

San José Coronavirus Relief Funds: Nonprofit Grant Program
Information Session 1 &2
Frequently Asked Questions (FAQ)
October 13, 2020

Application

Q: Is the application first come, first serve?

A: No, the application is not first come, first served. All applications will be reviewed after the deadline of 5:00 p.m. on Thursday, October 15, 2020.

Q: Can we apply for multiple programs within one organization? If so, should all requests be included in one request from the organization?

A: Yes, organizations with multiple programs may apply to use funding for different service areas if those programs serve a designated zip code or population and are within one of the eligible program areas. Additionally, the expenses must fall within the grant criteria. It is up to the organization's discretion, but the total funding request may not exceed \$150,000.

Q: Can a nonprofit organization apply for the grant and be a fiscal sponsor for another program that is also applying for the grant?

A: Yes, if the fiscally sponsored organization is truly separate and unique and applying on its own.

Q: Do these programs need to be new since the COVID-19 pandemic?

A: No, programs do not need to be new to receive funding. If the nonprofit is providing eligible services to a designated zip code or population, the relief funds can be used to support program that were already in place. This grant program is intended to support services for residents who are most likely to have been impacted by the COVID-19 pandemic or the pandemic-induced recession.

Q: Can you receive funding if your clients are located in San José but your office is virtual outside of San José?

A: Yes. Note, organizations can only use these grant funds to support services to San José residents. Organizations will need to document that the clients being served reside within the City of San José.

Q: On the application form it requests the number of staff employed and financial budget. Is the requested information before COVID-19 or as of today?

A: On your application, please provide staffing information as of today's date. If your organization has furloughed or laid off staff, or reduced work hours, since March 1, 2020, please use the space provided to explain how your staffing levels have changed during the course of the COVID-19 public health emergency.

Eligibility Criteria

Q. Do applicants have to serve residents of one of the designated zip codes AND one of the designated populations?

A: No. The applicant must serve residents of one of the identified zip codes OR one of the identified populations. However, priority consideration will be given to applicants that serve BOTH an identified target zip code (or zip codes) and an identified population (or populations). It is important to note that applicants also must provide services in an eligible program area.

Q: We serve all of Santa Clara County. How does that impact the application?

A: These funds can only support services to San José residents in the targeted zip codes or populations. Services outside San José are not eligible for funding. Organizations providing services to multiple cities, countywide, or throughout the Bay Area must document their service to San José residents and distribute costs proportionately.

Eligible Expenses

Personnel

Q: Can these funds be used to bring staff back from furlough?

A: Yes, these funds can be used to bring staff back from furlough or increase work hours that have been decreased due to the pandemic and/or pandemic-induced recession. However, please note these funds must be spent by December 30, 2020.

Q: If we had to hire additional staff to meet the counseling needs of new clients, are we eligible for funding even if we got Paycheck Protection Program funds?

A: If the personnel expense was not covered by the Paycheck Protection Program funds, this would be an eligible expense. If you paid for this staffing with Paycheck Protection Program funds for a limited period of time (e.g. June 1, 2020-September 30, 2020), you could be eligible for funding to cover time not covered (e.g. October 1, 2020-December 30, 2020).

Q: Is hazard pay eligible for frontline workers?

A: Yes, hazard pay is an eligible expense.

Q: Are the personnel costs for staff providing direct services or can there be an allocation for a percentage of personnel costs for administration? Is there a maximum percentage that can cover administrative costs?

A: Funding can be used to cover administrative costs for managing an eligible program. The grant program does not have a maximum percentage. Instead, applicants must provide documentation of a standard overhead rate or reasonable administrative expenses.

Q: Do personnel expenses include consulting costs for community outreach and education (designing ads, changing web site, other skills we don't have in-house)?

A: Yes, this would be considered an eligible expense if the community outreach and education efforts are related to the COVID-19 public health emergency or the pandemic-induced recession. For example, if your agency developed a website to provide community members information about accessing COVID-19-related services or staying healthy during the pandemic.

Q: Our organization helps other organizations in the listed zip codes to run their community outreach program for underserved community. Are our expenses eligible?

A: Potentially. It would depend on if your work falls within one of the eligible program areas, e.g., if the expenses are tied to providing community outreach information to support services to the San José residents.

Q: Does the case management category include eviction prevention counseling even if we are not lawyers?

A: Yes, if the clients receiving the eviction prevention counseling case management services are at risk of eviction due to the COVID-19 public health emergency or the pandemic-induced recession.

Eligible Expenses Cont.

Non-personnel

Q: Would outreach expenses qualify if they're for our standard services and not something like a mask-wearing campaign ?

A: Potentially, if you are providing services in one of the outlined program areas and need to do additional outreach to reach clients due to the COVID-19 public health emergency or the pandemic-induced recession.

Q: Can organizations receive reimbursement for internet, phone and technology expenses for employees working remotely from home?

A: Yes. Internet, phone, and other technology needs for personnel working from home due to the public health emergency is an eligible expense.

Q: Under rental, mortgage, and utility relief, are these expenses for the nonprofit? Or for the nonprofit's client? For example, would you pay the nonprofit's utilities or client's utilities?

A: This grant program is designed to provide relief to eligible nonprofits as defined in the grant criteria. Eligible expenses may include payment of the nonprofit's rent, mortgage, or utility bills due to needs related to the COVID-19 pandemic or related recession. Direct assistance programs for residents are offered through other Coronavirus Relief Funds in partnership with nonprofit partners. For more information, visit the City's [Virtual Local Assistance Center](#).

Q : Would physical relief supplies provided to clients (for example PPE, general home care, food) be an eligible expense?

A: This program is not designed to provide direct relief for residents. However, for eligible organizations/programs, if you have already spent money on Personal Protective Equipment for staff or clients, those may be reimbursed. However, for needs after November 1, 2020, we will refer to organizations to the program we have funded through Silicon Valley Council of Nonprofits and Valley Medical Center Foundation. This program will provide PPE (i.e. masks, gloves, cleaning supplies) for nonprofits and their San José clients. Information is available at <https://www.svcn.org/covid19-resources>

Q: Can organizations receive reimbursement for purchasing food to serve the residents in the targeted zip codes or populations reimbursable?

A: No, due to federal documentation requirements, we are not funding food purchases through this program. The City issued a separate Request for Proposals (RFP) for a food and necessities program earlier this year.

Q: We want to provide Food bags and gift cards for food during the holidays to families in need, would this be allowed?

A: No, due to federal documentation requirements, this program is not funding food bags or gift cards. Please visit our [Virtual Local Assistance Center](#) to find additional information on direct assistance for your clients.

Duplication of Benefits

Q: If an agency received funding from the Paycheck Protection Program, can they apply for this grant?

A: This grant cannot pay for items already paid for by the Paycheck Protection Program. If the requested expense is different from what was covered with the PPP funds, an applicant may be eligible.

Q : Our organization received a Small Business Administration (SBA) Loan that has to be paid back in full. Does that count as federal aid for purposes of this grant?

A: Yes, your Small Business Administration Loan counts as federal aid. You would need to apply for reimbursement for eligible costs that were not covered by the SBA Loan or other federal aid programs.

Documentation

Q : How will the population served be proved for the application? Will evidence be required or is self-reporting ok?

A: On the application submission, population served is self-reported. Documentation will be required prior to grant payment, but will not be collected up front with the grant application. The City will work with grantees to ensure documentation collected is as required by the federal government.

Q : What types of receipts will be requested for rental, mortgage payments, employee expenses or technology requests?

A: Depending on the funding request, the following documentation may be required to receive funds: copy of lease agreement or mortgage, payroll information, or equipment purchase, etc.

WebGrants

Q: If an organization is new to WebGrants, does it need to provide the articles of incorporation, audits, business license, and Insurance certificate?

A: If it your first time registering with WebGrants, you will need to fill out all asterisked baseline requirements. You do not need to upload any documents until you are awarded a grant and City staff lets you know what documents are needed.

Q: Can you save or edit your grant application before submitting?

A: Yes. When you have finished working on your grant, click the “save” button in the upper right-hand corner of the screen. This will refresh the screen and display the data you just entered as read-only. If you want to edit the data again, click the “edit” button in the upper right-hand corner of the screen. (Please note, if the field is required and marked with a red asterisk, WebGrants will not let you save. You must enter a placeholder in the field to save—just remember to replace the placeholder before submitting.)

If you have finished with this component, click either “Mark as Complete” or “Return to Components.” Mark as Complete will mark this component as complete. All components must be marked as complete before you can submit the application. You may still edit the component even if you have marked it as complete. The Return to Components link will return you to the components page without marking the component as complete.

Q: Can multiple people work on the sample grant application?

A: Yes. You can access a link to your saved grant application. Anyone who has access to the link can work on the same proposal. Note: Please make sure your team members are working on the same application, not starting a new one.

Q: The form places a limit on the number of characters in an answer, does that include spaces or without spaces?

A: The character limit includes spaces and punctuation. To delete characters, highlight the area that needs to be deleted then click “delete”.