



COVID-19 DISASTER EMERGENCY GRANT PROGRAM

PROGRAM GUIDELINES

(Revised March 24, 2021)

Program Summary

The New York State General Municipal Law has temporarily been amended and now permits Industrial Development Agencies to provide grants to eligible small businesses and not-for-profit corporations for the purpose of acquiring personal protective equipment or installing fixtures necessary to prevent the spread of novel coronavirus, COVID-19.

The Erie County Industrial Development Agency's (Erie County IDA) understands that many small businesses and not-for-profit corporations have already expended funds in efforts to comply with the New York Forward Plan and its related guidelines (Personal Protective Equipment (PPE)). Therefore, the Erie County IDA COVID-19 Disaster Emergency Grant Program is designed to: (i) provide grant proceeds to reimburse any eligible PPE purchases already made, and/or eligible expenses already incurred to install fixtures necessary to prevent the spread of the novel coronavirus, COVID-19, after March 7, 2020 (NY Disaster Declaration Date) with proper documentation and approval of the Erie County IDA Board of Directors; and (ii) provide a grant award for expenses contemplated, but yet to be, incurred for eligible PPE purchases and/or eligible expenses to install fixtures necessary to prevent the spread of the novel coronavirus, COVID-19, with grant award proceeds to be disbursed thereafter upon submission of proper documentation to Erie County IDA staff.

**** Small Businesses and Not-for-Profit Corporations located in communities served by municipal IDAs (Amherst, Clarence, Concord, Hamburg, and Lancaster) are not eligible to participate within the Erie County IDA COVID-19 Disaster Emergency Grant Program ***¹*

COVID-19 Disaster Emergency Grant Program

Applications will be reviewed and awarded on a rolling basis until the sooner of: (i) the date upon which New York State Executive Order No. 202, as amended from time to time (the “Executive Order”) is rescinded; (ii) the date upon which available funds sourced from the Erie County IDA have been expended, or (iii) December 31, 2021. Additional information regarding the Erie County

¹ The Erie County IDA is only permitted, by statute, to make its COVID-19 Disaster Emergency Grant Program available to Applicants that are located within/conduct business within the area served by the Erie County IDA. The Town of Amherst, Clarence, Concord, Lancaster and Hamburg, are each serviced by their own, unique Industrial Development Agency, and Applicants who conduct business within those towns may be eligible for such a similar grant program that may be offered by those respective Town Industrial Development Agencies.

IDA's review process is listed below. For Applications that are approved for prospective expenditures, such expenditures eligible for reimbursement must be made during, or within, the effective period of the aforementioned Executive Order.

Minimum Program Requirements: *Please review the program requirements and guidelines below prior to completing an application for funding.*

Eligible Applicants:

- Small Businesses with not more than 50 employees located within a Highly Distressed Area within Erie County, New York excluding those **located in communities served by their own municipal IDAs (Amherst, Clarence, Concord, Hamburg, and Lancaster)**
- Small not-for-profit corporations formed pursuant to the not-for-profit corporation law with not more than 50 employees located within a Highly Distressed Area within Erie County, New York excluding those **located in communities served by their own municipal IDAs (Amherst, Clarence, Concord, Hamburg, and Lancaster)**
- Minority, Women Owned, and Veteran-Owned Businesses (not more than 50 employees) located in Erie County, New York excluding those **located in communities served by their own municipal IDAs (Amherst, Clarence, Concord, Hamburg, and Lancaster)**

Additional Requirements:

- Applicant must confirm that it conducts business within Erie County
- Applicant must demonstrate that it was a financially viable entity prior to the state disaster emergency declaration (March 7, 2020).
- Applicant must attest that it has been negatively affected by the state disaster emergency.
- Applicant was operational [generally for one year] **prior** to the state disaster emergency declaration (March 7, 2020).

Definitions:

Full-time Permanent Employee: (i) a full-time, permanent, employee on the Applicant's payroll, who has worked at the Applicant's business location for a minimum of 35 hours per week for not less than four consecutive weeks and who is entitled to receive the usual and customary fringe benefits extended by Applicant to other employees with comparable rank and duties; or (ii) two part-time, permanent, private-sector employees on Applicant's payroll, who have worked at the Applicant's business location for a combined minimum of 35 hours per week for not less than four consecutive weeks and who are entitled to receive the usual and customary fringe benefits extended by Applicant to other employees with comparable rank and duties.

Full-time Contract Employee: a full-time employee (or self-employed person) who is not on the Applicant's payroll but who works exclusively for the Applicant at the Applicant's business location for a minimum of 35 hours per week for not less than four consecutive weeks, providing services that would otherwise be provided by a Full-time Permanent Employee. The position held by a Full-time Contract Employee must be a year-round position.

Eligible Personal Protective Equipment and/or Installation of Fixtures: These items include equipment and fixtures that are necessary to prevent the spread of novel coronavirus, COVID-19. Qualifying purchases include but are not limited to:

- Masks
- Hand sanitizers

- Sneeze Guards
- Face Guards and Face Shields
- Gloves and Eye Protection
- Safety Footwear
- Other respiratory devices (air purifiers)
- Cleaning materials and disinfectants
- Specialized packaging for shipping
- Signage
- COVID Testing Kits
- Partitions

Highly Distressed Area:

Highly distressed areas are based on U.S. Census Tract data that considers factor such as poverty rates, unemployment, income and empire zone designation. These highly distressed areas are noted in pink (empire zone areas), in orange (Census Tracts 2010- Highly Distressed) and in yellow (Census Tracts 2010- Tracts Adjacent to Distressed) on the following map:

https://www.ecidany.com/documents//HighlyDistressedAreaMap_and_Instructions.pdf

Funding Policies:

- Generally, the amount of an Erie County IDA grant award may not exceed 90 percent (90%) of the total cost of the Eligible Personal Protective Equipment and/or costs of Installation of Fixtures as described herein and within the attached application budget.
- Minimum grant award per Applicant is \$1,000
- Maximum grant award per Applicant is \$10,000
- Any individual who owns 50% or more of multiple qualifying businesses may request an ECIDA PPE Reimbursement Grant for each of those businesses and will be subject to a cumulative grant total of \$10,000 (*effective March 24, 2021*).
- For Applications involving prospective eligible purchases, said purchases must be made within six (6) months of the Erie County IDA's approval.
- The Grant Request Budget should be fully justified and itemized and not contain any extraneous expenses
- Grant award determinations will be made based on Applicant need and availability of funding
- Grant award proceeds, for those Applicants who have applied based on prospective purchases, will be disbursed after expenses have been incurred and sufficient documentation has been provided to Erie County IDA staff to verify said expenditures.

Application Evaluation Criteria/Award Method: Applications will be reviewed according to the criteria presented below:

- The application must be submitted by an Eligible Applicant as previously defined.
- For a funding request submitted for either expenses previously incurred, or for contemplated eligible future expenses, to purchase/install Eligible Personal Protective Equipment and/or Installation of Fixtures, such expenditures must be documented by presentation of a paid invoice, a cancelled check, etc...
- The Applicant must show documentation/proof that it is located within Erie County, NY

- The Applicant must provide a copy of its formation documents
- The Applicant must provide payroll certification evidencing that employment does not exceed 50 employees
- The Applicant's statements provided to the Erie County IDA demonstrating the Applicant's ties to the local community and the impact of the Applicant's operations within in Erie County

Award Method/Contract Requirements

Only complete applications from Eligible Applicants will be reviewed and considered for a grant award determination. Erie County IDA staff or counsel may request additional information or clarification, including financial projections. If the Erie County IDA approves of an Applicant's request for grant assistance, the Applicant will be required to execute an appropriate grant award agreement. Once selected to receive a grant award, the Applicant will be required to timely execute the grant award agreement and the Erie County IDA reserves the right to rescind a grant award hereunder if the Applicant does not execute same in a timely manner.

How to Apply

- Download the application and guidelines from the Erie County IDA website at www.ecidany.com/ecida-covid-19-grant-program
- Complete and sign the program application
- Submit required documentation as noted on the application checklist
- Mail the application and attachments to:

**Lori Szewczyk
Director of Grants
Erie County Industrial Development Agency
95 Perry Street, Suite 403
Buffalo, NY 14203**

If you need assistance completing the application, please contact Lori Szewczyk via email at lszewczyk@ecidany.com.

NOTE: The legislation authorizing IDAs to establish a state disaster emergency grant program requires an IDA Board of Directors to review any application in a public meeting and to allow for public comment. Should your Application be recommended for funding, your signed Application and its related materials will then be made available for public viewing on the Erie County IDA's website prior to the meeting of the Erie County IDA Board of Directors at which your Application will be taken into consideration. The meeting dates of the Erie County IDA Board of Directors can be found at <https://www.ecidany.com/about-us-meeting-schedule>. Grant proceeds will not be disbursed before the required approval of the Erie County IDA Board of Directors. Due to Erie County IDA Board of Directors agenda item submission deadlines, an Application may not be reviewed by the Board of Directors in the same month that such an Application was received.

The Erie County IDA is subject to New York State's Freedom of Information Law (FOIL). All grant applications and related documentation are potentially subject to disclosure under FOIL subject to limited statutory exclusions.