



REQUEST FOR LETTER OF INTENT TO APPLY – SMALL BUSINESS RECOVERY GRANT PROGRAM

President Biden signed the American Rescue Plan Act (ARPA) into law in March 2021, designating \$350 billion nationwide to support immediate pandemic response, address economic fallout, and lay the foundation for a strong and equitable recovery. Since that time, McKean County Commissioners and staff have been thoughtfully gathering information to properly prioritize the most effective and intentional uses of these funds. McKean County will be making a portion of its ARPA funds available as Recovery Grants to eligible small businesses and municipalities.

McKean County Recovery Grant opportunities will provide for an infusion of financial resources to eligible organizations to meet pandemic recovery needs and to rebuild the local economy. The intent of this program is to provide grants to organizations that identify a problem-specific need and thoughtfully provide a solution to that need. The focus of the grant program is not merely providing funds to organizations for revenue loss or regular operating expenses, but to *invest in programs or projects* that can demonstrate measurable, sustainable, collaborative, and lasting improvements for small businesses and municipalities as well as in the lives of McKean County residents.

To be eligible to apply for Recovery Grant, each small business must first submit a **Letter of Intent (LOI) Form**. The form framework will provide the County with information to determine eligibility, evaluate needs/solutions, anticipate needs, determine levels of funding, encourage collaboration, and determine which organizations will be invited to complete the next step. If the organization submits a successful Letter of Intent Form, it will then be invited to submit a Full Application. Please note that submitting a Letter of Intent Form does not guarantee that an organization will be selected to submit a Full Application.

The maximum Small Business Recovery Grant award cannot exceed \$10,000. Please be aware that if awarded a grant, the business will be required to contribute a minimum of ten percent (10%) in matching funds.

To be eligible, a small business must meet each of the following conditions:

1. Owns and operates a place of business within McKean County.
2. Has fewer than 300 full-time equivalent employees. For purposes of determining the number of full-time equivalent employees, the calculation should include each employee of the eligible applicant notwithstanding whether the eligible applicant has employees at multiple locations.
 - "Full-time equivalent employee" is defined as the quotient obtained by dividing the total number of hours for which employees were compensated for employment over the preceding 12-month period by 2,080.
3. Is not publicly traded.

To begin the Small Business Recovery Grant process, please use the attached Letter of Intent **FORM** to complete information about the following topics/questions:

- Organization/Business Name
- Contact person
- Organization/Business mission statement or explanation of services provided
- Amount of grant funding being requested and how the 10% match will be provided
- List the issues or needs that the organization/business will address with grant funds. Needs/Issues should be related to the pandemic, i.e. public health; public services; water, sewer, or broadband; negative economic impacts; assistance to non-profits.
- List of prioritized potential projects and/or programs to be funded in summary form with separate dollar figures
- Lasting impacts and benefits that the project/program will provide
- Potential project/program partners or any collaborations that might result
- Timeline for projects/programs; start date, completion date, and key milestones
- Sustainability of project/program after ARPA funds are exhausted

Submit the Letter of Intent Form by Friday, August 5, 2022. Email completed forms to Ann Robinson, McKean County ARPA Coordinator, ARP-MCKEANCO@mckeancountypa.org. Forms submitted after 08/05/2022 are at risk of not being considered for funding opportunities.