

BERKS COUNTY **CARES** GRANT PROGRAM



Guidelines for Municipalities and Authorities 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 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.
- Applicants may request up to \$100,000.

Required Documents

- A signed and completed application.
- Any additional documentation to support expenses related to COVID-19 that are not duplicative of any other funds received for those expenses.

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

Municipalities and Authorities located in and serving Berks County.

Eligible Cost Categories

Payroll

- Straight time payroll costs for staff substantially dedicated to COVID-19 response activities
- Overtime payroll costs for staff substantially dedicated to COVID-19 response activities
- Payroll costs for staff to backfill or surge to support COVID-19 response activities
- Employee benefits costs for staff substantially dedicated to COVID-19 response activities
- Direct and indirect leave payroll costs for staff quarantined due to COVID-19, either due to exposure or confirmed positive test results
- Direct and indirect payroll costs for staff on leave, including Family and Medical Leave Act (FMLA) leave

Adjustments to the delivery of government services

- Communication and community outreach to inform public of changes to essential services,
- Technology Hardware & Software necessary to transition to work from home, or digital service models
- Cost of facility retrofits necessary to comply with local health requirements – not defined as capital projects

PPE and related protective measures

- PPE or related protective equipment not covered by FEMA Public Assistance
- Costs for acquisition and installation of protective equipment

Public Health Initiatives

- COVID-19 testing or screening not covered by private or government payer insurance, or FEMA Public Assistance programs
- Contact tracing
- Communication and community outreach to inform public of public health guidance
- Emergency Medical or Alternate Transportation Costs
- Non-congregate sheltering costs for front-line staff interacting with COVID-19 patients
- Disinfection of public and local congregation areas
- COVID-19 preparation and response emergency planning

Public Service Initiatives

- Increased food assistance programs for vulnerable or disadvantaged populations as result of COVID-19 impacts

Ineligible Cost Categories

- Revenue replacement
- Damages covered by insurance
- Workforce bonuses other than hazard pay or overtime.
- Severance pay
- Legal settlements

Timeline

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