

**Applicant Question Summary for the
Austin Non Profit Relief Grant Programs**

Austin Non Profit Relief Grant

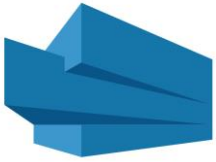
1. (NEW FAQ) What documentation to demonstrate COVID-19 economic losses are eligible to submit (#19). The following are examples of eligible documents, other items may apply for your organization
 - a. Monthly loss of revenue
 - b. Employee termination or pay reduction
 - c. Inability to pay rent or 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.
- 27. How do we prove that we are headquartered in Austin, if we do not have a physical office space?
 - o Eligible applicants without a physical office space may provide the following addresses to determine location in Austin:
 - 1. Physical address of home-based office or address associated with their filing.
 - 2. Physical address of CEO, registered agent, or Executive Director
 - 3. Austin-based P.O. Box
 - 4. Austin-based facilities or programming locations

The Better Business Bureau will follow up with applicants if additional information is needed to clarify their location information.

28. Would the costs incurred from a cancelled fundraising event be eligible expenses for reimbursement?

- Costs incurred between March 1st and July 7th for a cancelled fundraising event would be eligible for reimbursement, even if the event itself was planned for outside this date threshold. Costs may include, but not be limited to, the following:
 - Deposits on venue or equipment rental
 - Wages, salaries, or contractor fees
 - Inventory, merchandise, or services purchased in association with events
 - Refunded tickets

However, anticipated donations and sponsorships or other revenues anticipated from fundraising events are not eligible expenses for reimbursement. These losses may be documented to demonstrate an economic impact from COVID. Please contact Mission Capital, Austin Revitalization Authority, or Better Business Bureau for additional questions on documenting economic loss.

29. Is the grant reimbursing eligible expenses that were directly caused by covid-19 pandemic, or does it simply cover all eligible expenses incurred during specified timeframe?

- a. The grant covers all eligible expenditures made, and/or rent deferred, between March 1st and July 7th, 2020. Applicants must demonstrate some level of economic loss from COVID-19 or associated closure orders, but this demonstration of harm does not impact your level of reimbursement or reimbursable items.

30. Exactly to whom - preferably a person - should the board letter of support be addressed?

- a. The letter of support will be uploaded along with other documents. It does not need to be addressed to a specific individual. Please see [this template](#) for a guide. An email from the board is also sufficient.

31. In reference to the Board letter, can it be signed just by the Board Chair?
- A letter signed by the Board Chair is sufficient. An email from the Board is also sufficient.
32. For nonprofits that have had to reduce staff positions related to activities cancelled due to COVID, how will the grant requirement to retain staff apply?
- The grant does not require applicants to successfully retain all staff. Applicants who receive grant awards are expected to make a good faith effort to remain open and retain staff.
33. I run a nonprofit working in international development. Would we qualify or do our programs need to serve ATX?
- Eligible nonprofits must primarily serve people who live in the city of Austin.
34. What is meant by March 1 payroll? Closest payroll to March 1 or January 1 to March 1?
- Payroll information is needed to verify the number of employees on March 1st, 2020. If this is most easily achieved through a payroll record that ends on March 1st, that is sufficient documentation. Please refer to the **Payroll Records Overview** for additional guidance or contact the Better Business Bureau, Mission Capital, or the Austin Revitalization Authority.
35. Is a monthly expense acceptable that was prepaid but used throughout the eligibility period?
- Yes. For annual expenses, please submit the portion of the expense that falls between March 1 and July 7. For example, if an annual expense is \$120, five months of the total value would be eligible for reimbursement covering March 1st - July 7th, or \$50. This may be applied in consideration of insurance, technology costs, etc.
36. What percentage of the grant can go towards payroll?
- There are no requirements on how your business spends its reimbursement.
37. I don't see on the application itself where you enter "Strengths and Challenges to staff retention," "Programmatic Priorities," "Populations and geographies served," and "Impact receiving funds and support would have on the organization's viability to fulfill its mission" all of which are listed as Required Documents in the Guidelines.
- These elements are addressed through specific questions in the Application and do not require separate document uploads.
38. Is there a more specific definition of "operational expenses"?



- a. Operational expenses refer to goods and services incurred through normal business operations. For reimbursement purposes this may be interpreted broadly, and include any funds spent on materials, services hired or purchased, websites and technology, etc. For purposes of the application please include totals spent on operation expenses in the "Inventory" category.
- 39. Is there a specific type of coverage that qualifies as "non-profit insurance" or should we just include every type of insurance we have?
 - a. Include all insurance paid by your nonprofit.
- 40. We have an offshore employee, who is ineligible for PPP related payments. She is a contractor who we do international transfers to -- is this an eligible expense?
 - a. Any contractor expense paid between March 1st and July 7th is eligible for reimbursement.
- 41. What if I have a statement of financial position for 2019 but not a FY19 operating budget? Would that disqualify us?
 - a. No, this would not disqualify you. Please submit the documentation you have and Better Business Bureau will follow up with any additional items needed.
- 42. There's a note at the end of the application saying to add "Fundraising goals and allocations from fundraising efforts over last 2 budget cycles" but without a blank/upload field. Is this required? How and where should it be documented?
 - a. This is not required. If you choose to submit it, do so with your documentation of economic impact.
- 43. We have two locations - Round Rock and Austin. Do we count employees for both locations or only Austin?
 - a. Your employees at all locations count toward your eligibility requirements unless there are separate entities established.