



LEON  
CARES



## Leon CARES Local Human Services Assistance Grant Program FAQs

### Overview

The Leon CARES Local Human Services Assistance Grant Program dedicates \$2 million in funding to human services nonprofit organizations for unanticipated programmatic and operational expenses incurred due to COVID-19. Available funding will provide up to \$20,000.00 of one-time assistance to nonprofit organizations that provide or intend to provide human services in Leon County in response to COVID-19.

### Eligibility Criteria

Applicants must be a 501c3 organization registered with the State of Florida and provide direct human services to Leon County residents.

**Can a nonprofit organization serving individuals in Leon County, however they are not from Leon County (i.e. college students) would they be eligible to apply?**

Yes, however college students must reside in Leon County. Additionally, the nonprofit organization must ensure that the universities and colleges in Leon County are not providing similar resources to students in response to COVID-19.

**If a nonprofit organization received LEAN funding through the Office of Economic Vitality would they be eligible to apply?**

Yes, however an organization cannot request reimbursement for expenses that were previously supported with LEAN grant funds.

**Can a nonprofit organization that is not a 501c3, however has a fiscal agent, be eligible to apply?**

No, only 501c3 organization registered with the State of Florida and provide direct human services to Leon County residents are eligible to apply.

**If a nonprofit organization has not traditionally operated as a human service organization, however due to COVID-19 identified a gap in services and has the capacity to meet the need; are they eligible?**

Yes, your organization would be eligible to apply if all other criterion outlined above is met. In the application, your organization would need to specifically outline the gap in services/need being addressed related to COVID-19 and show collaboration where possible to avoid duplication of services.

### Application Process

The application process will require each nonprofit organization to provide the following:

- Brief explanation on how operation has been impacted by COVID-19 (1,000 character limit) and/or
- Brief explanation on proposed enhancement of programs or services delivery (1,000 character limit)
- Must upload 501c3 and State of Florida documentation
- Funding request: Past and/or Future (cannot exceed \$20,000)
  - o Personnel – Salary, wages, compensation and/or benefits
    - Only two specific types of personnel will be considered eligible for reimbursement:
      - New positions created between March 1, 2020 – December 30, 2020 due to COVID-19 and were not budgeted as of March 27, 2020 AND

- Overtime and/or hazard pay for established and/or new positions due to COVID-19
- Supplies/Equipment – Items that individually cost \$250 or less (face shields, gloves, touchless thermometers, etc.)
- Capital – Items that individually cost more than \$250 or projects that require labor or construction (i.e. computer leases and purchases, installation of plexiglass, etc.)
- Rent/Utilities – Rent or utilities cost NOT budgeted and expended between March 1, 2020 - December 30, 2020.

### **Application Open/Close Period**

The application window will open on Monday, August 17, 2020 at 8AM via [www.LeonCountyCares.com](http://www.LeonCountyCares.com) (there will not be a pre-registration period).

The application window will close on Friday, August 28, 2020 or when the \$2 million allocated by Leon County has been preliminarily awarded.

### **Required Documents**

All eligible nonprofit organization will be required to submit proof of 501c3 status from the U.S. Department of Treasury, as well as proof of registration as an active nonprofit corporation in the State of Florida.

### **Attestation**

All eligible nonprofits must attest to the following:

- Certification that the organization provides, or will provide, direct human services in Leon County related to COVID-19.
- Certification that the organization has either incurred unexpected expenses related to COVID-19 or will incur expenses related to COVID-19 as proposed in their grant application.
- Certification that the organization has not already received (and does not expect to receive) coverage or reimbursement of any of these costs through another funding source (such as insurance or grants).
- Certification that the information listed in the organization's application is complete and accurate to their best of their knowledge.

### **Review & Approval Process**

Leon County staff will administer the approval and distribution of funding to eligible nonprofit organizations on a reimbursement basis, consistent with state and federal guidelines.

Leon County staff will approve or deny an application as a whole; therefore, if a portion of a request does not meet the criteria, then the entire application will be deemed ineligible.

Applications will be reviewed and preliminarily awarded based on eligibility as they are received (first come, first eligible). Once the preliminary awards have reached \$2 million, then the application window will close, and funding awards will be announced a week later.

Additionally, organizations who are not awarded funding will also be notified at a later date.

## Eligible & Non-Eligible Expenditures

### What is an eligible expense for the Leon CARES Local Human Services Assistance Grant Program?

Eligible expenses may include:

- Personal Protective Equipment (PPE)
- Personnel costs not already budgeted and incurred due to COVID-19
- Computer & technology purchases or leases (for all technology purchases, an organization must specifically define how purchasing such equipment is tied to COVID-19 and service delivery)
- Service assistance to individuals and/or families impacted by COVID-19 (i.e. hotels, legal services, etc.)

### Can funds be used for capacity building to address needs resulting from the COVID-19?

Yes, however because this funding must be expended by December 30, 2020, the nonprofit organization will be required to specifically outline how proposed programs/services will be sustained after that date.

### If a capital project were already planned, however additional expenses will be incurred to better meet community needs arising from COVID-19, would those new expenses be an eligible expenditure?

Yes, however the nonprofit organization will be required to specifically outline how the additional expenses are specific to COVID-19.

### What is not an eligible expense for the Leon CARES Local Human Services Assistance Grant Program?

Non-eligible expenses may include:

- Expenses incurred before March 1, 2020 OR after December 30, 2020
- Expenses already budgeted prior to March 27, 2020
- Expenses already or will be reimbursed through other programs (PPP, LEAN, CHSP, etc.)
- Revenue replacement/losses
- Programs/Services that do not assist individuals/families impacted by COVID-19

## Reimbursement & Fund Disbursements

### Can an Awardee receive an advance of funds?

No, Awardees are not eligible for an advancement of funding. Funding is based on submitted reimbursements based on costs/expenses that have already been incurred.

### Reimbursement Process

All Awardees are required to submit reimbursements through the Leon CARES Portal. Copies of original receipts, paid invoices and authorized payroll reports reflecting actual expenditures incurred.

Once reimbursements are submitted and approved, Awardees can expect fund disbursement from the County within fifteen (15) business days via check or direct deposit.

Reporting, invoicing, and payment are expected to continue beyond the term of approved agreement.

### Is this a loan or a grant, and will I be required to pay funds back?

This is a reimbursement grant and does not require repayment. Each approved organization will receive funding based on the submission of a reimbursement of expenses incurred.

Providers who have received funding must attest to the funds and agree to the program Terms and Conditions or agree to return the funds within 90 days of payment.

## Technical Assistance

If your organization has questions or needs technical assistance, please contact any of the following individuals:

<b>Shington Lamy</b> Leon County <a href="mailto:LamyS@leoncountyfl.gov">LamyS@leoncountyfl.gov</a>	<b>Malinda Harris</b> Leon County <a href="mailto:HarrisMa@leoncountyfl.gov">HarrisMa@leoncountyfl.gov</a>	<b>Tiffany Harris</b> Leon County <a href="mailto:HarrisT@leoncountyfl.gov">HarrisT@leoncountyfl.gov</a>	<b>Amber R. Tynan</b> UPHS <a href="mailto:Amber@uphsfl.org">Amber@uphsfl.org</a>
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