



COVID-19 PANDEMIC RESPONSE NONPROFIT GRANT PROGRAM QUESTIONS AND ANSWERS

November 6, 2020

Program summary

Governor Tony Evers has designated \$10 million from the federal Coronavirus Aid, Relief and Economic Security (CARES) Act to certain Nonprofit Organizations who have provided services to those negatively affected by COVID-19. Funding for this assistance is provided to Wisconsin by the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The program is administered by the Department of Administration (DOA). Additional details are available on the [program website](#).

**Note: The wording of Question 6 has been updated since this document was originally posted.*

Prior to contacting DOA please consult the Grant Announcement, Grant Application and this Question and Answer document available on the [Program Website](#).

U.S. Department of the Treasury CARES Act guidance can be found [here](#).

1. **FOR ALL QUESTIONS RELATED TO ALLOWABLE EXPENSES**

DOA will execute grant agreements with successful applicants. Please review U.S. Department of the Treasury [CARES Act guidance](#) for detail on grant expenditures. DOA's execution of grant agreements, however, is not dispositive as to whether any particular cost meets the criteria set forth in the CARES Act. Grantees retain responsibility for demonstrating eligibility of expenses and are required to hold DOA harmless for any audit disallowance related to the eligibility of costs, including repayment of ineligible amounts.

2. **FOR ALL QUESTIONS RELATED TO APPLICANT ELIGIBILITY**

DOA will not respond to inquiries regarding an applicant's specific eligibility. Each applicant is required to determine its eligibility based on program requirements provided in the Grant Announcement. However, DOA will accept and answer questions seeking clarification of eligibility requirements. DOA will determine applicant eligibility only as a routine matter during the application review process after the application deadline has passed. Applicants should carefully review Section 4. Eligibility Requirements of the Grant Announcement prior to applying.

3. **What is the best way to learn more about the program?**

Please review the Grant Announcement on the [program webpage](#) and [subscribe to our mailing list](#) for notifications on program updates.

4. Where can I find the application for the program?

The application is available at <https://doa.wi.gov/Pages/COVIDNonprofitGrant.aspx> under the “Application Materials” dropdown.

5. I received a Paycheck Protection Loan that was forgiven, am I eligible for this program?

No.

6. I received a Paycheck Protection Loan that was not forgiven and will be repaid, am I eligible for this program?*

Possibly.

7. I received a grant from another CARES Act program (other than the Paycheck Protection Loan Program), am I eligible for this program?

No.

8. Where do I send my completed grant application?

Please submit the application using the [Survey Tool](#) and send [Attachment A](#) and [Attachment B](#) to doacovidnonprofitgrant@wisconsin.gov.

9. What is a DFI Entity ID?

Please see <https://www.wdfi.org/corporations/>.

10. How do I know if my organization is registered with the Wisconsin Department of Financial Institutions and/or is in good standing?

Organizations may review registration status by visiting the WDFI webpage here: <https://www.wdfi.org/apps/CorpSearch/Advanced.aspx>.

11. Will you let applicants know their materials have been received?

DOA will supply email confirmation of application receipt upon request. Confirmation of application receipt is not a determination of application completeness nor applicant eligibility.

12. Can I resubmit an application if I made any error?

Yes. If an error in the application submission is found prior to the Monday November 9, 2020 at 2:00 p.m. CST, the application may be resubmitted prior to that deadline. If your responses to the on-line survey tool are still available when you visit the survey link under the “Application Materials” dropdown in your browser when you discover an error in your submission, you may update the on-line survey tool and resubmit. If your responses are no longer available in the on-line survey tool in your browser, you will need to submit a new survey prior to the deadline on Monday, November 9, 2020 at 2:00 p.m. CST.

- 13. What will happen if another grant comes thru that would cover the same things, and we already received this grant?**

Please see Section 7.1 of the Grant Announcement, Funds Reimbursement and Recordkeeping. No expenses may be reimbursed from another CARES Act funding source. Organizations are required to repay grant funds to the state in the event grant funds are supplanted by other funding sources or are not utilized in accordance with the Grant Announcement and resulting Grant Agreements. Additionally, applicants should notify the State as soon as it receives notice that all or a portion of its request will be funded by another source.

- 14. For all grant proceeds that are paid, will the state of Wisconsin be issuing 1099s to the recipients?**

Yes.

- 15. How do I digitally sign the required attachments?**

Electronic and/or typed signatures are acceptable.

- 16. Are churches or nonprofit organizations without active 501(c)3 status (or with a lapsed 501(c)3 status) eligible for this grant program?**

No.

- 17. What does "incorporated/qualified/registered or organized or registered" mean? "Must be registered with the Wisconsin Department of Financial Institutions and have one of the following statuses as of the Grant Announcement closing date: 'restored to good standing,' 'incorporated/qualified/registered,' 'organized,' or 'registered'."**

Eligible nonprofit organizations must be registered with the Wisconsin Department of Financial Institutions and that registration must be in one of the following statuses as of the Grant Announcement closing date: "restored to good standing," "incorporated/qualified/registered," "organized," or "registered." Any other registration status is grounds for disqualification.

- 18. Would a nonprofit school of music who works with students of all ages and cognitive abilities be eligible for this grant program?**

Unlikely. Eligible organizations are only those whose primary mission is the provision of services to individuals impacted by COVID-19 in the areas of health care, shelter, adult education services, or other services in direct response to the COVID-19 pandemic.

- 19. We've applied to other COVID grants that are still pending (so we don't yet know whether or not we've been awarded the grant). Are we eligible to apply for this grant?**

You may apply but would be disqualified from this program if you accept other CARES funding.

- 20. Does receiving any CARES Act funding make us ineligible for this grant program, or could we still apply for expenses that weren't covered by the other CARES Act funding?**

Other than PPP loans that have not been forgiven, receipt of any CARES grants makes the nonprofit ineligible for this Grant Program.

- 21. Can we apply for this grant to cover expenses that haven't already been covered by other CARES funding we have received?**

No.

- 22. Are you asking for the total operating budget for 2019 and 2020 or do you want only COVID-related expenses?**

Total operating budgets for the time periods requested.

- 23. Are community foundations eligible if we have 501(c)3 status?**

Possibly depending on the organization's primary mission. Eligible organizations are 501(c)3 nonprofits whose primary mission is the provision of services to individuals impacted by COVID-19 in the areas of health care, shelter, adult education services, or other services in direct response to the COVID-19 pandemic.

- 24. Are 501(6)c nonprofit organizations eligible for this Grant Program?**

No.

- 25. What does it mean to have a "primary mission of providing services to individuals impacted by COVID-19 in the areas of health care, shelter, adult education services, or other services in direct response to the COVID-19 pandemic?" How can an organization have that as a primary mission when COVID wasn't around last year?**

Your primary mission must be the provision of services to individuals in the areas of health care, shelter, adult education services, or other services, and is now providing those services in direct response to the COVID-19 pandemic.

- 26. We provide educational services to teens (with the occasional 18-, 19-, and 20-year old). Are we eligible?**

No, youth services are not eligible.

- 27. I didn't see a place to upload Attachments A and B when I completed my survey online.**

To complete your application, return Attachment A: Property Information, Attestation and Attachment B: IRS-Form W-9 by email to DOACovidNonprofitGrant@wisconsin.gov by the application deadline, November 9, 2020 at 2:00 PM CT. Both documents are available at the [Program Website](#) under the Application Materials dropdown.

- 28. We merged with another organization on 1/1/2020 so our budget for 2019 isn't comparable to our budget in 2020. Should we offer an updated 2019 budget that includes financials for both organizations in order to do an "apples to apples" comparison?**

Please provide comparable financial data from available sources.

- 29. We received a PPP loan and expect to receive forgiveness for it, though it hasn't been forgiven yet. Are we still eligible for this Grant Program?**

If your PPP loan is forgiven after being awarded this Grant Program, then all funds awarded through this grant would need to be repaid.

- 30. We received some CARE grant funds to cover PPE equipment and payroll expenses earlier this year. Can we still apply for this Grant Program?**

No.

- 31. We meet all eligibility requirements except that we have only been in operation since September 2019. Are we still eligible for this Grant Program?**

No.

- 32. What does it mean to have "an administrative presence in Wisconsin"?**

The organization must have management and service operations in Wisconsin.

- 33. If we received CARES Act funding in Minnesota are we still eligible for this Grant Program?**

No.

- 34. If we applied for the Out of School Grant Program, can we still apply for this Grant Program?**

You may apply but would be disqualified from this program if you accept other CARES funding.

- 35. If other CARES funding has been received as pass through would the organization be eligible?**

No.

- 36. Is the opportunity limited to Wisconsin based non-profits, or are national/multi-state non-profits with a presence in Wisconsin eligible?**

An organization must meet all requirements listed in the Grant Announcement including having an administrative presence in Wisconsin. Further, funds may only be used to serve Wisconsin residents.

37. Is there a maximum dollar amount you can apply for?

Per section 3.5 of the Grant Announcement, the grant amount shall not exceed 25% of the organization's prior fiscal year operating expenses. The State reserves the right to negotiate, limit or amend awards in accordance with objectives of the program and available funding.

38. Can we apply if we're affiliated with a religious organization even though we operate independently of the Catholic Church?

Nonprofit organizations that operate within, under or for the benefit of churches and religious organizations are not eligible.

39. We don't have a DFI Entity ID. Can we still apply for this Grant Program?

No. Eligible nonprofit organizations must be registered with the Wisconsin Department of Financial Institutions and have one of the following statuses as of the Grant Announcement closing date: "restored to good standing," "incorporated/qualified/registered," "organized," or "registered."

40. I've been working for the last month on a design for a COVID-related community health project. Would this project be eligible for this Grant Program?

Possibly. Please note all funds must be expended by no later than December 30, 2020.

41. Can the funds be used to cover expenses we're planning on making before the December 30, 2020 deadline?

Yes. Funds may cover qualified anticipated purchases through December 30, 2020.

42. We received funding through DCF (Department of Children and Families) Division of Early Care and Education (DECE). Are we able to also apply for this Grant Program?

Organizations that receive CARES funds from any other source are ineligible.

43. We received funds from a CARES Act for Medicaid providers from the federal government. Are we eligible?

No.

44. Our organization has had a lot of unexpected expenses in 2020 that aren't reflected in the 2019 budget. Are we still limited to 25% of the 2019 budget if we are awarded this grant?

Yes.

45. Can you tell me if there is a chance that a 501(c)3 nonprofit nature center is a service that would be considered for this grant?

Unlikely unless the center's primary mission is the provision of services to individuals impacted

by COVID-19 in the areas of health care, shelter, adult education services, or other services in direct response to the COVID-19 pandemic.

46. Are you eligible to apply if you raised more funds in 2020 than you did in 2019?

Possibly if your organization incurred unbudgeted expenses. However, your organization likely will not qualify for revenue loss.

47. If the a national nonprofit has received federal CARES Act funding for COVID-19, would that make the nonprofit's Wisconsin chapter ineligible for your grant since we have the same tax ID (though we did not receiving the funding directly)?

Probably not, as the same EIN indicates a single organization.

48. Does "health care" include care coordination – for example, assisting an individual with disabilities make and attend a doctor's appointment or to provide medication management?

Possibly. Please describe services in your narrative.

49. Does "adult education" include providing job skills training and coaching for individuals with disabilities if it is not a school-based program?

Possibly. Please describe services in your narrative.

50. Are the operating expenses on the application supposed to be ALL operating expenses, or just those that are in direct response to COVID? And do we included COVID expenses that have been reimbursed by other CARES Act grants?

Provide all operating expenses for March 1 through October 31, 2019 and March 1 through October 31, 2020. Nonprofits receiving any other CARES Grant Program funding are ineligible for this Grant Program.

51. Would payroll for our ambulance service is covered under this grant? Would funding be limited to overtime pay only?

Possibly, if the expense was related to COVID-19 and not reimbursed by another source.

52. Are childcare centers eligible to apply?

No.

53. If we have two programs administered by the nonprofit agency, should we apply for each program separately or should they be combined?

A nonprofit may only apply once.

54. Is the grant program only for Non-profit organization or can anyone with a business apply?

Organizations must be a 501(c)3 to be eligible. See the Grant Application for full eligibility details.

55. My nonprofit pays most of its bills in November and December while the application asks for March-October expenses. Can we submit our 2020 true expenses reflected through November and December that are not yet paid, but incurred?

Nonprofits must provide operating expenses for March 1 through October 31, 2019 and March 1 through October 31, 2020.

56. The brief narrative states 1500 characters. Just to clarify that it is characters not words. Correct?

Correct. The response will accept 1500 characters, including spaces.

57. We provide both adult and youth programs and see that youth initiatives are not included in this program. Should we only include our operational costs relative to adult programming for the purposes of this program?

Yes, but only if your primary mission is service to adults.

58. We have expenses that we have wanted to make related to providing services in the COVID response, such as computers for staff and participants to work virtually. We have not made those purchases because we could not afford to do so. Would we be able to apply for funds under this program if we haven't already made the purchase, but would do so before December 30?

Yes. Grant funds may be used for purchases through December 30, 2020.

59. Are indirect costs an eligible cost for this program?

Indeterminate without an explanation of "indirect costs."

60. We have been in business since 2016 but only became a nonprofit through DFI in May 2020. Are we eligible?

No.

61. Can the reported losses come from any state- or Medicaid-funded program?

Yes, the program does not specify sources of revenue loss.

62. Is there a preference to area or county served?

No, this grant program is intended to support Wisconsin nonprofits that work with Wisconsin residents.

- 63. The application asks for operating expenses through October 31, 2020. What if we have not closed the books for October by the November 9th deadline?**

Please provide operating expenses for the period based on best available data.

- 64. Where do we report lost revenues?**

Not required, but include in your narrative if doing so supports your attestation that your organization incurred revenue losses.

- 65. Our organization is applying with the Dept. of Financial Institutions this week, with an expected two week turn around. Can we apply if we do not have a status update prior to submitting the application, but anticipate getting within two weeks?**

Eligible organizations must be registered with the Wisconsin Department of Financial Institutions by the application deadline. Also, your organization must have been in operation since at least March 1, 2019.

- 66. We had a fundraising event that generated \$10,000 in 2019 and was expected to earn the same in 2020, but had to be canceled. Is this \$10,000 considered a "lost revenue?"**

Yes.

- 67. If an organization has several locations statewide, should each location apply separately or as one larger application?**

Organizations may only apply once per EIN/DFI Entity ID.

- 68. If a grant covers expenses incurred earlier in the year how would we expend the monies granted? Can we simply replace them in our budget?**

Yes, if the expense was related to COVID-19 and unbudgeted.

- 69. Are hospitals eligible? Are health systems eligible?**

Indeterminate. Please refer to program eligibility requirements.

- 70. Can you give any examples of what would qualify as "other services"?**

Please describe how your program directly serves individuals in response to the COVID-19 pandemic. Please note ineligible organizations and activities in Section 4.2.

- 71. Is a CDFI considered an economic development organization?**

Yes.

- 72. Are arts, cultural, historical and humanities organizations eligible for this grant?**

No.