

## **Cumberland County COVID-19 Hospitality Industry Recovery Program (CHIRP) Frequently Asked Questions**

Administered by Cumberland Area Economic Development Corporation (CAEDC)

If you have questions, email Valerie Copenhaver, [valerie@visitcumberlandvalley.com](mailto:valerie@visitcumberlandvalley.com) or call 717-240-7193.

**Please read the CHIRP guidelines and review the Sample Application first**  
<https://cumberlandbusiness.com/ccchirp-guidelines/>

### **Q1 – What is the COVID-19 Hospitality Industry Recovery Program (CHIRP)?**

A1 – On Friday, February 5, 2021, Governor Tom Wolf signed into law legislation that set aside \$145 million in funds to aid hospitality industry businesses adversely affected by the COVID-19 pandemic. Cumberland County will be receiving nearly \$2.9 million to distribute up to \$50,000 in grant funds to eligible applicants (read the guidelines to determine eligibility).

### **Q2 – What NAICS codes are eligible to apply?**

A2 – Businesses that operate a physical place of business within Cumberland County and have a NAICS designation within the Accommodation subsector (721) or Food Services and Drinking Places subsector (722) are eligible. These codes are written in the legislation and we do not have the authority to accept other NAICS codes.

### **Q3 – Is my company eligible if we are headquartered in another county/state, but have a physical business location in Cumberland County?**

A3 – Yes, but the grant money will need to be used for operations for the physical business location in Cumberland County. If you have other physical locations outside of Cumberland County, you will need to be able to provide financial information for just those locations in Cumberland County. If you decide to apply for any of your other physical locations (operating under the same EIN or SSN) through another County – you will only be able to accept one CHIRP award. It is highly recommended that you pursue making your Application to the County where you have the highest working capital needs in that County.

### **Q4 – I have multiple eligible businesses in Cumberland County. Can I submit applications for all of them?**

A4 – You can only receive one CHIRP grant statewide per EIN (see A3). If they each have their own EIN you can apply for each separate business entity.

### **Q5 – My business is still closed. Am I eligible?**

A5 – No, businesses must not be permanently closed at the time of application and check disbursement.

### **Q6 – What is the application process?**

A6 – This is a rolling application process until funds are exhausted. Applications will be processed sequentially based on timestamp of Application, subject to availability of funds, eligibility, and completeness and accuracy of information provided at time of Application. The applicant will be notified of any deficiencies in information supplied and a request

by email will be made to the Applicant. We suggest you check your spam folder regularly in case our emails go there in addition to your inbox. When all deficiencies have been satisfied, the application will be reviewed based on the timestamp of receipt of a complete application and associated materials, subject to availability of funds. It is the applicant's responsibility to ensure the application is complete and accurate. We highly recommend that you spend time in advance of making the Application to ensure that you have all the materials needed as required and defined in the Guidelines and Application form.

**Q7 – Will paper applications be accepted?**

A7 – No, only applications submitted electronically through the online portal will be accepted.

**Q8 – How do I correct an error on my application or submit materials after I submitted my application?**

A8 – Contact Valerie Copenhaver at [valerie@visitcumberlandvalley.com](mailto:valerie@visitcumberlandvalley.com).

**Q9 – I applied online, but didn't receive an email notification that my application was received.**

A9 – Check your spam folder for an email from CAEDC with a 'cumberlandbusiness.com' address.

**Q10 – Is the owner included in the FTE hours count?**

A10 – Yes, if the owner works in the business.

**Q11 – We received COVID specific relief funds, should those be included in our 2020 revenues?**

A11 – COVID-specific relief funds/revenue should NOT be included in your 2020 operating revenues/financial reports. This would include items such as PPP, EIDL, State/County/Local grant programs or other special funding you received due specifically to COVID. We are looking for your normal revenues, not special program funding received.

**Q12 – How do I fill out my W-9 form?**

A12 – Please read the instructions found here: <https://cumberlandbusiness.com/wp-content/uploads/2020/09/W-9-form-with-instructions.pdf> Consult your accountant or tax preparer.

- Line 1 - Needs to match your tax returns exactly.
- Line 2 – Is typically your DBA (Doing Business As)
- Line 3 – check the appropriate classification box. If you check Limited Liability Company, remember to indicate C, S or P in the appropriate box.
- Line 5 and 6 – fill out address
- PART I – enter only one TIN. Read the instructions to determine which one to use.
- PART II – sign and date

**Q13 – How do I determine my net worth?**

A13 – If you have a balance sheet, your net worth is your Equity/Retained Earnings that appears on your balance sheet. If you do not have a balance sheet, your Accountant or tax preparer can calculate and advise you on your net worth.

**Q14 – Can I apply if I haven't paid my federal, state or local taxes?**

A14 – If a business has an extension on their taxes and/or agreed upon payment plan they are considered current and can apply.