

# Carbon County COVID-19 Hospitality Industry Recovery Program (CHIRP)

## PROGRAM GUIDELINES

### Statement of Purpose

This program is funded by Section 134-C of the Act of February 5, 2021 that establishes the County Block Grant – Hospitality Industry Recovery Program within the PA Department of Community & Economic Development. The purpose is to offer grant funding to eligible hospitality industry businesses including hotels, restaurants, bars and taverns that fall into the following North American Industry Classification System (NAICS) codes: Accommodations subsector (721) or Food Services and Drinking Places subsector (722).

### Eligibility

Carbon County business who fall into the NAICS codes described above who have fewer than 300 full-time equivalent employees also meet the following:

- The business was in operation on February 15, 2020 and paid income taxes to the Federal and State government.
- The business remains in operation and does not intend to permanently close within one year of the date on their application for this program.
- The business has a maximum tangible net worth of not more than \$15,000,000
- COVID-19 has had an adverse economic impact on their business and the grant request will support their ongoing operations.
- The grant will be used to pay for COVID-19 related business expenses.
- The business agrees they will only be eligible for one grant under this program through June 30, 2021.
- The business must agree and sign the attached application stating the information presented is true and accurate.
- If any prior COVID-19 related funding was awarded to the business, the expenses covered are deemed ineligible and the business must have additional expenses to submit.
- NAICS codes are 5-digit codes that can be found by searching here: [NAICS & SIC Identification Tools | NAICS Association](#) To be eligible for this program your NAICS Code must start with 721 (Accommodations) or 722 (Food Services and Drinking Places).

### Grant Amount

Grant awards will be made in increments of \$5,000 up to a maximum amount of \$50,000 to cover eligible expenses.

### Requirements

Carbon County CHIRP applications and all required supporting documentation will be submitted to the Carbon Chamber & Economic Development Corporation (CCEDC), a Certified Economic Development Organization (CEDO) by the PA Department of Community & Economic Development starting on March 1, 2021.

Applicants must be able to provide proof of the following:

- Documentation showing a reduction in gross revenue receipts during the first, second, third or fourth quarters of calendar year 2020 that demonstrates at least a 25% reduction from the applicant's gross receipts during the same quarter in calendar year 2019.
  - Or, if the business was not in operation during calendar year 2019 but was in operation on February 15, 2020, the applicant must demonstrate at least a 25% reduction in

revenue during the second, third or fourth quarter of calendar year 2020 from the gross receipts during the first quarter of calendar year 2020.

- Or, if the applicant was in operation during all of calendar year 2019 and experienced at least a 25% reduction in revenue in 2020 compared to 2019 and can provide copies of its Federal tax forms to substantiate the decline.
- **NOTE: PRIORITY FOR APPROVAL WILL BE GIVEN TO APPLICANTS WHO CAN SHOW AT LEAST A 50% REDUCTION IN GROSS REVENUE RECEIPTS.**
- Documentation of eligible COVID-19 related operating expenses (including payroll and non-payroll expenses) that are “ordinary and necessary”. The following applies:
  - The expense must have been incurred between March 1, 2020 and the date of their application but no later than June 15, 2021.
  - For mortgage payments, the mortgage must have been in effect before February 15, 2020.
  - For rent payments, the lease agreement must have been in effect before February 15, 2020.
  - For utility costs, the service must have begun before February 15, 2020.
- Eligible operating expenses can include but are not limited to: Mortgage or rent, utility bills, supplies, cleaning or janitorial costs, payroll, insurance, and property taxes.
- Ineligible operating expenses include: Taxes collected and remitted to a taxing authority such as sales tax, proceeds from transaction between the business and its domestic or foreign affiliates and amounts collected for another by a travel agent, real estate agent, advertising agent or conference management service provider.

### **Application Procedures**

The Carbon County CHIRP Application must be completed, signed, and submitted along with the following:

- Proof of at least a 25% reduction in revenue as described in the Requirements section.
- Proof of the business operating expenses to be covered by this grant application.
- A signed copy of the attached Non-Discrimination/Sexual Harassment Clause
- A brief narrative description of how the business was impacted by the COVID-19 pandemic.
- Copies of the applicant’s signed 2019 and 2020 Federal Tax Return or 2019 and 2020 accountant prepared financial statements.
- Alternative forms of documentation may be submitted but must be deemed in compliance after review and prior to application approval.

Applications will be reviewed by CCEDC staff as they are received, and awards will be made on a rolling basis until June 15, 2021 or funds are exhausted whichever occurs first.

Applications can be submitted to CCEDC in the following manner:

- **By email to [info@CarbonCountyChamber.org](mailto:info@CarbonCountyChamber.org) with the subject line: CHIRP Application or**
- **By mail to 137 South Street, Lehighton PA 18235 or Drop off M-F 8:30am-4:30pm**

### **Contact Information**

Program questions can be directed to:

Kathy Henderson, Director of Econ. Development at [KHenderson@carboncountychamber.org](mailto:KHenderson@carboncountychamber.org) (484) 464-9576  
Linda Rex, Assistant to the Director at [LRex@CarbonCountyChamber.org](mailto:LRex@CarbonCountyChamber.org) (610) 379-5000  
Alice Wanamaker, Executive Director at [AliceW@CarbonCountyChamber.org](mailto:AliceW@CarbonCountyChamber.org) (484) 274-2080