

## **Nonprofit Relief Grant Q&A**

1. I'm reaching out for clarification around some of the eligibility criteria related to this funding opportunity. YWCA Greater Cincinnati serves victims of domestic violence (DV) with emergency shelter, housing, and supportive services (both residential and community-based). Our Hamilton County DV shelter receives both CoC and ESG funding, which appears to make us ineligible to request pandemic-related costs for that program. However, like all family shelters in Hamilton County, COVID forces us to move victims from the shelter into hotel rooms to ensure adequate social distancing.

Although we have plenty of other costs related to the pandemic, one of our biggest needs right now is for financial support for the additional costs of putting our shelter clients into hotels and hiring on-site security, etc. (Onsite security is a specific need related to operating a domestic violence program that other local CoC/ESG-funded shelters would not incur.) If we are incurring these costs *outside* of the shelter facility, do they then become eligible? Or, is the logic that if the costs are incurred for a CoC/ESG-funded program, they are not allowable?

**Answer: Because the costs are for a CoC/ESG funded program they are not eligible for these CARES funds. All of these costs are eligible for reimbursement using the County's ESG-CV funds and other County CARES funds. City ESG-CV funds may be available as well. Contact [Joy.Pierson@hamilton-co.org](mailto:Joy.Pierson@hamilton-co.org).**

2. I work in an agency that has many different departments who qualify for funding. Is it better to send in one proposal or for each of us to send in separate proposals?

**Answer: Each agency may only submit one application.**

3. We see that healthcare organizations are not eligible, but the grant application information references substance abuse and mental health services:

Many of these services are seen as healthcare services. Is there a definition for healthcare providers in relation to this grant opportunity?

**Answer: If your nonprofit is providing substance abuse and mental health services, you are eligible to apply for these funds. The grant specifies that "Hospitals, medical practices, and other health care organizations" are not eligible. They are receiving CARES funds from another allocation.**

4. Wave Pool is an arts center but we provide needed support to our community through food access (we run a food pantry and a market), relief funds for out of work artists to use for groceries, bills, etc., and we are starting a program to assist with child care and educational

needs this fall. I saw that arts organizations are not allowed to apply. If we are providing essential services, is it permissible to apply?

**Answer: Yes, you are allowed to apply but only for the essential services being provided.**

5. Can provide independently reviewed or audited financial statements? We have an independent agency review our 990 (which I have attached) but it is not a CPA firm that would do an analytical procedure/inquiry. Would we still be eligible to submit?

**Answer: Yes, this will suffice**

6. We have a question about this statement “Has prior experience in successfully managing federal, state or local financial assistance and/or grant funding.” Since we are relatively new (founded in 2014) and we are just completing a \$5 million (presently at \$4.75 million) capital campaign, we have limited governmental grants (1 through the auditor's office) but we continue to receive grant funding from corporate and private foundations that require strict reporting standards. Will this be a deterrent in our eligibility?

**Answer: You are eligible because you have experience with government grants and other grants.**

7. I am a volunteer and trustee for the St Francis-St Joseph Catholic Worker House, a homeless shelter in OTR. We are neither affiliated with nor funded by the Church or Diocese. We are seeing an increased demand and run a COVID free house for 16 homeless men at a time. Are we eligible for any grants? Thank you!

**Answer: This organization is eligible for this grant since it is not part of the Continuum of Care. The application for funding must come from the agency directly. Ask them to contact [Joy.Pierson@hamilton-co.org](mailto:Joy.Pierson@hamilton-co.org) for additional information.**

8. Can we hire new staff for advocate response to meet increased survivor demand in the County?

**Answer: Yes**

9. Does funding need to be 100% spent by November 2020?

**Answer: 100% of funding must be spent by November 15, 2020**

10. Survivors desperately need client assistance from us for hotels, PPE supplies and food—is that allowable?

**Answer: Yes, all are eligible expenses since your agency is not in the Continuum of Care.**

11. The City contract for Violence Prevention was cut by 25% during and because of COVID and this was tied to salaries and never re-allocated by the City—can we submit for this loss?

**Answer: No. Funds cannot be used for revenue replacement. Additional services provided are eligible for reimbursement.**

12. We also lost a couple months of a contract for advocate services at UC when the campus shut down expenses—can we apply for that loss?

**Answer: No. Funds cannot be used for revenue replacement**

13. We lost significant budget revenue from fundraisers due to COVID — can we apply for revenue for this?

**Answer: No. Funds cannot be used for revenue replacement**

14. With remote work being necessary, we are worried our old systems will disrupt & need updated for financial accounting software and other tech solutions—is that allowable?

**Answer: Yes. Funds can be used to pay for *increased expenses* caused by, or in response to, the COVID-19 public health emergency. In addition, costs must not have been accounted for in the organization’s most recently approved budget as of March 27, 2020 .**

15. The Cincinnati USA Regional Chamber Foundation is a 501c3 that is in good standing and in compliance with all of the regulations governing the County’s non-profit relief program. The Chamber Foundation does not have employees, but funds efforts that directly benefit the mission and goals of the Foundation. The organization does not have a budget or employees, but is used to direct immediate support to organizations that are working to deliver critical services right now during COVID. Would the Foundation be eligible to apply for the fund?

**Answer: No, the Foundation is not eligible to apply as it does not provide essential social and family services to Hamilton County residents directly. The agencies mentioned can apply for funding directly.**

16. The agencies are not structured as c3s. Could they apply with the Foundation as their fiscal agent?

**Answer: No, the foundation could not serve as their fiscal agent.**

17. I have a question regarding the expenditure timeline question under the “Outcome” section. The question says that funds must be used by November 15th 2020, is this correct or is it supposed to be November 2021?

**Answer: The RFP is correct with the deadline of November 15, 2020.**

18. Also, what is meant by a “statement of functional expenses from March 15, 2019-July 31 2019 and from March 15 2020 to July 31, 2020?” Is there a certain format you are looking for (report, table, narrative, etc.)?

**Answer: Statement of functional expenses is described as a matrix since it reports expenses by their function (programs, management and general operations, fundraising, etc.) and by the nature or type of expense (salaries, rent, etc.). This should be presented in a table/matrix format. For more information, search <https://www.fasb.org/home>; <https://www.councilofnonprofits.org/>; or other sources.**

19. Reading through the application, certain questions made me think that in Hamilton county is looking to support only those nonprofits that are experiencing a surge in numbers of individuals impacted by services. My non-profit, Stepping Stones, provides critical services to kids and adults with developmental disabilities and these individuals are high risk. For this reason and space capacity logistics, we’ve seen a big reduction in services provided to the people we serve across our programs. Even though it looks like we are technically within the scope of eligibility and would be able to show eligible expenses, should we not apply for funding because of our decreased numbers?

**Answer: Organizations are eligible if they experience an increase in costs even without an increase in clients. Increase in the demand for services is one of many scoring criteria.**

20. Our organization, Learning Grove was formed on January 1, 2020 as a result of the merger between Cincinnati Early Learning Centers (Ohio based nonprofit) and Children, Inc (KY based nonprofit). The agency is regional offering services on both sides of the river. In Cincinnati we operate 11 child care centers in Hamilton County serving nearly 1,000 children annually. It says that we have to be registered through the OH Attorney General’s office, however when we merged our 501c3 is filed through State of KY, but maintain administrative offices in both OH (1301 East McMillan Street) and KY (333 Madison Avenue).

**Answer: Provide your Kentucky registration information when completing the application. Only expenses incurred to assist residents of Hamilton County will be eligible. Finally, you will have to provide documentation of the original Ohio organization’s state registration as well as demand and/or costs for services in 2019 in the specified time period.**

21. I see from the eligibility that funding from this program can *not* be used for rental assistance. My question is this: are funds eligible to be used for utility assistance? We have many neighbors coming to SVDP who are months behind on utilities and at risk of disconnection. Would a grant application for this essential social/family service be eligible?

**Answer: Funds cannot be used for utility assistance as Hamilton County is already providing this assistance to Hamilton County residents through the Rent + Utility Relief Program; please share information to renters from the link below:**

**[https://www.hamiltoncountyohio.gov/about/news/rent\\_and\\_utility\\_relief\\_program\\_launches](https://www.hamiltoncountyohio.gov/about/news/rent_and_utility_relief_program_launches)**

**. However, an application to provide utility assistance to homeowners would be eligible.**

22. I work with Ohio Valley Residential Services, Inc (OVRs). OVRs is a non-profit 501c3 organization that provides residential and personal homemaker personal care and support services to individuals with developmental disabilities all across Hamilton County. Our support services are authorized by Hamilton County Developmental Disabilities Services (HCDDS).

As part of this program would our organization be considered a healthcare organization?

**Answer: If you are a current MHRSB contract agency, you would not be eligible as Hamilton County has already allocated up to \$2 million to reimburse for expenses incurred due to COVID-19. Agencies should apply to MHRSB for mental health and addiction expenses that qualify for CARES Act funding.**

23. I see that domestic violence organizations are *allowed* to submit an additional application for non-domestic violence (DV) programs/expenses, which we are hoping to do. Does that mean we are *required* to submit a separate application for our non-DV related costs/programs?

**Answer: Yes you will have to submit a separate application.**

24. Also, when we respond to questions about the percent increase of additional residents or households (C6 & C7), should we be responding for the entire agency, or just for the specific program(s) for which we are requesting funding?

**Answer: You should respond for the specific program for which you are requesting funding.**

25. Finally, I see that rental assistance programs are ineligible. If we have a non-rental assistance program that has assisted DV survivors with emergency client assistance for rent or utilities to ensure they didn't get evicted/have a utility shut off, is that an eligible expense?

**Answer: No, that is rental assistance. Please refer them client(s) to Talbert House or CAA.**

26. Based on the Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf. It looks like we can ask for reimbursement of any expense we incurred from 3/31/20 to 12/31/20. Is this accurate?

**Answer: No, you may only request reimbursement for increased expenses due to the COVID-19 public health emergency that occur from March 15, 2020 to November 15, 2020.**

27. The documentation states that all funding has to be used by November 2020. If we are hiring a staff person to manage volunteers who will be pairing 1100+ school students to 1000+ volunteers, can we put in the entire school year amount or only the 3 months salary she is paid prior to the deadline? Or is it through December 31, 2020?

**Answer: If this person is being hired to respond to an increase in demand due to the COVID-19 public health emergency, you would put in the amount up to November 15, 2020.**

28. We have individuals requesting rent assistance that falls outside of the rent relief program. Example: Immigrant man with liver cancer that the community financially supported but are unable to because of the pandemic.

**Answer: This client is eligible for assistance; please refer him to Talbert House, Freestore Foodbank, or CAA.**

29. Can funding be used to cover Uber/Lyft costs that have happened because volunteers haven't been able to drive during the Pandemic?

**Answer: If these expenses were not budgeted and were increased costs due to the pandemic, they are eligible.**

30. Are computer costs for kids and adults that have been provided for learning because of COVID be covered?

**Answer: Yes**

31. Are cleaning supplies and PPE materials covered that have been purchased for programs due to COVID?

**Answer: Yes**

32. Can we be reimbursed for rental costs for a space that was required for us to get due to not being able to use an existing space we were in? Do we apply for the costs through 12/31/20?

**Answer: Yes you can be reimbursed. You would apply for costs through November 15, 2020.**

33. I wanted to follow-up on one of your requirements for applying for the nonprofit relief program:

Its principal place of business and location(s) where services are rendered is in Hamilton County.

Pink Ribbon Girls (PRG) was founded in Cincinnati but has since grown to Dayton and Columbus, OH along with St. Louis, MO and San Francisco, CA. Our official HQs is in Tipp City, OH. PRG Pink Ribbon Girls (PRG) is a non-profit organization providing healthy meals, transportation, house cleaning and peer support to individuals and their families. Our mission is to help ease the minds

of individuals and families affected by breast cancer or gynecological cancers with direct support by providing these services free of charge. These services are provided to clients regardless of income, stage or socio-economic status because cancer does not discriminate. Our services have actually expanded and not stopped during COVID.

Of the 219 cancer patients referred to PRG in the Cincinnati region from January 2020 - August 2020, 134 of them have been from Hamilton county. The majority of our clients are from Hamilton county and we hope this will make us eligible to apply for this funding which would be crucial to our organization during this time.

**Answer: No, the nonprofit must have its principal place of business and location(s) where services are rendered is in Hamilton County.**

34. We are a small non-profit serving women on the streets who are mostly homeless and are victims of sex trafficking. We are not part of the continuum of care. We help the women in a variety of ways, including assistance with first month's rent and deposits. Would our rental assistance be eligible?

**Answer: This organization is eligible for this grant since it is not part of the Continuum of Care. The application for funding must come from the agency directly. Please contact [Joy.Pierson@hamilton-co.org](mailto:Joy.Pierson@hamilton-co.org) for additional information.**

35. Are you making any smaller grants for less than \$25,000?

**Answer: No, the minimum grant amount is \$25,000.**

36. We understand that the funds must be spent by November 15, 2020. But from what date can expenses be allocated to this grant? Do the funds need to be spent between August 1 and November 15<sup>th</sup>? Or are other increased expenses from March to July eligible? Please clarify the timeframe for expenses and what expenses can be "backdated," assuming we do not actually receive funds until September at the earliest.

**Answer: Increased expenses due to COVID-19 that were not already budgeted for as of March 27, 2020 are eligible. Expenses must be incurred between March 15, 2020 and November 15, 2020.**

37. We are planning to apply, in part, for increased assistance through our Food Pantry and Bed Program. Are we able to spend the funds within the proper timeframe by purchasing supplies that will be distributed after November 15<sup>th</sup>? For example, if we know that we will be able to distribute beds for 500 families before November 15<sup>th</sup> but purchase 750 beds so that we can continue to meet the need after November 15<sup>th</sup>, is this acceptable?

**Answer: No. You can only request funding for expenses incurred up to November 15. Pre-purchases for expenses after November 15 are not eligible.**

38. I noticed a question asked by a YWCA Greater Cincinnati staffer. They were told that they are not eligible to apply because they receive CoC funding [It is the first question/answer]. My question is does "CoC" refer to Continuum of Care or City of Cincinnati. We are a nonprofit oral health care provider, but we have a Workforce Development/Case Management Program that provides hands-on learning and externship opportunities to low-income individuals studying to be Dental Assistants. We receive funding from the City for these programs, and our ask through this opportunity would be for support for one or both of these programs. I want to determine whether we are eligible to apply or not [because we receive City funds] before we move forward.

**Answer: CoC refers to Continuum of Care.**

39. We provide visitation and parenting services to families in the child welfare services. A high % of our families are impacted by domestic violence, but we don't provide shelter or specific domestic violence services – we do address these issues with our families, provide resources and support, do safety planning etc. Do we fall within the supportive category?

**Answer: Yes**

40. Our expenses have increased somewhat (PPE, cleaning etc.) but the bigger issue is the loss of revenue. The program is funded by a contract with Hamilton County JFS and we are only paid when services occur. COVID has resulted in higher cancellation rates, families who can't attend due to exposure to the virus and/or high risk etc. Can we apply for funds to make up this gap, or only for new expenses?

**Answer: No. Funds cannot be used for revenue replacement**

41. We've tried to increase virtual services but lack some of the needed equipment. Can we apply for funds to purchase new equipment to better meet the need for virtual services, or do we already have to had purchased these and request reimbursement?

**Answer: You can apply for funds to purchase new equipment if these expenses were not budgeted and are increased costs due to the pandemic.**

42. We did receive a PPP loan in April – these funds have been spent and the economic impact has continued. Are we still eligible to apply?

**Answer: Yes. As long as funds are being used to pay for *increased expenses* caused by, or in response to, the COVID-19 public health emergency, and they were not paid using PPP. In**



**addition, costs must not have been accounted for in the organization's most recently approved budget as of March 27, 2020 .**

43. May we apply for a grant under the Hamilton County Non profit Relief Program, asking for LESS than \$25,000? The informational page on the website indicates \$25,000 is the minimum given.

**Answer: No, the minimum grant amount is \$25,000.**

44. Do you want information from the Ohio Secretary of State's office or the Ohio Attorney General's office.

**Answer: The State of Ohio Charitable Organization Registration information is obtained through the Attorney General's Office. Follow this link:**

**<https://charitableregistration.ohioattorneygeneral.gov/Charities/Research-Charities.aspx>**

45. Under line item 11 of the Coronavirus relief fund Q&A the answer states:  
*"Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures."*

Because a number of our employees fall under this category, but have already been paid (though it was a significant increase in normal cost to us) - how would we include what has already been into our timeline (from March 15th to present)?

**Answer: You are able to recover the expenses that you have already paid. The Increased expenses due to COVID-19 that were not already budgeted for as of March 27, 2020 are eligible. Expenses must be incurred between March 15, 2020 and November 15, 2020.**

46. On the page requesting documentation, there is a requirement to submit a vendor form. As a nonprofit, we do not sale items/have sales tax and therefore, would not need to attach this documentation. Is this correct? Is there a way to get around this requirement since this doesn't apply to our organization?

**Answer: No, every nonprofit organization applying for this grant must complete this form. This is information needed by County accounting staff to issue funds if a grant is awarded to your organization.**

47. We are a non-profit located in Hamilton (Butler Co.) but we contract with HCJFS and serve a large portion of foster families/children located in Hamilton county. Would we be eligible to apply for this grant?

**Answer: No, the nonprofit must have its principal place of business and location(s) where services are rendered is in Hamilton County.**

48. Which department do I send the completed vendor form to? Also, does the vendor form need to be signed by the auditor office for it to be valid?

**Answer: The form should be uploaded to the system via the Neighborly software and it does not need to be signed by the auditor.**

49. The SFSM Grant narrative explains our increased costs for food because we now purchase all of the food served in our MEALS TO GO program.

We have also needed to increase our security guards to address the safety issues for COVID during our meal distribution.

Do you know if we can include our extra security costs to this grant application? The grant guidelines are not clear about this point.

**Answer: Any increased costs for providing services which were not budgeted are eligible.**

50. Our non-profit focuses on training students, educators and communities on youth mental health and suicide prevention. Since COVID hit, we are finding more and more schools are requesting professional development around the trauma young people are experiencing as a result of isolation, fear around the virus, anxiety, depression, abuse, to name a few.

We have created training around these issues to share with students who are part of Hope Squads (100+ in Greater Cincinnati) and educators who need tools to identify and support young people with trauma in their classrooms. As this is programming we did not anticipate with our FY20 budget, are we eligible under this grant to access funds to continue to develop and deliver this work in schools located in Hamilton County?

**Answer: Yes, the increased expenses due to COVID-19 that were not already budgeted for as of March 27, 2020 are eligible. Expenses must be incurred between March 15, 2020 and November 15, 2020.**

51. I know the deadline is today at noon, however, we have an issue. Our financial review is in process with the accounting firm, but due to COVID delays, is not complete. Is there anyway to still apply with an official letter/notification from the accounting firm that it is in process?

**Answer: The deadline has been extended to August 31 at 12 pm.**

52. What document do you need to verify registration as a charitable organization for the Ohio attorney general. Will an email verification suffice?

**Answer:** You can obtain a printout from the following link: [Ohio Attorney General Dave Yost - Services for Business](#)

53. Would the grant cover reimbursement for staff time? For example: a percentage of our time is covered under a federal grant for refugee school impact, could we be reimbursed for the remaining percentage of our time (salaried employees)?

**Answer: This is eligible if it was an increased expense due to the COVID-19 public health emergency that occurred from March 15, 2020 to November 15, 2020.**

54. We currently hold a federal grant for refugee school impact but it only covers specific expenses for certain contract workers for a specific subset of our total population. Can we be reimbursed for work they provide to other families that are not counted towards that grant?

**Answer: This is eligible if it was an increased expense due to the COVID-19 public health emergency that occurred from March 15, 2020 to November 15, 2020.**

55. Is the cost of conducting background checks for volunteers an allowable expense?

**Answer: This is eligible if it was an increased expense due to the COVID-19 public health emergency that occurred from March 15, 2020 to November 15, 2020.**

56. We have a significant increase in the amount of people we are serving but no program management software that helps us to streamline our data and hold client information. Would program management software be an allowable expense?

**Answer: Yes, since this is an increased cost due to COVID, it is eligible.**

57. For the Hamilton County Cares Nonprofit Relief Program, is asked for a budget. Should it be the entire program budget, or the budget of the funds being requested?

**Answer: Question D.1 requests the budget for the funds being requested.**

58. Our organization delivers food to families/ individuals in food desert neighborhoods and/or in need - is a delivery vehicle considered an eligible expense?

**Answer: Purchase of a vehicle is not an eligible expense, but payment for delivery/transportation costs from March 15 to November 15 are eligible; this may include prorated costs for the delivery vehicle costs.**

59. Would equipment to increase the efficiency of our deliveries and improve our food option offerings be considered eligible (Ex. A food processor).

**Answer: Yes, this is eligible.**

60. Am I allowed to fill out this grant to help get my business off the ground and going? if so can you email me or can you give sources?

**Answer: This grant program is assisting existing nonprofit organizations with expenditures incurred due to the public health emergency with respect to COVID-19. Unfortunately, CARES funding cannot be used to assist to start new nonprofits. The Small Business Relief program does not allow this either.**