

BERKS COUNTY **CARES** GRANT PROGRAM



## Guidelines for Nonprofits Application

*Revised 10/6/20*

### **Application Overview**

- Grant applications will be reviewed by a committee who will make recommendations to the Berks County Commissioners.
- Applicants must hold either 501(c)3 or 501(c)19 status with the IRS.
- Applicants must verify compliance with Governor Wolf's directives regarding COVID-19 safety precautions.
- No matching funds are required.
- All grant expenditures must be directly related to COVID-19. Expenses can be charged from March 1, 2020 to September 30, 2020. Funds will be provided on a reimbursement basis.
- Applicants must serve Berks County residents.
- Applicants must declare what other CARES Act funding has been received and for what purpose, though this will not preclude the organization from receiving funds from this distribution.
- CARES Act funds cannot duplicate another funding source.
- The intent of this grant is to supply funds to as many projects as possible; therefore, awards may be subject to partial funding.
- Applicants will be required to report on the number of residents served, how they are/were served, and the impact on the community. Must identify the community need and how the service will mitigate that need. Must provide data that clearly identifies the demographics of those served.
- This overview and guidelines are subject to change as additional guidance regarding CARES Act funding is received by Berks County.
- Nonprofits may apply for up to \$50,000.
- Priority will be given to community libraries, food insecurity programs, substance use disorder treatment and recovery services, mental health and disabilities services. Special consideration will also include services for youth and aging populations.

## **Required Documents**

- Copy of most recent IRS 990 filing (applicable to organizations with annual revenue greater than \$50,000).
- Most recent accountant or internally prepared audit for the organization's most recent fiscal year (if available).
- 2020 Year-to-Date financial statements or Revenue and Expense Report.
- Completed W-9 Form.
- Any additional documentation to support a financial loss due to COVID-19
- A signed and completed application.
- IRS ruling or determination letter.

## **Eligible Uses**

The funds can be used for "necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019" that are incurred between March 1 and September 30, 2020. Eligible cost categories are defined below. The County of Berks has the authority to determine whether a particular use of the funding is allowable.

## **Eligible Applicants**

- Non- and for-profit organizations predominately serving vulnerable, historically disenfranchised, or economically disadvantaged populations
- Must be a 501 C3 or C19

## **Eligible Cost Categories**

### Social Support Initiatives

- Costs for expanding existing services beyond pre-pandemic level of delivery
- Increased food assistance programs for vulnerable or economically disadvantaged populations who have been impacted by COVID-19 impacts
- Workforce development or placement support for recently displaced workers as a result of COVID-19
- Crisis counseling for individuals and families
- Mental health support initiatives for individuals and families
- Government assistance enrollment initiatives or support

### Protective Measures

- Facility security and/or COVID-19 screening contract labor and materials
- PPE or related protective equipment not covered by FEMA Public Assistance
- Costs for acquisition and installation of protective equipment
- Increased disinfection costs of service areas
- Lease and/or outfitting costs for temporary facilities to comply with Centers of Disease Control health guidance

Costs associated with modifying delivery of services

- IT/IS hardware or software costs associated with the ensuring continuity of operations amid COVID-19 public health crisis

Any other emerging need with a clear nexus to COVID-19 not covered by any other federal, state or local funding source, and deemed appropriate and necessary by Berks County.

**Ineligible Cost Categories**

- Revenue replacement
- Expenses for the State share of Medicaid
- Damages covered by insurance
- Exclusions outlined in section 5001(b) of the CARES Act
- Workforce bonuses other than hazard pay or overtime.
- Severance pay
- Legal settlements
- Reimbursement to donors for donated items or services.

**Ineligible Applicants**

- Government or government-owned entities.
- For-profit businesses.
- Organizations not delivering services in Berks County.
- Organizations primarily engaged in lobbying or political activities.
- Organizations that have no additional costs associated with the COVID-19 pandemic.
- Private clubs/organizations that limit membership for reasons other than capacity.
- Organizations NOT compliant with all federal, state & local laws, including taxation.
- Organizations that are delinquent in the payment of real estate taxes.

**Timeline**

September 30 <sup>th</sup>	Applications available at 9 AM
October 16 <sup>th</sup>	Applications due by 5 PM
October 20 <sup>th</sup> – 26 <sup>th</sup>	Applications are reviewed
October 27 <sup>th</sup>	Recommendations to County Commissioners
October 29 <sup>th</sup>	Grant Awards announced by Commissioners
October 30 <sup>th</sup> - November 20 <sup>th</sup>	Execute Contracts and Certifications with Approved Grantees