

## **TEAM KENTUCKY NONPROFIT ASSISTANCE FUND FREQUENTLY ASKED QUESTIONS**

*This document endeavors to answer the most commonly asked questions for the Team Kentucky Nonprofit Assistance Fund. If you have questions that are not answered here, please contact [kynonprofitfund.help@ky.gov](mailto:kynonprofitfund.help@ky.gov) for assistance and you will receive a response as soon as we are able to provide one.*

### **How do we register to upload an application?**

The registration link for the login name/password is not yet on the site. It will be added on 8/1 at 9 AM when the site goes live (just below the log-in box on the current site), and you will be able to register then. No one else has a login yet, so everyone will be on equal footing since aspects of this program are on a first-come, first-served basis.

### **What constitutes “federal aid” under the program guidelines?**

Federal aid, generally, is considered to be funds from the CARES Act or ARPA that organizations receive *directly* from a federal agency that were intended for COVID-19 mitigation or assistance. It does not include federal programs unrelated to COVID-19, federal funds that flowed through state or local governments, or loan programs, like Paycheck Protection loans. It also does not include Medicare or Medicaid payments, federal monies awarded pursuant to contract, or other unrelated federal funds.

### **If my organization received “federal aid,” we’re disqualified and shouldn’t apply, right? Or should we wait to apply?**

No. Federal aid impacts your priority but not your ability to receive funds. Even if you have received direct federal aid, we would still encourage you apply, as you may still be able to receive funds if they remain available after awarding applications of entities that did not receive federal aid. And we’d encourage you to apply as soon as you are able to complete your application regardless of whether you received federal aid.

### **Is the Employee Retention Tax Credit (ERTC) considered federal aid?**

No. This is a tax credit program, and not direct federal assistance. It is not considered federal aid under the Program Guidelines.

### **Are the Shuttered Venue Operators Grant or Provider Relief Funds considered federal aid?**

Yes. These programs were administered directly by federal agencies (SBA and HHS), are directly related to COVID-19 impact mitigation, and were created and/or modified by the CARES Act and/or ARPA. These programs are considered federal aid. However, as above, we still encourage organizations who received these funds to apply for assistance.

**Are PPP loans or Economic Injury Disaster Loans considered federal aid?**

No. Loan programs, even if the loan is forgivable (or has already been forgiven), are not considered federal aid under Program Guidelines.

**We received CARES Act or ARPA Funds through our local government or a state governmental entity or nonprofit. Is this federal aid?**

No. Only *direct* federal aid is considered federal aid under program guidelines. If you were granted a subaward through a state government agency, a local government or agency, or other nonprofit organization, this is not considered federal aid under the Program Guidelines.

**Which line of the IRS Form 990 is our “net negative revenue” number calculated from?**

Line 19 of the Form 990 is used as the basis of this calculation if you are able to upload a Form 990.

**We file our Form 990s on a fiscal year basis, not a calendar year basis. What do we do?**

We can only use the Form 990 as a basis of the calculation if it is filed on a calendar year basis. If you do not file on a calendar year basis, please provide other financial documents (i.e., a Profit & Loss Statement) to demonstrate your net revenue for years 2020 and 2021 and for the basis of your “net negative revenue difference” calculation.

**We are too small to be required to file a Form 990 or file a Form 990EZ. Are we ineligible?**

No. You are eligible. You may need to provide alternative financial documents (i.e., Profit & Loss Statements with the accompanying affidavit) to demonstrate your eligibility, however.

**Our organization’s Form 990 is not yet available for 2021. What should we do?**

You should upload a P & L or other financial document to show the information required by the application. We would prefer that documents not be “mixed and matched” – i.e., if you are going to use a Form 990, we would ask for that document for both years. Likewise, if you are utilizing a P & L, we would want P & L documents for both relevant years.

**Our nonprofit was not created until 2021 (or later). Are we ineligible?**

Yes. Unfortunately, this program requires us to make determinations based on 2020 and 2021 financial information. If you were not formed until 2021 or later, you are ineligible for assistance under this program. If you were established in 2020, please reach out to [teamkynonprofitfund.help@ky.gov](mailto:teamkynonprofitfund.help@ky.gov) for additional instructions.

**We have multiple locations. Are we eligible for multiple awards?**

It depends. Each entity with its own EIN number is eligible to apply for a separate award. However, multiple locations under one EIN would only be eligible for one award.

**What is included in our income and/or expenses?**

You should include everything you normally associate with your revenue and expenses, and in accordance with financial accounting principles.

**What are our reporting obligations for this money?**

There are no reporting obligations with this money. This is not a grant program, but rather a relief program. Once you are awarded the funds, you may utilize them for any purpose your organization deems appropriate.

**We have a need for money beyond our “net negative revenue difference.” Can we ask for more funds?**

No. This program only seeks to provide organizations with the “net negative revenue difference” amount between Calendar Year 2020 and 2021. We do not have discretion to award additional funds.

**Who evaluates our applications?**

A team of employees of the Public Protection Cabinet will review and approve applications beginning in August, 2022.

**If I am contacted for more information after my organization applies, will I lose my place in queue?**

No. Minor clarifications sought by the review team will not cause you to lose your place in line, and your application will still be deemed submitted on the date and time you originally submitted. However, DO NOT submit an incomplete application in order to try to get an “earlier” place in line. Incomplete applications may be denied without the ability to supplement.

**When will we receive our monies if our application is approved?**

We are unable to commit to any concrete timeline on payment, as we do not yet know the volume of applications that will be submitted. However, it is our intention to begin reviewing applications in August, 2022. It is possible payments could be received as early as late August; however, we cannot guarantee the same. It is the Public Protection Cabinet’s intention to complete all application reviews and issue payments to eligible organizations before December 31, 2022, however, this is subject to change.

**If I upload both IRS Form 990s and Profit & Loss statements, do I have to upload an affidavit attesting to the accuracy of the Profit & Loss statements?**

Yes. We would advise not uploading both Form 990s and Profit & Loss Statements, as it could result in confusion. One or the other is acceptable. However, if you upload a Profit & Loss Statement or any financial document other than a filed Form 990, the affidavit MUST be included.

**Who may sign the required affidavits? Must a CPA sign the affidavit?**

Anyone with the requisite knowledge may sign the affidavit. The signatory should be able to fairly attest to the accuracy and authenticity of the financial documents, and/or whether the entity has received federal aid.

**Do the affidavits need to be notarized in Kentucky?**

No. You may edit the affidavit to be notarized in another jurisdiction if necessary. It is required to be notarized, however.

**May I use my Form 990-EZ?**

Yes, you may. However, be advised, that there is no net revenue line on this Form. You will need to subtract your total expenses (Line 17) from your total revenue (line 9) to be able to get your net revenue number that is required for the application. However, you may upload a Form 990 OR Form 990-EZ provided that you file on a calendar year basis.

**I have a question not answered here. What do I do?**

Please email [kynonprofitfund.help@ky.gov](mailto:kynonprofitfund.help@ky.gov) and we will respond as soon as we are able. However, please be patient, as we are receiving a substantial volume of inquiries.