

## **COVID-19 Hospitality Industry Recovery Program (CHIRP)**

### **Application Form**

for

### **Accommodation and Food Service/Drinking Place Establishments in Tioga County, PA**

Pennsylvania's COVID-19 Hospitality Industry Recovery Program (CHIRP) will allocate grant funding assistance to hospitality industry businesses adversely affected by the COVID-19 pandemic. Tioga County establishments may apply for a CHIRP grant using this application form. Additional information on the Commonwealth's CHIRP program can be found at <https://dced.pa.gov/programs/covid-19-hospitality-industry-recovery-program-chirp/>

Develop Tioga, a Certified Economic Development Organization (CEDO), is accepting applications on behalf of Tioga County until available funding is exhausted or June 15, 2021, whichever comes first. All applications received during that period will be evaluated for funding. Grant amounts awarded will depend on the number of applicants and their reported need, but the minimum grant award is \$5,000.

**For additional information** refer to <https://www.developitioga.org> or contact Kristin Hamilton at (570) 723-8232 or [khamilton@developitioga.org](mailto:khamilton@developitioga.org).

**Submit the completed application with accompanying tax documentation** to Develop Tioga by email to [khamilton@developitioga.org](mailto:khamilton@developitioga.org) or mail to:

Develop Tioga  
33 Pearl Street  
Wellsboro, PA 16901

<b>SECTION 1: APPLICANT INFORMATION</b>	
Organization Name:	
Applicable NAICS Code (721XXX or 722XXX or POSSIBLY 312XXX – See: <a href="https://www.naics.com/search/">https://www.naics.com/search/</a> )	
Mailing Address:	
Contact Person:	
Contact Phone:	
Contact Email:	
Website/Facebook Address: (If none, enter N/A)	
Approximate annual gross receipts pre-COVID:	

**SECTION 2: INITIAL BUSINESS ELIGIBILITY** (Must check “YES” for all items to be eligible for CHIRP)

YES	NO	CRITERIA
		Located in Tioga County, PA.
		A for-profit business.
		Not publicly traded. Franchise owners of publicly traded companies <b><u>ARE</u></b> eligible and can select “YES” here.
		North American Industrial Classification System (NAICS) code begins with 721 or 722 and where accommodations, food or drink is served to or provided for the public, with or without charge. NAICS beginning with 312 may be eligible if food or drink is served at the establishment. Contact Develop Tioga for direction.
		In operation on February 15, 2020.
		Remains in operation and does not intend to permanently cease operations within one year of the date of application for this grant.
		COVID-19 has had an adverse economic impact on the eligible applicant that makes the grant request necessary to support ongoing operations.
		The grant will be used to pay for COVID-19 related economic impacts.
		Has not received <b><u>ANOTHER</u></b> grant under the <b>CHIRP</b> program between January 1, 2021 and June 30, 2021. (Note: PPP, EIDL, CWCA, etc. are not considered here. PPP, EIDL, CWCA, etc., recipients <b><u>ARE</u></b> eligible for CHIRP.)
		Fewer than 300 employees (based on full time equivalents) in total, whether at one or more locations.
		Business net worth is less than \$15,000,000.

----- IF YOU ANSWERED YES TO ALL OF THE ABOVE, CONTINUE -----

**SECTION 3: FINANCIAL IMPACT** (Provide a brief description of the financial impact this grant will have on your operations)

\_\_\_\_\_

**SECTION 4: REVENUE DECLINE ELIGIBILITY (Complete ONLY if all Initial Business Eligibility Criteria are met)**

Select **ONLY ONE** of the following based on your specific circumstances as outlined. All are defined as calendar years.

	(i) <b><u>In business all of 2019</u></b> : Gross receipts during either the first, second, third, or fourth quarter in 2020 with at least a 25% reduction in gross receipts compared to the same quarter in 2019.
	(ii) <b><u>In business only during the third and fourth quarters of 2019</u></b> : Gross receipts during either the first, second, third, or fourth quarter of 2020 with at least a 25% reduction in gross receipts compared to either the third or fourth quarter of 2019.
	(iii) <b><u>In business only during the fourth quarter of 2019</u></b> : Gross receipts during either the first, second, third, or fourth quarter of 2020 with at least a 25% reduction in gross receipts compared to the fourth quarter of 2019.
	(iv) <b><u>Not in business during 2019, but in business on February 15, 2020</u></b> : Gross receipts during either the second, third, or fourth quarter of 2020 with at least a 25% reduction in gross receipts compared to the first quarter of year 2020.
	(v) <b><u>In business all of 2019</u></b> : Annual gross receipts during 2020 with at least a 25% reduction in annual gross receipts compared to 2019.
	(vi) <b><u>Change of ownership or control during 2020</u></b> : Measure gross receipts reduction during 2020 under (i), (ii), (iii), (iv) or (v) above and indicate which method was used in the column to the left.

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**Attach sales tax returns for the relevant periods used to determine the revenue decline eligibility as selected above.**

**SECTION 5: PRIORITY ELIGIBILITY (MAY increase ranking of application)**

Priority is given to eligible applicants that meet the following criteria.

YES	NO	
		(i) Have not received a loan or grant such as, PPP, EIDL, CWCA, etc. from the US or PA under the CARES Act or Consolidated Appropriations Act.
		(ii) Were subject to closure by the Governor's Proclamation of Disaster Emergency on March 6, 2020. (50 Pa.B. 1644, March 21, 2020), and any renewal. <b><u>OR</u></b>
		(iii) Can demonstrate a reduction in gross receipts which meets one of the following:
		(A) A reduction in gross receipts of 50% or more for the period beginning after Mar. 31, 2020, and ending before Dec. 31, 2020, in comparison to the same period during 2019.
		(B) If not in operation during the entire comparison period above but was in operation on Feb. 15, 2020, a monthly average reduction in gross receipts of 50% or more for the period beginning after Mar. 31, 2020, and ending before Dec. 31, 2020, in comparison to the period beginning after Jan. 1, 2020, and ending before Apr. 1, 2020.

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**Attach additional sales tax returns for the relevant periods as needed.**

## SECTION 6: SUBMITTED ELIGIBLE OPERATING EXPENSES FOR REIMBURSEMENT FROM CHIRP

Notes: Eligible operating expenses include payroll and nonpayroll expenses that are both ordinary and necessary - ordinary meaning common and acceptable and necessary meaning helpful and appropriate - in the hospitality industry. **SUBMITTED EXPENSES MUST HAVE BEEN INCURRED BETWEEN MARCH 1, 2020 THROUGH THE DATE OF GRANT APPLICATION**. For mortgage, rent, or utility expenses submitted, the mortgage, rent, or utility must have been in force or service prior to February 15, 2020. Expenses that have been paid using another U.S. or Pennsylvania COVID relief program **CANNOT** be claimed again (i.e., no “double dipping”). See “Exclusions” below.

EXPENSE CATEGORY	AMOUNT INCURRED (USD)
Payroll	\$
Contractor	\$
Mortgage	\$
Rent	\$
Utilities	\$
Food	\$
Beverage	\$
Other 1:	\$
Other 2:	\$
Other 3:	\$
<b>Total submitted expenses</b>	\$

### Exclusions:

Grant awards may not be used to pay **THE SAME** eligible operating expenses for which an eligible business received payment, reimbursement or loan forgiveness from any of the following:

- The Coronavirus Aid, Relief, and Economic Security Act, commonly known as the CARES Act (Public Law 116-136, 134 Stat. 281)
- The Consolidated Appropriations Act, 2021 (Public Law 116-260, 134 Stat. 1182)
- The COVID-19 Emergency Supplement to the General Appropriation Act of 2019 (Act 2A of 2020)

(Receipt of a loan or grant issued under the authority of the Federal Government or the Commonwealth does not disqualify an eligible business from eligibility for this CHIRP grant. However, monies received from those sources must be used for **DIFFERENT** eligible operating expenses from CHIRP monies received.)

**SECTION 7: OTHER REQUIREMENTS AND ACKNOWLEDGEMENTS** (Please check the box to indicate that you acknowledge, understand, and accept the following conditions.)

YES	NO	
		The applicant will not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable local, state, or federal laws. All contracts for work to be paid with program assistance must contain the Commonwealth's official nondiscrimination clause.
		The applicant must maintain full and accurate records with respect to the activities and must ensure adequate control over related parties in the project. The PA Department of Community and Economic Development requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. <b><u>UPON REQUEST</u></b> of DCED, the applicant must furnish all data, reports, contracts, documents, and other information relevant to this project.
		<b><u>SUBMITTED EXPENSES DO NOT GUARANTEE THAT A GRANT WILL BE AWARDED IN THAT AMOUNT, OR THAT ANY GRANT WILL BE AWARDED AT ALL.</u></b> As noted previously, grant funds are limited and will be allocated among eligible Tioga County businesses to the greatest extent practical. The information provided here is to ensure that any grant amount awarded can be used to cover eligible expenses, at least in part.
		By signing and submitting this application you are self-certifying that all information is true and accurate to the best of your knowledge under penalty of perjury. No documentation of expenses is required at this time to verify expenses <b><u>UNLESS REQUESTED BY DEVELOP TIOGA, TIOGA COUNTY, OR THE COMMONWEALTH OF PA DURING THE APPLICATION PROCESS OR ANYTIME AFTER A GRANT IS AWARDED.</u></b>

The undersigned is a duly authorized representative for \_\_\_\_\_ and certifies that the information provided in this application to CHIRP and the information provided in all supporting documents and forms is true and accurate in all material aspects. (An applicant/authorized representative that knowingly makes a false statement to obtain a grant under the program is punishable under penalty of perjury and fines pursuant to 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.)

Both digital and manual signatures are accepted. If you prefer using digital signatures, please feel free to do so. Otherwise, complete the form, print, sign, scan, and email it along with the other required attachments, or contact Develop Tioga for other return methods.

**Authorized Rep. Signature:**

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Witness Signature:**

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_