

KOOCHICHING COUNTY NON-PROFIT RELIEF FUND PROGRAM GUIDELINES

Koochiching County and the Koochiching Economic Development Authority understand the challenges that many non-profits currently face. As an integral part of our community we want to support non-profits financially impacted by COVID-19. For non-profits operating within Koochiching County we have developed a support grant using federal CARES Act Relief Funds. The intent of the federally funded CARES Act program is to assist communities and businesses that suffered economic harm from the public health emergency. Impacts include, though are not limited to, business interruption costs, and additional operating expenses of reopening and protecting staff and customers.

Funds will be used to help non-profits cover costs that:

1. Are necessary expenditures incurred due to business interruption due to the Coronavirus Disease 2019 (COVID-19)
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 1, 2020

We understand there is a cost to providing services safely. These grant funds can be used to ensure non-profit organizations can afford to operate while maintaining the social distancing guidelines for the safety of employees and customers.

The Relief Fund will be administered by the Koochiching Economic Development Authority (KEDA), which currently provides business assistance to small businesses in Koochiching County. In addition to the Koochiching County Non-Profit Relief Fund, organizations are strongly encouraged to apply for all available COVID-19 related funding and obtain assistance with the grant application or other needs through the Northeast Small Business Development Center and KEDA. To schedule an appointment and learn more about the services provided by the Northeast Small Business Development Center, please click on the following link <https://www.nesbdc.org/> or call 218-283-8585.

Grant Award:

- Up to \$5,000 grant
- If CARES Act funding remains available a non-profit may apply again, but need to be expenses not covered in the first round of funding

Eligible Uses of Program Grant Funds:

- Meals/groceries assistance
- Transportation services to travel to medical, mental health or other essential appointments
- Housing assistance to prevent eviction and assist in preventing homelessness
- Other expenditures related to COVID-19, such as:
 - Assistance for unforeseen financial costs for funerals and other emergency individual needs due to COVID-19
 - Expenses for quarantining individuals
 - Care for homeless populations provided to mitigate COVID-19 effects

- Rents and utility costs during the period a non-profit is closed to follow any stay-at-home order as required by Executive Order 20-04 and later clarified by Executive Order 20-08 or during a period of time the non-profit opted to close
- Costs incurred during reopening process
- Costs for the purchase of items meant to protect the public and employees, such as protective masks and hand sanitizer, and other costs incurred by installing required safety measures in order to reopen
- Costs incurred on building modifications due to COVID-19
- Costs for marketing of safe practices

Ineligible Uses of Program Grant Funds:

- Reimbursement to donors for donated items or services
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Workforce bonuses other than hazard pay or overtime
- Severance pay or legal settlements
- Expenses that have been or will be reimbursed under any other federal, state, or regional funds
- Payments to residents without an assessment of individual need

Eligibility Requirements:

- Must have 50 or less full-time employees as of March 1, 2020. For the purpose of the program, a Full Time Equivalent will be equal to at least 32 hours per week. For those working less than 32, divide the number of hours by 32 to calculate FTE (i.e. 24 hours per week/32 = 0.75 FTE) (Proof of employment numbers with form such as Form 941 or other payroll-related filing with state or feds will be reviewed)
- Must have an active non-profit organization registered with the State of Minnesota (Copy of Active Status with the Secretary of State – Minnesota will be reviewed)
- Must have a physical location, whether owned or leased in Koochiching County

Application Process:

The program is open to all qualifying Non-profits, regardless of whether they have applied for or have obtained any other COVID-19 related assistance, if there are additional costs incurred that are considered eligible with these funds.

- Completed Application forms can be completed online at <https://www.businessupnorth.com/koochiching-county-relief-fund-application-questions/> or emailed to keda@businessupnorth.com or dropped off at the KEDA office
- Incomplete applications will not be considered or be given less priority

Applicants are required to self-certify that they have been affected by the COVID-19 public health emergency and resulting economic impacts.

The review committee will determine whether the application is complete, and the non-profit is eligible under the program requirements.

KEDA will not voluntarily make confidential financial information public. Because the source of the funding is federal CARES Act funds, the granting agencies retain the right to inspect KEDA records

relating to the program. KEDA will keep and maintain complete copies of applications as required by state or federal law. Organization names and amounts of funding are public record.

Grant funds received must be fully expended by November 1, 2020. Any unused funds or funds used for ineligible costs must be returned.

Because these funds are coming from CARES Act funds, there are federal reporting requirements that both the County and KEDA will be required to complete.

To assist with this process, all successful applicants will be required to complete and submit a final report no later than November 15, 2020 that describes how the funds were used, how many individuals were impacted, and the use of funds.

If you are approved, you will need to sign an award agreement and receipt of payment.