

Mifflin County Municipal Relief Grant Program Guidelines

Revised: August 19, 2020

**The application window will open August 20, 2020.
You will have 25 business days to complete the application
before the deadline of September 24, 2020.**

The following website (www.restoremifflincounty.com) will be the primary location for information (guidelines & application) and making application. This is not a first-come, first-served program. There may be an additional application round in the future. If you want to get prepared now, read all the text below.

Program Eligibility:

To be eligible to apply, a municipality must meet any of the three eligibility requirements:

- Grants are available for municipalities that have been negatively affected by the COVID-19 pandemic.
- Grants are available only for municipalities that have direct response or planning efforts related to the COVID-19 pandemic.
- Grants are available for the purchase of personal protective equipment (PPE).

Program Priorities:

Primary consideration will be given to:

- Expenses that are documented in a locally adopted plan.
- Expenses that were not previously budgeted.
- Expenses that prove to make the workplace safer.

Grant Funding Structure:

Municipalities will be considered for only one grant.

Eligible Use of Funds:

- Documentable capital expenses incurred for the purpose of re-opening municipal operations after being fully or partially closed due to the state-mandated self-quarantine period commencing March 1, 2020, as long as the expense was incurred due to COVID-19.
- Documentable expenses incurred related to implementing COVID-19 mitigation plans, including but not limited to specialized equipment, barriers, PPE, and employee training expense to ensure compliance with state and CDC guidelines for reopening.
- Other documentable COVID-19 related expenses related to the response to or planning for the COVID-19 pandemic, either current or future.

Ineligible Expenses:

- Items already budgeted.
- Expenses not responding to or planning for the COVID-19 pandemic.
- Expenses not properly procured by Township or Borough Code.
- Personal Protective Equipment (PPE) not used for municipal business/activity.
- Expenses that do not have a proof of purchase.

Get Prepared:

Required Documentation and Information from Applicants

(Items provided in electronic format for upload, such as a PDF, is preferred if possible)

- A short narrative describing how the COVID-19 Pandemic has affected your municipality and the ability to maintain operations. Provide how the use of the grant funds will increase the ability to safely maintain or resume operations.
- Copies of:
 - ____ Notice of most recently completed audit.
 - ____ Meeting minutes stating the approval of the application.
 - ____ Schedule of all expenses incurred to accommodate/endure the conditions and mitigation required due to the COVID-19 Pandemic, for which you wish to receive these grant funds.

- Documentation showing the expense was not previously budgeted.
- List of names of the elected officials and any designated staff.

Questions:

Contact the Mifflin County Planning & Development Department at (717) 242-0887 or mcplanning@mifflinco.org.

How to apply:

To receive a grant, you must apply through the following website:
www.restoremifflincounty.com.