Staffing Success:
HR for Nonprofits in the Time of COVID-19

Participants: Please use the chat box to introduce yourself as you join the meeting. Tell us your name and organization.

Agenda

- Welcome, Learning Objectives, Agenda
- Check In – Take a Temperature Check
- Opening Remarks
- ED Peer Share – Covid 19 Impact
- Creating A Contingency Plan
- Human Resources – Sharing Tools, Strategies & Resources
- Wrap Up

Learning Objectives

- Learn how COVID-19 has impacted other nonprofit organizations
- Gain contingency planning information
- Learn about tools, resources and opportunities to stabilize your organization
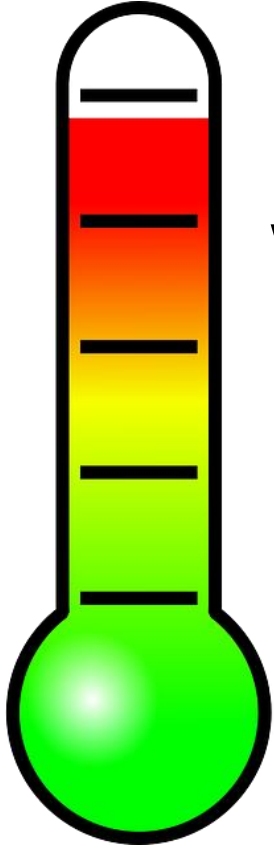
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Technical Notes

Salome Odera
Communications and
External Relations Manager
Fair Chance

- **Can you hear and see me**? If so, please raise your hand.
- If you have tech issues at any time, please send me a note in the chat box. Send to **All Panelists.** I will follow up privately.
- You can ask questions at any time using the chat box. Please make sure to send your question to **All Panelists and Attendees** so we can see your question.
- This meeting is being recorded. The recording will only be shared with today's attendees. Confidential information will remain within this group.

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Check In – Take A Temperature Check

What are YOU doing, as a nonprofit leader, to take care of yourself and stay sane amidst the Covid19 crisis?

Place your responses in the chat box.

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Speakers and Presenters

Jennifer Muhammad
Alumni Network Services Advisor
Fair Chance

Tacharna Crump
Executive Director
Youth Entrepreneur Institute

Gretchen Van der Veer
Chief Executive Officer
Fair Chance

Lauren Bell
Senior Operations Advisor
Fair Chance

Kristen Barney
Capacity Building Specialist
Fair Chance

Benjamin Bradburn
Director of Institutional Philanthropy
Fair Chance

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Executive Director - Peer Share COVID- 19

Yasmine Arrington
ScholarCHIPS
Provides college scholarships, mentoring and a peer support network to children of incarcerated parents

Lemond Brown
The Swaliga Foundation
Building future leaders through STEAM-education and entertainment
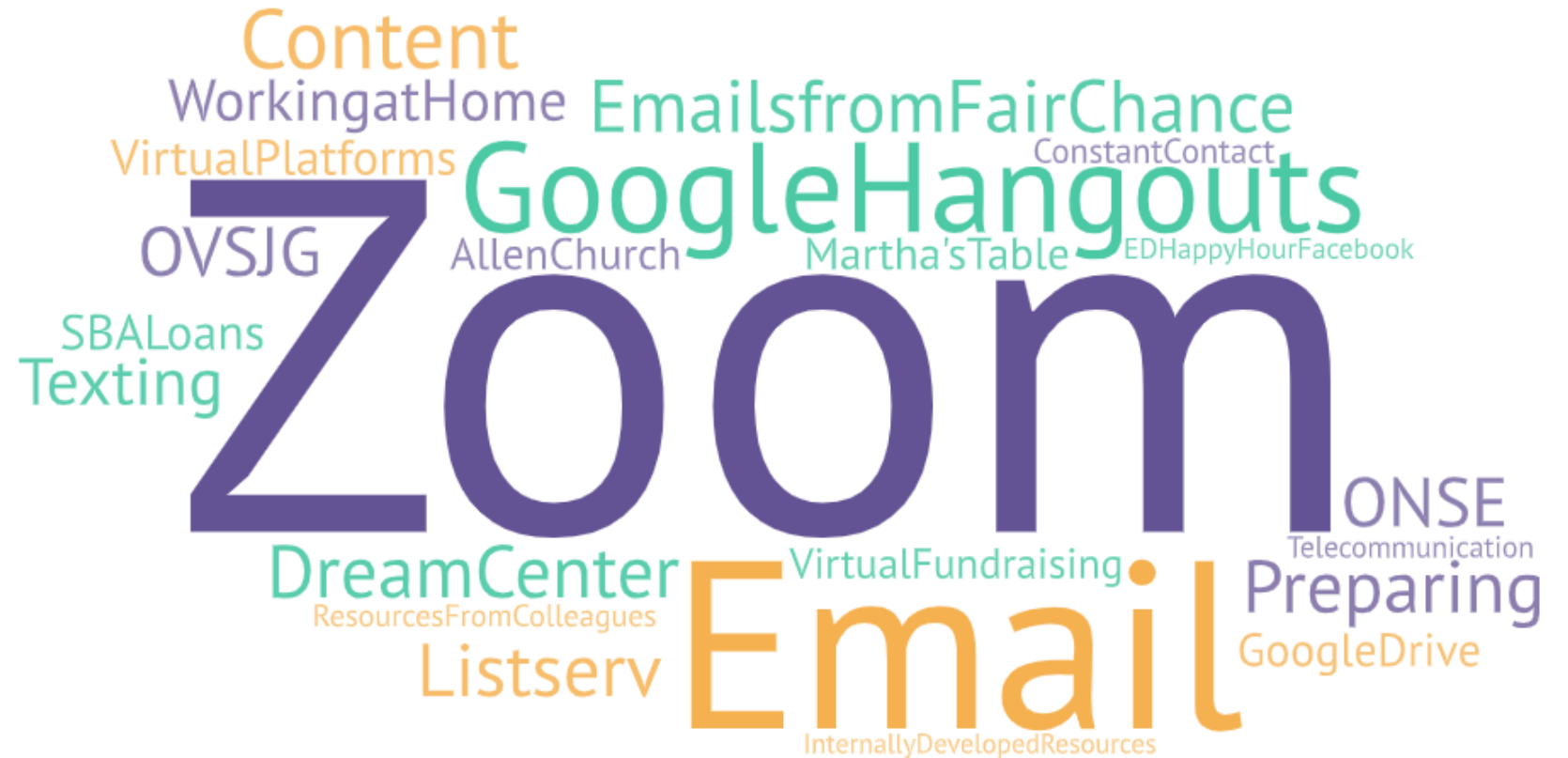
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Popcorn Share

In one or two sentences, share how your organization has been impacted by COVID-19.

Please type your answer in the chat box.
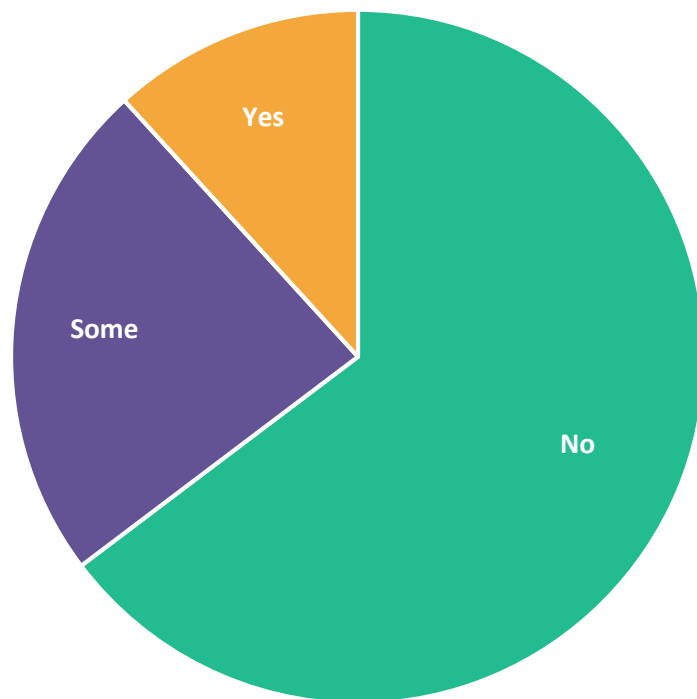
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Operational Questions

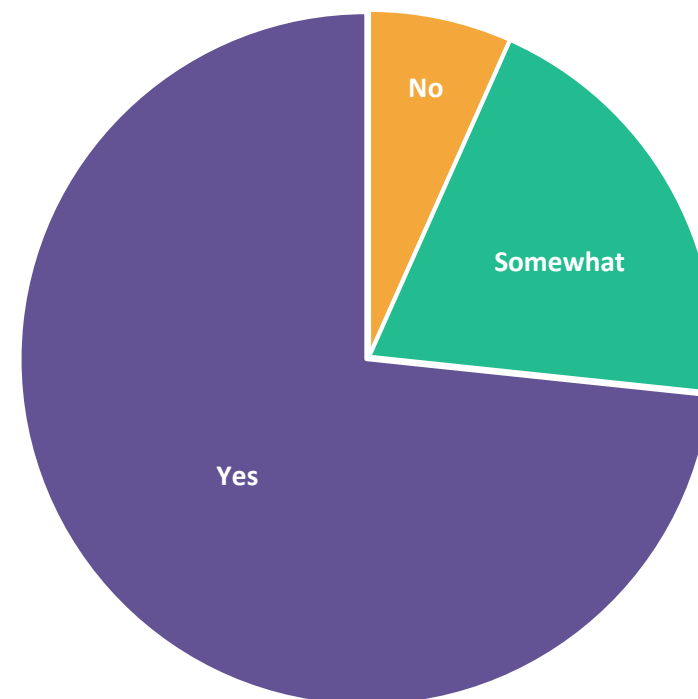What key resources are you making use of right now?

Programming Questions

Has your programming stopped since the coronavirus outbreak?

Have you pivoted to virutal programming since the coronavirus outbreak?

Creating A Contingency Plan

Kristen Barney
Capacity Building Specialist
Fair Chance

Tacharna Crump
Executive Director
Youth Entrepreneur Institute

Commissioner, Learn 24
Chair of Funding & Capacity Building
Committee

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ABC Nonprofit COVID Scenario Development / SWOT Worksheet

SAMPLE SLIDES

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Worksheet Objectives

Day One: Board Retreat (Date) - Scenario Development

1. Agree on internal and external data to monitor
2. Develop five realistic scenarios and identify one to three scenarios to plan for
3. Share hopes, fears, & take aways

Day Two: Board-Staff Retreat (Date) - SWOT/Action Planning

1. Complete SWOT exercise using one to three scenarios as context
2. Develop action plan based on SWOT
3. Share hopes, fears, & take aways

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Process

Scenario Development [Date]	SWOT/Action Planning [Date]

Step 1. Data. Identify internal and external data that must be monitored.

Step 2. Scenarios. Develop four potential scenarios for organization

Step 3. Analysis. Analyze scenarios and select one to work with until further notice

Step 4. Sharing. Share hopes, fears & take aways

Step 6. Identify organizational areas to include in SWOT

Step 7. Complete SWOT with one or more scenarios as context.

Step 8: Action Steps for Selected Scenario(s)

Step. 9. Establish roles for monitoring & decision making

Step 10. Establish process for building out plans/next steps for additional scenarios

Step 11. Share hopes, fears & take aways

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Scenario Development

Step 1: External and Internal Data to Monitor

Straw proposal:

1. **COVID Status:** Level of risk
2. **Government**: Federal and District government decisions including school closings, changes in law, relief opportunities, decisions to lock down, availability of testing, etc.
3. **Program Participants**: Safety & engagement
4. **Board & Staff:** Safety & engagement
5. **Funders/Banks**: policy/grant/contract decisions
6. Other

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Step 2: Scenario Development

- Sample scenario periods:
  - **Now - April 24** – current DCPS closure period
  - **April 27-June 19** – DCPS closed through end of year
  - **June 22- Aug 7** - DCPS closed through part/all of summer; ABC summer program dates
  - **Aug 31- Sept. 30** – DCPS closed part/all of early fall
  - **Oct 1-Dec. 22** – DCPS closed through part/all of 2020/dates of ABC fall programming
- Select 1-3 scenarios to use as context for SWOT

Alternate Scenario Structures
- **Financial Milestones**
  - Key payroll/solvency dates;
    - With current resources
    - With recovery funds
    - With line of credit
- **Published Scenarios**
  - Atlantic Monthly article, Four Timelines (epidemiology).
  - McKinsey article: Implications for Business
  - Others (please share helpful scenarios on e-forum)

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Scenario 1:
Now - April 24 – current DCPS closure period

COVID Status: Risk Level	Key Indicators	Data Sources	Decision Points
Government: Federal and District government decisions including school closings, changes in law, relief opportunities, decisions to lock down, availability of testing, etc.			
Program Participants: Safety & engagement			
Board & Staff: Safety & engagement			
Funders/Banks: policy/grant/contract decisions			
Other			

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SWOT/Action Planning

Step 6: Identify Organizational Areas

Straw proposal:

1. Safety
2. Programming (including Innovations/Adaptations/Opportunities)
3. Revenue
4. Communications
5. Staffing/Operations/Technology
6. Facilities
7. Legalities/Liabilities
8. Governance

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Step 7.1: SWOT for Safety

	Internal		External	
Organizational Area	Strengths	Weaknesses	Opportunities	Threats
1. Safety				

Strategy: How to address weaknesses and threats with strengths and opportunities:

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Step 8: Action Steps for Selected Scenario(s) (based on SWOT)

Action Step	Goal	By Whom	By When	Resources

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Youth Entrepreneur Institute (YEI) COVID Planning Process
Overview

- **Purpose**: To leverage both board and staff perspectives in COVID planning
  - Board and staff do not know each other well; worksheet/retreat designed to build trust & safe space
  - Board and staff have different needs and are in different places.
    - Board can be analytical/big picture
    - Board can support staff with reassurance and clear path
    - Staff needs to connect with scenario work in digestible way and help board understand situation on the ground
- **Previous Work**: Board completed scenario work, Fair Chance helped summarize and package scenario work into this Resilience Plan & retreat format

Goals for Today

1. Share & support each other

2. Understand goals for today

3. Connect to YEI's values and mission

4. Review & co-create the YEI Resilience Plan

5. Complete a SWOT in 4-8 areas

6. Identify YEI's Resilience Sweet Spots

7. Create Priority Action Steps

8. Reflect and evaluate

9. Laugh together

Agenda

Time	Activity	Who	Materials
10:00-10:10	Welcome/Overview (Goals & Agenda)	Tacharna and Danyale	
10:10-10:30	Introductions, Warm Up, Connect with Mission	Tacharna	
10:30-10:45	YEI Resilience Plan • Starting Positive • Board Priorities • Five Scenarios • Three Strategies	Danyale	
10:45-11:45	• SWOT (4-8 Areas) with Resilience Sweet Spots • Priority Action Steps (4-8 Areas)	Tacharna	
11:45-12:00	Reflections/Take Aways	Danyale	
12:00-12:40	Action Planning	Angele	
12:40-1:00	Reflection, Evaluation, Last Words, & Adjournment	Danyale	

Mission

How do you see YEI's mission being relevant in the pandemic?

What our impact is...

Together we break the cycle of local poverty by creating a local youth-led economy.

YEI youth identify their natural talents, monetize their skills, and adopt an entrepreneurial mindset for life.
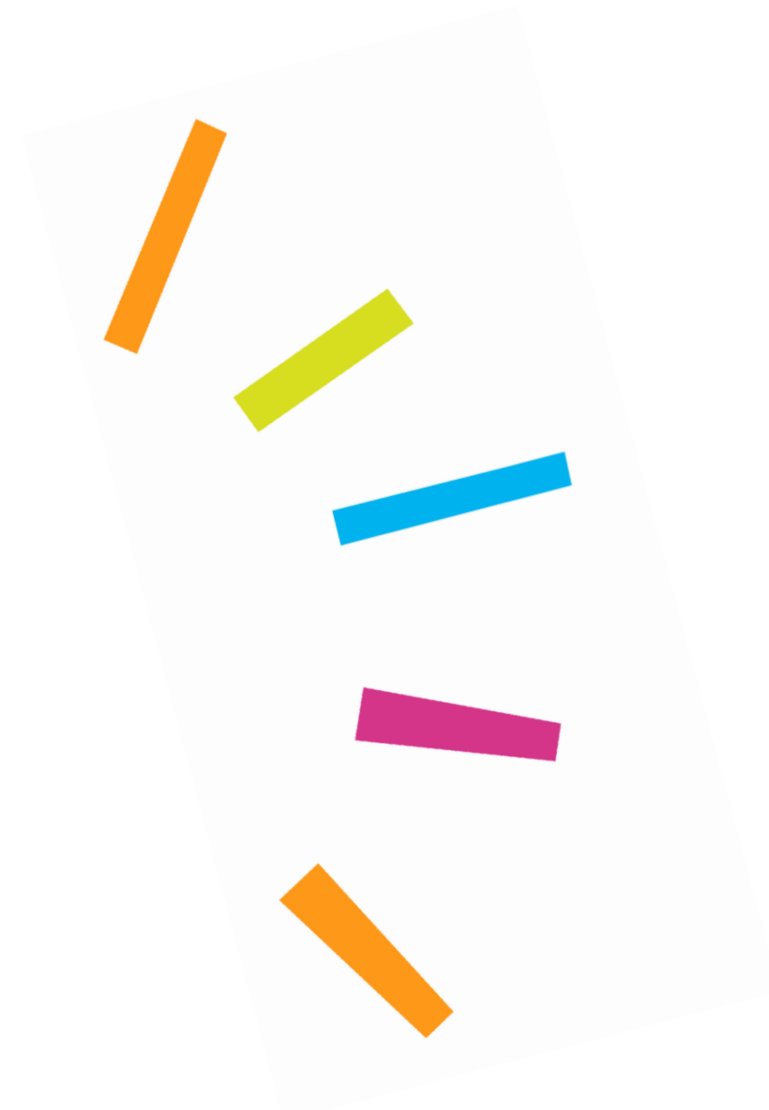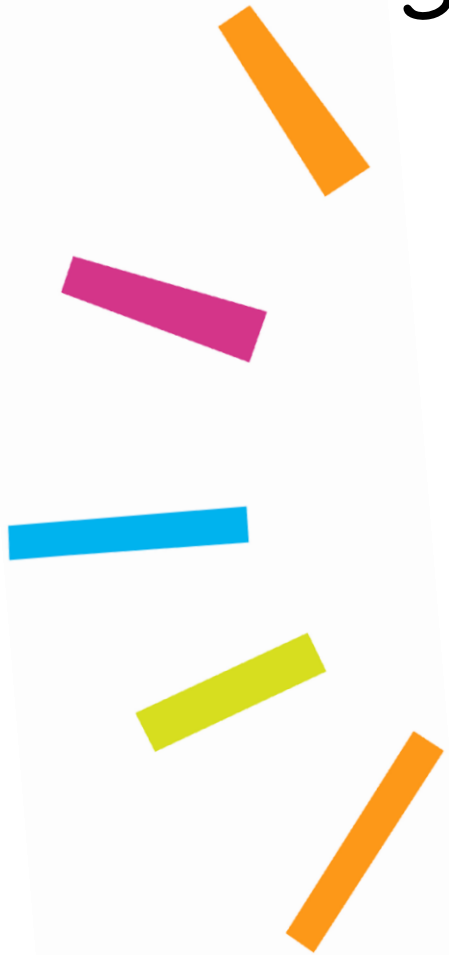
What it looks like...

We train the next generation of ethical, entrepreneurial and environmental leaders.
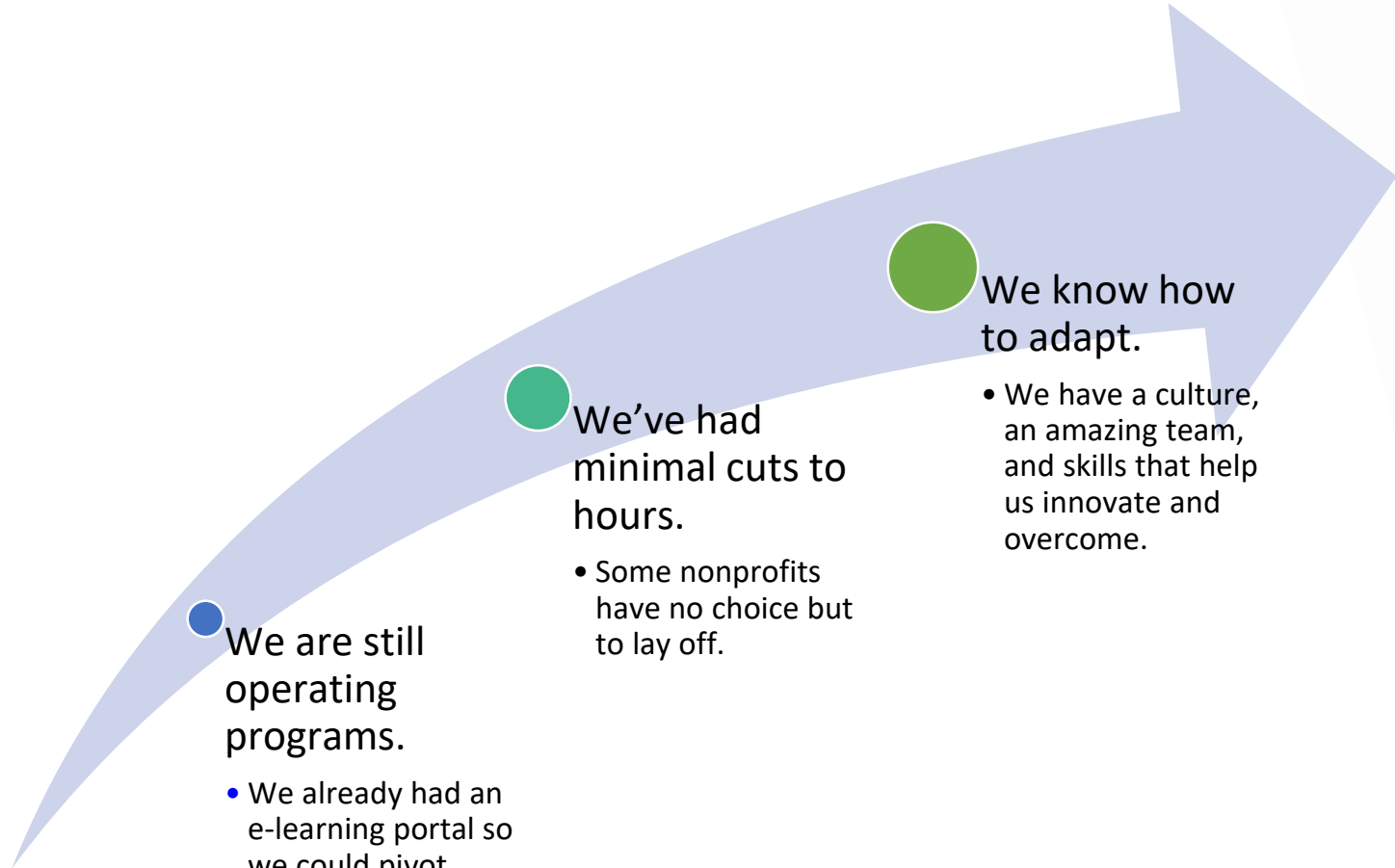
What we do...

YEI Resilience Plan
Six Parts

1. Starting Positive
2. Board Priorities
3. Scenarios
4. Three Strategies
5. SWOT Analysis
6. Action Plan

YEI Resilience Plan
1. Starting Positive

We know how to adapt.

- We have a culture, an amazing team, and skills that help us innovate and overcome.

We've had minimal cuts to hours.

- Some nonprofits have no choice but to lay off.

We are still operating programs.

- We already had an e-learning portal so we could pivot.

YEI Resilience Plan
2. Board Priorities

Survival to Thriving

- We will find a way through this together.
- We will draw on our values and strengths to overcome and become even better.
- Board now has a 3-member Executive Committee (Danyale, Angele, & Badiyah) who will meet frequently with Tacharna.
- We will review and adapt our Resilience Plan, frequently and with staff input.

Staff Retention

- Funds are committed through August 30
- We will watch finances carefully.
- We have applied for recovery funds to extend funding into the fall.
- We are exploring funding strategies with current and new funders for winter and into 2021.
- YEI is relatively well positioned to continue operating.

Student Retention & Continued Programming

- Tacharna and the Board will ensure you have what you need to support the youth
- Together we will find ways to adapt, innovate, and meet our commitments.

Student and Staff Safety

- We will support students and staff in being safe.
- We will find ways to make virtual programming work as long as needed and return to it if needed.

YEI Resilience Plan
3.a Scenarios

Closures continue for part or all of...

A. School Year
April 27-June 19

- **Likelihood:** almost certain that school will close through end of year
- **DCPS Preparations:** laptops, internet, and e-learning policies underway
- **YEI Preparedness:** extension of March e-learning preparations, hands on curriculum, increased case management, & student support underway
- **YEI Innovations:** need to help students with technology, life skills, engagement, accountability
- **YEI Funding:** secure, but need to confirm future funding

B. Summer
June 22-August 8
Likelihood: strong likelihood (need to be prepared for this scenario)

- **DCPS Preparations:** not yet known
- **Federal/DC Preparations:** continuing work on economic and public health aid
- **YEI Preparedness:** continued innovation and conversion for e-portal; continued case management and student support.
- **YEI Innovations:** how to adapt summer program to be virtual? Continued innovation on technology, life skills, engagement, accountability
- **YEI Funding:** secure, but need to confirm future funding

YEI Resilience Plan
3.b Scenarios

Closures continue for part or all of...

C. Early Fall
August 31-September 30

- **Likelihood:** strong possibility
- **DCPS Preparations:** not yet known
- **Federal/DC Preparations:** continuing work on economic and public health aid
- **YEI Preparedness:** extension of e-learning conversion, hands on curriculum, continued case management & student support
- **YEI Innovations:** what does fall programming look like? Continued work on technology, life skills, engagement, etc.
- **YEI Funding:** good possibilities:
- recovery funds
- current funders
- new funders/donors

D. Late Fall
October 1 – December 22

- **Likelihood:** possibility
- **DCPS Preparations:** not yet known
- **Federal/DC Preparations:** continuing work on economic and public health aid
- **YEI Preparedness:** not yet assessed; build upon C. Early Fall scenario
- **YEI Innovations:** not yet assessed; build upon C. Early Fall scenario
- **YEI Funding:** good possibilities:
- recovery funds
- current funders
- new funders/donors

YEI Resilience Plan
4. Three Strategies

Secure
- Funding through August 30 is already secure.
- Tacharna will work with current and new funders/partners to secure funding/resources for September 1 and beyond

Adapt
- Tacharna will support staff in adapting and succeeding
- Staff will support students in adapting and succeeding

Innovate
- Board, Tacharna, and staff will create a vision and strategy for YEI and the students to thrive in the medium and long term
- YEI will use its values and innovative/flexible programming to continue as a strong provider for hands on, engaging, impactful programming.

YEI Resilience Plan
4. SWOT Analysis Overview

Strengths
- What do we do well?
- What makes us strong?

Weaknesses
- Where can we improve?
- What makes us vulnerable?

Threats
- What could harm YEI?
- Do we have a blind spot?

Opportunities
- What is emerging we can build on?
- How can we be part of the solution?

SWOT Instructions

- Working as a full team,
  - Identify strengths, weaknesses, opportunities and threats for 4-8 organizational areas (as time allows)
  - Make sure that the SWOT addresses all three scenarios selected:
    - DCPS closure for part or all of…
      1. School year
      2. Summer
      3. Early Fall

5.a SWOT for Programming
Engagement, Case Management, Results, & Adaptations

Closures continue for part or all of...

	School Year	Summer	Early Fall
Strengths • What do we do well? • What makes us strong?			
Weaknesses • Where can we improve? • What makes us vulnerable?			
Opportunities • What is emerging we can build on? • How can we be part of the solution?			
Threats • What could harm YEI? • Do we have a blind spot?			

YEI's Resilience Sweet Spot for **PROGRAMMING** (strength or opportunity that overcomes weakness or threat):

5.b SWOT for Operations
Staffing, technology, or other operations

Closures continue for part or all of...

	School Year	Summer	Early Fall
Strengths • What do we do well? • What makes us strong?			
Weaknesses • Where can we improve? • What makes us vulnerable?			
Opportunities • What is emerging we can build on? • How can we be part of the solution?			
Threats • What could harm YEI? • Do we have a blind spot?			

YEI's Resilience Sweet Spot for **OPERATIONS** (strength or opportunity that overcomes weakness or threat):

A. School Year – April 27-June 19
- **YEI Preparedness:** extension of March e-learning preparations, hands on curriculum, increased case management, & student support underway
- **YEI Innovations:** need to help students with technology, life skills, engagement, accountability

B. Summer – June 22-August 8
- **YEI Preparedness:** continued innovation and conversion for e-portal; continued case management and student support.
- **YEI Innovations:** how to adapt summer program to be virtual? Continued innovation on technology, life skills, engagement, accountability

C. Early Fall – August 31-Sept. 30
- **YEI Preparedness:** extension of e-learning conversion, hands on curriculum, continued case
- **YEI Innovations:** what does fall programming look like? Continued work on technology, life skills, engagement, etc.

5.c SWOT for Safety

Risk management for staff, students, cybersecurity, intellectual property

Closures continue for part or all of...

	School Year	Summer	Early Fall
Strengths • What do we do well? • What makes us strong?			
Weaknesses • Where can we improve? • What makes us vulnerable?			
Opportunities • What is emerging we can build on? • How can we be part of the solution?			
Threats • What could harm YEI? • Do we have a blind spot?			

YEI's Resilience Sweet Spot for **SAFETY** (strength or opportunity that overcomes weakness or threat):

A. School Year – April 27-June 19
- **YEI Preparedness:** extension of March e-learning preparations, hands on curriculum, increased case management, & student support underway
- **YEI Innovations:** need to help students with technology, life skills, engagement, accountability

B. Summer – June 22-August 8
- **YEI Preparedness:** continued innovation and conversion for e-portal; continued case management and student support.
- **YEI Innovations:** how to adapt summer program to be virtual? Continued innovation on technology, life skills, engagement, accountability

C. Early Fall – August 31-Sept. 30
- **YEI Preparedness:** extension of e-learning conversion, hands on curriculum, continued case
- **YEI Innovations:** what does fall programming look like? Continued work on technology, life skills, engagement, etc.

5.d SWOT for Fundraising
How to raise or earn more revenue

Closures continue
for part or all of...

	School Year	Summer	Early Fall
Strengths • What do we do well? • What makes us strong?			
Weaknesses • Where can we improve? • What makes us vulnerable?			
Opportunities • What is emerging we can build on? • How can we be part of the solution?			
Threats • What could harm YEI? • Do we have a blind spot?			

YEI's Resilience Sweet Spot for **FUNDRAISING** (strength or opportunity that overcomes weakness or threat):

A. School Year – April 27-June 19
- **YEI Preparedness:** extension of March e-learning preparations, hands on curriculum, increased case management, & student support underway
- **YEI Innovations:** need to help students with technology, life skills, engagement, accountability
- **YEI Funding:** secure, but need to confirm future funding

B. Summer – June 22-August 8
- **YEI Preparedness:** continued innovation and conversion for e-portal; continued case management and student support.
- **YEI Innovations:** how to adapt summer program to be virtual? Continued innovation on technology, life skills, engagement, accountability
- **YEI Funding:** good possibilities:
  - recovery funds
  - current funders

C. Early Fall – August 31-Sept. 30
- **YEI Preparedness:** extension of e-learning conversion, hands on curriculum, continued case
- **YEI Innovations:** what does fall programming look like? Continued work on technology, life skills, engagement, etc.
- **YEI Funding:** good possibilities:
  - recovery funds
  - current funders
  - new funders/donors

5.e SWOT for Governance
Planning, meetings, decision making, recruitment

Closures continue
for part or all of...

	School Year	Summer	Early Fall
Strengths • What do we do well? • What makes us strong?			
Weaknesses • Where can we improve? • What makes us vulnerable?			
Opportunities • What is emerging we can build on? • How can we be part of the solution?			
Threats • What could harm YEI? • Do we have a blind spot?			

YEI's Resilience Sweet Spot for **GOVERNANCE** (strength or opportunity that overcomes weakness or threat):

A. School Year – April 27-June 19
- **YEI Preparedness:** extension of March e-learning preparations, hands on curriculum, increased case management, & student support underway
- **YEI Innovations:** need to help students with technology, life skills, engagement, accountability

B. Summer – June 22-August 8
- **YEI Preparedness:** continued innovation and conversion for e-portal; continued case management and student support.
- **YEI Innovations:** how to adapt summer program to be virtual? Continued innovation on technology, life skills, engagement, accountability

C. Early Fall – August 31-Sept. 30
- **YEI Preparedness:** extension of e-learning conversion, hands on curriculum, continued case
- **YEI Innovations:** what does fall programming look like? Continued work on technology, life skills, engagement, etc.

5.f SWOT for Facilities/Equipment
Procurement, distribution, use, or maintenance

Closures continue
for part or all of...

	School Year	Summer	Early Fall
Strengths • What do we do well? • What makes us strong?			
Weaknesses • Where can we improve? • What makes us vulnerable?			
Opportunities • What is emerging we can build on? • How can we be part of the solution?			
Threats • What could harm YEI? • Do we have a blind spot?			

YEI's Resilience Sweet Spot for **FACILITIES/EQUIPMENT** (strength or opportunity that overcomes weakness or threat):

A. School Year – April 27-June 19
- **YEI Preparedness:** extension of March e-learning preparations, hands on curriculum, increased case management, & student support underway
- **YEI Innovations:** need to help students with technology, life skills, engagement, accountability

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C. Early Fall – August 31-Sept. 30
- **YEI Preparedness:** extension of e-learning conversion, hands on curriculum, continued case
- **YEI Innovations:** what does fall programming look like? Continued work on technology, life skills, engagement, etc.

6a. Priority Action Steps

Programming, Operations, Facilities/Equipment, Communications

	School Year	Summer	Early Fall
1. Programming			
2. Operations			
3. Safety			
4. Fundraising			

A. School Year – April 27-June 19
- **YEI Preparedness:** extension of March e-learning preparations, hands on curriculum, increased case management, & student support underway
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C. Early Fall – August 31-Sept. 30
- **YEI Preparedness:** extension of e-learning conversion, hands on curriculum, continued case
- **YEI Innovations:** what does fall programming look like? Continued work on technology, life skills, engagement, etc.

6b. Priority Action Steps
Programming, Operations, Facilities/Equipment, Communications

	School Year	Summer	Early Fall
5. Communications			
6. Governance			
7. Facilities/ Equipment			
8. Other			

A. School Year – April 27-June 19
- **YEI Preparedness:** extension of March e-learning preparations, hands on curriculum, increased case management, & student support underway
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- **YEI Preparedness:** extension of e-learning conversion, hands on curriculum, continued case
- **YEI Innovations:** what does fall programming look like? Continued work on technology, life skills, engagement, etc.

Recap for Fair Chance Webinar:
YEI Resilience Plan Worksheet

- **Retreat/Plan Structure**:
  - Get to know you and trust building
  - Connection to values and mission
  - Sharing of board's clear path to reassure staff
    - Starting positive
    - Board Priorities
    - Four Scenarios
    - Three Strategies
  - SWOT Analysis in 4-8 areas (prioritized, depending on time), addressing all three scenarios
  - Reflection
  - Priority Action Steps
  - Take Aways, Evaluation, Final Words

- **Follow Up:**
  - Notes shared with team and incorporated into board and staff work plans.

Tacharna's Reflections

- **How this process has helped (or will help)…**
  - Enhance the board's leadership
  - Strengthen board-staff connection
  - Clarify my thinking, priorities, and strategy as Executive Director
  - Further prepare for external communications

SHARING YOUR PLAN
EXAMPLE: DIW COVID-19 RESPONSE PLAN

•VIRTUAL CAPACITY BUILDING

•To strengthen DIW's administrative use of digital marketing & communications, online content, distance learning, and collaborative leadership meetings.

•STAFF RETENTION & SUPPORT

•Paying remote working teachers, without any layoffs, as they develop online resources for students in the short-term and plan for an eventual return to in-person services when the guidance is lifted.

•STOPGAP MEASURES TO REDUCE THE TECH DISPARITY

•Aiding vulnerable community members (constituents) with accessing free/affordable tech supplies/resources.

•COMMUNITY RELIEF

•Assessing the DC community's most pressing needs and, to the extent possible, equipping students with supplies for virtual learning/counseling, and directing them to free healthy meal pick-up sites.

PROGRAMMING READINESS

•Building up the potential to hit to the ground running and provide students and families the very best services upon return.

•ARTIST COMMUNITY SUPPORT

•Continuing DIW's communication, advocacy, and support of other smaller local arts groups and artists;

•REVENUE REPLACEMENT

•To offset the loss in earned revenue (from cancelled/postponed activity) that could dramatically impact DIW's ability to sustain its current capacity;

https://www.danceinstituteofwashington.org/covid19-impact--fundraising-campaign

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Questions?

Please submit your questions in the chat box.

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Human Resource Tools, Strategies and Resources

Lauren Bell
Senior Operations Advisor
Fair Chance

Human Resource Considerations

- Work logistics
  - Video meetings, phone calls, document sharing, etc.
  - Is working from home accessible to all employees?
  - What equipment is needed?
- Changes in schedules/ changes in workload
  - Are employees homeschooling?
  - Are employees also acting as caregivers?
  - Must employees work traditional hours or can they work the same total number of hours - what are the expectations?
- Differences in communications
  - Miscommunication over different media a higher risk
  - How do people prefer to communicate?
  - Ensiring to check-in

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Timing Considerations and HR

- Rescheduling performance management and salary changes
  - Is remote working an ideal setting for performance reviews?
  - Can you communicate the nuance of salary discussions over video conference?
- Hiring and terminations
  - Need to consider the change in workload (short and long term)
  - Are changes needed within the next few months?
  - Can onboarding and orientation be effectively performed remotely?
- Introducing new processes and technology
  - What new technologies are ideal for this state of work?
  - What new technologies can wait
  - Is this the right time to implement new processes?

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Employee Transitions

Things are changing every day; it is hard to plan...so what to do

- Communicate with employees and teams early and often
- Be clear and honest about what is going on with the organization
- Uncertainty causes anxiety for many people, communicate what is happening and the associated impacts
- If reduction of force is necessary, plan and ensure that this is done in an organized manner

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If Needed… Force Reduction

- Layoff
  - Termination of employment, can be temporary of permanent
  - No set return date
  - Benefits can continue if needed
  - Employees can apply for unemployment
  - Employees qualify for COBRA if needed
- Furlough
  - Termination is temporary, no longer than 60 days typically
  - Benefits can be continued
  - Employees can apply for unemployment
- Reduction of Force
  - Permanent termination of employees, often a group
  - Rehire is not expected
  - Employees qualify for COBRA
  - Employees can apply for unemployment

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Unemployment in the Age of COVID-19

- A lot of people are applying, so processing time is longer
- Work search requirements are currently waived in many jurisdictions
- Additional benefits vary state to state, check your relevant state for current extended benefits
- Employees will receive the same benefits regardless of their employers unemployment funding election
- Eligible employees will receive their full benefits regardless of their employers ability to pay unemployment taxes and/or reimbursing charges

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Shared Work

What is a Shared Work plan?

- A Shared-Work plan allows an employer to temporarily reduce the work hours of a group of employees and divide the available hours equally rather than laying off any employees. Employees covered by a Shared-Work plan can receive a percentage of their Unemployment Benefits.

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Shared Work – DC Guidelines

- Shared work plans are submitted to the Department of Employment Services. Your application should certify that:

- The plan identifies the affected unit by providing a master list to DOES with the required information for each employee.

- All employees in the affected unit are full-time regular employees.

- Your plan for shared work applies to a minimum of 10% of the employees and no less than two (2) employees of an affected department, shift, or unit.

- The reduced hours for an affected unit are at least 20% and no more than 40% of an employee's normal work hours.
  - This percentage reduction will apply *for the entire length* of the Shared Work Plan.

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Shared Work – DC Guidelines (cont'd)

- There will be equal treatment of an affected unit. This means that:
  - For each affected unit, each employee must have the same percentage of reduced hours *each week* throughout the entire Shared Work Plan.
- The Shared Work Plan will not be used to reduce the fringe benefits offered to employees.
- The Shared work plan will be used in lieu of temporary layoffs.
- The Shared Work Plan will not be used to subsidize seasonal employees during the off season.

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Questions?

Please submit your questions in the chat box.

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The CARES Act & Funding Resources

Benjamin Bradburn
Director of Institutional Philanthropy
Fair Chance

Response from funders

The CARES Act for donors

The recently passed stimulus bill:

- Makes donating to nonprofits more attractive for those who do not itemize their taxes.
  - Included in the bill is a universal charitable deduction, which allows everyone to deduct up to $300 in cash giving for the 2020 tax year.

- Lifts an existing cap on annual contributions for itemizers from 60 percent of adjusted gross income to 100 percent.
  - Corporations can deduct charitable contributions up to 25 percent of taxable income, up from 10 percent previously. This is information that nonprofits need to know when communicating with donors.

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Coronavirus Funding for 501(c)(3) Nonprofits

Major Provisions for Nonprofits in CARES Act

+ Delay of Payroll Tax Remittance

+ Paycheck Protection Program

+ SBA Economic Injury Disaster Loans (EIDL)

+ Paid Sick and FMLA

Paycheck Protection Program ("PPP")

- The Paycheck Protection Program ("PPP") authorizes up to $349 billion in forgivable loans to small businesses to pay their employees during the COVID-19 crisis.

- **When can you apply?**
  - Starting April 3, 2020, small businesses including nonprofits can apply for and receive loans to cover their payroll and certain other expenses through existing SBA lenders.
  - Starting April 10, 2020, independent contractors and self-employed individuals can apply for and receive loans to cover their payroll and certain other expenses through existing SBA lenders.
  - Loan applications must be processed by your lender by June 30th.

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Paycheck Protection Program ("PPP")

- **Who can apply?**
  - All businesses – including nonprofits, veterans organizations, Tribal business concerns, sole proprietorships, self-employed individuals, and independent contractors – with 500 or fewer employees can apply.

- **What do I need to apply?**
  - You will need to complete the Paycheck Protection Program loan application and submit the application with the required documentation to an approved lender that is available to process your application.

- **How large can my loan be?**
  - Loans can be for up to two months of your average monthly payroll costs from the last year plus an additional 25% of that amount.
  - Seasonal or new businesses will use different applicable time periods for your calculation. Payroll costs will be capped at $100,000 annualized for each employee.

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Paycheck Protection Program ("PPP")

- **How much of the loan will be forgiven?**
    - You will owe money when your loan is due if you use the loan amount for anything other than payroll costs, mortgage interest, rent, and utilities payments over the 8 weeks after getting the loan.

- **Does the PPP cover paid sick leave?**
    - Yes, the PPP covers payroll costs, which include employee benefits such as costs for parental, family, medical, or sick leave.
    - However, it excludes sick and family leave wages that qualify for a credit under sections 7001 and 7003 of the Families First Coronavirus Response Act (FFCRA).

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Regional Funding & Other Resources

- **Washington Regional Association of Grantmakers COVID Response**

- **Greater Washington Community Foundation COVID-19 Response Fund** **(deadline to apply Monday 04/13)**

- **United Way of NCA Emergency Assistance Fund (EAF)**

- **FMA – Fiscal Strength for Nonprofits - PPP Presentation**

- **US Chamber of Commerce – video | presentation**

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Questions?

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Wrap Up

How can Fair Chance support you and your organization during this time?

Use the chat box to share your response.

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Thank You! – Next Session

Stay tuned for date and time!

Please share your feedback….

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Session Evaluation