



COVID End of Year Grant Request for Remaining FY'21 Appropriation

PLB is offering our partner agencies the opportunity to request funds that were appropriated for FY'21 but are anticipated to be unutilized by June 30, 2021. This is being offered in an effort to provide additional support to funded partner agencies who have sustained financial losses **related to COVID** that will be a primary factor in the agency showing a deficit at year's end.

Agencies may request all or some of the remaining appropriation for services funded by the PLB for FY'21. It is expected that agencies have applied for and utilized other funding resources first. Examples include loans that are anticipated to be forgiven such as the Paycheck Protection Program (PPP), SBA loans, CARES Act grants, governmental assistance programs, and a reasonable level of the agency's reserves.

Requests for funding must:

1. Document the agency's financial need related to COVID 19 expenses via submission of:
 - Year-to-date profit and loss statement (statement of changes in net assets) that reflects year-end forecast identifying the shortfall
 - Current balance sheet
2. Document efforts made to obtain local, state and/or federal relief. Provide the types and amounts received, if any.
3. Document total reserve funds applied towards expenses.
4. Specify the amount requested and specifically how it will be used.
5. Describe how PLB funds have been used year-to-date and the impact this funding will have on ensuring the continuity of quality services for individuals with developmental disabilities.

Requests should be emailed in PDF format to Don Kaufmann, Director of Finance, at dkaufmann@plboard.com on or before April 30, 2021.

Questions regarding this opportunity should be emailed to Don Kaufmann as well.

Please note:

- COVID end of year grants will be paid out of the existing FY'21 funding appropriation and cannot exceed the current remaining balance.
- PLB does not expect an agency to deplete their reserves, but a reasonable portion should be applied to offset losses.
- All supporting evidence associated with the request must be attached.
- PLB reserves the right to request additional documentation as needed to support the request.
- PLB will consider requests from funded agencies on an individual case-by-case basis.