

## City of Harrisonburg CARES Act Nonprofit Assistance Grants

### Frequently Asked Questions

October 22, 2020

1. Can I include property insurance as an expense?
  - No, property insurance should not be included as an expense.
2. What costs can I include in the salary expenses?
  - Salaries can include the actual salary and FICA.
3. Is my organization eligible to apply if it received a Paycheck Protection Program loan?
  - Your organization is eligible to apply even if it received a PPP loan.
4. Can this funding be used to cover expenses also covered by a Paycheck Protection Program loan?
  - Any expenses you covered using PPP or any other COVID-19 related grant cannot receive funding through this grant. No “double dipping.”
5. If we receive funding, can we place it into an escrow account and use it for expenses after December 30, 2020?
  - No, the funding can only be used to cover expenses incurred between March 1 and December 30, 2020.
6. Our organization is not located within the City limits, but we serve Harrisonburg residents. Are we eligible?
  - Yes, any organization that can demonstrate it serves Harrisonburg residents is eligible to apply.
7. Can we request funding for expenses related to equipment or facility modifications needed to make our building safer for people due to COVID-19?
  - Yes, these are eligible expenses.
8. Our organization does not keep track of the residency of the people who use our services. How do we answer the question about number of Harrisonburg residents served?
  - Please provide the best estimate possible.
9. Will our organization need to submit records to the City?
  - No. However, any organization receiving CARES Act funding will be required to retain supporting documentation such as payroll and invoicing records for 5 years from the date of receipt of the grant. The City and its auditors will have the right to request such records.
10. Does the December 30 deadline apply to sub-grantees? For instance, if our organization gives the money to another entity will this entity also have to spend it before December 30?
  - Yes, the deadline applies to sub-grantees.

11. Can we expend the funds on expenses that are not COVID-19 related? For example, our organization has a significant capital improvement need we need funding to cover.

- CARES Act funding can only cover expenses that are COVID-19 related. If the capital improvement is not COVID-19 related then it is not an eligible expense.

12. Can we use the funds to cover revenue loss?

- No, CARES Act funding can only be used for expenses. It cannot be used to replace revenue your organization lost.