

## Bradford County Fire Company COVID Relief Grant Program

### County Commissioners

Daryl Miller, Chairman  
Doug McLinko, Vice Chairman  
John Sullivan, Commissioner



### Overview

In response to the COVID-19 Pandemic of 2020, the Bradford County Commissioners are authorizing the **Bradford County Fire Company COVID Relief Grant Program** to assist our first responding agencies in addressing shortfalls created as a result of coronavirus related restrictions and guidelines. The County Commissioners understand that many typical fundraising efforts and events have been cancelled and furthermore new restrictions and response protocols have resulted in additional unforeseen expenditures that were not part of normal operating budgets. These factors coupled with an already stressed system could result in severe financial hardship for our fire companies which left unaddressed could lead to service reductions or closures that would significantly hinder the ability to protect the public in times of need. In an effort to minimize these impacts and assist in the financial stability of our fire response community the County Commissioners are allocating up to \$ 30,000 per department from the COVID-19 County Relief Block Grant Program as authorized by the CARES Act.

### Program Guidelines

- **Minimum Grant Award - \$10,000**
  - Each Fire Company located within Bradford County will receive the minimum award upon the submission and review of their completed application
- **Maximum Grant Award - \$30,000**
  - Additional funds will be issued to cover projected budget shortfalls provided they can be tied to disruptions related to coronavirus, such as canceled events or incurred costs
- **Eligible Requests**
  - **Expenses Incurred**
    - Expenses must have been or will be incurred between March 1 and December 30, 2020
    - Funds cannot be requested for expenses that you have received other grants or reimbursement from any other source (FEMA, PEMA, etc.)
    - Grants will only be approved for amounts of actual incurred costs related to coronavirus response and could not have been previously budgeted
      - ***Example – Your organization budgeted \$5,000 for Personal Protective Equipment (PPE) as a normal operating expense however, as a result of increased usage due to coronavirus you actually spent \$7,000 on PPE, the eligible request is \$2,000***

- **Revenue Shortfalls**
  - Revenue shortfalls must be demonstrated to be the result of a canceled or reduced fundraising event related to coronavirus
    - The events must have been scheduled to occur between March 1, 2020 and December 30, 2020
    - Funds cannot be requested for lost revenue that you have received other grants or donations to cover (FEMA, PEMA, etc.)
    - Grants will be approved on an event by event basis for up to the maximum amount and be based on a year over year comparison
    - ***Example – Your organization had to cancel the annual Memorial Day Chicken Barbeque due to CDC and Pa DOH restrictions. Over the last 3 years your average revenue from the event was \$3,500, the eligible request is \$3,500***
    - ***Example – Your organization is going to hold its annual 4<sup>th</sup> of July Ice Cream Social, however the normal capacity is reduced to 50% based upon current CDC and Pa DOH restrictions. Your typical revenue from the event is \$5,000, the eligible request is \$2,500***
- **Program Restrictions**
  - Fire Companies must have been, and remain, in compliance with all relevant laws, orders, and regulations during the period of the COVID-19 disaster emergency under the Governor’s proclamation dated March 6, 2020, and any and all subsequent renewals. The foregoing includes, but is not limited to, orders by the Governor, Secretary of Health, or other commonwealth officials empowered to act during the emergency. Authorized signatories for applicants must certify such compliance under penalty of perjury and fines pursuant to 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities). Any noncompliant Fire Company will be ineligible for funding under this program and may be required to return all, or a portion, of the funds awarded under the COVID-19 County Relief Block Grant.
  - All expenses must be demonstrated as a response or planning measure to COVID-19
  - All expense requests must be based upon actual costs, invoices will be required for verification
  - All lost revenue requests must be linked to cancelled fundraising events related to COVID-19
    - Information must be provided to quantify the request including, Date of Cancelled Event, Name of Event, Amount of lost revenue for that event, etc.
    - **End of year income statements (Form 990) are required for 2018 and 2019 may be requested.**
    - **A copy of your organizations 2020 adopted budget is required.**
  - All grants are contingent upon duplication of benefits verification.

# Bradford County Fire Company COVID Relief Grant Program Application

Fire Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Funding Request \$ \_\_\_\_\_

Funding Type:      Expenses Incurred       Lost Revenue

*Please provide additional detail on the next page.*

**Have you received grant funding from any other source related to COVID-19 response?**

No       Yes, please detail below

**Grant Income (Source should be agency that provided the funding, ie. PEMA, FEMA, etc.)**

Grant Source \_\_\_\_\_ Grant Amount \$ \_\_\_\_\_

Grant Source \_\_\_\_\_ Grant Amount \$ \_\_\_\_\_

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Grant Source \_\_\_\_\_ Grant Amount \$ \_\_\_\_\_

Grant Source \_\_\_\_\_ Grant Amount \$ \_\_\_\_\_

## Expenses Incurred

Please attach supporting documentation (Invoices, Approved Budget, etc.)

Item Description	Quantity	Budgeted Amt	Cost
<b>TOTALS</b>			
<b>EXAMPLE – N95 Masks</b>	<b>200</b>	<b>\$250.00</b>	<b>\$400.00</b>

## Lost Revenue

Additional information may be requested to verify costs including most recent Form 990

Name of Event	Date Scheduled	Event Status	2019 Revenue
<b>EXAMPLE – Memorial Day Chicken BBQ</b>	<b>5/25/2020</b>	<b>Cancelled</b>	<b>\$6,500.00</b>
<b>Independence Day Ice Cream Social</b>	<b>7/4/2020</b>	<b>50% Capacity</b>	<b>\$4,000.00</b>

**For additional information or help filling out the application please contact one of the following:**

**Megan Johnson** – *Grants Administrator* – [johnsonm@bradfordco.org](mailto:johnsonm@bradfordco.org) – 570-268-4103

**Sarah Neely** – *Emergency Management Coordinator* – [neelys@bradfordco.org](mailto:neelys@bradfordco.org) – 570-265-5022

**Matt Williams** – *Planning Director* – [williamsm@bradfordco.org](mailto:williamsm@bradfordco.org) – 570-268-4103

**Michelle Shedden** – *Chief Clerk* – [sheddnem@bradfordco.org](mailto:sheddnem@bradfordco.org) – 570-265-1727