

San José Coronavirus Relief Funds: Nonprofit Grant Program
Frequently Asked Questions (FAQ)
October 7, 2020

About San José CRF-Nonprofit Grant

Q: What is the San José Coronavirus Relief Funds – Nonprofit Grant Program?

A: Pursuant to the *Grant Guidelines*, this funding opportunity is to provide “grants to nonprofit organizations that serve San José communities that have been negatively impacted by the COVID-19 pandemic.” Grants may be used to reimburse expenses specifically due to the COVID-19 public health emergency and allowable by the federal government. See section “eligible expenses” for more detail on allowable costs.

Q: What is the purpose of Coronavirus Relief Funds and what can it cover?

A: Coronavirus Relief Funds are federal funds provided to cities and counties with populations over 500,000 as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Funding in the Coronavirus Relief Fund cover costs that:

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- We’re not accounted for in the budget most recently approved as of the date of the bill’s enactment by the recipient agency; and
- Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Q: How do I apply for this grant?

A: All applications for the San José Coronavirus Relief Funds – Nonprofit Grant Program must be submitted through [WebGrants](#), our online application system. Instructions on how to create an account and apply on WebGrants are listed on page four of this document.

Applicant Eligibility

Q: What type of organizations may apply?

A: Grants will be awarded to nonprofit, 501c3 organizations, or grassroots community organizations under the fiscal agency of a 501c3 nonprofit. The organization must serve San José communities disproportionately and negatively impacted by the COVID-19 pandemic in **one or more** of the following populations:

- Residents of San José neighborhoods with the highest rates of COVID-19 and pandemic-related job loss in the following zip codes: 95110, 95111, 95112, 95116, 95122, or 95127

OR

- Members of populations more likely to disproportionately experience serious illness or death from COVID-19 or pandemic-related economic harm.

Please Note: Arts organizations are not eligible for grants under this program. A separate program was offered specifically for arts organizations.

Q: Can this award be used for services delivered outside San Jose?

A: No, this grant award can only be used to support and/or continue services for San Jose residents.

Q: Can this award be used to pay for retroactive services?

A: Yes, grant awards may be used for retroactive services. Eligible expenses for funding must be incurred between the time period March 1, 2020 through December 30, 2020.

Q: What type of expenses are eligible?

A: To be eligible, expenses must be directly related to the COVID-19 pandemic and **must be incurred between March 1, 2020 and December 30, 2020**. As further outlined in the grant guidelines, eligible expenses may include personnel and non-personnel expenses in one or more of the following categories:

Personnel Services

For staff providing the following services to eligible populations and neighborhoods in San José:

1. Outreach, education, and empowerment
2. Case management services
3. Health or mental health services
4. Legal assistance
5. Childcare, distance learning, or other youth programs

Non-Personnel Services

To ensure a continuity of services listed above, non-personnel expenses may include:

1. Community outreach and education campaigns
2. Rental, mortgage, or utility payment relief
3. Technology and infrastructure costs to transition to virtual work and/or to comply with public health orders

Q: The holidays are coming up. Can my agency use grant funds to provide gifts for needy families?

A: No. These funds must be used for needs related to the COVID-19 pandemic.

Q: My agency is doing an outreach campaign. Can we purchase radio advertisements or bus shelter ads with the grant funds?

A: If your campaign is doing outreach and education related to the COVID-19 pandemic, this may be an allowable expense.

Q: My agency needs to install touchless fixtures in our facilities. Is that an allowable expense?

A: If your agency is serving an eligible population and providing eligible services, funds may be used to retrofit facilities so your agency can comply with public health requirements related to the pandemic.

Q: My agency saw an increase in demand for services due to COVID-19 and job losses. Can we pay for staff to meet this need?

A: Yes, if your agency is serving an eligible population and providing eligible services.

Q: My agency has lost funding due to COVID-19, but the community still needs our services. Can we use grant funds to help?

A: Yes, if your agency is serving an eligible population and providing eligible services. Documentation of economic harm to the agency may be required.

Q: What type of documentation is required to apply?

A: All applicants must fill out an application form via the City’s online grant platform “WebGrants” (see instructions below) and upload project budget using the template provided. The project budget template asks the applicant to provide a list of incurred and projected expenses in the eligible expense categories for which they are requesting reimbursement. Supporting documentation is required in order to meet federal funding audit requirements. Applicants should be prepared to submit supporting documentation if requested, however, it will not be collected at the time of application. Types of supporting documentation that may be requested include payroll information, copy of lease agreement or mortgage, receipts for technology purchase, etc.

Note: For fiscally sponsored organizations, you will also need to submit a letter or MOU from your fiscal sponsor confirming the fiscal sponsor relationship.

Q: If an organization is currently receiving other CARES funding for services like payroll payments, would that affect our opportunity to apply?

A: Yes. Organizations cannot receive duplicate CARES funding benefits for the same expenses. For example if you received a Payroll Protection Program (PPP) loan, you would not be eligible to apply for staff salaries covered by the PPP loan. But you could apply for funding to cover another eligible expense.

Review Process

Q: How will applications be reviewed and funding decisions made?

A: City staff will review all applications and requested expenses for eligibility. Applications will further be reviewed based on applicant’s ability to spend requested funds by December 30, 2020.

Priority consideration for funding will be given to applicants serving BOTH residents in impacted zip code(s) AND members of impacted population(s).

Priority consideration will further be given to applicants demonstrating a strong alignment between organization mission and commitment to serving one or more of the impacted zip codes and/or impacted populations.

Award Amount

Q: What is the minimum and maximum amount organizations can ask for?

A: Awards will range from \$5,000 to \$150,000. Grant funds must be spent by December 30, 2020. Applicants should only request funds for documented expenses incurred between March 1, 2020 and December 30, 2020. Please note, due to volume of requests it may not be possible to fund all eligible applications or to fund applications at the full amount requested.

Q: Will the City procure and/or commit funds to sustain any services conducted by a Grantee beyond the conclusion of the grant period on December 30th?

A: The services for this Grantee Funding Opportunity must conclude by December 30, 2020. Organizations may be required to return funds not spent by December 30, 2020.

Q: When will organizations be notified of award status?

A: Organizations will be notified by Friday, October 30, 2020 of grant award decisions.

WEBGRANTS INSTRUCTIONS

All applications must be submitted through WebGrants, the City’s online grants portal: <http://grants.sanjoseca.gov/>. To submit an application via WebGrants, please follow these steps:

1. If this is the first time you/your organization is applying for a City grant, create a WebGrants login by selecting “[Register Here](#)” to the right of the login page. The average time for registration approvals is 3 days, but approvals for this grant will be expedited to 1 day.
2. From the main menu, select “[Funding Opportunities](#).”
3. Select the “[San Jose Coronavirus Relief Funds: Nonprofit Grant Program](#)” funding opportunity.
4. Click on “[Start a New Application](#).”
5. Enter a brief Project Title for your application (i.e., “San Jose – Youth Organization Grant”). If you will have several people working on this application, make sure that they do not create a new application every time they enter the system; have everyone work on the one application that is initially created in this step.

To return to an application once it has been created, log into the system & do steps #2-3. At the top of the screen, find your application under the Application Title column. Click on your application title to resume your application.

6. As you complete each section of the application, make sure you mark the section as complete by selecting “[Mark as Complete](#)” located near the top right of the page. Note that this does not mean you have submitted your application.
7. To submit your application, click “[Submit](#)” near the middle right of the main application page. Please note that mailed or e-mailed proposals will NOT be accepted, and WebGrants will not allow proposals to be submitted after 5:00 P.M. on October 15, 2020.

Online Application Components

A complete Online Application consists of the following components in WebGrants:

- Application Signature
- Non-profit Application Form
 - Fiscal Sponsor Information
 - Payment Information
 - Grant Information- includes questions regarding funding request, services provided, organizations mission
 - Project Budget- see application attachment in WebGrants for the budget template
 - Click on the “Choose File” button to select the file to upload
 - If you need to remove an attached document, click on the delete link.
- Conflict of Interest