

COVID-19 CULTURAL ORGANIZATION GRANT PROGRAM AWARD WEBINAR

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WELCOME

James Langdon

Administrator, Division of Enterprise Operations

Ben Vondra

Grants Specialist-Advanced, Division of Enterprise Operations

Jana Steinmetz

Deputy Administrator, Division of Enterprise Operations

Ashleigh Herrera

Executive Staff Assistant, Division of Enterprise Operations



WEBINAR NOTES

- Your audio is muted
- Webinar recording will be made available on the Program website
- Please enter questions or comments in the Q&A dialog box
- Questions can also be emailed to doacovidculturalgrant@wisconsin.gov



AGENDA

1. Application, Evaluation and Award Summary
2. Required Provisions of Grant Announcement & CARES Act
3. Grant Agreement Process
4. Final Report
5. Q & A



KEY POINTS

- Award details available on the Program website

<https://doa.wi.gov/Pages/CulturalOrganizationGrant.aspx>

- Program budget increase to \$15 million from \$5 million due to high demand
- Funding Source: Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Relief Fund (CRF)



PROGRAM DATES

Eligible Expense Incurred Period	March 1 through December 30, 2020
Grant Announcement Issue Date	Thursday, September 3, 2020
Applications Due	Wednesday, September 30, 2020 at 2:00 PM CST
Final Report Due	February 1, 2021



APPLICATION SUMMARY

- 419 applications received before deadline
 - 7 incomplete applications
 - 27 ineligible organizations
- 385 responsive proposals
- \$27,230,664.49 total (allowable) request



EVALUATION SUMMARY

- Eligibility determination based on grant announcement
- Survey of eligible expenses from proposed budgets
 - (not determinative of CARES Act eligibility)
- 9 evaluators reviewed scored sections
- Points awarded for complete responses that demonstrated organization's qualification within each section



AWARD SUMMARY

- 385 awards
- All \$15 million is allocated
- Budget factor 55.08% ($\$15,000,000.00 / \$27,230,664.49$)
- Maximum award is 55.08% of the lesser of:
 - \$250,000 (maximum allowed request)
 - 25% of the organization's avg. three previous fiscal years of oper. rev.
 - Eligible expenses as indicated in Appendix A - Budget



ELIGIBLE EXPENSES AND LOST REVENUES

- Expenses or lost revenues must be incurred by the cultural organization
- Are necessary expenditures incurred or revenues lost due to the public health emergency with respect to COVID–19
- Are expenses incurred or revenues lost in Wisconsin or in direct support of the cultural organization’s mission in Wisconsin
- Were not reimbursed and are not under consideration for reimbursement of another program



ELIGIBLE EXPENSES AND LOST REVENUES (CONT.)

- Must be incurred between March 1 and December 30, 2020
- Contracts, services or goods must be performed or delivered within covered period
 - i.e. Annual contracts outside the covered period must be prorated
- Keep or generate documentation and evidence for all expenses
 - e.g. Letter from donor rescinding financial contribution
 - e.g. Ticket revenue loss based on difference between 2020 and 2019



EXAMPLES OF ELIGIBLE EXPENDITURES AND ELIGIBLE LOST REVENUES *(NOT EXHAUSTIVE)*

- Emergency operation activities and services related to public health, emergency services, and public safety response
- Lost revenues that are attributable to the COVID-19 pandemic, as evidenced by rescinded financial commitments or revenue differences between 2019 and 2020.
- Employee costs such as salary and fringe that are not reimbursed from another source such as unemployment insurance.
- Paid leave for public health and safety employees to take COVID-19 precautions
- Medical and protective services and equipment, including PPE
- Temporary isolation housing for infected or at-risk individuals
- Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities
- Purchases of services or equipment to facilitate telework by employees



RESTRICTIONS / REQUIREMENTS

- Lost revenues – Can keep in your account beyond December 30, 2020
- Expenses – If they are already paid, you may keep grant funds to “backfill” the expense. If not, you must use grant funds to pay outstanding expenses identified in your grant application.
- If lost revenues/expenses have changed since your application was submitted, you may use grant funds for other eligible purposes.
For all statements above: Must be incurred between March 1 and December 30, 2020
- See details in Grant Announcement and Grant Agreement.



GRANT AGREEMENT (BY SECTION)

- Agreement
 - Includes grant details specific to your organization and Standard Terms
 - Review for accuracy. Read all sections.
- Attachment A – Scope of Work
 - Defines specific allowable activities



GRANT AGREEMENT (CONT.)

- Attachment B – Program Budget
 - Grant amount. Non-negotiable.
- Attachment C – Source of Funds
 - Detail on federal funding source



GRANT AGREEMENT (CONT.)

- Attachment D – Method of Payment
 - All grantees will be paid via physical check mailed to your remit-to address
 - The check will contain full award amount
 - Reference information will be printed on the check
 - Enter remit-to address. Entering an incomplete or inaccurate physical address will delay or prevent payment processing
 - Wait at least 10 business days from grant execution before expecting check to arrive



GRANT AGREEMENT (CONT.)

- Attachment E – Reporting Requirements
 - All grantees are required to submit a final report.
 - Report available on program website soon.

- Attachment F – Completed Grant Application
 - Included for reference purposes and made part of agreement



GRANT AGREEMENT (CONT.)

- Attachment G – Grant Announcement
 - Included for reference purposes and made part of agreement
- Attachment H – Question & Answer Document
 - Included for reference purposes and made part of agreement



GRANT AGREEMENT PROCESSING - DOCUSIGN

- DocuSign (electronic document transmittal and signature via web)
- You will receive an email invitation with a unique link to DocuSign website
- Requires internet access and web browser (mobile friendly)
- Sign by clicking signature box. Timestamp is automatically entered
- You may reassign the signatory



GRANT AGREEMENT PROCESSING - DOCUSIGN

- Complete all required fields
- Do not need a DocuSign account
- You will receive a notification via email that the document is complete.
- You will be able to download a completed PDF grant agreement
- [DocuSign Video: How to Sign a Document](#)



PAYMENT FORMS

- Some grantees will require additional forms for payment processing
- Those grantees will receive an email with the form attached.
- Not available on the Program website
- Complete and submit as soon as possible
- PDF Fillable Form
- Complete and submit to doacovidculturalgrant@wisconsin.gov



DOA 6460 – NEW SUPPLIER FORM

- “Supplier” is an entity the state does business with (e.g. grantee)
- For new “suppliers” (grantees) that do not exist in the State’s financial database
- Section 1. Enter All Fields
- Section 2. Leave Blank
- Section 3. Leave Blank
- Section 4. Leave Blank



DOA 6460 – NEW SUPPLIER FORM (CONT.)

- Section 5. Primary contact required. Secondary contact optional
- Section 6. Read and complete. Electronic signatures are acceptable
- Do NOT enter ACH information. You will be paid via check
- Providing inaccurate information will delay or prevent payment processing



DOA FORM 6457 – ADDRESS UPDATE

- For existing “customers” (suppliers) who need to update the payee name or physical payment address
- Section 1. Enter all fields. Payment number may appear on previous ACH deposit detail or check remittance
- Section 2. Enter all fields. Must match address on file with state’s payment system. If you do not know what old address to enter you may find it on a previous payment from a state agency
- Section 3. Enter all fields. Check will be sent to this address.



DOA FORM 6457 – ADDRESS UPDATE

- Section 4. Optional.
- Section 5. Required.
- Section 6. Read and complete.
- Section 7. Read and complete. Electronic signatures are acceptable
- Providing inaccurate information will delay or prevent payment processing



DUNS NUMBER

- Required. Will input on DOA forms and Grant Agreement
- Required for Federal Grant tracking. Unique nine-digit identification number provided by Dun & Bradstreet.
- Instructions from IRS:

https://www.irs.gov/pub/irs-utl/duns_num_guide.pdf

- To register for free [DUNS Dun & Bradstreet \(D&B\) website](#) or call 1-866-705-5711



FINAL REPORT - REQUIRED

- Due February 1, 2021
- PDF Fillable Form
- Complete and submit to doacovidculturalgrant@wisconsin.gov
- Form will be made available on the Program Website



ADDITIONAL NOTES

- Cultural organization is solely responsible for documenting expenses are eligible under the CARES Act.
- Ineligible cost determinations made by State or Federal audits must be repaid to the State.
- Organizations must keep records of eligible costs for 5 years.



NEXT STEPS

- DUNS Registration
- Watch email for DocuSign Grant Agreement link
- All successful applicants must complete a grant agreement prior to receiving funds
- Final reports due February 1, 2021



Q & A Enter questions in the Q&A dialog box.

Additional questions may be sent to the Program email address

doacovidculturalgrant@wisconsin.gov

PROGRAM WEBSITE: [HTTPS://DOA.WI.GOV/PAGES/CULTURALORGANIZATIONGRANT.ASPX](https://DOA.WI.GOV/PAGES/CULTURALORGANIZATIONGRANT.ASPX)

