

Dakota County Nonprofit Relief Program
Frequently Asked Questions
Last Updated 10/22/2020

- 1. How much money is available in the Dakota County Nonprofit Relief Program?**
The Dakota County Nonprofit Relief Program is funded by CARES Act dollars and will reimburse up to \$2,000,000.
- 2. What amount can a 501c(3) receive from that fund? Amended 9/22 to include 501(c)6 that are Chambers of Commerce or Convention/Visitor Bureaus**
A nonprofit organization applicant may receive up to \$10,000, depending on the amount of COVID-19 related eligible expenses demonstrated.
- 3. When and where can I apply?**
The grant application will be available on the Dakota County website from September 7th at 8:00 am - October 2, 2020 at 4:00 pm. Eligible applications will be reviewed and assessed.
- 4. How will funding decisions be made?**
Dakota County will review the applications and the impact the organization is having in the community, while addressing COVID 19.
- 5. When will I know if my organization has been selected to receive reimbursement?**
The Community Services Division will notify approved applicants by email.
- 6. The organization has applied for COVID-related emergency funding, but don't yet know if it will receive funding. Should I apply?**
Yes. Applicants are encouraged to apply for any and all sources of funding available. However, an organization may only receive program funds for eligible expenses for which they have not otherwise received grant or other funding for.
- 7. My organization received federal emergency funding through either the PPP or EIDL, is it eligible to apply and receive Dakota County Nonprofit Relief Program funds?**
Yes, but Dakota County Nonprofit Relief Program funds must be used to cover different expenses that still meet the federal guidelines for reimbursement under the CARES Act. Additionally, Dakota County may prioritize organizations that have not received federal emergency funding if requests for reimbursement are greater than funds available.
- 8. What questions will be on the application? How long will it take to complete?**
The application is a series of questions that verify eligibility based on the information listed in the Program Guidelines and should take approximately 30 minutes to complete.
- ~~**9. What documentation is required at time of application?**
A completed application form with all questions answered. No additional documentation is required with the application. If your application is selected and verified, additional documentation may be requested.~~
- 10. What documentation is required after the application, but prior to receiving a reimbursement?**

 - The organization will complete and provide a Certification of Expenses document, and
 - If asked, receipts may also be required.

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11. My organization had employees prior to the COVID crisis, but currently all employees have been laid off. Am I eligible to apply?

Yes.

12. Is my organization's data private?

The data submitted in the application will become government data and is subject to federal and state data laws. Some of the data may be considered private or nonpublic prior to the award of financial assistance, while some limited data may be considered private or nonpublic even following reimbursement. The County will not publicize data classified as private or nonpublic under Minn. Stat. §13.591. Application data submitted by organizations that are not selected for reimbursement will only be released upon request and as required by Minn. Stat. Chapter 13 or other applicable state/federal law. Application or evaluation data may also be shared with any entity that has a legal right to the data under Minnesota or federal law, including under court order.

13. My organization lost revenues due to COVID 19 and Executive Orders. Is lost revenue an eligible expense?

No, only actual expenses are qualified costs.

14. If my organization is selected, how will I receive funds?

You will submit a Certification of Expense form, with all applicable information. Dakota County will review the submission for comparison to the application and CARES Act requirements and issue a reimbursement as appropriate.

15. What defines a permanent physical location in Dakota County?

For the purposes of this program, permanent physical location means a non-mobile permanent facility such as an office, warehouse, storefront or other facility where the business carries on a substantial amount of administration or management of their business.

16. If I need help filling out the application, who can I contact?

Questions regarding the application must be sent via email to CSAPMO@co.dakota.mn.us.

17. How is a 501(c)(3) defined?

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be [organized](#) and [operated](#) exclusively for [exempt purposes](#) set forth in section 501(c)(3), and none of its earnings may [inure](#) to any private shareholder or individual. In addition, it may not be an [action organization](#), i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

18. Why did the expense end date change from December 1st to November 15th?

Management and Budget (MMB) provides CARES guidance to counties and have updated the guidance to include timelines that funds must be expensed from the county by December 1st or returned to the state.

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19. We are wondering if we applied for CARE relief through the City of West St Paul's small business grant program (<https://www.wspmn.gov/DocumentCenter/View/3740/WSP-Small-Business-Grant-Program?bidId=>), are we also eligible to apply for this Dakota County pool of funds (albeit for different expenses)?

Who should apply?

Eligible organizations are 501(c)(3) nonprofits that provide human services or public health services to Dakota County residents or 501(c)(6) Chambers of Commerce or Visitor Bureaus serving Dakota County businesses, and:

- Have a permanent physical location in Dakota County
- Have incurred additional expenses due to COVID-19 that were not budgeted as of March 1, 2020
- Are in good standing with the Minnesota Secretary of State, Minnesota Department of Revenue, and Dakota County as of March 1, 2020.

Having applied for other CARES monies does not make you ineligible to apply

20. I was working on getting the questions to work on this application offline and it said it submitted our application. It did let me go back so I assume I can change this application but if I cannot please let me know and I'll submit a new one.

Yes, the application is set up so that you can resume the application.

21. For organizations approved in the first round of the Program, are they eligible to receive additional funds in round II?

No, organizations approved for funding in the first round are not additionally eligible for Phase II.

22. What documentation is required at time of application?

A complete application contains: a completed online application, evidence of Good Standing with the Secretary of State's office and your latest 990-tax information.

Applicants must send evidence of Good Standing with the Secretary of State Office; which can be found at <https://mblsportal.sos.state.mn.us/Business/Search>, along with their latest 990-tax form to CSAPMO@CO.DAKOTA.MN.US . On the subject line of the email state your organization's name.

23. Why did the expense end date change from November 15th to November 10th?

Given the range of CAREs Act funding that Dakota County is processing, we needed to adjust the date in order to ensure we can complete the end to end payment process, in advance of the imposed timelines.