



## PROGRAM GUIDELINES

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

Adams County will receive approximately \$1.16 million in grant funding through the Pennsylvania COVID-19 Hospitality Industry Recovery Program to be administered through the Adams County Economic Development Corporation beginning March 15, 2021. Applications will be accepted until June 15, 2021 or until the funds are expended. Grants will be awarded to eligible applicants for the purpose of reimbursing for revenue losses in increments of \$5,000 with a maximum grant amount of \$50,000.

#### Eligible Applicants for CHIRP

Eligible entities for this program are strictly limited to those within the hospitality industry as defined by the North American Industry Classification System (NAICS) and have the designation within the following subsectors:

- Accommodation subsector (721)
- Food Services and Drinking Places subsector (722)

**The business entity NAICS code can be found on the first page of the corporate tax return. Eligibility for this requirement will be confirmed using the required submitted tax return.**

#### A business is eligible if:

- Applicant had gross receipts during the first, second, third or fourth quarter in calendar year 2020 that demonstrate at least a 25% reduction from the applicant's gross receipts during the same quarter in calendar year 2019.
  - If the applicant was not in business during the first or second quarter of calendar year 2019, but was in business during the third and fourth quarters of calendar year 2019, the applicant had gross receipts during the first, second, third or fourth quarter of calendar year 2020 that demonstrate at least a 25% reduction from the applicant's gross receipts during the third or fourth quarter of calendar year 2019.
- It has fewer than 300 full-time equivalent employees.
- It has a maximum tangible net worth of not more than \$15 million.
- It was in operation on February 15, 2020 and remains in operation and does not intend to permanently cease operations within one year of the date of application.

#### Priority will be given to applicants that:

- Have not received a loan or grant issued by any of the following;
  - Small Business Administration- Paycheck Protection Program (PPP) (Federal)
  - PIDA COVID19 Working Capital Access Program (CWCA) (State)
  - Small Business Administration Economic Injury Disaster Loan Program (Federal)
  - The Fund for Adams Investment & Recovery Program (FAIR) (Federal)

- Were subject to closure by the Governor's disaster declaration; or
- Can demonstrate one of the following:
  - A reduction in gross receipts of 50 percent or more for the period beginning after March 31, 2020, and ending before December 31, 2020, in comparison to the period beginning after March 31, 2019, and ending before December 31, 2019.
  - If the eligible applicant was not in operation during the entire comparison period, but was in operation on February 15, 2020, a monthly average reduction in gross receipts of 50 percent or more for the period beginning after March 31, 2020, and ending before December 31, 2020, in comparison to the period beginning after January 1, 2020, and ending before April 1, 2020.

## Important Dates

**Applications accepted beginning March 15, 2021 and ending March 26, 2021.**

Future application rounds will be scheduled through June 15, 2021, if necessary.

## Application Requirements

Applicants will be required to submit an online application. Applicants will also be required to upload the following supporting documentation:

- Profit & Loss Income Statement for the business for 2019, organized by month
- Profit & Loss Income Statement for the business for 2020, organized by month
- Completed W-9
- 2020 business tax return
- 2019 business tax return
- 2018 business tax return if 2020 business return is not available
- Signed Self- Certification form

## Application Review

The Adams County Economic Development Corporation staff will receive applications through an online portal on our website at <https://adamsalliance.org/chirp/>.

- Once your application is uploaded into our system, we will send an email confirming receipt of your application from the following email address: [hospitalitygrant@adamsalliance.org](mailto:hospitalitygrant@adamsalliance.org)
- **Only complete and accurate applications will be considered. Applications with technical errors or without the required supporting documentation will be removed from the applicant pool and deemed ineligible.**
- **If your application is ineligible, you will receive an email notification, allowing you the opportunity to resubmit a complete application before the deadline.**
- Applications will be processed once the application round closes.
- All grant applications will be reviewed for approval by the ACEDC executive committee.

Questions should be directed to the Adams County Economic Development Corporation at [hospitalitygrant@adamsalliance.org](mailto:hospitalitygrant@adamsalliance.org)