



## **COVID-19 Hospitality Industry Recovery Program Frequently Asked Questions (FAQs)**

### **What businesses are eligible to apply?**

Eligible businesses must be located in Wayne County, PA and operate within the NAICS Code 721 (Accommodations) or NAICS Code 722 (Food Service and Drinking Places) industry subsectors.

Additionally, the business must be a for-profit entity that is not publicly traded, was in operations as of February 15th, 2020, remains in operations, and does not intend to permanently cease operations within one year of the date of application.

The business must also have experienced at least a 25% reduction in revenue from 2019 to 2020, measured either annually, or by doing a comparison of the same calendar Quarter in 2019 and 2020.

**More eligibility requirements apply and are found in the Grant Guidelines.**

### **What is a NAICS Code?**

NAICS stands for North American Industry Classification System. It is an international method for classifying businesses for data gathering and other activities. More information can be found at [www.naics.com](http://www.naics.com).

### **I am a sole proprietor and do not have an EIN, what should I do to complete the application?**

Please leave the EIN field blank. A representative from WEDCO will contact you to gather this information.

### **How do I apply?**

Download and complete the Grant Application Form found on this webpage and return to [programs@wayneeconomic.com](mailto:programs@wayneeconomic.com) along with the required supplemental documents (Project Narrative, Financial documents, business license, W-9). The Grant Guidelines tell you what specific information or documents you need for a complete application.

### **When is the application deadline?**

Applications will be received and considered on a rolling basis until Wayne County's funding allocation has been exhausted, or until June 15, 2021, which ever comes first. It is anticipated that WEDCO will receive grant requests for more funding than is available. Award notifications will begin on or around April 5, 2021. There is no guarantee that funding will be available through the full application period, that all applications will be funded, or that all applicants will receive the full amount of the grant request. The applicant should ensure that a complete, accurate application is submitted to avoid any delays.

### **How much can I apply for?**

Grants will be awarded in increments of 5,000, to a maximum of \$50,000. Grants funds may be used for the purpose of alleviating revenues losses or paying eligible operating expenses. An "eligible operating expense" is an operating expense, including a payroll and nonpayroll expense, that is both ordinary and necessary. The operating expense must have been incurred between March 1, 2020 and June 15, 2021,

or prior to the submission of the application for this grant program, whichever occurs first. Applicants must certify that grant funds are not being used for the same eligible operating expenses for which the business receives or received payment, reimbursement, or loan forgiveness from other COVID-19 relief funding sources.

**Can I still apply if the business received a PPP loan or grant, EIDL loan, or Wayne County CARES Small Business Grant?**

Yes, you may apply. However, you may not use grant funds for the same eligible operating expenses for which the business receives or received payment, reimbursement, or loan forgiveness from other COVID-19 relief funding sources. Prior financial assistance will be considered when evaluating applications under this grant program.

**What are eligible uses for the grant funds?**

Grants funds may be used for the purpose of alleviating revenues losses or paying eligible operating expenses. An "eligible operating expense" is an operating expense, including a payroll and nonpayroll expense, that is both ordinary and necessary. An ordinary expense is one that is common and accepted in the applicant's industry. A necessary expense is one that is helpful and appropriate for an eligible applicant's trade or business. More information is found within the Grant Guidelines.

**Do I need to spend the grant funds by a certain time?**

No. The grant funds are to help with eligible operating expenses and do not have a timeline for expenditure.

**When will our business know if we are selected for a grant?**

Award notifications will begin on or around April 5, 2021. The email will come from [programs@wayneeconomic.com](mailto:programs@wayneeconomic.com). Thereafter, it is anticipated that it will take several weeks to review and evaluate a grant application. Grants will be awarded until Wayne County's funding allocation is exhausted, or until June 15, 2021, whichever comes first.

**When will our business know if we were NOT awarded for a grant?**

Your business will be contacted via email if your business is NOT selected for a grant. The email will come from [programs@wayneeconomic.com](mailto:programs@wayneeconomic.com). It is anticipated that businesses NOT selected for a grant will be notified no later than June 15, 2021.