![CalNonprofits - California Association of Nonprofits. The voice for California's nonprofit community.]

CalNonprofits' FAQ's for CA Relief Grant Program

Updated 1.9.21 – Please note that as a new program, Lendistry's guidance has shifted at times. This is our latest information. Check back on our website for frequently updated information.

Visit our website: www.calnonprofits.org
to get the slides and recording of our most recent webinar with Lendistry.

Latest updates

- Grant application deadline: 11:59pm on Wednesday, January 13, 2021.
- 990-N filers are now eligible to apply. See below
- 501(c)(19) organizations are now eligible to apply.
- Got your password, but can't get back into your application? Be sure you are using the link in the email with your password.
- Need more help? Contact Lendistry – 888-612-4370, careliefgrant@lendistry .com
- Can't upload your documents? Only attempt to upload documents once you've received an invitation from Lendistry to do so

Please note:

- You do not have to be a CalNonprofits member to choose us as your partner.
- No partners, including CalNonprofits, have input into who is chosen or rejected for grants; our role is to support you through the application process.
- **Before contacting us, please review the FAQ's below.**
- Email us with questions about the application questions at sues@calnonprofits.org, or call Sue Sigler at (415) 535-0738. (Due to high volume, we will respond as quickly as possible). Check the CalNonprofits website frequently. We post new information as it becomes available, including past webinars.
- **Technical questions and problems with the website should be referred to Lendistry** (the administrator of this grant program on behalf of CalOSBA) at careliefgrant@lendistry.com, or by phone at 888-612-4370. If you contact Lendistry by phone and request a callback, please be sure to answer calls from 1-800 numbers. If you contact Lendistry by email, please check your spam folder.
- **Be sure that you are using Chrome as your browser to access the application.**

FREQUENTLY ASKED QUESTIONS

Organization "Ownership"
Who should I list as the "owner" for my organization?

Nonprofits don't have owners, so list the person completing the application as the "owner." The executive director is preferred, but not required. The "owner" can be anyone who is authorized to apply for funding on behalf of the organization, including board members.

How should I answer the question about percentage of ownership?
Enter 100%. If you previously filled out the application and gave a different number, don't worry. Lendistry understands that no one "owns" nonprofit organizations and will accept other answers.

Applicant's Personal Data
I'm not comfortable giving my Social Security number or date of birth. What should I do?
Unfortunately, the program is requiring this information about the applicant.

How will my personal data be used?
Lendistry has stated that the data will be used to confirm the applicant's identity and to eliminate fraudulent applications. A "soft" credit check will also be completed to confirm identity and to comply with other federal regulations such as OFAC.

What if my credit is poor?
We have been assured that the applicant's credit score will not be checked and will have no impact on eligibility or prioritization for the program.

Will this affect my credit score?
Soft credit checks do not affect an individual's credit score.

Government ID
What government ID is acceptable?
ID issued by any unit of government in the U.S. is acceptable; the ID is not required to be issued in CA. An example is a driver's license of the individual applying.

Eligibility
Are all-volunteer organizations, e.g., those with no staff, eligible to apply?
Yes. We are very pleased that this is the case, as such organizations were not eligible for PPP loans.

My organization is fiscally sponsored; are we eligible?
No.

Can fiscal sponsors apply?
A fiscal sponsor may submit one application for its own organization. Fiscal sponsors may not apply on behalf of the organizations they sponsor.

Are CDFIs eligible to apply?
No.

Are religious institutions eligible?
Generally, no. However, if the religious institution operates a nonprofit or community services, they may be eligible if:

- The organization operates under a separate 501(c)(3) from the religious institution.
- More than 51% of operating revenue is derived from sources other than the religious institution.
- The organization does not "restrict patronage" (see below).

If I've received funding from both PPP and EIDL, can I still apply for the Relief Grant?
Yes, provided that you have eligible expenses not already covered by either of these sources.

Eligibility by Gross Revenue
What determines if my revenue is between $1,000 and $2.5 million?
Line 12 from your 2019 form 990.

My organization files a 990-N. Are we eligible?
Yes. Because you have filed the 990-N you have already established that you have less than $2.5 million in revenues. But you must provide documentation showing that you have more than $1,000 in revenues. (The 990N does not ask for an amount of revenues so it can't demonstrate that.) If you completed California form RRF-1 for the California Attorney General's (AG's) office, you can get a copy of it here. Otherwise, attach anything you have, like a financial report, that shows your annual revenue.

I don't have a 2019 form 990 available. What should I do?
The application won't be declined because it's missing the 990. Provide what you do have and upload a brief explanation with your documents.

My organization had exceptionally high revenue in 2019 due to special circumstances such as a capital campaign, pass through grants, restricted grants, etc., and our revenue for that year exceeds $2.5 million.   Can numbers for those revenue sources be "backed out" so we can qualify?
No.

My organization's income was atypically low in 2019. Can an average of several years be used to show a more realistic annual income?
Perhaps. Submit 990s for additional years. Write a (very, very brief) explanation and upload it with your documents. We have not received clear information about this from Lendistry.

What if I don't have a 990 available for 2019?
Provide what you do have, create a document with a very brief explanation, and upload it with your documents.

Eligible Expenses
What is the time period for eligible expenses?

Beginning March 1, 2020 and ending December 31, 2020. (As nonprofits we are used to asking for funding for future expenses. This program is designed to fund past expenses not covered by other sources.)

My organization received Covid-related assistance from other sources or programs. Am I still eligible?
Yes. However, you cannot "double dip", meaning that expenses that were already funded from other sources cannot also be submitted for a Relief Grant. (For example, if you paid Person A in September 2019 with PPP funding, you cannot pay Person A for that same month with this grant. You can pay Person A for work in other periods of time.)

If the organization got a PPP loan and is required to pay any of it back, is that an eligible expense?
No.

Please clarify the time frame for payments on debt obligations.
If the debt (for example a mortgage) was already created prior to March 1, 2020, then payments on the debt are eligible expenses. Debts incurred after that date are not eligible.

Are lost revenues eligible expenses? For example, a special event was cancelled, a grant was withdrawn, we couldn't provide services and get reimbursed, etc.
No. Lost revenue is something that will be reviewed in a later step of the award process. But it does not count as an expense.

We had to draw down on operating reserves to fund our operations. Is replacing reserves an eligible expense?
No.

Is equipment an eligible expense?
Yes, if it is required to operate due to Covid conditions.

Dropdown Menus & Data
Am I still eligible if my organization's activities don't fall under the four priorities? (Food Provision, Emergency Housing, Childcare, Workforce Development)
Yes. Beyond the eligibility stage, there are many factors that will be considered in priorities for awards. There has not been a statement from Lendistry listing all the factors or how each factor will be weighed in determining which organizations get grants.

I went to the site to obtain a NAICS number, but none of the categories apply to me. What should I do?
Do your best to choose the number that is most closely related to your organization's activities. Lendistry understands nonprofits don't fit neatly into these boxes.

How do I answer the question about whether I've received PPP and EIDL if I've received both? The dropdown menu asks me to choose one or the other.
Choose the program from which you received the largest amount. Enter the combined amount of your awards in the amount field. Create a document listing your awards and upload it with your other documents.

What should I do if none of the choices in a given field are accurate for my organization?
Choose what is closest. We have made Lendistry aware that many of the questions create dilemmas for nonprofits.

I'm uncomfortable completing the application certification because I had to make choices I don't feel are accurate. What should I do?
Complete the certification and attach a (very, very brief) explanation. We continue to make the program administrators aware of the difficulties posed for nonprofits.

What business category are arts organizations under?
Arts organizations should choose hospitality.

How do I answer questions about ownership race/ethnicity and demographics?
The guidance we have received is that ownership race/ethnicity should be for board and management; demographics should reflect the people you serve. When you have to make choices, choose what is closest. We have made Lendistry aware that this question doesn't fit into nonprofit categories.

Other
Is there a limit to the number of documents/pages that can be uploaded?
No.

Define "restrict patronage".
Restricted patronage would apply to organizations such as social clubs, that are not accessible to the general public. Organizations that serve a specific population, (for example, people with a particular medical condition, or those that serve a specific geographic area) are not considered to restrict patronage.

Can I submit more than one application? (Updated on 1/7/21)
Yes, but only one application for a nonprofit and one for a small business. Submitting more than one application in either category may cause both to be disqualified. For example, if you are a volunteer with a nonprofit and also a small business owner, you may submit one application for yourself as a small business owner and one for the nonprofit.

I accidentally started or submitted more than one application. What should I do?
Lendistry recognizes that due to technical issues some applicants created more than one application. During the review process, these will be identified, and applicants will be contacted to resolve any redundancies. If you have a completed and an incomplete application in the

system for the same organization or individual, the incomplete application will be deleted. If you are concerned, you can also contact Lendistry.

I started an application on the small business rather than the nonprofit form. What should I do?
Contact Lendistry. careliefgrant@lendistry.com

Should I include contractors in my employee count?
No. If all of your staff are contractors, your answer to the number of employees is 0.

Are organizations who are headquartered outside of the area where services are provided eligible?
Yes, provided that there is a valid physical address and real, tangible activities being provided in CA. For example, a local affiliate of a national organization doing homebuilding would be eligible, but a phone bank that makes calls around the country would not be.

What should I do if my organization uses a P.O. Box for our address?
P.O. Boxes should **only** be used as an address if there is absolutely no other address available, because Lendistry must verify that there is a physical location associated with the application. You may use a staff or Board member's address as many people are working from home. If you have no local mail delivery in your community, you may use a P.O. Box, but then create a document with a very brief explanation and upload it with your other documents.

When will we be notified of funding decisions?
Approximately 30 days after the close of applications.

If my application is successful, when will funds be available?
Approximately 45 days after all required documents are submitted.

If we qualify (are determined to be eligible), but are not selected for funding, do we have to reapply for Round 2?
No. You will automatically be moved to consideration for Round 2.

Technical Issues
I didn't push the button to submit my application, but I got an email saying it was submitted. What should I do?
Many people have received erroneous emails due to technical difficulties. You will receive an email inviting you to return to the site to complete your application.

I couldn't upload my documents with the application. What should I do?
Due to technical difficulties, many people encountered this problem. Lendistry is sending email invitations to return to the site to upload documents. These invitations are staggered to manage website traffic. If you don't receive yours, contact Lendistry.

I got the email with my password, but now I can't get onto the site.

Be sure that when you return to the site that you are using the link provided in the email with your password.

Be sure that you are using Chrome as your browser to access the application.

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CalNonprofits worked hard to ensure that nonprofits were eligible to apply for these funds and continues to advocate for nonprofit eligibility for small business COVID-19 relief programs. Contact us for assistance, and best of luck to all nonprofits applying.

For additional assistance, contact:
CalNonprofits: sues@calnonprofits.org or Sue Sigler at (415) 535-0738
Lendistry: careliefgrant@lendistry.com or 1-888-612-4370