

Chester County Main Street Preservation Grant Program Round 2



Program Details

A \$10 million grant program focused on supporting Chester County small businesses that have been most impacted by COVID-19

Grant Amounts

- For businesses that had fiscal 2019 revenue of less than \$1 million, the maximum grant is \$25,000
- For businesses that had fiscal 2019 revenue of \$1 million or more, the maximum grant is \$49,500



Questions?

General program or eligibility issues

- Email granthelp@ccedcpa.com if you have questions regarding the program or application process

Problems filling out or submitting the application

- Email techsupport@ccedcpa.com if you are experiencing technical issues with the application platform



Application Information

Grant application guides and the application link can be found at <https://ccedcpa.com/mainstreet/>.

Applicants are urged to review the application prior to starting the application process. Samples of the applications can be viewed at this site so that you can prepare to apply by reviewing the application questions and the checklist of required documentation, applications must be made through the online portal. A link to this portal is also located at the <https://ccedcpa.com/mainstreet/> web page.



Application Information

Emailed applications and hard copy applications will not be accepted.

The portal will be accepting applications from 8:30 AM on Thursday, December 17, 2020 through 5:00 PM on Wednesday, December 23, 2020.



Application Information

Required documentation will be uploaded directly through the application portal as part of the application process. All uploads must be in .pdf format contained in one single file per document.

Applications must be completed once started, the application site will not allow you to save progress and return at a later time.



Eligibility Criteria



Eligibility Criteria

Applicants must be an active, for-profit Chester County small business with 2019 revenue of \$5 million or less,

OR

Applicants that had 2019 revenue in excess of \$5 million may apply for a single location in Chester County if that specific location had 2019 revenues of \$5 million or less



Eligibility Criteria

- Passive businesses such as landlords are not eligible
- Owners of multiple businesses in Chester County may only apply for a single business
- Business operations must be physically based in Chester County (owner's residence and location of business incorporation not relevant)



Eligibility Criteria

- Business must be open and operational at time of grant disbursement, which is expected to occur in February 2021.
- Businesses must have been formed and active in 2019 or earlier (businesses established in 2020 are not eligible)



Eligibility Criteria

- Business must document a loss of revenue of at least 30% to be established by comparing the nine month periods of January 1, 2019 through September 30, 2019 and January 1, 2020 through September 30, 2020



Eligibility Criteria

- Businesses must have had a minimum of \$50,000 in operating expenses in 2019
- Businesses who received funding in Round 1 of the Chester County Main Street Preservation Grant are not eligible



Eligibility Criteria Questions



Application Options



Application – Option #1

Option #1: Businesses that have revenues of \$5 million or less as shown on the fiscal 2019 business tax return

An individual who owns more than one business may apply for one of the businesses as long as that particular business has \$5 million or less in fiscal 2019 revenues as reported on the fiscal 2029 tax return, even if the combined revenues of all of their businesses exceeds \$5 million



Application – Option #1

Example: John Doe owns a hair salon, restaurant and construction company that report on separate tax returns or Schedule C's. The 2019 revenues on the tax returns are as follows:

Business	2019 Revenue
Salon	\$500,000
Restaurant	\$1,500,000
Construction Company	\$6,000,000
Total	\$8,000,000



Application – Option #1

John may apply for either a \$25,000 maximum grant for the Salon due to revenues of less than \$1 million or a \$49,500 maximum grant for the Restaurant which has revenues of \$1 million or more.

Business	2019 Revenue
Salon	\$500,000
Restaurant	\$1,500,000
Construction Company	\$6,000,000
Total	\$8,000,000



Application – Option #2

Option #2: Businesses with multiple locations whose total revenue as shown on the fiscal 2019 tax return is in excess of \$5 million may apply for a single location in Chester County that had 2019 revenues of \$5 million or less



Application – Option #2

Example: Sally Smith owns four retail stores in Chester County. These retail stores all report on the same tax return and had 2019 total revenue of \$6,000,000. Sally is eligible to apply for a single store location as long as that particular location had 2019 revenue of \$5 million or less.



Application – Option #2

In addition to submitting the 2019 tax return for all locations, this business must also supply three separate, company-prepared statements of profit and loss for the following periods for the specific location for which they are applying:

January 1, 2019 through December 31, 2019

January 1, 2019 through September 30, 2019

January 1, 2020 through September 30, 2020



Application – Option #2

Example: Sammy Schwartz owns four restaurants, three of which are in Chester County. Although they all report on the same tax return Sammy is able to pull reports on revenues for each separate location. For 2019 his four restaurants had revenues as follows:

Restaurant Location	2019 Revenue
Wilmington, DE	\$3,200,000
Paoli, PA	\$5,100,000
Phoenixville, PA	\$2,100,000
Atglen, PA	\$900,000
Total	\$11,300,000



Application – Option #2

The Wilmington location is not eligible as it is not in Chester County. The Paoli location is not eligible as it had 2019 revenue in excess of \$5 million. Sammy may apply for either Phoenixville location for a maximum grant amount of \$49,500 or for the Atglen location for a maximum grant of \$25,000.



Application Options

Upon clicking the **Apply** button at the Main Street Preservation Grant home page, applicants will be taken to a landing page where they will choose one of the above two application methods. This will then take the applicant to the appropriate application form.



Application Options

The Chester County Main Street Preservation Grant is intended to provide support to businesses and business locations that had revenue of \$5 million or less either company-wide or at a specific Chester County location.

Please note that there are two application options. Please review the two options below and select the option that best describes your company. The applicant should choose the application that best fits their business. Applicants may only submit only **ONE** application.



Application Options

1. Company-wide, my business had fiscal 2019 revenue of \$5 million or less (A selection box will be located before the question. If the applicant selects this option then it will be directed to the application form entitled “Application Form \$5 Million and Less”)
2. Company-wide, my business had 2019 revenue in excess of \$5 million; however, I am applying for a single location in Chester County that had 2019 revenues of \$5 million or less (A selection box will be located before the question. If the applicant selects this option then it will be directed to the application form entitled “Application Form for Single Location”)



Application Option Questions



The Application Form



Application Form

Must be completed online, hard copy and emailed applications will NOT be accepted

The sample on the following pages combines the application criteria for applicants who had a business with \$5 million or less in annual revenue in 2019.



Application Form

The underlined text indicates that the questions or information requested differs for applicants who had more than \$5 million in revenue in fiscal 2019 and are applying for a single location with less than \$5 million in revenue.

For those applicants, please refer to the footnotes at the bottom of each page for the requirements for that question or request. Separate, specific application samples for each of the application options are available at <https://ccedcpa.com/mainstreet/>.



Application Form

Section 1 - Business and Contact Information

- Business Name as it appears on your tax return
- Trade Name if different from above
- Business Street Address
- Business Street Address 2
- Business City
- Business State
- Business Zip Code
- Business Municipality
- Contact Name
- Contact Phone
- Contact Email Address



Application Form

Section 2 - Applicant Narrative Questions

- Briefly describe your business
- Describe how COVID-19 has impacted your business
- Describe how this grant will assist your business
- Describe what steps your business has taken to remain open during the COVID-19 pandemic
- Describe your plans for continued adaptation to COVID-19



Application Form

Section 3 – Eligibility Questions

- Did the business receive funding under the prior Chester County Main Street Preservation Grant program? (Yes disqualifies the applicant as not eligible)
- Were the total business revenues for 2019 greater than \$5 million? (Yes disqualifies the applicant as not eligible)
- Were the business' 2019 expenses \$50,000 or more? (No disqualifies the applicant as not eligible)



Application Form

Section 3 – Eligibility Questions

- Has the business' revenue declined by at least 30% as compared to last year due to COVID? (No disqualifies the applicant as not eligible)
- Was the business open and operational as of December 10, 2020? (No disqualifies the business as not eligible)
- Is the applicant business a for-profit business? (No disqualifies the business as not eligible)



Application Form

Section 3 – Eligibility Questions

- Was the business formed on or before December 31, 2019? (No disqualifies the business as not eligible)
- Does the applicant business have a physical location in Chester County, PA? (No disqualifies the business as not eligible)
- Is the business engaged in active commerce? (No disqualifies the business as not eligible)



Application Form

For businesses applying for a single location, these questions relate to the specific location you are applying for and not the total business.



Application Form

Section 4 – Data Entry Questions

1. Enter the first three digits of business NAICS Code from tax return
2. Enter the total business revenue for 2019 as shown on the federal tax return
3. Enter the total business revenue for the period from January 1, 2019 through September 30, 2019 – Please note that a Statement of Profit and Loss for this period is required as part of this application



Application Form

Section 4 – Data Entry Questions

4. Excluding any PPP funding, enter the total business revenue for the period from January 1, 2020 through September 30, 2020 – Please note that a Statement of Profit and Loss for this period is required as part of this application
5. Enter the total number of FTE's (fulltime equivalent employees) as of December 30, 2019 which is calculated by dividing the total hours worked by all employees in 2019 by 2,080



Application Form

Section 4 – Data Entry Questions

6. How much has the business spent on personal protective equipment and COVID Compliance?
7. As of December 1, 2020, how much COVID relief grant funding (exclude EIDL or other loans **but include PPP**) has the business received?
8. In what year was your business formed?



Application Form

Section 4 – Data Entry Questions

9. Is 50% or more of the business woman owned?
10. Is 50% or more of the business minority owned?
11. Is 50% or more of the business veteran owned?

Businesses applying for a single location will be required to enter the revenue and FTE information for the specific location for the period from January 1, 2019 through December 31, 2019.



Application Form

Section 5 – Required Documentation Upload

These documents must be uploaded as a single Adobe .pdf file for each item in order for the application to be submitted



Application Form

Section 5 – Required Documentation Upload

- Complete Copy of Your 2019 Business Federal Tax Return – Must upload as a single pdf document
 - If you file your business tax return as a Schedule C or Schedule F on your personal tax returns, please check here
- Complete Copy of the 2019 Personal Federal Tax Return(s) for all who own 20% or more of the business – Each individual's tax return must be uploaded as a single pdf document



Application Form

Section 5 – Required Documentation Upload

- Statement of Profit and Loss or Income Statement for your business covering the period from January 1, 2019 through September 30, 2019 – Must upload as a single pdf document
- Statement of Profit and Loss or Income Statement for your business covering the period from January 1, 2020 through September 30, 2020 – Must upload as a single pdf document



Application Form

Section 5 – Required Documentation Upload

- Fully completed, signed and dated IRS Form W-9 for the business – Must upload as a single pdf document
- For businesses applying for a specific location, you will also be required to upload an internally prepared statement of profit and loss for the period from January 1, 2019 through December 31, 2019. Requested interim financials should be for the specific location.



Application Form

Section 6 – Applicant Certifications

Applicant must certify all of the following:

1. All questions have been answered truthfully
2. This is a reimbursement grant program intended to replenish business cash based on prior expenditures. Any additional cash flow generated by this grant award will be utilized for business expenses



Application Form

Section 6 – Applicant Certifications

Applicant must certify all of the following:

3. No funds will be used for any purpose that violates federal, state or local laws which includes, but is not limited to the production or sale of marijuana or marijuana derivative products.



Application Form

Section 6 – Applicant Certifications

4. Applicant recognizes that this is a competitive grant program and that not all applicants will be awarded grants. applicant recognizes that grant award determinations will be made based on both objective and subjective analysis of the information provided as part of the application with respect to which the judgment of prudent grant application analysts could differ.

continued



Application Form

Section 6 – Applicant Certifications

4. In exchange for the consideration of reviewing applicant's submission, applicant hereby releases and will hold Chester County, Pennsylvania and Chester County Economic Development Council, their respective Board of Commissioners and Board of Directors, officers, employees and their committees harmless from and against any cost or expense incurred in submitting this application and/or arising out of their decisions related to the creation and administration of this program including, but not limited to, the processing of applications and award decisions made under this program, and acknowledges that all grant decisions are final when made.



Application Form

Section 7 – Electronic Signature

The below signer has been authorized by the applicant business to submit this application on its behalf and is legally qualified to bind the applicant business.

Signature

Name

Title

(Submit)



Questions

