



# Westmoreland CARES

## Nonprofit Support Grant

**The Westmoreland County Board of Commissioners has allocated \$5 million to establish the Westmoreland County CARES Nonprofit Support Grant Program. The program will provide funds up to \$25,000, or 25% of calculated loss due to COVID-19, whichever is less, to nonprofits in the County that have been negatively impacted by the COVID-19 public health crisis.**

Grant eligibility requirements and Frequently Asked Questions are being made available in advance of the application period to allow Westmoreland County nonprofits the opportunity to determine if they are eligible to participate in the Program and to gather the required application documents.

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

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

### Grant Program Timeline

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

Thursday, July 23, 2020 at 10 AM —Period to submit Grants Applications will open.

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

### Eligibility Requirements

- Applicants are and/or were negatively impacted by COVID-19, including loss of revenue and declines in cash reserves.
- Applicants must be headquartered in Westmoreland County as evidenced by the organization's legal address in Box C of IRS Form 990.
- Applicants must deliver services in Westmoreland County.
- Applicants must be a 501(c) 3 or 501(c) 19 (Per Act 24) in Westmoreland County.
- Applicants must have been in operation no later than December 31, 2018.
- Applicants that have accepted or received funding from the Paycheck Protection Program or Economic Injury Disaster Loan are eligible, but the level of funding received will impact the applicant's competitiveness.

## **How can the funds be used?**

Per current statutory provisions and federal and Commonwealth guidance relating to Pennsylvania Act 24 of 2020 (“Act 24”), the Pennsylvania COVID-19 – County Relief Block Grant Program, and the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) Coronavirus Relief Fund provisions, funds can be used to cover working capital costs necessary to maintain operations during the COVID-19 public health crisis. Applicants are required to provide details as to how it will use the award. In addition, grant funding can be used by the nonprofit for costs of items needed to operate safely during COVID-19 and meet public health requirements (masks, barriers, signage, gloves, etc.) to the extent not compensated by another funding program.

Nonexclusive examples of eligible uses include:

- Payroll (preference will be given to those applicants that did not receive Paycheck Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) funds)
- Rent/Mortgage
- PPE and other COVID-19 related supplies
- Operating expenses

## **Westmoreland CARES Nonprofit Support Grant Required Documents**

- Copy of most recent IRS 990 filing (applicable to organizations with annual revenue greater than \$50,000).
- Most recent accountant or internally prepared audit for the organization’s most recent fiscal year.
- 2020 Year-to-Date financial statements.
- Monthly budget or financial projections for the period July 1—December 30, 2020.
- January—June profit and loss for 2019 and 2020.
- Completed W-9 Form.
- A signed and completed application.
- Employee headcount as of March 1 and July 1, 2020.
- Any additional documentation to support a calculated loss due to COVID-19.
- IRS ruling or determination letter.

## **Ineligible Applicants**

- Government or government-owned entities.
- Applicant not headquartered in Westmoreland County as evidenced by the organization’s legal address in Box C of IRS Form 990.
- For-profit businesses.
- Organizations not delivering services in Westmoreland County.
- Organizations primarily engaged in lobbying or political activities.
- Organizations that were not operational as of December 31, 2018.
- Organizations that did not receive revenue loss due to the COVID-19 pandemic and/or organizations that have no additional costs associated with the COVID-19 pandemic.
- Private clubs/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 the payment of real estate taxes.

## **Questions?**

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

## **Resources:**

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

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



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### Westmoreland CARES Nonprofit Support Grant Program

#### Frequently Asked Questions

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

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

2. Who is administering this program?

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

3. What is the source of the grants?

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

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

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

5. Is there a cap on the amount of the grant?

Grants will be capped at \$25,000 or 25% of calculated loss due to COVID-19, whichever is less. Not all applicants will receive the maximum award.

6. Will all applicants be awarded grant funds?

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

7. What are the eligibility requirements?

- Applicants are and/or were negatively impacted by COVID-19, including loss of revenue and declines in cash reserves.

- Applicant must be headquartered in Westmoreland County as evidenced by the organization's legal address in Box C of IRS Form 990.
- Applicant must deliver services in Westmoreland County.
- Applicants must be a 501(c)3 or 501(c)19 (Per Act 24) in Westmoreland County.
- Applicant must have been in operation no later than December 31, 2018.
- Applicants that have accepted or received funding from the Paycheck Protection Program or Economic Injury Disaster Loan, are eligible, but the level of funding received will impact the applicant's competitiveness.

8. Are faith-based organizations eligible?

Faith-based organizations may apply for funding if they are designated as a 501(c)3 or 501(c)19 organization.

9. How can the funds be used?

Funds received from Westmoreland County in response to this application for grant funding will only be used to cover costs that:

- a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were incurred during the period that begins on March 1, 2020, and ends December 30, 2020; and,
- c. Are in accordance with all applicable state, local, and federal laws.

Nonexclusive examples of eligible expenditures include:

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

10. What are some examples of ineligible expense?

- Expenses for the State share of Medicaid;
- Damages covered by insurance;
- Workforce bonuses other than hazard pay or overtime;
- Severance pay;

- Legal settlements;
- Reimbursement to donors for donated items or services.

11. Can the grant funds be used to cover the same items covered under another grant or loan program (i.e. Paycheck Protection Program or the Economic Injury Disaster Loan Program)?

No. The County encourages nonprofits to apply for the array of Federal and State financial assistance programs for which they are eligible. Your application for, or receipt of, federal or state funds does not disqualify you from receiving Westmoreland County funds, although funds received may not also be used for costs that have been covered under another grant or loan program. Preference will be given to nonprofits that did not receive funding through the Federal Paycheck Protection Program or the Economic Injury Disaster Loan Program. Those who have received funds through the Paycheck Protection Program or Economic Injury Disaster Loan are eligible, but the level of funding received will impact the applicant's competitiveness.

12. If a nonprofit does not have an outside audit will it still be considered for the grant?

Yes, please provide any financial documentation that your organization had filed with your application. Some small organizations may not have completed a financial audit by a third party.

13. Will I need to pay the money back?

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

14. Does an applicant have to be in compliance with all applicable federal, state, and local laws, statutes, and regulations?

Yes. All applicants must certify that they are in compliance with federal, state, and local laws. Questions concerning certification should be directed to the applicant's attorney.

All applicants must certify that they have been, and remain, in compliance with all relevant laws, orders, and regulations during the period of the COVID-19 disaster emergency under the Pennsylvania Governor's proclamation dated March 6, 2020, and any and all subsequent renewals. The foregoing includes, but is not limited to, orders by the Governor, Secretary of Health, or other commonwealth officials empowered to act during the emergency. Any non-compliant nonprofit will be ineligible for funding under this program and may be required to return all, or a portion, of the funds awarded.

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

No.

16. Are awards taxable?

Please consult with your accountant or tax professional.

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

Applicants, who receive grant funds, may be audited in the future, and are required to document how the funds are used, including all data, reports, contracts, documents, and other information relevant to the use of the funds. Applicants that expend \$750,000 or more in federal awards during its fiscal year are required to provide the appropriate single or Program Specific Audit in accordance with the provisions outlined in 2 CFR Section 200.501.

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

All required records shall be maintained by successful applicants for a period of three (3) years from the final audit or close out of the contract, except in cases where unresolved audit questions or litigation may require maintaining some or all records for a longer period.

19. When will the grant application process open?

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

20. When is the deadline to submit?

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

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

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

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

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

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

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

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

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

25. Will my information be kept confidential?

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

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

No. Incomplete applications will not be considered.

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

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

28. What do I need to include with my application?

- A signed and completed application.
- Copy of most recent IRS 990 filing (applicable to organizations with annual revenue greater than \$50,000).
- Most recent accountant or internally prepared audit for the organization's most recent fiscal year.
- 2020 Year-to-Date financial statements.
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- Employee headcount as of March 1 and July 1, 2020.
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