

# BERKS COUNTY **CARES** GRANT PROGRAM



## Guidelines for Educational Institutions and Services Application

*Revised 10/1/20*

### **Application Overview**

- Grant applications will be reviewed by a committee who will make recommendations to the Berks County Commissioners.
- Applicants must verify compliance with Governor Wolf's directives regarding COVID-19 safety precautions.
- No matching funds are required.
- All grant expenditures must be directly related to COVID-19. Expenses can be charged from March 1, 2020 to September 30, 2020. Funds will be provided on a reimbursement basis.
- Applicants must serve Berks County residents.
- Applicants must declare what other CARES Act funding has been received, though this will not preclude the organization from receiving funds from this distribution.
- CARES Act funds cannot duplicate another funding source.
- The intent of this grant is to supply funds to as many projects as possible; therefore, awards may be subject to partial funding.
- Applicants will be required to report on the number of residents served, how they are/were served, and the impact on the community. Must identify the community need and how the service will mitigate that need. Must provide data that clearly identifies the demographics of those served.
- This overview and guidelines are subject to change as additional guidance regarding CARES Act funding is received by Berks County.
- Applicant can request up to \$100,000.

### **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 or Revenue and Expense Report
- January—September profit and loss for 2019 and 2020.
- Completed W-9 Form.
- A signed and completed application.
- Any additional documentation to support a financial loss due to COVID-19
- IRS ruling or determination letter.

## **Eligible Uses**

The funds can be used for “necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019” that are incurred between March 1 and September 30, 2020. Eligible cost categories are defined below. The County of Berks has the authority to determine whether a particular use of the funding is allowable.

## **Eligible Applicants**

- School districts located within Berks County
- Department of Education recognized educational institutions within Berks County
- Berks County Intermediate Unit (BCIU)

## **Eligible Costs**

### Protective Measures

- Facility security and/or COVID-19 screening contract labor and materials
- PPE or related protective equipment not covered by FEMA Public Assistance
- Costs for acquisition and installation of protective equipment not covered by FEMA Public Assistance
- Increased disinfection costs of learning areas
- Lease and/or outfitting costs for temporary facilities to comply with Centers of Disease Control health guidance
- Materials and equipment to encourage or enforce compliance with health directives (e.g.: signage, communications, barriers, etc.)

### Costs associated with modifying method of teaching

- Distance learning costs, including online or televised instruction and independent study packets
- Information Technology hardware and software costs associated with distance learning

Any other emerging need with a clear nexus to COVID-19 not covered by any other federal, state or local funding source, and deemed appropriate and necessary by Berks County.

## **Ineligible Cost Categories**

- Revenue replacement
- Expenses that have been or will be reimbursed under any federal, state, or local program such as Department of Education’s Education Stabilization Fund, FEMA Public Assistance (excluding local cost share requirement)
- Reimbursement to donors for donated items or services
- Workforce bonuses other than hazard pay or overtime
- Severance pay
- Legal settlements

## **Timeline**

September 30 <sup>th</sup>	Applications available at 9 AM
October 16 <sup>th</sup>	Applications due by 5 PM
October 20 <sup>th</sup> – 26 <sup>th</sup>	Applications are reviewed
October 27 <sup>th</sup>	Recommendations to County Commissioners
October 29 <sup>th</sup>	Grant Awards announced by Commissioners
October 30 <sup>th</sup> - November 20 <sup>th</sup>	Execute Contracts and Certifications with Approved Grantees