

CDBG-CARES Act COVID-19 Response Grant program – Preparation Checklist

We advise having all of the following information ready prior to starting the application and completing it all in one sitting. Completion time will vary, but please set aside approximately 45 minutes.

Here are some things you will need to have in front of you:

- All of your Contact Information
- Date your business was established
- Brief description of your business and products/services offered
- Briefly summary of your business was disrupted by the COVID-19 Pandemic
- NAICS Code for your business (Not sure? Visit <https://www.census.gov/naics/>)
- Federal Employer Identification Number
- Including owner, Number of year-round Full Time Employees* at time of application
- Number of year-round Part Time Employees at time of application
- Employee Pay Rates, an idea of how many hours per week and weeks per year they work
- 2019 Federal Income Tax Return
- 2020 Federal Income Tax Return
- 2021 Federal Income Tax Return, if available or an income statement
- The total impact (dollar amount) on your business due to the pandemic. *Keep in mind, you must be able to back this number up with proof.*
- A list of all recovery assistance funds your business received as a result of the Coronavirus pandemic, including insurance. You won't need the amounts received for this step, but you will need to provide those if your application moves forward.
- If you have less than 5 employees, you will also need the annual gross income for your household on your 2021 personal tax return and the number of household members.

*This is based on a FTE defined as 40 hours a week. That may be 1 person working 40 hours a week, 2 persons working 20 hours a week or 4 persons working 10 hours a week. A maximum of 4 persons may be combined for one FTE. Seasonal businesses do not qualify unless they employ 1 Full-Time Equivalent (FTE) employee for the full 12 months per year.

Need to talk with someone?

The SBDCs at Wilkes University and The University of Scranton will be offering individual guidance at no cost to applicants of this program.

For businesses located in Lackawanna, Monroe, Pike, and Wayne Counties:

Donna Simpson, The University of Scranton SBDC, donna.simpson@scranton.edu or 570-941-4176

For businesses located in Carbon, Luzerne, and Schuylkill Counties:

Kristin Sassi, Wilkes University SBDC, kristin.sassi@wilkes.edu or 570-408-3339