

**What Do I Need to Prepare for Phase II of the Lancaster County Small Business Recovery & Sustainability Fund?
(As of October 29, 2020. Subject to change as grant details are being developed.)**

As you prepare for the grant application portal to open (November 9-13th), we want to make you aware of what will be required to submit for a grant and give a reference guide on where you can find that information on your tax return. **You MUST submit the following documents that substantiate what was input on your application.**



APPLICANTS SHOULD GATHER THE FOLLOWING PRIOR TO APPLYING:

- Internal Financial Statement or Summary of April 1-September 30, 2019 Revenues
- Internal Financial Statement or Summary of March 1-May 30, 2020 Revenues
- 2019 Federal Tax Return
- For Entities Reporting 21-500 Employees ONLY – MUST submit the payroll report for the highest employee count point between April 1, 2019-April 1, 2020. This report will establish your headcount for the purposes of the application.

GENERAL INFORMATION

- Entity Legal Name & Business Name or Doing Business As
- EIN (or SSN, if applicable)
- NAICS Code
 - See Appendix A for Tax Return Line References
 - If you feel the NAICS code on your tax return does not accurately reflect your business activity that is being impacted by the COVID pandemic, please input an appropriate NAICS code from [this website](#). In the application, if you do input a NAICS code in that is different than your tax return, you will be required to explain why.
- Brief Summary of Services/Goods Produced (200 characters or less)
- First Calendar Year of Operations
- Number of Employees (Headcount – see questions 29-31 on FAQ for guidance)
- Business Address & Business Municipality
- Primary Contact Name/Title/Phone/Email

FINANCIAL INFORMATION

- Description of the Current Impact of COVID-19 on Operations (500 characters or less)
- Grant Application Financial Information
 - Revenue Generated April 1-September 30, 2019
 - Revenue Generated April 1-September 30, 2020
 - FOR ABOVE REFERENCED ITEMS: Internal Financial Statement Preferred or Provide a Report of Monthly Revenue (April 1-September 30) Including Total Revenue That Matches Amounts Reported (see FAQ #32 for an example if you do not have prepared statements)
 - Gross Revenue Reported on 2019 Tax Return: See Appendix B for Tax Return Line References
 - Total Operating Expenses on 2019 Tax Return: See Appendix C for Tax Return Line References
 - Depreciation Included in Operating Expenses on 2019 Tax Return: See Appendix D for Tax Return Line References
 - Net Profit/(Loss) Reported on 2019 Tax Return: See Appendix E for Tax Return Line References
- Amount of Grant Request (Maximum Amount Allowable Dependent on Size – See FAQ #5)
 - Maximum calculated based on 25% of total operating expenses minus depreciation
- Summary of Proposed Use of Grant (500 characters or less)
- Status of Other Funding Received
 - Answers Options: We have not received any special COVID funding OR received special COVID funding from other sources already
 - This includes Paycheck Protection Program (PPP), Emergency Disaster Loan (EIDL), PIDA, CWCA, Lancaster City Emergency Fund, Statewide Small Business Assistance and/or Phase I or II of the Lancaster Small Business Recovery & Sustainability Grant Fund

CERTIFICATIONS & DISBURSEMENT INFO

To streamline the disbursement of funds in Phase III and meet the distribution deadline from the US Treasury of December 30, 2020, all applicants will be required to submit the required documentation, regardless of whether they will ultimately be awarded or not. Applicants will be required to submit the following:

- ALL APPLICANTS
 - Electronically sign the application.
 - Read, agree and sign the certifications page (see FAQ # 36).
 - Complete and submit a W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- APPLICANTS REQUESTING \$50,000 OR MORE
 - Per US Treasury requirements, you MUST complete two additional components.
 - DUNS Number - If you do not already have one or no one knows it in your organization, visit the Dun & Bradstreet (D&B) website or call 1-866-705-5711 to register or search for a DUNS number. You will need all of the information listed below to obtain a DUNS number:
 - Name of organization
 - Organization address
 - Name of the chief executive officer (CEO) or organization owner
 - Legal structure of the organization (e.g., corporation, partnership, proprietorship)
 - Year the organization started
 - Primary type of business
 - Total number of employees (full and part-time)
 - After you have your DUNS number, you will need to register on SAM.gov (if you aren't already). This is the federal government's System for Award Management (SAM) at <https://sam.gov/SAM/>. **Along with your W-9 and signed certification, you must submit proof of registration on the SAM.gov website. Please upload a screenshot or include the confirmation email from SAM that you have registered.**
 - Registering for a DUNS number and on sam.gov is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number or register, it is likely a scam or fraudulent.

APPENDIX A

NAICS Code – Line References

FORM	FORM TITLE	2019 Line References	
Schedule C	Profit or Loss From Business	Box B	Enter code from instructions
Schedule C-EZ	Net Profit From Business	Box B	Enter code from instructions
Schedule F	Profit or Loss From Farming	Box B	Enter code from Part IV
Form 1065	U.S. Return of Partnership Income	Box C	Business code number
Form 1120S	U.S. Income Tax Return for S-Corporation	Box B	Business activity code number
Form 1120	U.S. Corporate Income Tax Return	Page 4, Schedule K, Line 2a	Business activity code number
Form 990	Return of Organization Exempt From Income Tax	N/A	Enter 813219

APPENDIX B

Gross Revenue Reported – Tax Line References

FORM	FORM TITLE	2019 Line References	
Schedule C	Profit or Loss From Business	Line 1	Gross Receipts
Schedule C-EZ	Net Profit From Business	Line 1	Gross Receipts
Schedule F	Profit or Loss From Farming	Line 9	Gross Income
Form 1065	U.S. Return of Partnership Income	Line 1a	Gross Receipts
Form 1120S	U.S. Income Tax Return for S-Corporation	Line 1a	Gross Receipts
Form 1120	U.S. Corporate Income Tax Return	Line 1a	Gross Receipts
Form 990	Return of Organization Exempt From Income Tax	Part 12	Total Revenue

APPENDIX C

Total Operating Expenses Reported – Tax Line References

FORM	FORM TITLE	2019 Line References	
Schedule C	Profit or Loss From Business	Line 28	Total Expenses
Schedule C-EZ	Net Profit From Business	Line 2	Total Expenses
Schedule F	Profit or Loss From Farming	Line 33	Total expenses
Form 1065	U.S. Return of Partnership Income	Line 21	Total Deductions
Form 1120S	U.S. Income Tax Return for S-Corporation	Line 20	Total Deductions
Form 1120	U.S. Corporate Income Tax Return	Line 27	Total Deductions
Form 990	Return of Organization Exempt From Income Tax	Part I, Line 18 - Line 13 - Line 14	Total expenses (current year) - Grants and similar amounts paid (current year) - Benefits paid to or for members (current year)

APPENDIX D

Depreciation Reported – Tax Line References

FORM	FORM TITLE	2019 Line References	
Schedule C	Profit or Loss From Business	Line 13	Depreciation and Sec 179 expense deduction
Schedule C-EZ	Net Profit From Business		Note: There is no depreciation for a schedule C EZ
Schedule F	Profit or Loss From Farming	Line 14	Depreciation and Section 179 expense
Form 1065	U.S. Return of Partnership Income	Line 16c	Depreciation not claimed on Form 1125-A and elsewhere on return.
Form 1120S	U.S. Income Tax Return for S-Corporation	Line 14	Depreciation not claimed on Form 1125-A and elsewhere on return.
Form 1120	U.S. Corporate Income Tax Return	Line 20	Depreciation not claimed on Form 1125-A and elsewhere on return.
Form 990	Return of Organization Exempt From Income Tax	Part IX, Column A, Line 22	Depreciation, depletion, and amortization

APPENDIX E

Net Profit/(Loss) Reported – Tax Line References

FORM	FORM TITLE	2019 Line References	
Schedule C	Profit or Loss From Business	Line 29	Net profit or (loss)
Schedule C-EZ	Net Profit From Business	Line 3	Net profit
Schedule F	Profit or Loss From Farming	Line 34	Net farm profit or (loss)
Form 1065	U.S. Return of Partnership Income	Line 22	Ordinary business income or (loss)
Form 1120S	U.S. Income Tax Return for S-Corporation	Line 21	Ordinary business income or (loss)
Form 1120	U.S. Corporate Income Tax Return	Line 28	Taxable income before net operating loss deduction
Form 990	Return of Organization Exempt From Income Tax	Part I, Line 19	Revenue less expenses