



Economic  
Development  
CITY OF AUSTIN

## Austin Non-Profit Relief Grant Webinar Questions

Grant Information: <https://www.austintexas.gov/department/austin-non-profit-relief-grant>

City of Austin Contact: 512-318-2683

The Better Business Bureau is a partner of the City of Austin. The City of Austin created the eligibility criteria and scoring matrix. The Better Business Bureau is responsible for administering and providing case management of this application requirements.

The City of Austin has contracted with the Better Business Bureau, Mission Capital, and Austin Revitalization Authority to provide case management and application assistance. Their contact information will be available at the end of this webinar. If you have specific questions about your organizations please contact them directly. The purpose of this webinar is to provide an overview of the relief grant and application. We will not be addressing specific organization eligibility questions.

**Q: If we did not receive funding in the first round of funding, is there any way to know how we can strengthen our specific application?**

A: You may contact BBB to learn more about your application determination from the first round of funding.

**Q: Are we eligible? 20% of our girls come from Travis and Williamson County. We also serve girls from the rest of the state. We receive girls from recommendations from APD, local judges, DFPS, and CPS for young girls rescued from sex trafficking.**

A: Please contact the Better Business Bureau or a Community Champion listed in this presentation to discuss you eligibility criteria.

**Q: Is there a time period or percentage of services for the geographical restrictions? My organization delivers 99% of services in Austin but occasionally may tour a performance outside of the region?**

A: Organizations who have been in operations providing services for two years minimum as of March 1, 2020. Please contact the Better Business Bureau or a Community Champion listed in this presentation to discuss you eligibility criteria.



Economic  
Development  
CITY OF AUSTIN

**Q: Also, for the geographic restriction - if a client travels to Austin from outside of the MSA to participate in a service I would assume that is allowable but wanted to confirm.**

A: If your organization meets one of the location eligibility criteria you are eligible. Please contact the Better Business Bureau or a Community Champion listed in this presentation to discuss you eligibility criteria.

**Q: Does the direct financial loss incurred have to be directly related to the eligible expenses?**

A: Organizations able to demonstrate a direct financial loss associated with the COVID-19 global pandemic. You can have other financial losses that go beyond the eligible expenses. You can only be reimbursed for the eligible expenses outlined as part of the program.

**Q: We also serve clients in Caldwell and Comal Counties: does that exclude us?**

A: Organizations must provide services to the populations within a [City of Austin Council District](#), but not further than the regional MSA (Metropolitan Statistical Area) Bastrop, Caldwell, Hays, Travis and Williamson Counties. If you have additional questions please contact BBB or a Community Champion.

**Q: Aside from the new time period for eligible expenses, are there other changes to the application that re-applicants from round 1 should be aware of?**

A: Various changes have been made from the first Non-Profit Relief Grant. If you applied in Round 1 your application will look different when you re apply. Please use the login you used in the first round of funding to access your original application. If you need assistance, please contact the Better Business Bureau.

**Q: 4 out of 5 of our programs serve only Austin area residents and meet eligibility requirements. Can we apply for assistance for one of these eligible programs?**

A: Eligibility criteria is specific to your organization as a whole, not program specific. Organizations must provide services to the populations within a [City of Austin Council District](#), but not further than the regional MSA (Metropolitan Statistical Area) Bastrop, Caldwell, Hays, Travis and Williamson Counties.



**Q: Is there a downloadable version of the blank application? For work on application offline before completing in the portal.**

A: There is not a downloadable version of the blank application. The application allows you to save the information you enter as you work on it and submit at a later time. Submissions must be in by October 9, 2020 at 5:00 p.m.

**Q: Can you share more than \$20K in expenses, in case some are deemed ineligible?**

A: You can submit more than \$20K in expenses, the maximum award is \$20K.

**Q: Does the board support documentation have to indicate that the board held a formal vote to approve the grant application, or can the board chair alone approve the application?**

A: Board Chair approval is sufficient. Required documentation upload of support for the grant application is required at the time of application. This may include documentation (letter or email) from a Board Chair, or documentation of approval via action taken at a Board meeting, through Board Meeting minutes. A formal letter of support may also be supposed. ([View the Letter of Support: Board of Directors Sample Document](#). It is to be used as a resource and is not the required format for the application.)

**Q: I also have a question on eligibility asked on location. while our main office is in Austin and we serve many ppl directly in the Austin MSA, we are a statewide org. Was the statewide elimination part of round two? I ask because our gets to was denied in round two and the previous ppl who worked on the hrs t thought we were denied due to an error in reporting our FTE.**

A: Statewide serving organizations are not eligible. Organizations must provide services to the populations within a [City of Austin Council District](#), but not further than the regional MSA (Metropolitan Statistical Area) Bastrop, Caldwell, Hays, Travis and Williamson Counties

**Q: I believe the initial funding allocation by council for this was separated by certain amounts per tyoe of nonprofit -i.e. Arts, Social Service, etc...Do those restrictions remain for these remaining funds and if so are the amounts per category available?**

A: There are no Non-Profit allocations for this round of funding.



**Round 1 Applicant Webinar:**

**Q: If we have additional invoices/receipts since we submitted our first application, do we submit those under the additional information form?**

A: Yes, please use the short form to add any additional receipts for consideration.

**Q: We are located just outside the council district (literally surrounded by council 1 district) and provide services to those inside the council district and MSA. Should I apply?**

A: If your organization meets one of the location eligibility criteria you are eligible. Please contact the Better Business Bureau or a Community Champion listed in this presentation to discuss your eligibility criteria.

**Q. We have already turned in our application and were rejected for the first round. It was my understanding that our application would be resubmitted automatically for this second round. However, based on the information I am hearing, we may wish to update our application and submit more documentation. Is this possible?**

A: You will have access to your existing application to update information to submit prior to October 9, 2020 at 5:00 p.m. You may submit additional information during the grant period.

**Q. If we have completed FY20, should we submit our FY20 operating budget instead of FY19? Or, do you want FY19?**

A. Organization's 2019 Tax Returns (990s). If you have not filed your 2019 tax returns, please provide your 2018 tax returns with proof of extension for 2019 returns - Required documentation to upload to review organization's revenue

**Q: Can you please specify further about eligible expenses? Are these expenses that have not been funded by another source? Are these expenses that are specific to COVID response? Or, are these expenses that we have incurred to carry out our operations during COVID?**

A: It is essential that nonprofits do not "double-dip" between this fund and the Paycheck Protection Program reimbursement or other COVID related grants or loans. Any expenditure covered by PPP cannot be paid for again through this program. Eligible expenses do included operational expenses. If you have additional questions about what is eligible please reach out to our Community Champions, Mission Capital and Austin Revitalization Authority, or BBB.



**Q. Am I right to assume that we should only edit our first application if asked to do so? Also, will we get any feedback from that application?**

Applicants who applied in round 1 have access to their application as of September 21, 2020 at 10am. You may edit any elements of this application, and complete the short form all before October 9, 2020 at 5:00 p.m. the grant deadline.

### **Second Webinar:**

**Q: Are the reimbursement category totals in the additional form for round 2 in addition to the first application or cumulative? For example, under the payroll expense section would we input only the additional payroll since round 1?**

A: For applicants who applied in Round 1, you will be required to complete a short form. This was covered in the webinar. You will include any additional receipts or invoices since July 7, 2020 through September 1, 2020 that you wish to seek reimbursement for.

**Q: Can you please share the full scoring matrix? I'm unclear on how the Urgency criteria is scored?**

A: Information available for the scoring matrix is available in the webinar and also repeated on the grant program website. Additionally application questioned noted with three (3) asterisks are tied to the scoring matrix.

**Q: How do you define FY19? Our FY19 was two years ago.**

A: Documents provided for your most recent full FY.

**Q: Will invoices qualify as eligible expense documentation?**

A: Invoices that demonstrate an eligible expense will be considered for payment. The more detail you can provide on a receipt or invoice is preferred. If you have specific question about an eligible expense or documentation, please contact BBB or a Community Champion.

**Q: Question on demonstrating direct financial loss: How you define financial loss: is debt required or are additional expenses included?**

A: This is a multiple choice question on the application. Per the CARES funding, organizations must demonstrate a financial loss, the multiple choice question outlines the types of losses.



**Q: Why are you requiring the gender/race/ethnicity of the person who is submitting the application, usually the grant writer? This person's identity might not be representative of the entire agency staff.**

A: This information is provided for data collection. The application also does ask for Executive Director or person serving in a leadership role's gender, race, and ethnicity.

**Q: Are there word character count limitations for narrative answers?**

A: Character limits are listed in the application for specific questions.

**Q: You're only allowed to upload one file per expense category... what if you have multiple receipts/documentation within one category?**

A: If you need assistance with uploading documents please contact the BBB or a community champion. You may create one large document with multiple receipts and upload this. If you need an alternative please contact the above mentioned organizations.

