

## **PHEG Annual Reporting Compliance Requirement**

Public Health Emergency Grant (PHEG) emergency grant funds could have been used for any normal business operating expenses, including employee wages and benefits, rent, taxes, debt, utilities, inventory, equipment, or any other ordinary and necessary financial obligations. If you also received a Telework grant award as part of your PHEG grant, those funds could be used for any technology equipment or software needed to provide for teleworking options for you and/or your employees.

The grant funds may have been used for any of these business operating expenses from March 16, 2020 through the time you submit your report.

You may have used all the funds for one single use (just rent, or just wages, or just inventory, etc.), or you may have used the funds for multiple items – either way is an acceptable use of your PHEG grant funds.

### **Reporting your Use of the Grant Funds (for a Single Use)**

If you received the grant funds in May and used them to pay Rent for June and July, you would enter the dollar amount and show the dates from June 1, 2020 to July 31, 2020.

#### [PHEG Funds Expense Reporting](#)

Enter the total expense and the expense time frame for each applicable expense listed below. Click a table cell to enter total expenses and dates.

<b>Expense</b>	<b>Total Expense</b>	<b>From Date</b>	<b>To Date</b>
Employee wages and benefits			
Rent	\$8,000	6/1/2020	7/31/2020
Taxes			
Debt			
Utilities			
Inventory			
Equipment			
<b>Total: \$8,000</b>			

## **Reporting your Use of the Grant Funds (for Multiple Uses)**

### PHEG Funds Expense Reporting

Enter the total expense and the expense time frame for each applicable expense listed below. Click a table cell to enter total expenses and dates.

Expense	Total Expense	From Date	To Date
Employee wages and benefits			
Rent	\$5,000	6/1/2020	6/30/2020
Taxes	\$1,150	9/1/2020	9/1/2020
Debt			
Utilities	\$850	7/1/2020	7/31/2020
Inventory	\$1,000	6/1/2020	8/31/2020
Equipment			
<b>Total: \$8,000</b>			

## **Reporting your Use of the Grant Funds for Items not Listed (“Other”) or Reporting Telework**

### Other Business Expenses

Describe	Total Amount	From Date	To Date
Business Insurance Coverage	1200	7/1/2020	12/31/2020

### Telework Expenses

Describe	Total Amount	From Date	To Date
Laptop and annual Zoom subscription	2250	6/15/2020	3/31/2021

## **Reporting other Financial Assistance Received**

Please provide the type of assistance received and the date the funds were awarded. Examples include, but are not limited to, assistance from Federal and/or State program such as the Paycheck Protection Program, Economic Injury Disaster Loans/Grants and Unemployment Benefits.

## Other Financial Assistance Received

Did you receive additional COVID-19 financial assistance from the Federal government?

Yes

Click the '+' button to add funding that was received from additional programs. Click the Save link to save each record or the Cancel link to remove the record values. After you have saved the record, you can edit the record values by selecting the Edit link.



Name	Amount Received	Date Received	
PPP Loan	\$20,000	7/1/2020	<a href="#">Edit</a> <a href="#">Delete</a>
SBA Economic Injury loan	\$50,000	8/5/2020	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total: \$70,000</b>			

Did you receive additional COVID-19 financial assistance from the State of MD government?

Yes

Click the '+' button to add funding that was received from additional programs. Click the Save link to save each record or the Cancel link to remove the record values. After you have saved the record, you can edit the record values by selecting the Edit link.



Name	Amount Received	Date Received	
Small Business COVID Relief grant	\$8,500	9/15/2020	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total: \$8,500</b>			

If you had an insurance claim under Business Interruption, or other type of COVID-19 insurance claim that was approved by your insurance provider, include that under COVID-19 assistance from an insurance claim.