



Monroe County CARES Non-Profit Assistance Program

Program Guidance and Frequently Asked Questions **REVISED**

YOU MUST READ THIS ENTIRE DOCUMENT BEFORE SUBMITTING AN APPLICATION.

PROGRAM OVERVIEW

The Monroe County CARES Program is a grant program funded by an allocation to Monroe County from the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), through the State of Florida Division of Emergency Management, to be used in assisting local governments in the recovery process from the COVID-19 pandemic.

Monroe County BOCC has deemed assistance to non-profits which have been negatively impacted by COVID-19 pandemic-related interruptions a necessary response to the public health emergency. The Monroe County BOCC has created the **Monroe County CARES Non Profit Assistance Grant Program** to distribute a portion (up to \$1M) of the County's CARES Act funds for grants to support the on-going work of qualifying local non-profits that have been negatively impacted by the pandemic and or related closure and social distancing requirements.

QUALIFYING ENTITIES

Eligible organization must meet **ALL** of the following criteria:

- Is a registered 501c3 Non-profit organization; and
- Is physically located in Monroe County, inclusive of the municipalities of Key West, Marathon, Islamorada, Key Colony Beach and Layton, and provides services/benefits to our community; and
- Is registered with the State of Florida Division of Corporations (sunbiz.org), with an “Active” status and a filing date on or before November 1, 2018; and
- Can substantiate COVID-19 pandemic negative impact; and
- Is in current operation and has continuously provided services in Monroe County for at least two years prior to November 1, 2020 (*This will be substantiated by your organization’s Sunbiz report which will show an “Active” status and a filing date of November 1, 2018 or before*); and
- Can provide most recent past two years’ Form 990s filed with IRS; and
- Is operating lawfully with all required licensing; and
- Can provide all of the required documentation.

The **Monroe County CARES Non Profit Grant Assistance Program** consists of a one-time fixed amount grant the amount of which is based on the size of the applicant organization’s operating budget, prior to March 1, 2020. We will use the organization’s total annual expenditures as reported on its most recently filed IRS 990 (line 18). The grant amounts are as follows:

- Total Operating Budget below \$350,000: \$3,000
- Total Operating Budget between \$350,000 and below \$850,000: \$5,000
- Total Operating Budget \$850,000 and over: \$7,000

Funds from this grant must only be used to reimburse unanticipated costs/expenses/financial impacts incurred between March 1 and December 30, 2020.

In order to expedite application review, processing and issuance of funds, applications will only be received using the online submission process.

Awards will be made on a first come, first served basis of complete applications. Applications from ineligible applications and incomplete applications will not be reviewed.

You must read this document “Monroe County CARES Nonprofit Assistance Program Guidance and FAQs” prior to completing the application. This guidance document provides information that will be helpful in determining your

organization's eligibility to receive an award, understanding the rules and regulations guiding these funds, and compliance requirements for successful applicants.

Monroe County staff and/or the Clerk reserves the right to request additional supporting documents including but not limited to organizational, program or services information and/or financial information including but not limited to bank statements, financial statements or information, receipts, and other financial documents. Any additional documents requested must be provided timely or application will be deemed incomplete.

Please note, under Chapter 119, Fla. Stat., information included in this application and any documentation submitted as part of the application or throughout the application process is subject to public records requests.

QUALIFYING ENTITIES

Eligible organization must meet **ALL** of the following criteria:

- Is a registered 501c3 Non-profit organization; and
- Is physically located in Monroe County, inclusive of the municipalities of Key West, Marathon, Islamorada, Key Colony Beach and Layton, and provides services/benefits to our community; and
- Is registered with the State of Florida Division of Corporations (sunbiz.org), with an "Active" status and a filing date on or before November 1, 2018; and
- Can substantiate COVID-19 pandemic negative impact; and
- Is in current operation and has continuously provided services in Monroe County for at least two years prior to November 1, 2020 (*This will be substantiated by your organization's Sunbiz report which will show an "Active" status and a filing date of November 1, 2018 or before*); and
- Can provide most recent past two years' Form 990s filed with IRS; and
- Is operating lawfully with all required licensing; and
- Can provide all of the required documentation.

WHAT IF MY ORGANIZATION MEETS SOME OF THESE QUALIFYING CRITERIA BUT NOT ALL?

Your organization is not eligible to apply unless it meets ALL of the qualifying criteria listed above.

HOW DO I APPLY?

To access the application, please go to our CARES Act Non-Profit Grant Program website: www.monroecounty-fl.gov/nonprofitcares. You will find a link to the online application. In order to expedite processing, review and issuance of funds, applications will only be received via the online application portal.

To begin your online application, click the application link. Once open, complete the questions and certifications statements. There will be a prompt for you to upload the required documents. You will submit the application directly on-line.

Be sure to answer all of the questions, check all of the attestations and certification statements, and attach all required documents. Monroe CARES Non-Profit Assistance Program applicants must submit a complete application (including signed agreement) and all required documentation. Incomplete applications will not be considered.

Navigating the online application portal: When on the platform filling out the application, you will not have the ability to move backwards to a previous section, or to save your application as you work on it, UNLESS make an account on Civic Plus, and sign in before you do your application. You do not have to sign into Civic Plus to submit an application, but if you want to be able to save as you work on it, then signing in is recommended. The prompt to sign into Civic Plus is at the top of the application. If you choose not to sign into Civic Plus please be sure that you do not start the application without having all required documents ready to attach or your online application may not save properly and you will have to begin again.

Recommended Browser: For best results, we recommend that you use Chrome or Internet Explorer.

- **IMPORTANT NOTE:** The application includes a mandatory **AGREEMENT that must be signed by your organization's EXECUTIVE DIRECTOR or Chief Executive Officer or Chair of Board of Directors**. The agreement is a required part of the application. Please read this carefully, be sure to check the box acknowledging that you read terms of the agreement and sign it, and be sure to include it with the application. Failure to include the signed agreement as part of your application will result in denial of your application.

FIRST COME, FIRST SERVE

Funds will be offered on a first-come, first-serve basis. The time of the submittal of an application will be based on the date and time that a COMPLETED application with all proper and any additional requested, supporting documentation is received by the County. Incomplete applications will not be reviewed.

GRANT, NOT LOAN PROGRAM (AND NO MATCH REQUIREMENT)

This is a grant program not a loan and therefore the funds do not need to be paid back. There is no match requirement.

Please be sure to read and understand the conditions of the grant, and the agreement attached to the application. If you violate any of the terms of the grant agreement (included in the application), you may be required to pay back all or a portion of the grant funds.

IS THE AMOUNT OF THE GRANT ENOUGH TO HELP OUR ORGANIZATION?

The program is meant to assist non-profit organizations that experienced a negative impact as a result of the COVID-19 public health emergency to support your ongoing work and contributions to our community. The goal is to help as many non-profit entities in Monroe County as possible.

WHAT CAN I USE THESE FUNDS TO PAY FOR?

These funds cannot be used to replace lost revenue. Grant funds may be used for your organization's:

- Expenditures incurred due to or necessitated by the public health emergency between March 1, 2020 and December 30, 2020.
 - Operational and program expenses including: payroll, rent, utilities, supplies, vendor payments.
 - Costs related to public health measures taken to mitigate spread and purchase of supplies (costs of telework, PPE, plexiglass, disinfection, etc.)
 - Costs of response to the COVID pandemic: food provision and delivery, shelter, medical/mental health assistance, transportation, testing/screening, outreach, education.
 - Staff and/or program expenses to service clients/participants impacted by the COVID-19 pandemic.
 - Increased client/participant
 - Increased client/participant needs
 - Costs related to providing services or supplies to community members impacted by the COVID-19 pandemic
 - Expenses related to the implementation of public health and safety measures (PPE, sanitary supplies, plexiglass, etc.)
 - Expenses related to testing
 - Costs related to unemployment benefits or paid family medical leave act benefits, for employees that were laid off or furloughed.
 - Reopening costs
- **IMPORTANT NOTE:** These funds may be used only for legitimate operational and program expenses resulting from operational disruptions resulting from the COVID-19 pandemic and related closures and restrictions.
- **IMPORTANT NOTE:** These funds may only be used to reimburse for unanticipated costs/expenses incurred between March 1 and December 30, 2020.
- **IMPORTANT NOTE:** Funds that are used for personal expenses not related to the business may be a violation of state or federal law and could result in civil and criminal penalties up to and including criminal charges.
- **IMPORTANT NOTE:** THERE SHALL BE NO DUPLICATION OF BENEFITS. These funds may not be used to pay expenses that have been or will be reimbursed or paid from insurance, or under any local, state, or federal

program, including but not limited to CARES Act funds for payroll protection, loans, or other programs, or CARES Act funds received from another local government entity.

- IMPORTANT NOTE: THERE SHALL BE NO SUPPLANTING OF FUNDS.
- IMPORTANT NOTE: TO RECIPIENTS OF GRANT FUNDS FROM MONROE COUNTY HUMAN SERVICES ADVISORY BOARD: The duplication of benefits provision and supplanting prohibition provision apply to these funds as well. Your organization shall not utilize CARES Act funds and HSAB funds for any of the same expenses.

WHAT ARE EXAMPLES OF INELIGIBLE EXPENSES?

Ineligible expenses include:

- Expenses not related to the organization's operations and COVID-19 public emergency;
- Expenses incurred outside of the March to December 30, 2020 timeframe;
- Replacement of lost revenue;
- Expenses that have been or will be reimbursed or paid by insurance or under any local, state, or federal program, including but not limited to other CARES Act funds for payroll protection or loans;
- Personal expenses;
- Paying donors or paying for donations;
- Refinancing existing debt; or
- Down payment for other financing

WHAT DOCUMENTATION DO I NEED TO PROVIDE AS PART OF MY APPLICATION?

ALL of the following items are required to be uploaded as attachments to your online application. You will be asked to mark the boxes next to each required document to help you be sure that you include everything required:

- 1) Copy of your organization's IRS 501c3 Tax Exemption Determination Letter.
- 2) Completed and signed IRS Form W-9.
You may download a blank IRS Form W-9 from IRS.gov. Make sure to complete and sign the form and save it as a PDF before uploading with your application.
- 3) Completed Monroe County Vendor Request Form
This is required in order for Monroe County Clerk to issue a payment to you. A link to this form is provided on the www.monroecounty-fl.gov/nonprofitcares website.
- 4) Most recently filed IRS Form 990s for past two years. (Or, as applicable, IRS Forms 990-N, or 990-EZ.)
- 5) Proof of your organization's registration with State of Florida Division of Corporations (Sunbiz.org) that shows that your organization has BOTH "active" status AND a filing date on or before November 1, 2018. (This can be a printed report off the site, or a screenshot.)
- 6) Negative Impact: To be eligible for this grant, your organization must have experienced or is currently experiencing a negative impact as a result of operational disruption and/or expenses related to actions to mitigate, respond, or prevent the spread of COVID-19 public health emergency, including responding to mandatory or voluntary closures to comply with social distancing orders due to COVID-19.

You are required to certify that your organization was negatively impacted by checking the appropriate box on the application and then indicating which of the following impacts apply to your organization:

- Required to close or voluntarily closed or partially closed or reduced operations or programs due to Governor's orders or local directives related to the pandemic
- Expenditures incurred due to or necessitated by the public health emergency between March 1, 2020 and December 30, 2020.
- Costs related to public health measures taken to mitigate spread and purchase of supplies (costs of telework, PPE, plexiglass, disinfection, etc.)

- Costs of response to the COVID pandemic: food provision and delivery, shelter, medical/mental health assistance, transportation, testing/screening, outreach, education.
- Staff and/or program expenses to service clients/participants impacted by the COVID-19 pandemic.
- Increased client/participant
- Increased client/participant needs
- Costs related to providing services or supplies to community members impacted by the COVID-19 pandemic
- Expenses related to the implementation of public health and safety measures (PPE, sanitary supplies, plexiglass, etc.)
- Expenses related to testing
- Costs related to unemployment benefits or paid family medical leave act benefits, for employees that were laid off or furloughed.
- Reopening costs

You will be asked to provide some form of documentation that substantiates one of the impact boxes you choose. Keep it simple. Use your best judgement as to the documentation.

WHAT HAPPENS IF I DO NOT INCLUDE ALL OF THE REQUIRED DOCUMENTS WHEN I SUBMIT MY APPLICATION?

Applications that are missing any of the required documents will not be reviewed.

WHAT IF I HAVE TROUBLE ATTACHING/UPLOAD REQUIRED DOCUMENTS TO THE ONLINE APPLICATION?

Again, you must submit an online application to be considered for funding. If, for some reason, you experience a problem uploading any of the required documents to your online application, you may email them to nonprofitcares@monroecounty-fl.gov. **However** we will only review attachments for applications that have been submitted online. In your email you must reference your online application submission date, organization/applicant name in order for it to be attached to your online submission. **IF YOU DO NOT HAVE AN ONLINE SUBMISSION ALREADY ON FILE YOUR ATTACHMENTS WILL NOT BE REVIEWED.**

LOCAL CHAMBERS OF COMMERCE ASSISTANCE

Your local Chambers of Commerce are committed to providing application assistance. If you have questions or need help with completing your application, please contact your local chambers. You do not have to be a member. Here is the contact information:

- Key West Chamber of Commerce: Dorothy Shmida, 305-294-2587 committees@keywestchamber.org
- Lower Keys Chamber of Commerce: Dave Turner, 305-872-2411 executivedirector@lowerkeyschamber.com
- Marathon Chamber of Commerce: Daniel Samess, 305-289-5848 ceo@floridakeysmarathon.com
- Islamorada Chamber of Commerce: Judy Hull, 305-664-4503 director@islamoradachamber.com
- Key Largo Chamber of Commerce: Eileen Eadie or Elizabeth Moscynski, 305-451-1414 president@keylargochamber.org and vicepresident@keylargochamber.org

WHAT IS THE APPLICATION REVIEW AND APPROVAL PROCESS?

Upon receipt by the County of a complete application with all required supporting documentation, the following process will take place:

- Applicant will receive an auto reply that application was successfully submitted. If you enter your email address at the final prompt, then this confirmation notice will be emailed to you as well.
- Monroe County staff will review submitted applications for eligibility and completion.
- Incomplete applications and applications from unqualified applicants will not be reviewed.
- Complete applications by eligible applicants will be processed to the Monroe County Clerk of Court for further review.
- The Monroe County Clerk of Court will have the right to request additional documentation as necessary before releasing funds.

- The Monroe County Clerk of Court will have the right to refuse the issuance of an award if the Clerk determines that an application that is illegal, untruthful, or otherwise contains incorrect information has been submitted as part of the application process.
 - Upon final approval of the Monroe County Clerk of Court, a grant payment will be issued to the applicant.
- **IMPORTANT NOTE:** Staff resources are focused on expedient review and processing of applications, and the payments of awards. We do not have staff resources and cannot respond to inquiries about application submission and application status, or to questions about the application.

IF I'M APPROVED, HOW QUICKLY WILL I RECEIVE ASSISTANCE?

Complete applications with all required documentation will be reviewed on a first-come, first-served basis. We are committed to helping our non-profits as quickly as possible but the processing of payments may take several weeks. Please be advised that no organization is guaranteed to receive a grant and no organization has a right to a legal explanation of non-award.

IF MY ORGANIZATION HAS RECEIVED FUNDING FROM THE PAYCHECK PROTECTION PROGRAM (PPP), SBA ECONOMIC INJURY DISASTER LOAN (EIDL) OR OTHER FEDERAL OR STATE FUNDING, DO I QUALIFY FOR THIS GRANT?

Yes. However, you may not use the Monroe County CARES Program funds for any expenses that have been or will be reimbursed by any other local, state, or federal programs such as PPP, EIDL, another COVID-19 or CARES Act related program, unemployment assistance funds, or any other local, state, or federal program, or insurance.

Be sure to indicate in the application, where prompted, that the funds received from this grant will be used for different expenses than those reimbursed by other sources of funding. **THERE MUST BE NO DUPLICATION OF BENEFITS.**

Expect to have to provide additional documentation either as part of your application review, or during post-grant compliance auditing that demonstrates that funds from both sources are/were NOT duplicative.

ONE OF THE STIPULATIONS IS THAT WE HAVE TO RESUME NORMAL OPERATIONS AFTER THE EXECUTIVE ORDERS ISSUED AS THE RESULT OF COVID-19 OR OTHER COVID-19-RELATED GUIDELINES ARE LIFTED. ALTHOUGH I INTEND FOR MY ORGANIZATION TO BE OPEN AGAIN, THE DOORS ARE CURRENTLY CLOSED. DOES THIS DISQUALIFY ME FOR THIS GRANT?

Having your doors closed currently, either because of closure guidelines or due to operational issues does not necessarily disqualify you for the Monroe County CARES Program, so long as your organization can resume operations after pandemic guidelines are lifted.

HOW DO I DETERMINE IF MY ORGANIZATION HAS BEEN NEGATIVELY IMPACTED FROM INTERRUPTION CAUSED BY COVID-19 SINCE MARCH 1, 2020?

To be eligible for this grant, your organization must have experienced or is currently experiencing a negative impact by experiencing operational disruption and/or incurring expenses related to actions to mitigate, respond, or prevent the spread of COVID-19 public health emergency, including responding to mandatory or voluntary closures to comply with social distancing orders due to COVID-19. Eligible negative impacts include:

- Expenditures incurred due to or necessitated by the public health emergency between March 1, 2020 and December 30, 2020.
- Costs related to public health measures taken to mitigate spread and purchase of supplies (costs of telework, PPE, plexiglass, disinfection, etc.)
- Costs of response to the COVID pandemic: food provision and delivery, shelter, medical/mental health assistance, transportation, testing/screening, outreach, education.
- Staff and/or program expenses to service clients/participants impacted by the COVID-19 pandemic.
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- Costs related to providing services or supplies to community members impacted by the COVID-19 pandemic

- Expenses related to the implementation of public health and safety measures (PPE, sanitary supplies, plexiglass, etc.)
 - Expenses related to testing
 - Costs related to unemployment benefits or paid family medical leave act benefits, for employees that were laid off or furloughed.
 - Reopening costs
- IMPORTANT NOTE: Only financial impacts that were incurred between March 1 and December 20, 2020 are eligible to be reimbursed.
- IMPORTANT NOTE: Monroe CARES grants SHALL NOT be used to compensate for economic loss and additional expenses that have already been covered, paid or compensated for by insurance or by any other assistance program.

DO I HAVE TO KEEP RECORDS and WILL MY ORGANIZATION BE REQUIRED TO REPORT HOW I SPENT FUNDS THAT ARE AWARDED?

Yes, and yes.

After receiving funds through the Monroe County CARES Program, grant recipients must retain all documents applicable to the expenditures of the grant funds and submit any additional documentation required during the grant compliance period. The grant compliance period is currently unknown. It will be set by state and federal agencies and may last for an extended period of time.

The applicant should expect a request for report on the use of these funds from any number of grantors including Monroe County, the Monroe County Clerk, the State of Florida, and the US Department of Treasury.

Your organization may be required to provide access to such records as may be necessary to prevent fraud or ensure compliance with federal requirements. Noncompliance with the grant agreement may require a grant recipient to return all funds provided through the Monroe County CARES Program to Monroe County.

The County explicitly reserves the right to request such information from all awardees.

- IMPORTANT NOTE: Applicants must assess their organization’s capacity to manage government grant funds, meet the requirements of a post-grant compliance audit, and keep excellent records. If your organization is lacking capacity or experience in these areas, it is strongly recommended that you not apply.

IS MY APPLICATION CONSIDERED PUBLIC RECORD?

Yes. Under Chapter 119, Fla. Stat., information included in this application and any documentation submitted as part of the application or throughout the application process may be subject to public records requests.

CAN I REQUEST THAT MY APPLICATION BE EXEMPT FROM PUBLIC RECORD?

No. All information in the application is public record, unless covered under an exemption to Chapter 119, Fla. Stat., is subject to public records requests.