

Applicant Question Summary for the Austin Non Profit Relief Grant Programs

Austin Non Profit Relief Grant

1. (NEW FAQ) What documentation to demonstrate COVID-19 economic losses are eligible to submit (#19). The following are examples of eligible documents, other items may apply for your organization
 - a. Monthly loss of revenue
 - b. Employee termination or pay reduction
 - c. Inability to pay rent or commercial mortgage
 - d. Cancellation of events
 - e. COVID 19 compliance documentation
 - f. Other
2. (NEW FAQ) Can I still request reimbursement for rent or mortgage payments if they were deferred?
 - a. If a Non Profit can document that a rent or mortgage payment that would have been due between March 1, 2020 and July 7, 2020 has been deferred but is still due on a date after July 7, that rent or mortgage payment is eligible for reimbursement. Rent or mortgage payments from March 1 to July 7 that have been forgiven and are not required to be paid at a future date are not eligible for reimbursement.
3. (NEW FAQ) Should the non-profit or the fiscal agent for the non-profit apply? The Non Profit that meets the eligibility requirements should be the grant applicant. This does not restrict the fiscal agent from being able to assist the applicant.
4. (NEW FAQ) Do you need to be an accredited organization or business with the BBB?
 - a. Being an accredited organization or business with the Better Business Bureau is not an eligibility requirement.
5. (NEW FAQ) If a Non Profit does not have an office space, and is a home-based Non Profit, is the residential rent or mortgage an eligible expense?
 - a. A home based Non Profit is eligible to apply, but residential rent and mortgages are not eligible expenses for reimbursement.
6. (NEW FAQ) If a Non Profit does not have an office space and is a home-based Non Profit, is deferred residential rent or mortgage payment an eligible expense?
 - a. A home based Non Profit is eligible to apply, Residential rent and mortgages are not eligible expenses for reimbursement.

7. (NEW FAQ) The program eligibility criteria states that an organization applying must demonstrate that their operations occur primarily in Austin, Texas (75% minimum)
 - a. Application question 19 addresses where the people that your organization primarily serves live, and Question 23 addresses where your organization's programming primarily takes place. The 75% minimum is determined by an applicant's responses to these questions.
8. If the organization is based in Austin but benefits people in another county, are they still eligible?
 - a. The people your organization serves must primarily live in a City of Austin Council District.
9. (NEW FAQ) If an organization's event was scheduled between March 1, 2020 and July 7, 2020, what documentation may be submitted for reimbursement?
 - a. Such expenses may include, but not be limited to, the following:
 - i. Deposits on venue or equipment rental
 - ii. Wages, salaries, or contractor fees
 - iii. Inventory, merchandise, or services purchased in association with events
10. Is a non-profit ineligible if they received funding through PPP, Economic Loss or SBA Loans?
 - a. Recipients of PPP or EIDL are still eligible to apply. However, because the source of funds for the Austin Non Profit Relief Grant is the Federal CARES Act, any expenses paid for with PPP or EIDL funds are not eligible for reimbursement under the Austin Non Profit Relief Grant.
11. (NEW FAQ) What documentation can an organization provide to document payroll?
 - a. Please refer to the Payroll Record Sample linked above.
12. (NEW FAQ) Due to COVID, I didn't renew my lease, can I use my P. O. Box hard address? (i.e. UPS location address)?
 - a. Home-based nonprofits are eligible to apply if the residential address is located within one of the City of Austin Council Districts. However, residential rent or mortgage payments are not eligible for reimbursement.
13. How would musicians document loss? (example lack of bookings)
 - a. Losses may be demonstrated by Profit and Loss statements and tax information. Additional documentation may include any demonstration of lost revenues, including event cancellation notices. However, reimbursement covers expenses paid and/or incurred during the March 1 – July 7th time

period, such as rent, payroll, equipment, inventory, contractor fees, or other expenses. It does not reimburse potential losses from events, although if tickets have been sold and then refunded, the refund costs may be an eligible expense.

14. (NEW FAQ) If a company's two years of continuous operation falls within the timeline for reimbursement (March 1st – July 24th), would they still qualify? Or would their two year "anniversary" have to be before March 1st?
 - a. Nonprofit must have been in operations providing services for two years minimum as of March 1, 2020.
15. (NEW FAQ) The State of Texas does not require Articles of Incorporation for 501(c)3 status. What other documentation is acceptable to provide?
 - a. Applicants can provide their DBA, their Articles of Incorporation, or their Certificate of Formation.
16. As far as payroll, I have no record of payroll since jobs were cancelled due to the pandemic. Do I enter 0?
 - a. Payroll counts and documentation are required for an applicant as of March 1, 2020. Please use your payroll information from March 1st, 2020.
17. I am trying to figure out if the 25 people requirement is just for the City. I am headquartered in the City. I have 20 people working in the City limits but another 25 people in Williamson County. Does that make us ineligible?
 - a. Businesses must have fewer than 25 FTEs for their organization as of March 1, 2020. Full-time employees count as 1 FTE. Part-time employees count as 0.5 FTEs. Independent contractors do not count toward the FTE threshold. All employees for an organization are counted toward the applicant's FTE count, regardless of employee location.
 - b. Applicants must meet the grant eligibility criteria.
18. How will the grant amounts be awarded?
 - a. Grant awards will match an applicant's documented expenditures which are eligible for reimbursement. All applicants will receive follow up correspondence from the Austin Better Business Bureau as their applications are processed. Successful applicants will be contacted by email with instructions regarding how to receive their funds.
19. Are the grant funds allocated based on the ranking system distributed on a first come, first served basis or will the determination come after the July 24th application closure?)
 - a. All awards will be determined after the July 24th closure of the application window.
20. (NEW FAQ) Can an application be resubmitted via the online portal or through BBB?

- a. Once an application is submitted, Better Business Bureau will review the application documentation for completeness and notify the applicant within 10 business days if additional information is needed. If additional documentation is required, BBB will re-open the application and allow an applicant to edit. In all other cases, submitted applications cannot be edited.
21. How will the total award of my grant be determined?
- a. Total award is based on the documentation of expenses eligible for reimbursement, not to exceed \$20,000 for the Non Profit Relief Fund.
22. Is a nonprofit eligible to apply that is part of a larger entity?
- a. The organization must meet the eligibility requirements.
23. Do outreach programs tied to universities or other large institutions that have 501(c)3 status qualify?
- a. Independent programs are not eligible. Applicants must meet the eligibility requirements.
24. I represent a theater group. No employees, but we pay the performers and production staff as independent contractors. Are those payments eligible expenses?
- a. Payments to contractors are eligible expenses.
25. Our main challenge is the sudden need due to COVID for helping our clients pay rent and buy food due to job losses. Paying their rent prevents them from becoming homeless again. Are these eligible expenses?
- a. If any of these programmatic expenses were incurred March 1st - July 7th, they are eligible for reimbursement.
26. (NEW FAQ) Are lost donations considered ineligible, though, when in reference to loss of event revenue?
- a. Lost donations are not eligible for reimbursement. Donations that were given and then refunded may count as eligible expenses from nonprofit operations.