

# MontcoStrong 2021 Restaurant Grant Program

December 2020

## Purpose

Recognizing the importance of the restaurant and food service industry as a cornerstone of Montgomery County's economic and workforce development as well as central to the growth of entrepreneurship, job opportunities, and our communities, the Montgomery County Board of Commissioners is making available up to \$5,000,000 in county economic development funds to support restaurants and other food service businesses as we move through the next phase of the COVID-19 global pandemic.

The application window for this program will open at approximately **Noon on Wednesday, December 30<sup>th</sup>, 2020** and close at approximately **Noon on Wednesday, January 6<sup>th</sup>, 2021**. This program is a jointly administered initiative of the Montgomery County Commerce Department and the Redevelopment Authority of Montgomery County.

## Program Guidelines

Eligible applicants must meet the following criteria:

- Be a for-profit restaurant, food truck, deli, bakery, brewery, distillery, vineyard, caterer, or other food service for-profit entity with a physical location in Montgomery County, Pennsylvania that has been in operation since at least January 1<sup>st</sup>, 2020 and has experienced disruption due to the COVID-19 global pandemic meeting the additional following criteria –
  - o Is current with all taxes owed (or in an approved payment plan with all taxes bodies to which a tax delinquency exists as of the date of application).
  - o Is and has been in compliance with all lawful COVID-19 mitigation orders issued by the Commonwealth of Pennsylvania since March 12<sup>th</sup>, 2020.
  - o Eligible applicants may not be a publicly traded company.
  - o Eligible applicants may be a franchisee, but the franchisee entity may not have more than 4 locations globally. All grant funds received by a franchisee entity must be used only at their location(s) in Montgomery County, Pennsylvania.
  - o Entities with multiple locations in Montgomery County may apply for each location. Entities with locations both in and out of Montgomery County may only apply for their location(s) in Montgomery County, Pennsylvania.
  - o Applicant entities that have been ordered closed for any public health violation by the Montgomery County Office of Public Health, including any issues related to the spread of COVID-19, or have willfully violated all lawful COVID-19 mitigation orders issued by the Commonwealth of Pennsylvania since January 1<sup>st</sup>, 2020 may not apply.

## Grant Awards

Grant awards are as follows for eligible applicants:

- Eligible applicants may apply for a \$10,000 grant. All grant awards for this program will be \$10,000. Any grant funds not used by a grant recipient during the allowable expense period (January 1<sup>st</sup>, 2021 to March 5<sup>h</sup>, 2021) must be returned to the Redevelopment Authority of Montgomery County not later than April 30<sup>th</sup>, 2021.

## Eligible Expenses

Eligible grant expenses are as follows (please note, documentation will be required for all grant expenses. For rent or mortgage payments, statements:

- Rent/mortgage payments for the business location between January 1<sup>st</sup>, 2021 to March 5<sup>h</sup>, 2021.
- Payments for utilities for the business location between January 1<sup>st</sup>, 2021 to March 5<sup>h</sup>, 2021.
- Purchases of Personal Protective Equipment (PPE) between January 1<sup>st</sup>, 2021 to March 5<sup>h</sup>, 2021. PPE is defined as –
  - o Cleaning supplies.
  - o Gloves.
  - o Masks.
  - o Face shields and eye coverings.
  - o Thermometers.
  - o Hair nets and gowns.
  - o Hand sanitizer and hand sanitizer dispensing equipment.
  - o Other items may be approved at the discretion of program administrator; grant awardees should inquire about such items before purchase.
- Payroll for non-owner employees (and/or their family members) between January 1<sup>st</sup>, 2021 to March 5<sup>h</sup>, 2021.

Please note - Grant funds are used for payments made, not only expenses incurred, during the allowable period. So, if you received a bill in December 2020 and use the grant funds for that bill, it would be an allowable expense under this program because you made the payment during the allowable expense period.

Grant awardees will be required to submit documentation as part of the grant reporting process. This documentation may include (depending on the use of funds) lease agreements, mortgage statements, proof of payment of utilities, receipts for payments for PPE, and/or other appropriate documentation as determined by the program administrator. Grant awardees are encouraged to communicate with the grant program administrator (the Redevelopment Authority of Montgomery County) during the grant period and to complete the grant reporting as soon as \$10,000 in allowable expenses have been made.

Grant awards cannot be used for the following costs:

- Providing funds, directly or indirectly, for a dividend distribution, return of capital, or otherwise to owners, partners or shareholders of the business enterprise.
- Payments to 1099 employees and/or those identified as subcontractors.
- The payment of any local, school district, state, and/or federal tax obligations.
- To finance a business, project, activity, and/or location primarily located outside the geographic boundaries of Montgomery County, Pennsylvania.
- Any business activities not otherwise specified as allowable costs per the grant agreement.

## Application Process

To apply, eligible businesses and organizations will be required to complete an online application – the online application and other program information can be found at [www.montcopa.org/MS2021RGP](http://www.montcopa.org/MS2021RGP). The online application will not be available prior to **Noon on Wednesday, December 30<sup>th</sup>, 2020**; applications may not be submitted online prior to the specified date and time. Applications will be accepted until approximately **Noon on Wednesday, January 6<sup>th</sup>, 2021**. This is not a first come, first served program.

Applicants will be requested and/or required to provide the following information:

- Physical location, address, and business contact information.
- Mailing address of the business.
- Brief narrative describing the disruption the COVID-19 global pandemic has caused for the business.
- Brief narrative describing how the business intends to utilize the grant if awarded funding.
- Information on business operations/structure (including number of employees being paid as of January 1<sup>st</sup>, 2021).
- W-9 form; must be uploaded as a .pdf document. Template W-9 is available at [www.montcopa.org/MS2021RGP](http://www.montcopa.org/MS2021RGP).
- Most recently signed and filed business federal tax return. Must be either from 2018 or 2019 tax years and must be uploaded as a .pdf document. Businesses without an eligible tax return may not apply. Quarterly filings are acceptable documentation. An e-file version is permissible.
  - o If you provide documents that require a password, please include the password in the business description narrative.
- A .pdf copy of the license to operate a food facility issued by the Montgomery County Office of Public Health or a .pdf copy of the businesses Articles of Incorporation.

Grant applications also require acknowledgements and certifications in order to be considered a completed application for submission and review. A full listing of all required grant application information and documentation required is in the Appendix of the program guidelines in the general application format. The actual online application may vary from the listing in Appendix based upon the finalized version of the online application form when the application window opens.

## Award of Grant and Grant Contracting

Completed applications will be reviewed and considerations for grant awards will be based on satisfaction of eligibility criteria and demonstrated need in the grant application. Particular consideration will be given to businesses that are minority and/or women owned enterprises, and veteran-owned enterprises. Overall evaluation of need and grant award decision criteria will include:

- o Complete and thorough application.
- o Well explained and demonstrable need due to COVID-19 disruptions.
- o Evidence in the application that the applicant has read and understands the program guidelines.
- o Achieves program goal(s) based on economic impact of the applicant entity and sector.
- o Supports the economy of our communities and/or the entire county in the short and long term.

*(Award of Grant and Grant Contracting – continued)*

Applicants awarded grant funding will be contacted via email by the Redevelopment Authority of Montgomery County and required to sign a grant contract and documentation provided as part of the award and disbursement process. The grant contract must be signed within 15 calendar days upon receipt by the grant awardee of the grant award is forfeited. Upon execution of the grant contract and it being returned to the Redevelopment Authority of Montgomery County, efforts will be made to disburse funds within approximately 10-15 business days. Grant administration, grant contracting, and fund disbursement will be done by the Redevelopment Authority of Montgomery County. Feedback on applications not awarded funding will not be provided.

Grantees will be required to report on the use of funds as stipulated in their grant contract. Grant reporting for this program is due no later than April 30th, 2021. Any unused grant funds must be returned to the Redevelopment Authority of Montgomery County by April 30th, 2021.

Additional Information

Submission of a grant application is not a guarantee of funding. Businesses, residents, and organizations in need support and guidance of can find additional resources and information as follows:

- For information on COVID-19 and Montgomery County's response to the global pandemic, visit [www.montcopa.org/COVID-19](http://www.montcopa.org/COVID-19).
- For information on Federal Government resources to help businesses address the COVID-19 global pandemic, visit <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>.
- For information on the Commonwealth of Pennsylvania's response to the global pandemic, visit [www.pa.gov/covid/](http://www.pa.gov/covid/).

## Appendix – Grant Application Questions/Documentation

*Please note – the required online application will be available at [www.montcopa.org/MS2021RGP](http://www.montcopa.org/MS2021RGP) when the application window opens. The online application may appear different than herein.*

### **Applicant Information**

Business Name: [text box]

Address of Physical Location (street, post office, zip code): [text boxes]

Municipality: [Drop down of 62 municipalities]

Mailing Address for Business (street, post office, zip code): [text boxes]

Name of Business Contact: [text box]

Title: [text box]

Email Address: [text box]

Phone Number: [text box]

Business Website (if none, enter N/A): [text box]

Business EIN: [text box]

Has the business been in operation for more than 1 year as of the application date? [Yes/No]

### **Business Operations**

Name of the person who is Primary Business Owner or Managing Partner? [text box]

Is the business a –

- Minority Owned Enterprise? [Yes/No]
- Woman Owned Enterprise? [Yes/No]
- Veteran Owned Enterprise? [Yes/No]

Is the business one or more of the following (check all that apply)?

[Sole Proprietorship; Home-Based; Franchise or Franchisee Entity; Owned in full or in-part by an out of state entity and/or individual(s); N/A]

Basic Description of the Business (500 words max): [text box]

Describe how your business has adapted due to COVID-19? What are you currently doing to continue operations? [text box]

Describe how you will plan to use the grant funds within the scope of the allowed costs in the program guidelines? [text box]

Number of employees (both full-time and part-time) being paid as of January 1<sup>st</sup>, 2021: [text box]

Was the business/organization approved for funding through any of the following –

U.S. SBA's Economic Injury Disaster Loan (EIDL) program? [Yes/No]

The Paycheck Protection Program (PPP)? [Yes/No]

The MontcoStrong Small Business Grant Program? [Yes/No]

The PA Small Business Grant Program? [Yes/No]

Any other state or federal funding related to COVID-19? [Yes/No]

Please indicate the reported gross revenue on the last signed and filed federal tax return for the business. This must match the required documentation or the application is ineligible. [text box]

What are the business's monthly rent/mortgage expenses? [\[text box\]](#)

When does the business's current lease or mortgage end? [\[text box\]](#)

Amount of money spent on payroll in December 2020? [\[text box\]](#)

Is the business a –

- Food Truck? [\[Yes/No\]](#)
- Home Based Business? [\[Yes/No\]](#)
- Winery, Brewery, and/or Distillery? [\[Yes/No\]](#)
- An establishment that offered indoor dining and impacted by the Commonwealth of Pennsylvania's COVID-19 mitigation guidance issued on December 10<sup>th</sup>, 2020 to suspend indoor dining until January 4<sup>th</sup>, 2021? [\[Yes/No\]](#)

Did the business implement curbside pick-up and/or expanded outside dining as a result of COVID-19 mitigation requirements? [\[Yes/No\]](#)

Has the business been cited for any health code violations by the Montgomery County Office of Public Health in the past 18 months? [\[Yes/No\]](#)

Is the business currently 60 or more days behind on any payments due for rent, loans, credit cards, and/or other accounts payable (check all that apply)? [\[Rent/Mortgage, Loan\(s\), Credit Card\(s\), Accounts Payable, Taxes, Other, None\]](#)

If behind on taxes, is the business in an approved payment plan with all the relevant taxing entity or entities (check one)?

[\[Yes, the business is participating in an approved payment plan\(s\) for all back taxes; No, the business is not participating in an approved payment plan\(s\) for all back taxes owed; The business does not have any tax delinquency issues as of the date of application\]](#)

Please provide the names of all individuals and/or entities that own 20% or more of the business and indicate the percentage ownership of each. [\[text box\]](#)

Have any of the individuals and/or entities that own 20% or more of the business declared bankruptcy in the past 36 months? [\[Yes/No\]](#)

Does anyone in the ownership or leadership of the business have a family relationship with an employee of Montgomery County's County Government? [\[Yes/No\]](#)

If yes, please indicate the individual(s) and relationship(s). [\[text box, 500 words\]](#)

Does the business have any contracts with the County of Montgomery, the Redevelopment Authority of Montgomery County, and/or MontcoWorks (the Workforce Development Board for Montgomery County)? [\[Yes/No\]](#)

If yes, please explain the contractual relationship. [\[text box, 500 words\]](#)

### **Supporting Documentation**

Please upload the following –

- Federal Tax documentation in .pdf format [\[upload link\]](#)
- W-9 Form for Applicant Entity in .pdf format [\[upload link\]](#)
- A .pdf copy of the license to operate a food facility issued by the Montgomery County Office of Public Health or a .pdf copy of the businesses Articles of Incorporation [\[upload link\]](#)

## **Acknowledgements**

In order for your application to be considered complete, you acknowledge all of the following:

- I acknowledge that all of the information herein is accurate to the best of my knowledge as of the date of application submission. [Yes]
- I acknowledge that as of this date the business is current with all federal, state, and local taxes owed, or, in the event of a tax delinquency I acknowledge the business is in an approved repayment plan with any and all taxing authorities with which a delinquency exist. [Yes]
- I acknowledge that the applicant entity is and has been in compliance with all lawful COVID-19 mitigation orders issued by the Commonwealth of Pennsylvania since March 12<sup>th</sup>, 2020. I further acknowledge that the applicant entity will remain in compliance with all such orders and any further orders and that failure to do so will result in having to pay back the awarded grant funds in full. [Yes]
- I acknowledge that submission of a grant application does not constitute an award of funding and that feedback will not be provided to applicants not receiving a grant award. [Yes]
- I acknowledge that applicants and grantees for this program are responsible for following the rules, regulations, and contract stipulations of loan and grant programs regardless of the source of funds; furthermore, I acknowledge that it is the responsibility of a grantee to use and report on all funds appropriately whether sourced from local, County, State, and/or Federal government programs. [Yes]
- I acknowledge that all grant funds awarded that are not expended by April 9<sup>th</sup>, 2021 per the program guidelines and grant contract will need to be returned to the Redevelopment Authority of Montgomery County (as program administrator). Additionally, I acknowledge that all grant funds not spent in accordance with the program guidelines and/or grant contract will need to be repaid to the Redevelopment Authority of Montgomery County. [Yes]
- I acknowledge the business/organization is responsible for properly reporting and paying all tax obligations to the state and federal government as a result of this grant award. [Yes]
- I acknowledge that any unused funds will be returned and that any use of funds that violates the grant contract may result in legal action including prosecution. [Yes]

## **Submission**

Please type your name, as it appears on your photo identification below. This certifies that you have legal authority to submit this grant on behalf of the applicant and also you affirm that the information contained in the application is true and correct and is made subject to penalty of perjury. You also affirm that if awarded this grant, all required reporting will be completed such that it will be true and correct and will be made subject to the penalty of perjury. [text box]