



COVID-19 RELIEF SMALL BUSINESS GRANT PROGRAM

1. South Whitehall has dedicated \$115,000 to be used by businesses in South Whitehall Township who have been negatively impacted by COVID-19. This program will be administered by the South Whitehall Township Director of Finance, Township Manager and Business Privilege Tax Administrator (collectively “Township Administration”) in partnership with the Greater Lehigh Valley Chamber of Commerce.
2. South Whitehall Township Businesses with gross receipts of \$750,000 or less may apply for up to a \$3,500 grant for COVID-19 related expenses.
3. The Greater Lehigh Valley Chamber of Commerce will conduct outreach and marketing with a goal of ensuring small, vulnerable, and disadvantaged businesses have access to the grant application platform.
4. The Greater Lehigh Valley Chamber of Commerce will provide technical assistance to businesses during application preparation and online submission.
5. South Whitehall Township will fund the grants to approved businesses.
6. Businesses will be required to provide certifications regarding accuracy and truthfulness of information submitted in the application. Applicants must be aware of such certifications outlined in these guidelines.

PROGRAM ELIGIBILITY

1. Grants of up to \$3,500 are available for eligible businesses that have been negatively affected by the COVID-19 pandemic and related statewide business closures.
2. South Whitehall Township Businesses with gross receipts of \$750,000 or less, in either calendar year 2019 or 2020, are eligible to apply for up to a \$3,500 grant for COVID-19 related expenses.

Gross receipts shall be determined by the business's most recently filed South Whitehall Township Business Privilege Tax return. If the business was a startup in 2019 and has not yet filed taxes, a management prepared statement of revenue and expenses as of December 31, 2020 is acceptable.

3. A determination of gross receipts shall be defined as defined in the South Whitehall Township Ordinance Chapter 328-8(D) titled "Determination of Gross or Whole Volume Business."
4. In addition to the gross receipt requirement, the eligible business must also have a projected or actual (if known at the time of application) decrease of 20% or more in gross receipts for 2020. If the business was a startup after January 1, 2019, the 20% reduction shall be determined by comparing quarterly returns from 2019 to the same quarter of 2020.
5. Eligible businesses must be physically based and operate in South Whitehall Township and must have filed or will file a South Whitehall Township Business Privilege Tax Return.
6. Eligible businesses must have must have been in operation on December 31, 2019, and they must have operated for at least one full quarter in 2019.
7. Eligible businesses must currently be operating or have a clear plan to re-open once the Commonwealth permits re-opening of the business. If a business is closed, its clear plan to reopen must be provided with other application material.

ELIGIBLE USES OF FUNDING

1. Costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave, and insurance premiums.
2. Working capital for the purpose of paying business related mortgage interest payments (but not mortgage prepayments); and business-related interest payments on any other debt obligations that were incurred before February 15, 2020.
3. Rent payments.
4. Utility payments.
5. Payroll.

8. Working capital for the purpose of covering the costs of re-opening business operations after being fully or partially closed due to the state-mandated business closure period commencing March 2020, if the expense was incurred due to COVID-19.
9. Any expenses (costs) incurred related to the expense of implementing COVID-19 safety measures, including but not limited to specialized equipment, barriers, PDE's, and employee training expense to ensure compliance with state and federal CDC guidelines for reopening.
10. Any Covid-19 related expenses not already paid for with other relief measures such as state grants or loans, US SBA Paycheck Protection Loans, local or regional grant and/or loan programs.

INELIGIBLE BUSINESS

1. Businesses that are not physically based in South Whitehall Township.
2. Businesses that are in active default (not on a payment plan) with taxes or fees owed to the County, South Whitehall Township, the Federal Government, or Commonwealth.
3. Businesses engaged in any activity that is illegal under federal, state, or local law.
4. Businesses owned or controlled by any owner that has ever obtained a direct or guaranteed loan from the State of Pennsylvania or any Federal agency that is currently delinquent or has defaulted within the last seven years and caused a loss to the government.
5. Non-Profit organizations, including without limitation, all charities, Churches, and other religious institutions.
6. Financial businesses primarily engaged in the business of lending, such as banks or finance companies.
7. Passive real estate companies and investors who file a Schedule E on their personal tax returns are not eligible.
8. Real estate businesses in which the majority (>51%) of their income is rental income.
9. Life insurance companies.
11. Private clubs and businesses which limit the number of memberships for reasons other than capacity.
12. Government-owned entities or elected official offices.
13. Businesses primarily engaged in political or lobbying activities.
14. An owner of 20 percent or more of the equity of the applicant is incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance within the last five years or any other felony within the last year.
15. Business that has received another Grant or loan for the expenses included in this program from the Lehigh County Small Business Grant Program.

16. Businesses with one or more municipal liens against them.
17. Businesses currently filing for bankruptcy or planning to in 2021.
18. Home based businesses.

APPLICATION REVIEW PROCESS

1. Once an application is received, South Whitehall Township in partnership with the Greater Lehigh Valley Chamber of Commerce will process applications and review for administrative completeness.
2. Complete grant applications will be reviewed by a committee consisting of Township Administration, designated South Whitehall Township Board of Commissioners member(s), and the Greater Lehigh Valley Chamber of Commerce (collectively the “Review Committee”).
3. The Review Committee will review each application, make a final recommendation of approval or denial, and will forward the recommendation to the South Whitehall Township Manager.
4. The South Whitehall Township Manager shall review the recommendations and place all recommended approvals on the agenda at the next scheduled South Whitehall Township Board of Commissioners meeting for discussion and vote on final approval.
5. At the Board of Commissioners meeting, the Commissioners shall review, discuss, and vote on whether to grant final approval on all recommended approvals from the Review Committee. Final approval shall be granted on a majority vote of Commissioners present at the meeting.
6. All approved applications will be funded by South Whitehall Township on a first come first serve basis subject to a limited exception.
7. A limited exception shall give priority to businesses who can demonstrate it has not received other state or federal COVID-19 grant or loan assistance and/or funding.

REQUIRED DOCUMENTATION CHECKLIST

- Most recent Business Privilege Tax Return filed (2019 or 2020) – must be in an electronic form for online upload, such as PDF.

- If the applicant was a startup in 2019 and has not yet filed taxes, a management prepared statement of revenue and expenses as of December 31, 2020; must be in an electronic form for online upload, such as PDF.
- Copy of official filing with the Department of State or local municipality for your business such as one or more of the following must be provided in electronic format for upload, such as PDF:
 - Articles of Incorporation
 - Certificate of Organization
 - Fictitious Name Registration
 - Government-Issued Business License
- Any form of acceptable government-issued photo ID; must be in an electronic form for online upload, such as PDF.

APPLICANT CERTIFICATION

Applicants must be aware of the critical Applicant Certifications set forth below:

- South Whitehall Township may rely on applicant certifications for use of funds, business eligibility, owner information and financial information for both the business and the owner. Applicants must make this certification in good faith, considering their current business activity and their ability to access other sources of liquidity sufficient to support their ongoing operations in a manner that is not significantly detrimental to the business.
- Applicant understands that the grant funds available under the South Whitehall Township COVID-19 Relief Small Business Grant Program are limited, and thus, certain small business owners, including small business owners who may otherwise qualify for such grant funds, may not be selected to receive grant funds under the South Whitehall Township COVID-19 Relief Small Business Grant Program. The grant funds, subject to a limited exception, will be awarded by South Whitehall Township, on a first come, first serve basis. The limited exception is that priority will be given to businesses who can demonstrate that it has not received other state or federal COVID-19 grant assistance and/or funding.

Businesses receiving grant funds must certify such compliance under penalty of perjury and fines pursuant to 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) to all the below:

1. The business was in operation on February 1, 2020 and, if required, paid income taxes to the state and federal government, as reported on individual or business tax returns.
2. COVID-19 has had an adverse economic impact and makes this grant request necessary to support the ongoing operations of the applicant.
3. The grant will be used only for eligible uses of funding as described in the South Whitehall Township COVID-19 Relief Small Business Grant Program. I understand that if the funds are

knowingly used for unauthorized purposes, the county, state, and federal government may hold me legally liable such as for charges of fraud.

4. During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another Grant or loan for the expenses included in this application from any county, state or federal authority.
5. The business must 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 noncompliant business will be ineligible for funding under this program and may be required to return all, or a portion, of the funds awarded.
6. I understand that I am ineligible to receive funding under this COVID-19 Relief Statewide Small Business Assistance Program if I, or any owner of 20 percent or more of the equity of the applicant is incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance within the last five years or any other felony within the last year.
7. I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a grant from South Whitehall Township is punishable under state and federal law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
8. I acknowledge that the Township will confirm the eligible grant amount using required documents submitted. I understand, acknowledge, and agree that the Township can share any information that I have provided with authorized representative from Lehigh County and the Commonwealth of Pennsylvania, for the purpose of compliance with this Grant Program's requirements.

Click [here](#) to download the program overview.