Welcome!

HAMILTON COUNTY NONPROFIT RELIEF PROGRAM

Eligible Expenses – Information Session
Today we will be discussing eligible expenses with a focus on Category 1 Hardship.

You should watch this recording if you:

- Completed a Hardship application
- Received a preliminary award email from UWGC for Category 1 Hardship

This recording will help you:

- Finalize budget items to finalize your award and prepare for contracts
- Ensure you understand the documentation requirements so that you can submit eligible reimbursements
• The application for Category 1 Hardship closed on January 18th.

• The application for Category 2 Eligible Services closed on February 9th.

• The minimum an organization can receive is $25,000 and the maximum is $250,000
Eligible Use of Funds
Overview

Organizational Eligibility

Category 1: Organizational Hardship
- Expenses must be for organizational operations

Category 2: Eligible Services
- Expenses must be directly related to providing the eligible service
Eligible expenses must be between January – September 2022. All funding will require detailed expense documentation to ensure that it is eligible under the funding category.

Under Category 1: Organizational Hardship, the following are examples of Eligible Expenses:

- Payroll
- Benefits
- Mortgage or Rent
- Utilities
- Other Operating Costs
# Eligible Expenses - Hardship

You must be able to show proof that each expense was incurred and paid.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Description</th>
<th>Details</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Can include salaries, employer-paid taxes and benefits, payroll service fees. Must be employees that work in Hamilton County.</td>
<td>Payroll should be itemized to person, percent of time, position, which months requesting</td>
<td>Payroll reports or pay stubs, proof of payment</td>
</tr>
<tr>
<td>Mortgage/Rent</td>
<td>Must be for the main building that your organization operates out of. The location must be in Hamilton County.</td>
<td>Mortgage should be location, percent of total cost, which months requesting</td>
<td>Mortgage bill or rent notice, proof of payment</td>
</tr>
<tr>
<td>Utilities</td>
<td>Utilities can be water, gas, internet, sewer, etc. but must be for the main building that your organization operates out of. The location must be in Hamilton County.</td>
<td>Utilities should be type, percent of total cost, which months requesting</td>
<td>Utility bill, plus proof of payment</td>
</tr>
<tr>
<td>Other Operating Costs (ex: Insurance, Software, Accountant)</td>
<td>Must benefit the operations of the organization, not just a specific program. The location must be in Hamilton County.</td>
<td>Broken out by each item with brief description of each</td>
<td>Bill or invoice, plus proof of payment</td>
</tr>
</tbody>
</table>
Based on Treasury regulations and Hamilton County’s contract with United Way, certain expenses cannot be covered with these funds. Those categories include:

- Funding debt service
- Legal settlements or judgments
- Deposits to rainy day funds or financial reserves
- Costs for political activity, including lobbying
- Gift cards
- Entertainment costs
- Indirect Cost Rate; Indirect Costs must be broken out separately and have detailed documentation
- Under the Organizational Hardship Category, expenses that are not related to the operation of the organization
- Vehicles*
All organizations are required to upload Revised Budgets by Friday, February 18th at 5pm.

The total of all categories should equal the amount of your Hardship or $250,000, whichever is less.

### eClImpact

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Expense Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Rent</td>
<td>0</td>
</tr>
<tr>
<td>Utilities</td>
<td>0</td>
</tr>
<tr>
<td>Other Operational Expenses</td>
<td>0</td>
</tr>
<tr>
<td>New or One-Time Expense</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5,000.00</strong></td>
</tr>
</tbody>
</table>

Click here to add line-item details for each item for which you want to request reimbursement.

Payroll can include the full costs such as employer paid taxes and benefits.

- **Payroll**
  - Renee Harvey, 50%, helping
    - Total Expense Amount: 5,000.00

Add New Item
Scenarios & Examples
Scenario 1 – Hardship Expenses

We have received a preliminary award under Category 1 (Hardship), we would like to buy a skid of books for our early childhood reading program.

Is that eligible?
Scenario 1 – Hardship Expenses

We have received a preliminary award under Category 1 (Hardship), we would like to buy a skid of books for our early childhood reading program.

Is that eligible?

NO

If an organization is funded under Category 1 Hardship, buying a skid of books for children is ineligible because it is a programmatic and not an operational expense. This could likely be an eligible expense for an early education center under Category 2.
Scenario 2 – Hardship Expenses

We want to include salaries, fringe and payroll service fees for our executive director, accountant and maintenance staff in our expense budget.

Is that eligible?
Scenario 2 – Hardship Expenses

We want to include salaries, fringe and payroll service fees for our executive director, accountant and maintenance staff in our expense budget.

Is that eligible?

YES

Those expenses are for operations and are eligible. Documentation must be produced for each at the time of reimbursement request.
We want to add a Quickbooks software package to assist with our organization's bookkeeping. Is that eligible?
Scenario 3 – Hardship Expenses

We want to add a Quickbooks software package to assist with our organization's bookkeeping. Is that eligible?

YES
As a one-time expense that will benefit the organization's operation, this is eligible. You must be able to provide the bill/invoice and proof of payment.
Scenario 4 – Hardship Expenses

We want to request salaries from March 2021 through September 2022.

Is that eligible?
Scenario 4 – Hardship Expenses

We want to request salaries from March 2021 through September 2022.

Is that eligible? 

**YES**
Under Category 1 Hardship, salaries from January 1, 2022 through September 30, 2022 are eligible.

**NO**
Under Category 1 Hardship, expenses incurred prior to January 1, 2022 are not eligible to be reimbursed. Only Category 2 has the potential to go back to March 3, 2021.
Scenario 5 – Expenses

We want to request fringe for our employees as a percentage of salary.

Is that eligible?
Scenario 5 – Expenses

We want to request fringe for our employees as a percentage of salary.

Is that eligible?

NO, BUT

Fringe benefits are only an eligible expense if you can provide documentation for the exact costs. It cannot be reimbursed based on a percentage of salary because it will lack the appropriate documentation.
Scenario 6 – Hardship Expenses

We want to include the salary of our Financial Director in our budget. Our organization has a location in Hamilton County and a location in Butler County. We will only request half of her salary.

Is that eligible?
Scenario 6 – Hardship Expenses

We want to include the salary of our Financial Director in our budget. Our organization has a location in Hamilton County and a location in Butler County. We will only request half of her salary.

Is that eligible?

YES

For employees that work in multiple counties, only the time spent working in Hamilton County is eligible. That can be demonstrated by simple timesheets (dates, programs/location, number of hours) along with paystubs or payroll reports.
Next Steps
Next Steps

Revised Budgets for Hardship Applications are due Friday, February 18th at 5pm

Preliminary Awards for Category 2 Eligible Services are anticipated to be announced around March 1

Contracts will go out for signature by the middle of March
Questions?

- Send questions to impact@uwgc.org
Thank you!