the grant funds will be utilized (payroll, rent, utilities, vendor payments, COVID-19 upgrades, etc.) (250 word maximum)

Section 4: Financial Summary – Proof of Net Loss

Financial Summary Table						
1	Calendar Year – Check Box		2019 (Base Year)	2020	2021	2022
2	Fiscal Year – Check Box		2018/2019	2019/2020	2020/2021	2021/2022
3	Revenue					
4	Expenses					
5	Net Loss/Gain					
6	Percentage Net Loss/Gain					
7	SBA Economic Injury Disaster Loan (EDIL)					
8	SBA Paycheck Protection Program (PPP)					
9	Schuylkill County Grant					
10	Employee Retention Credits					
11	Unemployment Compensation Credits					
12	Other:					
13	Other:					
14	Other:					

Instructions:

1. Check the box if your organization is on a calendar fiscal year.
2. Check the box if your organization is on a fiscal year that is not a calendar year.
3. List revenue for the year.
4. List expenses for the year.
5. List the net (loss) or gain.
6. List % (loss) or gain rounding to zero decimals.
7. List the amount of EDIL funds received.
8. List the amount of PPP funds received.
9. List the amount of Schuylkill County Grants Funds received.
10. List Employee Retention Credits received.
11. List Unemployment Compensation Credits Received.
12. List any other federal, state, regional or local funds received designed to mitigate losses during the pandemic.
13. List any other federal, state, regional or local funds received designed to mitigate losses during the pandemic.
14. List any other federal, state, regional or local funds received designed to mitigate losses during the pandemic.

Backup Documentation Summary						
1	Calendar Year – Check Box		2019 (Base Year)	2020	2021	2022
2	Fiscal Year – Check Box		2018/2019	2019/2020	2020/2021	2021/2022
3	Financial Audit / Review					
4	Financial Statement					
5	Form 990					
6	IRS Determination Letter					

Instructions:

1. Check the box if your organization is on a calendar fiscal year.
2. Check the box if your organization is on a fiscal year that is not a calendar year.
- 3-5. Check the box under the year for each document listed. You must attach at least 2 documents for the base year of 2019 and any other years that you experienced a loss.
6. Include a copy of your IRS 501(c)(3) or 501(c)(19) Determination Letter

Section 5: Certification & Acceptance

By signing this application, I certify to the best of my knowledge that the information provided in Sections 1, 2, 3 and 4 on this form and related attachments are true and correct, and the Qualified Tax-Exempt Organization agrees to the terms and conditions of the grant and will be bound by the Terms and Conditions Attachment if Schuylkill County awards the grant.

I understand that providing a written false statement that I do not believe to be true to Schuylkill County is a misdemeanor of the third degree and is punishable as perjury under PA Title 18, Section 4904, relating to unsworn falsification to authorities, and that in addition to any other penalty that may be imposed, a person convicted under the section shall be sentenced to pay a fine of at least \$1,000.

(If the Applicant uses these grants funds for unauthorized Program purposes, Schuylkill County and the U.S. Treasury will direct the Applicant to repay those amounts. If Applicant knowingly uses the funds for unauthorized purposes, Applicant will be subject to additional liability, such as charges for fraud. If one of the Applicant's board members, officers, or employees uses these grant funds for unauthorized purposes, the U.S. Treasury and/or the Commonwealth of Pennsylvania will have recourse against the board member, officer, or employee for the unauthorized use.)

(Please sign below and on Terms and Conditions Attachment)

Organization Name	
Type or Print Name	
Signature	
Title	
Date	

Terms and Conditions of the Nonprofit COVID-19 Response Grant Program

We suggest that your legal counsel review these TERMS and CONDITIONS before you submit an application for the Grant Program. They are mandatory for all Qualified Nonprofit Organizations awarded a grant through this Program and are not negotiable. If the Qualified Nonprofit Organization is selected for the Grant Program, the TERMS AND CONDITIONS OF THE NONPROFIT AMERICAN RESCUE PLAN GRANT PROGRAM will be binding, and SECTION 5. CERTIFICATION & ACCEPTANCE included in this application package (Page 8) will become the signature page for the acceptance of these TERMS and CONDITIONS.

TERMS AND CONDITIONS OF PROGRAM

“COUNTY” in the TERMS and CONDITIONS below means the Board of Commissioners of Schuylkill County. “GRANTEE” means the Qualified Nonprofit Organization as determined by the Northeastern Pennsylvania Alliance that has been awarded a Nonprofit Covid-19 Response Grant.

ARTICLE I INCENTIVE AMOUNT; GRANT ACTIVITIES; ELIGIBILITY

Subject to approval of the GRANTEE’S application and availability of funds, the COUNTY will make available to eligible GRANTEES who are approved for funding a check in the amount of the designated awarded sum.

The GRANTEE shall deploy 100% of the Grant on or in a facility within Schuylkill County and shall utilize said funds on operating expenses that cannot otherwise be met due to the aftermath of the COVID-19 pandemic or necessary upgrades to meet federal and state guidelines for operation post pandemic.

The GRANTEE certifies the eligibility questions completed to receive an application package have been answered correctly.

ARTICLE II GRANT PERIOD

These TERMS and CONDITIONS will not take effect until the grant application has been approved, in the COUNTY’S sole discretion, and properly executed by all required signatories for the

COUNTY. Any payment of expenses incurred by the GRANTEE prior to such approval is incurred at the GRANTEE'S risk.

The TERMS and CONDITIONS period shall run through December 31, 2024. However, even after the date the GRANTEE shall remain obligated to cooperate with the COUNTY and provide documentation requested in connection with a future review of expenditures by the U.S. Treasury or to comply with related federal guidance.

ARTICLE III

COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND FEDERAL, STATE, AND/OR LOCAL INCOME & REAL ESTATE TAXES

The GRANTEE shall follow all applicable federal and state statutes and regulations and local ordinances, and shall be current on all applicable federal, state and/or local income and/or real estate taxes unless the GRANTEE has entered into a workout agreement satisfactory to the respective taxing authority and is fully compliant with the terms of that Agreement. A copy of said workout agreement shall be provided to the COUNTY at the time application for the grant is made.

GRANTEE shall comply at its own expense with all applicable federal, state, and local statutes, laws, rules, regulations, and guidance ("Applicable Laws"). GRANTEE agrees to comply with all Applicable Laws, including but not limited to applicable labor laws, applicable employment laws, applicable non-discrimination laws, and other applicable laws. GRANTEE shall not discriminate based on race, religion, age, gender, national origin, disability, or any other unlawful basis with respect to its use of funds received from the COUNTY.

ARTICLE IV PAYMENTS

The NEPA will issue a payment to the GRANTEE upon satisfaction of the eligibility requirements and approval of the Application. The GRANTEE'S application shall be supported by proof of IRS tax exemption status under Section 501 (3).

The COUNTY and NEPA may deny payment for any grant request that is not in accordance with these TERMS and CONDITIONS.

The GRANTEE shall utilize the grant funds for expenses related to supporting ongoing performing operations (e.g., safety measures taken to safely mitigate the spread of COVID, equipment costs,

rent, utilities, vendor costs, payroll, and other operating expenses).

GRANTEE acknowledges that American Rescue Plan Act funds provided under these TERMS and CONDITIONS may not be used to reimburse portions of an expense that is being or has been reimbursed or paid by federal, state, or local government funding sources.

Assistance received by GRANTEE from the following federal, state, or local government sources in must be disclosed by the GRANTEE and will be added to GRANTEE'S revenue for the year recorded:

- o The CARES ACT or Consolidated Appropriations Act, 2021 money that is not required to be repaid to the Federal Government.
- o Payroll Protection Program (SBA)
- o Economic Injury Disaster Loan/Grant Program (SBA)
- o Schuylkill County Grant Program CARES ACT 2020

GRANTEE is obligated to retain records relating to the use of funds received under these TERMS and CONDITIONS, including, but not limited to, invoices, contracts, receipts, purchase orders, correspondence, records demonstrating that funds were spent for purposes permitted by the American Rescue Plan Act and related federal guidance, and other records documenting American Rescue Plan Act expenditures. Such records shall be made available to representatives of the COUNTY and NEPA upon request, even after December 31, 2024, and in the format requested by the County. Such records must be retained until at least December 31, 2031, or any longer period that is required by law.

ARTICLE V REFUND

The GRANTEE shall refund to the COUNTY the full grant amount should the GRANTEE fail to adhere to these TERMS and CONDITIONS within the time frame as prescribed by these TERMS and CONDITIONS. In addition, any funds paid to GRANTEE under these TERMS and CONDITIONS that the U.S. Treasury determines must be repaid to the U.S. Treasury by the COUNTY because GRANTEE was not eligible to receive it or did not spend it in compliance with the American Rescue Plan Act, as amended, and related federal guidance, as amended, must be repaid to the COUNTY by GRANTEE

By signing below, I hereby agree to these TERMS and CONDITIONS as part of my application for the Nonprofit American Rescue Plan Grant. (Signature must match that in Section 4 of the Grant Application)

(Please sign below)

Organization Name	
Type or Print Name	
Signature	
Title	
Date	