



Nonprofit Relief Program – Phase II

Dakota County is offering a Phase II of the Nonprofit Relief Program

The Dakota County Nonprofit Relief Program is open to local nonprofits impacted by COVID-19 and funded by the federal Coronavirus Relief Fund established by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Eligible 501(c)(3)¹ organizations serving the county human services and public health or 501(c)(6) Chambers of Commerce or Visitor Bureaus serving Dakota County businesses may be eligible for reimbursement not to exceed \$10,000 for necessary expenditures incurred due to the COVID-19 public health emergency.

Phase II includes the following program changes:

- There is a change to eligible expenses. Organizations may now be eligible for reimbursement of general operating expenses, such as payroll, rent payments, etc.;
- Eligible organizations expanded to include not only those with a physical location in Dakota County but also organizations that substantially serve Dakota County. To be eligible under this criterion your organization must affirm that at least 20% of the people served are Dakota County residents;
- For Chambers of Commerce that share an Employer Identification Number (EIN) with a Convention and Visitor Bureau, both parts of the organization are eligible to apply for this program.

Who should apply?

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

- Are in good standing with the Minnesota Secretary of State, Minnesota Department of Revenue, and Dakota County as of March 1, 2020.
- Have incurred additional expenses due to COVID-19 not budgeted as of March 1, 2020
- Have operating expenses, including payroll, rent/lease payments, mortgage payments, utilities, payments to suppliers, or other critical business expenses.
- Have a permanent physical location in Dakota County or substantially serve Dakota County residents

Organizations approved for funding in Phase I are not eligible to apply for Phase II.

Reimbursement Amount and Eligible Expenses

Reimbursement will not exceed \$10,000 per organization to cover eligible expenses incurred due to the COVID-19 pandemic. Examples may include:

¹ 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.



- Costs of Personal Protective Equipment (PPE) for staff or people served by the organization;
- Costs of technology enhancements to enable remote service delivery;
- Expenses related to additional services necessary due to the public health emergency and not otherwise reimbursed, such as food delivery services, mental health counseling, community outreach, etc.;
- Expenses related to facility adaptations or supplies to comply with public health safety guidelines;
- Operating expenses, including payroll, rent/lease payments, mortgage payments, utilities, payments to suppliers, or other critical business expenses.

Expenses incurred between March 1 and November 10, 2020 to be eligible for reimbursement. Funds cannot replace lost revenues or expenses covered by insurance or another program.

Application

We are accepting applications from October 26, 2020 and end on November 6, 2020 at 5:00 p.m. Submit only one application per organization. For consideration for reimbursement, please complete and submit the application. Find the Nonprofit Relief application at:

<https://www.surveymonkey.com/r/dakotacountynonprofitrelief>

Applicants must also send evidence of Good Standing with the Secretary of State Office; which can be found at <https://mbisportal.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. 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.

We will only consider complete applications.

Phase II applications determinations will be on a first come, first serve basis. If we meet program capacity prior to November 6th, Dakota County may close the process before that date.

Dakota County will evaluate applications for eligibility and notify applicants of decisions.

Use of funds are subject to verification to ensure compliance, as required under the federal CARES Act requirements.

Dakota County utilizes an accounts payable process to reimburse approved Nonprofits. You identify the use of funds in the application. If changes to the use of the funds occur, you will provide an explanation on the Certification of Expenses Form submitted for remittance. If an agency receives alternate funding for expenses identified in the application, the recipient will use the same form to explain the change and adjust the remittance request accordingly by either reallocating funds to other eligible expenses and/or reducing the remittance request.

Right to Deny or Termination

The Dakota County retains the right to deny funds under the Dakota County CARES Relief Program if an applicant is in violation of any conditions set forth in the guidelines.

Reporting

Recipients must submit a Certification of Expenses form to Dakota County by November 10, 2020 to receive funds. Categories of expenses are on the form and the organization specifies where spending occurred. If requested, the recipients will also provide evidence in the form of paid invoices, statements, or similar documentation.