

# Kane County Coronavirus Relief Fund Orientation

For Nonprofits | September 18, 2020

Email questions to [CRF@co.kane.il.us](mailto:CRF@co.kane.il.us)

# Welcome and Introductions

- Kane County Board CARES Act Allocation Committee (CAAC)
- Joseph H. McMahon, Kane County State's Attorney
- Scott Berger, Director of the Kane County Office of Community Reinvestment
- Faviola Guzman, Program Manager of Kane County Coronavirus Relief Fund
- Bethany Jaeger, KEB
- Josh Shugart, CPA, KEB
- Mitch Parrish, KEB

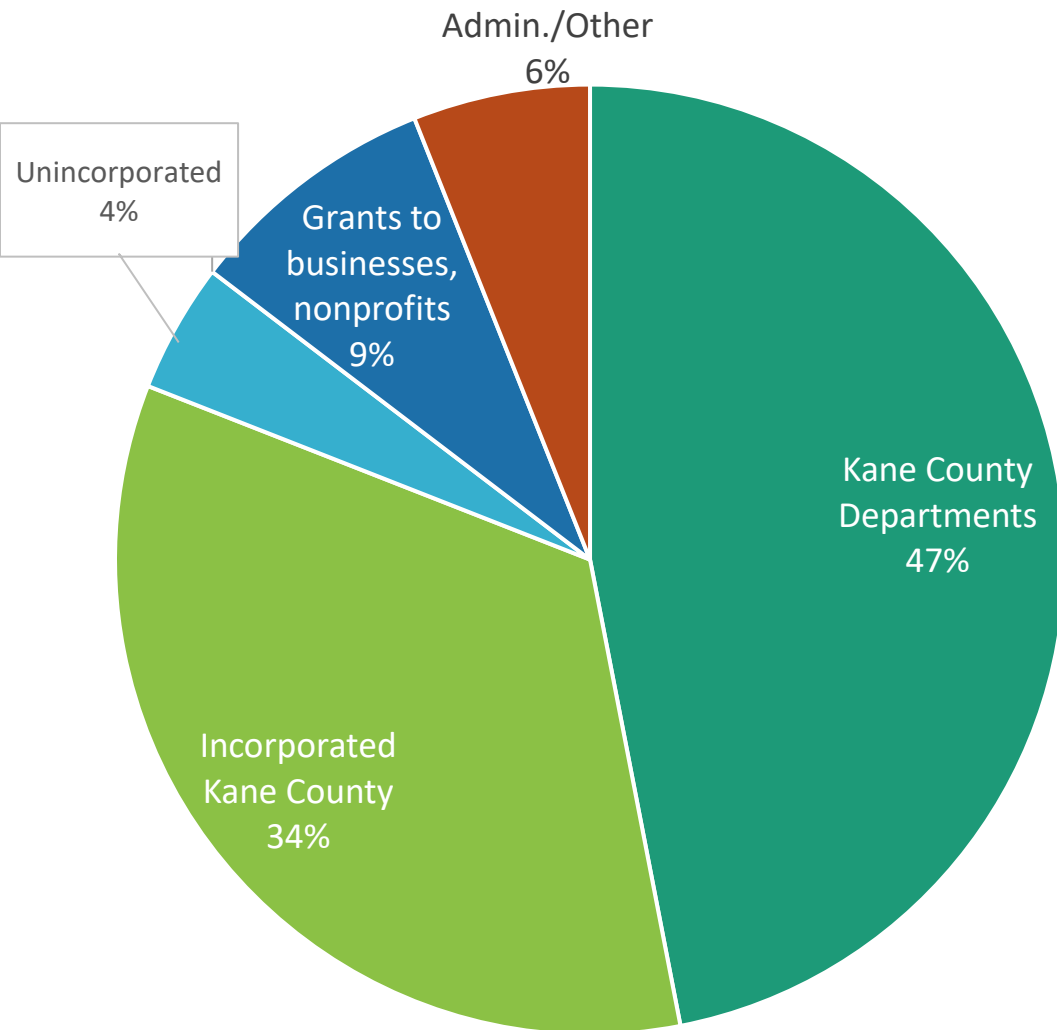
# Overview

- Background and Roles
- Timeline
- Eligible Nonprofits
- Eligible Expenses
- Eligibility Documentation
- Frequently Asked Questions
- Next steps

# Background

- Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
- Coronavirus Relief Fund (CRF)
- Kane County allocation of \$92.9 million
- Kane County transfers to other units of government
- Kane County creates potential programs to aid businesses and nonprofits

# Kane County CRF Allocations



| CRF Budget                                | Allocations          |
|---|----------------------|
| Total allocation to Kane County           | \$92.9 million       |
| Grants to small businesses                | (\$8 million)        |
| <b>Grants to nonprofits</b>               | <b>(\$2 million)</b> |
| Administration and discretionary          | (\$3.6 million)      |
| Amount to allocate to units of government | \$79.3 million       |
| Of the \$79.3 million:                    |                      |
| Kane County Departments                   | \$43.6 million (55%) |
| Units of government                       | \$35.7 million (45%) |
| Incorporated                              | • \$31.5 million     |
| Unincorporated                            | • \$4.1 million      |

# Recipients cannot transfer CRF awards to other entities

Recipients may not transfer any portion of their Coronavirus Relief Fund award to other entities. The county is providing direct assistance to businesses, nonprofits and units of government.

# Timeline for Nonprofit Program

| General Time Period               | Activity   |
|-----------------------------------|--|
| October 2, 2020                   | <b>Applications and CRF Budget spreadsheets</b> are due to Kane County ( <a href="https://www.countyofkane.org/crf">https://www.countyofkane.org/crf</a> ) |
| November 10, 2020                 | <b>County Board acts on Funding Awards</b>   |
| November 11, 2020                 | <b>Issuance of Recipient Agreements and Instructions to nonprofits</b>   |
| November 12–<br>December 30, 2020 | <b>Reimbursement requests are processed</b> (paid within 30 days of complete submittal)  |
| December 30, 2020                 | <b>Date by which all eligible expenses must be incurred</b>  |
| January 15, 2021                  | <b>Kane County deadline for submitting all final reimbursement requests</b>  |
| January 30, 2021                  | <b>Grant closeout period</b>   |

# Eligible Nonprofits

- Be incorporated as a 501(c)3
- Deliver services from a facility that is located within Kane County
- Provide, as its primary mission, services and/or aid to Kane County residents
  - Shelter/housing
  - Sustenance (food/meals)
  - Health services (medical/mental health)
  - Other services and/or aid that are critical to the basic health, safety and welfare of Kane County residents
- If closed as a result of the pandemic, reopened by August 1, 2020
- Be in good standing with federal, state and local standards and requirements



# Nonprofit Grant Program Terms



No pre-determined minimum or maximum award amount



Apply for the amount of assistance needed to cover eligible costs



Eligible nonprofits will enter into a Recipient Agreement



All awards are issued as grants



Eligible expenses will be reimbursed

# List of Eligible Expenses

**No Payroll**



Rent/mortgage payments for the agency's place of business purchased before 1/1/20



Leased or purchased equipment purchased before 1/1/20



Utility costs for the nonprofit



Purchase of PPE for employees and/or participants



The cost of cleaning/disinfecting the nonprofit



Costs for employees to work remotely (e.g., computer equipment, software, cell phones, internet access)



The cost of minor physical modifications to comply with social distancing requirements

No costs for capital improvements that are unrelated to social distancing standards

# Eligibility Documentation with Application

To submit with the online Application:

- Most recently approved budget as of March 27, 2020 and any subsequently approved budget or modification for expenses through December 30, 2020
- Attachment A: Budget and narrative for costs already incurred between March 1, 2020 and September 30, 2020 (Excel file)
- Attachment B: Budget and narrative for costs anticipated to be incurred between October 1, 2020 and December 30, 2020 (Excel file)

# Budget Summary for Nonprofits

1. Describe in detail the expense by type.
2. Provide a justification for CRF eligibility.
3. Enter the amount that will be requested for reimbursement.

| Kane County Coronavirus Relief Fund Budget Summary for Nonprofits  |   |  |                   |
|--|---|--|-------------------|
| Eligible costs incurred between March 1, 2020 through September 30, 2020   |   |  |                   |
| All awards under this program will be issued as a grant and disbursed to grantees on a reimbursement basis. Grantees will be expected to enter into a Recipient Agreement with Kane County and must present appropriate documentation to substantiate their reimbursement requests when submitted. Following is a Budget Summary that must be submitted with the Application to identify the type of expense and the amount that will be requested for reimbursement once a Recipient Agreement with Kane County is approved. <b>Please enter information into the gold cells.</b> |   |  |                   |
| Note: Examples are provided in gray font in the cells below. Please delete the examples and enter your organization's actual expenses, justification and amount requested.   |   |  |                   |
| Recipient Information  |   |  |                   |
| <b>Name of Nonprofit:</b>  |   | <b>Contact Name:</b>   |                   |
| <b>Nonprofit Address:</b>  |   | <b>Contact Phone #:</b>  |                   |
|  |   | <b>Contact Email Address:</b>  |                   |
| Budget and Narrative   |   |  |                   |
| Expense Line Items   | Description and Justification for CRF Eligibility                             | Amount Requested   |                   |
| <b>Rent/Mortgage payments (for physical place of business secured prior to January 1, 2020)</b>  |   |  |                   |
| Example: Rent payment for May 2020 while the nonprofit was closed to the public.   | Example: Our doors were closed during May 2020 due to the stay-at-home order. | \$   | 2,200.00          |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
| <b>Utility cost for the nonprofit</b>  |   |  |                   |
| Example: Utility costs (electric, water, gas) for May 2020 while the nonprofit was closed to the public.   | Example: Our doors were closed during May 2020 due to the stay-at-home order. | \$   | 250.00            |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
| <b>Personal Protective Equipment</b>   |   |  |                   |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
| <b>Cleaning/Disinfecting services and supplies</b>   |   |  |                   |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
| <b>Minor physical modifications to the nonprofit to comply with social distancing standards</b>  |   |  |                   |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
| <b>Costs to enable employees to work remotely</b>  |   |  |                   |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
|  |   | \$   | -                 |
| <b>Total Amount Requested for All Applicable Expense Types</b>   |   |  | <b>\$2,450.00</b> |
| Kane County Use  |   | Recipient Certification and Authorization  |                   |
| Additions:   | \$ -  | I hereby certify that I have reviewed the costs contained in this request for reimbursement and represent that, to the best of my knowledge all costs included are true and correct. I further certify that all costs included in this request are in accordance with the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), its applicable administrative requirements and the U.S. Treasury's Coronavirus Relief Fund (CRF) and are in compliance with the budget and terms of the underlying the Recipient Agreement and any other contract(s) authorizing the actual costs. |                   |
| Deletions:   | \$ -  |  |                   |
| Less Deductions:   | \$ -  |  |                   |
| <b>Approved For Payment:</b>   | <b>\$ -</b>   |  |                   |
| Audited by:  |   | <b>Signature of Authorized Recipient</b>   | <b>Date</b>       |
| Approved by:   |   |  |                   |
| Date Received:   |   | <b>Date Submitted to Kane County</b>   |                   |

# Eligibility Documentation with Application

To submit with the online Application (continued):

- Most recent annual financial statement as audited, reviewed or compiled by a registered CPA
- IRS determination letter indicating 501(c)3 tax-exempt status and public charity status
- Most recently filed Form 990
- Most recent (not expired) Certificate of Good Standing from the Illinois Secretary of State

# Other Application Instructions

# What kind of documentation will be required to request reimbursement?

## Examples of Supporting Documentation:

- Receipts, invoices, check copies or other proof of payment
- Copies of contracts for services that are necessary to respond to COVID-19
- Copy of mortgage agreement or rental agreement if requesting reimbursement for mortgage or rent payments

# What if the procured service will not be completed until after December 30, 2020?

## **IF the delay is because of the COVID-19 public health emergency:**

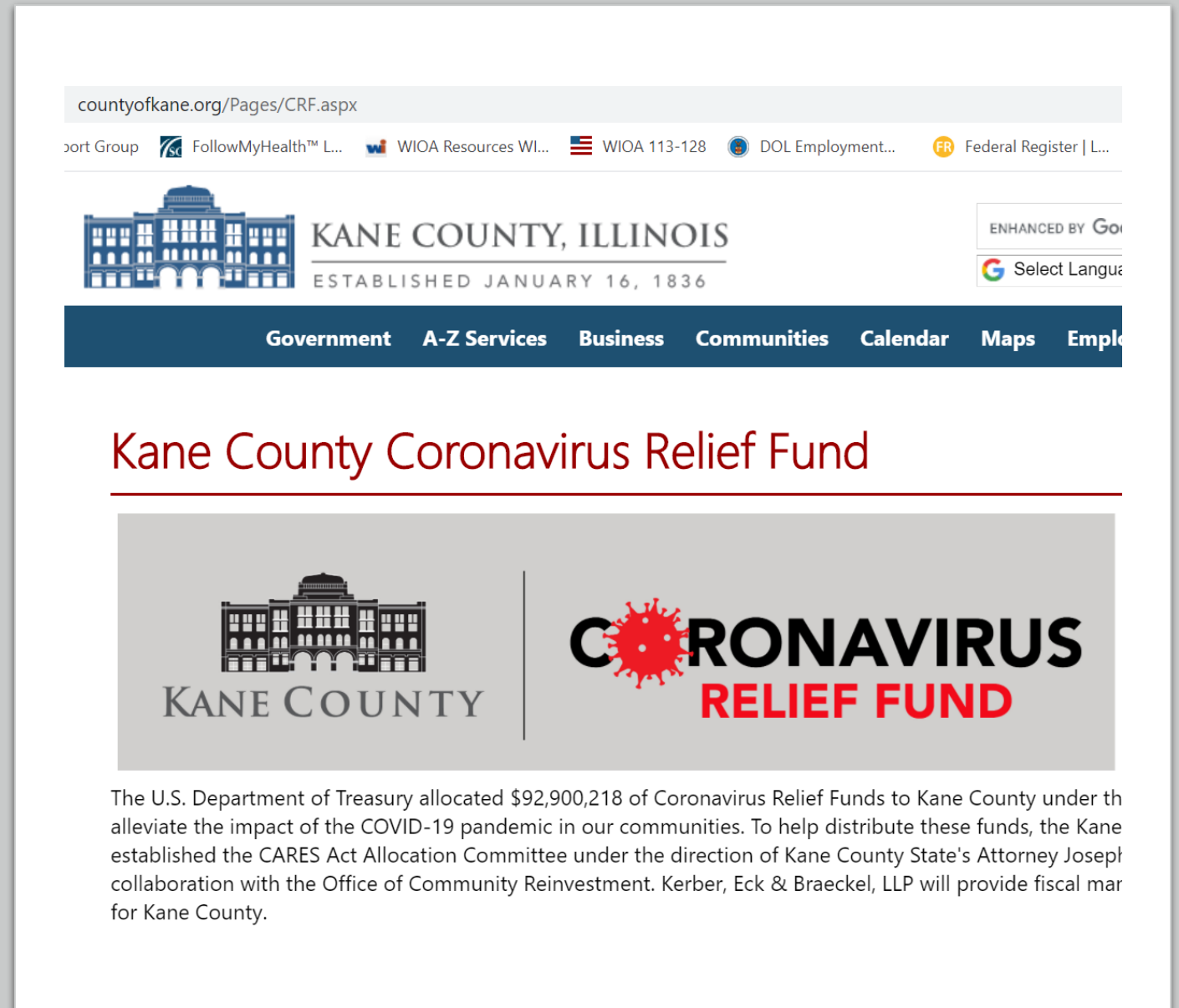
- U.S. Treasury allows some flexibility IF the cost was incurred before 12/30/20 but the service cannot be delivered until after 12/30/2020 BECAUSE the delay is caused by the COVID-19 public health emergency.
- The purchase or contract must be completed before 12/30/20.
- The cause of delay must be well-documented with the reimbursement request.



# Kane County CRF Page

[https://www.countyofkane.org/  
Pages/CRF.aspx](https://www.countyofkane.org/Pages/CRF.aspx)

- Online Application
- CRF budget spreadsheets
- Other required forms
- Nonprofit Application FAQ



The screenshot shows the website for Kane County, Illinois, specifically the Coronavirus Relief Fund page. The browser address bar displays "countyofkane.org/Pages/CRF.aspx". The page header includes navigation links for "Port Group", "FollowMyHealth™ L...", "WIOA Resources WI...", "WIOA 113-128", "DOL Employment...", and "Federal Register | L...". The main header features the Kane County logo, the text "KANE COUNTY, ILLINOIS", and "ESTABLISHED JANUARY 16, 1836". A navigation menu below the header lists "Government", "A-Z Services", "Business", "Communities", "Calendar", "Maps", and "Emplo". The main content area is titled "Kane County Coronavirus Relief Fund" in red text. Below the title is a banner with the Kane County logo on the left and the "CORONAVIRUS RELIEF FUND" logo on the right, which includes a red coronavirus icon. The text below the banner states: "The U.S. Department of Treasury allocated \$92,900,218 of Coronavirus Relief Funds to Kane County under the CARES Act to help alleviate the impact of the COVID-19 pandemic in our communities. To help distribute these funds, the Kane County established the CARES Act Allocation Committee under the direction of Kane County State's Attorney Joseph Kerber in collaboration with the Office of Community Reinvestment. Kerber, Eck & Braeckel, LLP will provide fiscal management for Kane County."

# Kane County CRF Page

[https://www.countyofkane.org/  
Pages/CRF.aspx](https://www.countyofkane.org/Pages/CRF.aspx)

## Nonprofits Organization Grant Application:

### Nonprofits Application Instructions

[Kane County CRF Nonprofit Budget for Application - March-September 2020.xlsx](#)

[Kane County CRF Nonprofit Budget for Application - October-December 2020.xlsx](#)

### Applicant Eligibility

To be eligible to apply for assistance under this program, a nonprofit organization must meet the following criteria:

1. Be incorporated as a 501(c)(3).
2. Deliver services from a facility that is physically located within Kane County.
3. Provide, as its primary mission, services and/or aid to Kane County residents in the areas of shelter/housing, sustenance (food/meals), and health services (medical/mental health). (While this is not an exclusive list of services/aid, applicants that provide other types of services/aid must demonstrate and justify how they are critical to the basic health, safety, and welfare of Kane County residents.)
4. If closed as a result of the pandemic, the organization must have been reopened by August 1, 2020.
5. Be in good standing with all applicable federal, state, and local standards and requirements.

### Required Attachments to the Application

Applicants may seek reimbursement of the following types of expenses under this program, provided they were incurred between March 1, 2020 and December 30, 2020, and were not reimbursed under another source of financial assistance:

1. Rent/mortgage payments for the physical place of nonprofit or for equipment integral to the nonprofit's operations (provided the facility and/or equipment was secured by the nonprofit prior to January 1, 2020).
2. Utility costs associated with the physical place of the agency's business.
3. The purchase of personal protective equipment (PPE) for use by the employees and/or patrons of the nonprofit.
4. The cost of cleaning/disinfecting the place of the nonprofit.
5. The cost of minor physical modifications to the place of the nonprofit in order to comply with social distancing requirements. (Please note this excludes the cost of capital improvements unrelated to social distancing standards.)
6. Costs incurred to enable employees to work remotely, such as computer equipment/ software, cell phones, internet access, etc.

### Apply Here:

You must complete an online application with supporting documentation for consideration.

Coming Soon

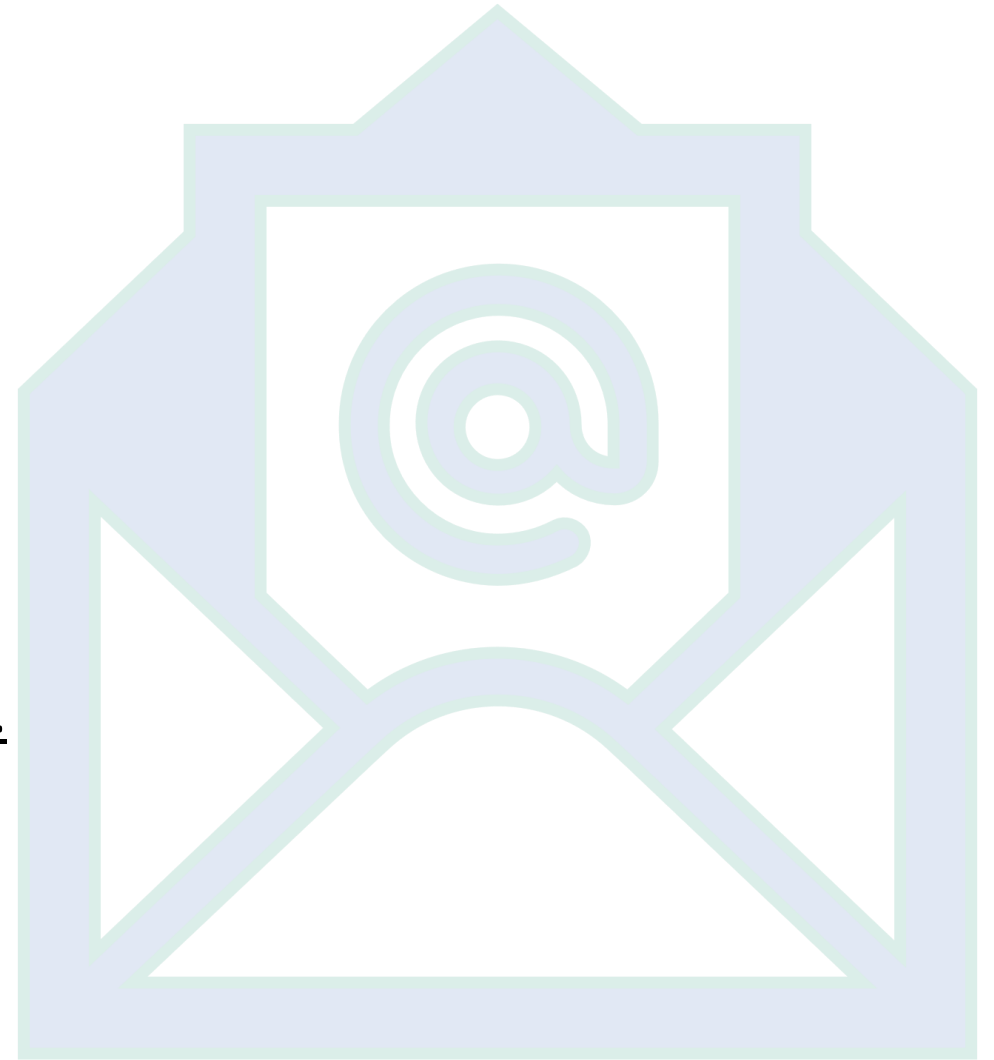
# Next Steps

- ❑ Applications are due at 5:00 p.m. October 2, 2020
- ❑ Approved Applications will result in Recipient Agreements
- ❑ Request technical assistance by emailing [CRF@co.kane.il.us](mailto:CRF@co.kane.il.us)



# Questions?

Email questions to [CRF@co.kane.il.us](mailto:CRF@co.kane.il.us).



Thank you