Nonprofit Relief and Recovery Program Guidelines

Purpose

The Nonprofit Relief and Recovery Grant supports Missouri nonprofit organizations in meeting critical and emergent needs resulting from the COVID-19 public health emergency and in building organizational capacity for recovery from the current emergency.

The State of Missouri will make available $22 million in grant funds through the CARES Act* for eligible Missouri nonprofits directly impacted by the public health emergency, with priority given to those serving at-risk populations in the areas of: homelessness prevention, job training, food insecurity and basic needs, at-risk youth services, childcare, and academic/educational support. The grants will allow nonprofits to continue providing community safety nets that improve quality of life and lead to economic and community stability.

The Missouri Department of Economic Development (DED) administers the grant.

> * Section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Program Parameters

1. The maximum grant request is initially limited to $250,000. Grant funds will be made available to awardees through reimbursement upon verification of eligible expenses. DED reserves the right to grant funds in excess of $250,000 if funds remain available.

2. Only one project/grant application may be submitted per organization.

3. Applicants must:

   a. Show a direct link between the COVID-19 crisis and their ability to provide services and/or a significant increase in demand for services by the community; and,

   b. Meet minimum score requirements related to community need and organizational capacity.

4. The applicant organization must demonstrate that it incurred or will incur necessary expenditures due to the COVID-19 public health emergency between March 1, 2020, and November 16, 2020. Costs or losses cannot be covered by this program if they have been, or will be, paid for or reimbursed by insurance or other federal, state, or local funds, including the federal Paycheck Protection Program.

Eligibility Requirements

Eligible applicants include nonprofit organizations:

1. Located in Missouri; and,

2. Holding a 501(c)(3) IRS tax exempt designation, **excluding** hospitals and hospital foundations, schools, and post-secondary education institutions and foundations; and,

3. Registered to do business as a nonprofit in Missouri and in Good Standing with the Missouri Secretary of State; and,

4. **Must have been in operation for at least one year as of March 1, 2020.**

Faith-based organizations are eligible upon meeting the following conditions:

All of the preceding requirements are met;

1. Organizations may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under the grant;

2. The organization does not require participation in religious services or activities; and

3. The organization does not, in providing services, discriminate against participants or prospective participants on the basis of religion or religious belief.

Eligible Expenses

DED will review grant requests for necessity, reasonability, and eligibility of costs based on U.S. Treasury (Treasury) guidance for CARES Act fund distribution. Treasury guidance on eligible costs is updated regularly, therefore eligible costs are subject to change. DED reserves the right to make changes to, and final determination of, eligible program costs. Generally, eligible costs will be those that are significantly different from planned operational costs and directly related to the COVID-19 public health emergency. Eligible costs include.

- Additional salaries paid in excess of normal hours for COVID-specific sanitation;

- Leasing additional space for social distancing;

- Limited facility redesign for spread mitigation and to accommodate social distancing;

- Costs of testing; sanitation supplies; air filters, sanitation equipment; personal protective equipment (PPE);

- Costs to pivot delivery of services that are necessary for spread mitigation and to accommodate social distancing (e.g., technology for virtual case management, virtual fundraising);

- Direct assistance to individuals and families, such as rent and utility assistance, transportation (to program services or employment), provided funds will not be reimbursed by any other source or used for government revenue replacement;

- Program payroll and supply expenses related to the increased demand for nonprofit services stemming from the public health emergency; includes costs over and above pre-COVID demand levels;* and,

- Salaries to retain employees during required closures or reduced hours.*

  * These costs are implied but not expressly provided for, and may be subject to a future ineligible determination.

Ineligible Expenses

- Expenses that have been or will be reimbursed under any federal, state, or local government funding, or by insurance;

- Reimbursement to donors for donated items or services;

- Workforce bonuses other than hazard pay or overtime;

- Severance pay; and

- Legal settlements.

Application Definitions

1. **Program:** The series or set of services and activities implemented by the nonprofit organization, for which funding through this grant will be directed.

2. **Unduplicated clients:** The number of individual persons or families served in a program, counted only once, regardless of if the received services repeatedly.

3. **PPE:** Personal Protective Equipment, including equipment worn to minimize exposure and spread of COVID-19, such as protective masks, gowns, and gloves.

Submitting an Application

Applications will be accepted in two waves, via electronic submission. Applications received in Wave 1 will be reviewed and completed before applications submitted for Wave 2 will be considered.

Priority-based Due Dates

Wave 1**: Applications to **Wave 1 will be accepted from July 22, 2020, to August 14, 2020**. Eligible to apply in the first wave are 501(c)(3) nonprofits serving disadvantaged populations, whose services are substantially dedicated to addressing critical needs resulting from the COVID-19 public health emergency in the areas of:

- **Homelessness prevention** – including organizations providing case management and direct financial assistance to prevent homelessness;

- **Job training** – for at-risk and under- and un-employed individuals;

- **Food insecurity;**

- **At-risk youth services** – such as abuse and neglect services and prevention;

- **Childcare** – primarily targeting low and low-moderate income families; and

- **Academic/educational support** – in support of but outside of normal school hours/services.

  **DED reserves the right to make final determination as to whether an organization falls within any of the preceding categories.

Wave 2: Applications to **Wave 2 will be accepted from August 19, 2020, to August 28, 2020**. Eligible to apply in the second wave are 501(c)(3) nonprofits providing services not identified for Wave 1, who can demonstrate they are suffering from direct and second-order effects of the current public health emergency.

Grant applications, with instructions for submission, may be obtained at: https://ded.mo.gov/content/nonprofit-relief-and-recovery-program

Supporting Documents

Supporting documents required with submission of the application include:

1. IRS 501(c)(3) designation letter;

2. Articles of Incorporation;

3. A full board listing (form provided) – to include board member name, position, address, occupation, and email address;

4. A copy of the most recent filing with the Missouri Secretary of State's Office; to obtain the document, go to https://bsd.sos.mo.gov/search, enter your organization's legal name, select your organization, then download the most recent filing (free download);

5. E-Verify Memorandum of Understanding (MOU) – all applicants must: 1) enroll in E-Verify if not already enrolled, and 2) provide supporting documentation;

   - The E-Verify Program, conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), is designed to provide employment status information to determine the eligibility of applicants for employment. E-Verify requires that participating companies use the automated Verification Information System (VIS) to verify the employment authorization of ALL newly hired employees. An employer's participation in E-Verify is currently free. To access E-Verify, go to: https://www.e-verify.gov/ or contact the E-Verify toll free Help line at (888) 464-4218.

   To retrieve a copy of your electronically signed MOU:

a. After receiving a confirmation email that your organization is successfully enrolled, log back into the Account;

b. Click on "Edit Company Profile" in the left menu; and

c. Click on "View MOU" button.

d. ONLY the Program Administrator can access the electronically signed MOU.

Evaluation of Applications

Grant requests will first be reviewed to:

1. Confirm applicant eligibility;

2. Ensure all required documents have been attached;

3. Verify the applicant's clients are at-risk/disadvantaged; and,

4. Confirm impact of the public health emergency on the organization.

Upon confirmation of the above, the application will be scored (out of 20 points available) for:

1. Services (5 points) – description of and completeness of answer, as well as substance and impact of services;

2. Organizational capacity (10 points) – focusing on agency history, experience implementing grant programs/funds, and methods for monitoring expenses and outcomes; and,

3. Sustainability (5 points) – the organization's ability to sustain during the public health emergency and steps toward long-term sustainability.

Grant Requirements

Organizations awarded funding through the Nonprofit Relief and Recovery Grant are subject to the following requirements:

1) MissouriBUYS - Grant awardees, as recipients that will be reimbursed by the State, must register with MissouriBUYS upon notification of award and prior to submitting any invoices for reimbursement.

   a. MissouriBUYS is a secure, user-friendly, web-based statewide eProcurement system implemented by the State of Missouri with its partner, Perfect Commerce (a PROACTIS Company), using their WebProcure application. The vendor registration portal is available at **https://missouribuys.mo.gov**

2) Requests for Reimbursement (RFR) submissions - Grant awardees will be required to submit an RFR form and supporting expense documents to receive funds. **Organizations**

may submit only one request for reimbursement, due no later than 5:00pm November 16, 2020.

3) Outcome Reporting - Grant awardees will be required to report on outcomes achieved and final expenditures. This information is expected to be submitted with the request for reimbursement, via separate form provided by DED or by questions incorporated into the online submission platform. Instructions will be provided.