

Kane County Coronavirus Relief Fund for Nonprofits

Frequently Asked Questions (FAQ)

Kane County hosted a webinar on September 18, 2020 for nonprofits who may apply for awards under the Coronavirus Relief Fund, which reimburses eligible expenses that are necessary to and specific to the municipality's COVID-19 response between March 1, 2020 and December 30, 2020. Following is a summary of questions submitted in advance or posted during the September 18, 2020 webinar and Kane County's responses. Questions and answers are categorized by topic:

1. Allocations, Application and Budget
2. Eligible Nonprofit Organizations
3. Eligible Expenses
4. Process and Timeline

This "frequently asked questions" (FAQ) document will continue to be updated throughout the CRF program and will be available on the county's Coronavirus Relief Fund webpage: <https://www.countyofkane.org/crf>.

Allocations, Application and Budget

1. **Q:** Will applicants be able to log on and off the application so you can finish at a later date, or does it all have to be done at one time?

A: No. The online application portal does not have capacity to set up accounts and passwords. Therefore, you must submit your online application and all required documentation in one submittal. You cannot come back later and complete it in multiple sittings.

2. **Q:** How should entities determine the amount of funding to request for reimbursement?

A: Within the \$2 million allocation for the Kane County program to assist nonprofits, the County did not establish a minimum or maximum amount per award. Applications and supporting budgets should request reasonable amounts for eligible expenses:

- a. Rent/mortgage or lease payments for the nonprofit building or equipment;
- b. Utility costs for the physical space of the nonprofit;
- c. Personal protective equipment (PPE);
- d. Cleaning/disinfecting products or services;
- e. Minor physical modifications to comply with social distancing requirements;
- f. And/or costs incurred to enable employees to work remotely.

3. **Q:** What is the \$3.6 million "discretionary" allocation on the pie chart out of the total \$92.9M Kane County amount from the U.S. Treasury?

A: The Kane County Board designated \$600,000 for administration of the CRF programs, which has included hiring a Kane County CRF program manager and engaging a consulting and accounting firm to support the development of the program terms, application processes, webinar presentations, and other details of program implementation.

That leaves \$3 million for discretionary funds, which the Kane County Board may reallocate to any of the county's four CRF programs (i.e., municipalities, other units of government and library districts, small businesses and nonprofits).

4. **Q:** The application requests a copy of the nonprofit's most recent annual financial statement as audited, reviewed or compiled by a registered CPA. Due to our size, we have not had to have audited financials or review by a CPA. Would this preclude us from applying?

A: No. A nonprofit that does not have annual audited, reviewed or compiled financial statements, the nonprofit should submit internally generated financial statements for the most recent fiscal year.

Eligible Nonprofit Organizations

5. **Q:** What criteria must my organization meet to be eligible for assistance under this program?

A: Eligible entities must meet the following criteria to apply for funding under Kane County's CRF grant program for nonprofits:

- Be incorporated as a 501(c)3
- Deliver services from a facility that is located within Kane County
- Provide, as its primary mission, services and/or aid to Kane County residents
 - Shelter/housing
 - Sustenance (food/meals)
 - Health services (medical/mental health)
 - Other services and/or aid that are critical to the basic health, safety and welfare of Kane County residents
- If closed as a result of the pandemic, reopened by August 1, 2020
- Be in good standing with federal, state and local standards and requirements

6. **Q:** If your nonprofit were to fall into the other services category, can we reach out to see if we would be eligible?

A: The county has identified non-profit organizations that provide shelter, food, and medical assistance as eligible. If your agency provides another type of service that supports the health, safety and welfare of Kane County residents, please provide a narrative statement in support of the humanitarian nature of your services. We realize there are non-profit organizations that fall outside the goal of this program.

Kane County defined eligibility criteria for the CRF nonprofit grant as the following:

- Be incorporated as a 501(c)3
- Deliver services from a facility that is located within Kane County
- Provide, as its primary mission, services and/or aid to Kane County residents
 - Shelter/housing
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 - Health services (medical/mental health)
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- Be in good standing with federal, state and local standards and requirements

If a nonprofit organization wishes to pursue assistance through a different Kane County CRF program, that organization must submit a separate application following the instructions and eligibility criteria specific to that program.

7. **Q:** Are 501 C (6) able to apply for funding under the Nonprofit Program?

A: A 501 C (6) is ineligible to apply for reimbursement under the Kane County CRF grant program for nonprofits. In instances where the 501 C (6) is a chamber of commerce, the chamber may apply for reimbursement under the Kane County CRF grant program for small businesses.

8. **Q:** Our organization has been closed since the start of the pandemic and has not reopened. Can I apply for this grant to cover the costs of expenses that I have incurred in the meantime?

A: No. The applicant's business must have re-opened by August 1, 2020 to be eligible to apply for grant funding under the Kane County CRF program for nonprofits.

9. **Q:** Our organization's doors are still closed due to state orders, but we are providing services via kits, digital programming and limited gift shop sales during first Fridays outside. Does this count as being open by August 1, 2020?

A: Yes. If the organization is providing services to the public and is funding staff payroll (whether fully or limited), the nonprofit is considered as open.

10. **Q:** Would a provider of early childhood education qualify for the grant, including if we were closed in March 2020 and reopened in August 2020? We would argue that our services benefit the health and welfare of Kane County residents.

A: If the early childhood education provider is incorporated as a 501(c)(3) and meets the other eligibility criteria established for the Kane County CRF program for nonprofits, then application and supporting rationale may be considered. Eligibility criteria include:

- Be incorporated as a 501(c)(3)
- Deliver services from a facility that is located within Kane County
- Provide, as its primary mission, services and/or aid to Kane County residents
 - Shelter/housing
 - Sustenance (food/meals)
 - Health services (medical/mental health)
 - Other services and/or aid that are critical to the basic health, safety and welfare of Kane County residents
- If closed as a result of the pandemic, reopened by August 1, 2020
- Be in good standing with federal, state and local standards and requirements

Elementary and secondary education are outside of the scope of the Kane County CRF program for nonprofits.

11. **Q:** Would an educational museum be eligible to apply for a grant under the Kane County CRF program for nonprofits? Similarly, would a Regional Fire Museum that educates visitors about fire safety and prevention be eligible to apply for a grant under the Kane County CRF program for nonprofits?

A: The county has identified non-profit organizations that provide shelter, food, and medical assistance as eligible. If your agency provides another type of service that supports the health, safety and welfare of Kane County residents, please provide a narrative statement in support of the humanitarian nature of your services. We realize there are non-profit organizations that fall outside the goal of this program.

Kane County defined eligibility criteria for the CRF nonprofit grant as the following:

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- Be in good standing with federal, state and local standards and requirements

12. Q: Our organization provides services in Kane County, but our central office is in DuPage County. We provide Meals on Wheels and additional food out of locations that we do not rent but are located in Kane County. Are we eligible?

A: The Kane County CRF program specifies that the organization must “deliver services from a facility that is located within Kane County.” More information would need to be provided to confirm the types of facilities that are located within Kane County. If the organization chooses to apply for funding in both Kane County and DuPage County, special attention will be needed to ensure that funding has not supplanted other grant funding and that requests for the same reimbursements have not been made in both areas.

Eligible Expenses

13. Q: Why must leased/purchased equipment be purchased before January 1, 2020? How could those costs be related to the pandemic? Is additional leased space due to the pandemic an eligible expense if it didn't occur prior to January 1, 2020?

A: To clarify: Rent and mortgage payments incurred between March 1, 2020 and December 30, 2020 are an eligible expense under the program. The mortgage or lease for the physical place of business or purchased or leased equipment must have been established prior to January 1, 2020.

14. Q: If a nonprofit has received the PPP loan, are we still eligible?

A: As long as submitted expenses have not been subject to reimbursement by another program and/or have not already been reimbursed by another program, the business may be eligible to apply for a grant under the Kane County CRF program for nonprofits as long as all eligibility requirements have been met.

15. Q: How can we demonstrate that we didn't have other federal funding to cover the costs that we are submitting to this program?

A: Entities must sign off on the Kane County CRF program Application as well as the budget summary and narrative, which certify that an authorized representative of the organization has met all obligations of the program, that all costs submitted are true and accurate, that all costs submitted are in accordance with the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and its applicable administrative requirements as well as the U.S. Treasury's Coronavirus Relief Fund. If the entity has received other federal funding for similar expenses and activities, documentation must be submitted to show the federal award. If the entity was declined as a federal award recipient, then the declaration letter can be submitted to support the Kane County application.

16. Q: How can we verify that we are in good standing?

A: nonprofit corporation should provide a Certificate of Good Standing from the Illinois Secretary of State. Certificates of Good Standing may be obtained from the Office of the Illinois Secretary of State at:
https://www.cyberdriveillinois.com/departments/business_services/corp.html

17. Q: Is COVID-19 testing performed by a nonprofit an eligible and reimbursable expense under this program?

A: No. COVID-19 testing does not fall into the categories of eligible expenses. The categories include:

1. Rent/mortgage payments for the physical place of business or for the lease or purchase of equipment integral to the business's operations (provided the facility and/or equipment was secured by the business prior to January 1, 2020).
2. Utility costs associated with the physical place of business.
3. The purchase of personal protective equipment (PPE) for use by the employees and/or patrons of the business.
4. The cost of cleaning/disinfecting the place of business.
5. The cost of minor physical modifications to the place of business in order to comply with social distancing requirements. (Please note this excludes the cost of capital improvements unrelated to social distancing standards.)
6. Costs incurred to enable employees to work remotely, such as computer equipment/software, cell phones, internet access, etc.

18. Q: Is lost revenue due to the COVID-19 pandemic an “eligible expense” for reimbursement under this program?

A: No. U.S. Treasury Guidance updated on September 2, 2020 prohibits revenue replacement¹ under the CRF program. Following the U.S. Treasury guidelines, Kane County designed the nonprofit grant program to reimburse nonprofits for the following *costs of an interruption to the nonprofit's operations*:

1. Rent/mortgage payments for the physical place of the nonprofit or for the lease or purchase of equipment integral to the nonprofit's operations (provided the facility and/or equipment was secured by the business prior to January 1, 2020).
2. Utility costs associated with the physical place of the nonprofit.
3. The purchase of personal protective equipment (PPE) for use by the employees and/or patrons of the nonprofit.
4. The cost of cleaning/disinfecting the place of the nonprofit.
5. The cost of minor physical modifications to the nonprofit to comply with social distancing requirements. (Please note this excludes the cost of capital improvements unrelated to social distancing standards.)
6. Costs incurred to enable employees to work remotely, such as computer equipment/software, cell phones, internet access, etc.

Process and Timeline

19. Q: Will we be able to view and print out the September 18, 2020 PowerPoint slides and watch the video recording later?

A: Yes. The PowerPoint and recording from the September 18, 2020 webinar is posted on the Kane County Coronavirus Relief Page at <https://www.countyofkane.org/Pages/CRF.aspx>.

20. Q: Will you be able to log on and off of the application so you can finish at a later date, or does it all have to be done at one time?

A: No. The online application portal does not have capacity to set up accounts and passwords. Therefore, you must submit your online application and all required documentation in one submittal. You cannot come back later and complete it in multiple sittings.

¹ <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>