Welcome to the Webinar.
Coronavirus Relief Fund (CRF) Introduction

CRF Funding Categories

Application Review

Evaluation Criteria

Reporting Requirements

Timeline and Key Dates

Q & A
Webinar Housekeeping

Powerpoint slides and webinar recording will be sent out afterwards.

This webinar is intended to be an overview of the Round 2 reimbursement application and evaluation process. For more detail, please review the Round 1 Kick Off webinar.

We will not be covering how to use foundant. If you want specific instructions, contact Hilary Pollan.
For Questions During the Webinar, Please:

**Type** question into the Chat Box throughout the webinar.

**Wait** for questions to be answered during Q&A at the end of each section.

**Ask** questions that will be relevant to all applicants.

**Reserve** questions that are specific to your organization for office hours.
Coronavirus Relief Fund (CRF) Introduction

CRF Funding Categories
Application Review
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Timeline and Key Dates
Q & A
In an effort to support Chatham County’s nonprofits as they adapt to the challenges of the COVID-19 pandemic, the Chatham County Manager’s Office has adopted a CRF reimbursement process:

Round 1 - previously incurred expenses
Round 2 - previously incurred expenses AND planned expenses

We have wrapped up round 1! We are moving to round 2 which will include previously incurred expenses AND planned expenses.
CRF Introduction

In an effort to support Chatham County’s nonprofits as they adapt to the challenges of the COVID-19 pandemic, the Chatham County Manager’s Office has adopted a CRF reimbursement process:

Round 1 - previously incurred expenses
Round 2 - previously incurred expenses AND planned expenses refer to expenses within the initial eligibility categories that the organization has already spent money on (excludes COVID-19 Support Funds).
  • Incurred from March 1 through September 15, 2020

We have wrapped up round 1! We are moving to round 2 which will include previously incurred expenses AND planned expenses. Previously incurred expenses refer to expenses within the initial eligibility categories that the organization has already spent money on (excludes COVID-19 Support Funds). These can only be incurred from 3/1/2020 to 9/15/2020.
CRF Introduction

In an effort to support Chatham County’s nonprofits as they adapt to the challenges of the COVID-19 pandemic, the Chatham County Manager’s Office has adopted a CRF reimbursement process:

Round 1 - previously incurred expenses
Round 2 - previously incurred expenses AND planned expenses

refer to any expense within the 6 eligibility categories (includes COVID-19 Support Funds) that the organization plans/wants to spend money on

• Incurred from September 16 through December 30, 2020

Planned expenses will be committed funds that refer to any expense within the 6 eligibility categories (includes COVID-19 Support Funds) that the organization plans/wants to spend money on. They can be incurred from September 16 through December 30, 2020.
CRF Introduction

CRF Use Requirements:

- Incurred during March 1, 2020 – December 30, 2020
- Necessary expenditure due to the public health emergency

These are the same because they are federal requirements, but I just want to reiterate them.

CRF dollars can cover previously unbudgeted costs of necessary expenditures incurred due to the COVID–19 public health emergency during the time period of March 1-December 30. So before we can even proceed:

- it can only be an expense that has or will have been incurred during March 1-December 30. And by incurred we mean spent and received.
- Must be in necessary and have a direct link to showing how this responds to the COVID 19 pandemic
Let’s talk about the funding categories
Coronavirus Relief Fund Categories

1 | Public Health Expenses
2 | Medical Expenses
3 | Payroll Expenses
4 | Compliance Expenses
5 | Economic Support Expenses
6 | COVID-19 Emergency Support Expenses

Largely the same
Coronavirus Relief Fund Categories

1 | Public Health Expenses
2 | Medical Expenses
3 | Payroll Expenses
4 | Compliance Expenses
5 | Economic Support Expenses
6 | COVID-19 Emergency Support Expenses

*UPDATED*

However, we do have an update from a previous category - payroll.
Coronavirus Relief Fund Categories

3 | Payroll Expenses

for employees who spend time responding to the public health emergency.

Examples: employees whose roles shifted to operate a new program in response to COVID-19, public health employees or new positions created to mitigate the health emergency

An example of this is if Hilary worked for a nonprofit. Hilary worked on youth programming and because of COVID-19, she had to create a new program for COVID-19 feeding. To manage that program, she spent 50% of her time programming and executing it. We could apply for CRF reimbursement for 50% of her payroll.
Coronavirus Relief Fund Categories

1 | Public Health Expenses
2 | Medical Expenses
3 | Payroll Expenses
4 | Compliance Expenses
5 | Economic Support Expenses

*NEW* 6 | COVID-19 Emergency Support Expenses

We also have an additional category!
Coronavirus Relief Fund Categories

6 | COVID-19 Emergency Support Expenses

Planned/future expenses to provide direct assistance to Chatham County residents that have been impacted by COVID-19

PRIORITIES: food, medication, childcare, housing or utilities

The CRF Nonprofit Review Team met and established priorities based on needs that we were hearing and these included food, medication, childcare, housing and utilities.
Examples of Unallowable Categories

NO double dipping (DO NOT INCLUDE TAX)

NO revenue replacement

NO payroll for non COVID-19 dedicated employees

NO severance or bonus pay
Coronavirus Relief Fund Categories

If you have questions related to whether or not a purchase may be eligible, please reach out to:

Courtney Cooper-Lewter
919-545-8328
Courtney.cooperlewter@chathamnc.org

We want to be a resource and a support for you for this process. We are doing our best to be as clear as we can and make this as least cumbersome as possible.
Questions/Comments?

**Type** questions into the Chat Box.

**Ask** questions that will be relevant to all applicants.

**Reserve** questions that are specific to your organization for Office Hours.
Coronavirus Relief Fund (CRF) Introduction
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Q & A
The same two ways of accessing the application.
The application has the same sections as round 1.
First Section is general information
As with the previous application, it is pretty straightforward. Much of the information that is requested is similar to that of the first round application.

General Information are questions 1-5 about the applicant and agency. Service Outcome Area is a data tracking question for the Manager’s Office internally, but it is question 6.

Service Description describes the organization's primary services and how they have adapted during COVID19.

Population Served tells us about the general population you are serving, which helps with evaluation.

Amount of reimbursement requested asks exactly that - however, this time it is slightly different.
9. What is the total amount of reimbursement requested?

*NEW* What amount of the total reimbursement requested are for Previously Incurred Expenses?

*NEW* What amount of the total reimbursement requested are for Planned Expenses?

Here is a place in the application where things show up differently.
General Information

General Information
Service Outcome Area
Service Description
Population Served
Amount of Reimbursement Requested

Eligible Expense Categories

Will ask about each expense you would like to apply for
Eligible Expenses Categories

10. Which of the following Eligible Expense Categories will you be requesting reimbursements for? Check all that apply.

- Medical Expense
- Public Health Expenses
- Payroll Expenses
- Expense of actions that facilitate compliance with COVID-19 related public health measures
- Expenses associated with the provision of economic support

*NEW* - COVID-19 Emergency Support Funds (can only be a planned expense)

For question 10, select which expense categories you will be applying for reimbursements for. This selection will determine which questions you are asked for section two. As you can see, we added the emergency support funds. Just as a reminder ESF can only be a planned expense.
The last part of section one was previously a proposal budget, but it is no an expense tracking template.
# Proposal Budget

**Chatham County Coronavirus Relief Fund Proposal Budget**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Governmental Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>a. Medical expenses associated with the COVID-19 public health emergency, such as:</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of personal protective equipment (PPE)</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of food and essential items for individuals in need</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of financial assistance to individuals impacted by COVID-19</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of mental health services to individuals impacted by COVID-19</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of legal services to individuals impacted by COVID-19</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of education services to individuals impacted by COVID-19</td>
<td></td>
</tr>
<tr>
<td>b. Public health expenses associated with the COVID-19 public health emergency, such as:</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of PPE to first responders</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of PPE to healthcare providers</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of PPE to essential workers</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of PPE to vulnerable populations</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of PPE to long-term care facilities</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of PPE to schools</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of PPE to other essential organizations</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the purchase or distribution of PPE to non-profit organizations</td>
<td></td>
</tr>
<tr>
<td>c. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of financial assistance to small businesses impacted by COVID-19</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of financial assistance to non-profit organizations impacted by COVID-19</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of financial assistance to individuals impacted by COVID-19</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of financial assistance to educational institutions impacted by COVID-19</td>
<td></td>
</tr>
<tr>
<td>- Expenses related to the provision of financial assistance to other essential organizations impacted by COVID-19</td>
<td></td>
</tr>
</tbody>
</table>

*Grand Total:* $
This will make it easier for the reviewers to track and it will make your reporting so much easier as well!

Important things to note about this document are that:

- It must be uploaded as an excel document
- There are instructions at the top of the page
- There are 3 tabs at the bottom of the page - the first two apply to the applicant. The last one is for CRF Team use.
- Tax cannot be included in these calculations.
- Physical invoices are still required - they still have to be legible and distinguishable.
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- It must be uploaded as an excel document
- There are instructions at the top of the page
- Tax cannot be included in these calculations.
- There are 3 tabs at the bottom of the page - the first two apply to the applicant for previously incurred and planned expenses. The last one is for CRF Team use.
- Date is required for previously incurred expenses, it is not required for planned expenses. It will be required when you apply for reimbursements.
- Physical invoices are still required - they still have to be legible and distinguishable.
COVID-19 Expense Tracking Template

This will make it easier for the reviewers to track and it will make your reporting so much easier as well!

Important things to note about this document are that:

- It must be uploaded as an excel document
- There are instructions at the top of the page
- Tax cannot be included in these calculations.
- There are 3 tabs at the bottom of the page - the first two apply to the applicant for previously incurred and planned expenses. The last one is for CRF Team use.
- Date is required for previously incurred expenses, it is not required for planned expenses. It will be required when you apply for reimbursements.
- Physical invoices are still required - they still have to be legible and distinguishable.

IMPORTANT NOTES:
- Must be uploaded as an excel document
- Instructions are at the top of the page
- TAX CANNOT BE INCLUDED
- Three Tabs (only two are for applicant)
- Date is required for previously incurred expenses; it is not required for planned expenses
- Vendor can be agency (Planned Expenses)
Second Section is your Reimbursement Request. The questions in this section will be determined by your answer to question 6 – Public Health Expenses ONLY Or All Eligible Expense Categories
10. Which of the following Eligible Expense Categories will you be requesting reimbursements for? Check all that apply.

- [ ] Medical Expense
- [ ] Public Health Expenses
- [ ] Payroll Expenses
- [ ] Expense of actions that facilitate compliance with COVID-19 related public health measures
- [ ] Expenses associated with the provision of economic support
- [ ] COVID-19 Emergency Support Funds (can only be a planned expense)

Selected Category: [X] Medical Expense

For question 10, select which expense categories you will be applying for reimbursements for. This selection will determine which questions you are asked for section two. As you can see, we added the emergency support funds. Just as a reminder ESF can only be a planned expense.
The request description provides you with a great opportunity to explain things that are not intuitive. Use that to explain reasoning behind purchases. Obviously, that wouldn’t be necessary if it were masks, we understand that role of masks but if it is shipping costs, how do we know that those shipping costs were used to mitigate COVID tell us.

This will repeat for all categories.
10. Which of the following Eligible Expense Categories will you be requesting reimbursements for? Check all that apply.

- Medical Expense
- Public Health Expenses
- Payroll Expenses
- Expense of actions that facilitate compliance with COVID-19 related public health measures
- Expenses associated with the provision of economic support
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For question 10, select which expense categories you will be applying for reimbursements for. This selection will determine which questions you are asked for section two. As you can see, we added the emergency support funds. Just as a reminder ESF can only be a planned expense.
Reimbursement Request

Amount Requested

Request Description

Please describe how your organization will distribute these Emergency Support Funds to Chatham County residents, including:

- Type of Assistance Provided (i.e. food, medication, childcare, housing or utility)?
- Method for Providing Assistance (i.e. organization purchases, direct payments, scholarships, etc.)
- Eligibility Criteria for Assistance that demonstrates COVID-19 impact on individuals

The request description provides you with a great opportunity to explain things that are not intuitive. Use that to explain reasoning behind purchases. Obviously that wouldn’t be necessary if it were masks, we understand that role of masks but if it is shipping costs, how do we know that those shipping costs were used to mitigate COVID tell us.

This will repeat for all categories
Physical invoices are still required for previously incurred expenses and will be required for reimbursement of planned expenses
Invoice Attachments

For all reimbursements requested, please upload a copy/scan of invoices that demonstrate proof of prior purchase. All invoices must uploaded in a single document (pdf;doc;docx, etc.).

**IMPORTANT NOTE:** Must be legible and distinguishable

They have to be legible and distinguishable. It must say the thing you are claiming for reimbursement. This is a protection for all involved to avoid having to pay money back to the state.
Section 4:
Executive Director Signature
Executive Director Signature

Invoice Requirement
Reporting Requirements
Mishandling of Funds
Name/Signature

Same statement that highlights the invoice requirements, reporting requirements, mishandling of funds, and name/signature
Questions/Comments?

**Type** questions into the Chat Box.

**Ask** questions that will be relevant to all applicants.

**Reserve** questions that are specific to your organization for Office Hours.

Q&A. Set timer for 6 minutes.
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Application Evaluation Criteria

Eligibility

Population Served

*NEW FOCUS*
COVID-19 Service Provided

Cost Effectiveness
Application Evaluation Criteria

Eligibility

Population Served

COVID-19 Service Provided
Organization’s primary focus and emergency support priorities

Cost Effectiveness

Organization’s primary service is to provide food, shelter, healthcare, or childcare services to Chatham County Residents, with priority given to agencies planning to provide direct emergency support for food, medication, childcare, housing or utilities to individuals impacted by COVID-19.

Does not mean that you cannot get funding if you do not apply for emergency support, this just means that we are prioritizing those that do.
The eligibility criteria will be available for view and download on the Chatham County website.
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**Reporting Requirements**
Timeline and Key Dates
Q & A
Reporting Requirements

Uniform Guidance Requirements

Two Monthly Reports (Due 11th)

One Final Report (Due January 2021)

All the same as the previous round
<table>
<thead>
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<td>Q &amp; A</td>
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</tbody>
</table>

Hold in there, we’re almost done. I’m going to quickly review our timeline and key dates now.
Timeline and Key Dates

Round 2 CRF Applications are Due on Foundant by Tuesday, September 15th at 5PM

We know this is a quick turnaround, but we hope that with the early notification that we gave you before you have been preparing. As you should remember this is all due by Dec 30 so we are working as quickly as we can to expend the dollars.
Timeline and Key Dates

- **Tuesday, Sept 1st**
  - CRF Round 2 Application Opens & Kick-Off Webinar
  - Office Hours w/ Courtney: Sept 2nd – 14th by appointment

- **Tuesday, Sept 15th @ 5PM**
  - CRF Round 2 Application Due

- **Thursday, October 1st**
  - Evaluation Process
  - Round 2 CRF Funding Notifications

- **Wednesday, October 14th**
  - CRF Reimbursements Distributed
Timeline and Key Dates

C-1 & C-2 Reports Due
(Due 11th of each month)

Final (F) Report
(Due January 15, 2021)

Additional dates to keep in mind if you are awarded funding:
• Mid-Year Reports are due to foundant on January 15, 2021
• The Mid-Year Report forum will occur in the end of January 2021. This forum is not required for funded agencies, but attendance is highly encouraged. The participants in this year’s Mid-Year Report Forum will likely tell you that it was a very positive experience
• And Year-End Reports are due on July 15th
Office Hour Sign Up

Have questions specific to your agency’s application?

Sign up for an Office Hours Appointment using this Google Form Link: https://forms.gle/3sentbBSsC4xiyvJ9

We’re going to wrap up now. If you still have questions that you want answered, or as you work on the applications questions come up, please consider signing up for office hours.

The link will take you to a google form that will provide me with enough information to schedule an Office Hour. I can meet by video chat or phone.
Thank you for your participation!

Comments/Question?
Contact Courtney Cooper-Lewter, Management Analyst (courtney.cooperlewter@chathamnc.org or 919-545-8328)

And with that, we’ve made it to the end of our webinar. I want to thank you all for attending the live webinar, and for those that listen to this recording later, thanks for listening. Please do not hesitate to reach out with any comments or questions.

And I’ll just that I’m really looking forward to working with you all throughout this application process. Best of luck to each of you!