

## Maine Health Care Financial Relief Grant Program

### Frequently Asked Questions

*Answers to frequently asked questions regarding the Maine Health Care Financial Relief Grant application and program. Application due December 10, 2020.*

#### 1. What is the Maine Health Care Financial Relief Grant Program?

This program provides grants for health care providers that demonstrate a need for financial relief based on lost revenues or expenses related to the disruption of business operations caused by the COVID-19 pandemic. Grants will be distributed based on a provider's demonstrated losses as a pro-rated percentage of the total losses reported by qualified applicants. The grants are intended to assist in sustaining the viability of Maine health care providers. The program is not intended to entirely replace lost profits.

#### 2. When is the Application due?

Applications will be accepted from December 1<sup>st</sup> through 11:59 PM EST December 10, 2020. **We strongly urge applicants to begin the application process as soon as possible. Do not wait until the last day before the deadline to begin the application. Applicants sometimes have questions or technical issues and need time to resolve these issues in advance of the deadline. Applications will not be accepted after the deadline.**

#### 3. Who is eligible for the program?

To qualify for a Maine Health Care Financial Relief Grant, a provider must:

- Demonstrate a need for financial relief based on lost revenues or expenses incurred since March 1, 2020 due to COVID-19 impacts or related public health response;
- Demonstrate an expected 20% loss in revenue minus expenses for 2020 due to COVID-19 when compared to the provider's last tax filing;
- Be a health care provider with a MaineCare Provider Agreement that has provided services to MaineCare members in 2020,, including:
  - Hospitals and nursing facilities of any size that were not previously eligible under the Economic Recovery Grant Program
  - Any MaineCare provider with more than 250 Full Time Equivalent (FTE) employees that was not previously eligible under the Economic Recovery Grant Program, including but not limited to congregate care facilities, Home and Community Based waiver providers, providers of behavioral health and intellectual/developmental disability services, and specialty and primary care group practices.
- Be actively providing services to patients and clients;

- Have significant operations in Maine (provider headquartered in Maine or have a minimum of 50% of employees and contract employees based in Maine);
- Be current and in good standing with all Maine State payroll taxes, sales taxes, provider taxes, and state income taxes (as applicable) through September 30, 2020;
- Have a Date of Incorporation or Purchase before August 1, 2019;
- Be in good standing with the Maine Department of Labor;
- Be in good standing with the Maine Department of Health and Human Services;
- Be in at least partial active operation;
- Be in consistent compliance and not be under any current action with COVID-19 Prevention Requirements; and
- For health care providers other than hospitals and nursing facilities, employ a combined total of more than 250 FTE employees and contract employees throughout 2020.
  - For the purposes of this calculation, count 1.0 FTE employee or contract employee if they are employed, on average, at least 30 hours of service per week or 130 hours of service per month. Count 0.5 FTE for each part-time employee who is employed, on average, less than this.
- If eligible for and/or awarded funds as part of Phase 1 or 2 of the Maine Economic Recovery Grant Program, your provider is ineligible for this Phase.

For non-profit organizations: Only organizations that file Form 990 or Form 990-EZ are eligible to apply.

A group of affiliated entities must only submit one grant application, with the following exceptions:

- Hospitals and nursing facilities should submit separate grant applications from any owner/ parent organization.
- Assisted Living facilities that are separately incorporated as LLCs and have more than 250 FTE employees may apply separately from their owner/ parent organization.

All other providers should coordinate with other affiliated entities prior to submitting a single application.

For purposes of the Maine Health Care Financial Relief Grant, your provider is considered affiliated with any other provider that:

1. Has the same Federal Taxpayer Identification Number (including Social Security Number)
2. Has the same corporate parent or grandparent

3. Is majority owned (more than 50%) by the same owner or group of owners

**Note:** If submitting an application for affiliated entities with the same corporate parent or grandparent, or same majority ownership, but different TINs, please report the TIN for each affiliate in the “Affiliated Providers” section of the application.

**4. How will the funds be distributed to the qualified applicants?**

Maine Health Care Financial Relief Grants will be distributed based on a provider’s demonstrated January – September 2020 losses due to COVID-19 as a pro-rated percentage of the total losses due to COVID-19 reported by all qualified applicants for the same time period. All grant amounts are subject to review and adjustment pending applicant volume and magnitude of reported losses.

**5. How much will be awarded to the grant program?**

The Maine Health Care Financial Relief Grant Program is funded with \$30 million made available to Maine under the federal CARES Act Coronavirus Relief Fund to provide economic relief due to the COVID-19 pandemic. The maximum grant that may be awarded to a provider applicant is \$100,000.

**6. If I receive a grant, what can the funds be spent on?**

The Maine Health Care Financial Relief Grant Program is intended to assist in covering losses incurred as a direct result of the COVID-19 pandemic and related public health response. Providers will be liable for any misuse of funds. The grants are taxable income and subject to audit.

- Suggested provider expenses may include but are not limited to:
  - Payroll costs and expenses;
  - Rent or mortgage payments for provider facilities (unless otherwise waived by lessor/lender);
  - Utilities payments;
  - Purchase of personal protective equipment required by the provider;
  - Provider related equipment;
  - Investments that will support your organization’s long-term sustainment;
  - Expenses incurred to replenish inventory or other necessary re-opening expenses; and
  - Necessary operating expenses
- Examples of unallowable expenses include (list is not all-inclusive):
  - Depreciation expense;
  - Entertainment;
  - Lobbying;
  - Goods and Services for Personal Use; and

- Fines, Penalties, Damages and other Settlements
- Funds must be spent on operations that are strictly within Maine.

## **7. What is a qualified business interruption?**

The provider must have suffered business interruption due to COVID-19 required closures, which may include but are not limited to:

- Reduced services or suspended operations
- Increased costs related to COVID-19 prevention measures

## **8. Where can I find additional information on the Maine Health Care Financial Relief Grant Program?**

Information regarding the Maine Health Care Financial Relief Program and all relief funding opportunities that are available through the CARES Act grant to the State of Maine can be found at <https://www.maine.gov/decd/economic-recovery-grants>.

## **9. Is the information I provide protected?**

The security of your sensitive information is important to us which is why all information is stored securely and only accessible by personnel designated by the Maine Department of Economic and Community Development. All sensitive information, including Personally Identifiable Information (PII) is encrypted at-rest and in-transit throughout the process. Information collected by this system will not be shared or used for any other purposes besides grant selection and distribution except as may be required by Maine's Freedom of Access Act, 1 M.R.S Section 401 et seq. It is likely that some of the information provided will be accessible under Maine's Freedom of Access Act (1 M.R.S. Section 401 et seq.); however, proprietary information, tax or financial information, and PII will not be disclosed. After submitting your application, a confirmation email shall be sent with a copy of the submitted application excluding all sensitive PII.

## **10. When will grants be awarded and when can I expect to receive awarded funds?**

If your provider is determined to be eligible and selected for a grant, notice of grant amount will be sent out via e-mail by mid-December 2020. Awards will be distributed by the seven regional Economic Development Districts (EDDs) by December 18, 2020 and will be sent to eligible recipients via mail. The checks must be deposited by December 28, 2020.

## **11. How will grants be distributed?**

Grants will be distributed by Maine's Economic Development Districts (EDDs) through a check sent via the U.S. Postal Service.

**12. If my provider organization operates in multiple states, how do I know if my principal place of business is in Maine?**

Your principal place of business is identified on your annual report filings with the Maine Secretary of State's Office.

**13. If my provider organization receives a grant, is the amount received taxable?**

This grant is considered reportable income; therefore, funding received from this grant must be included with reportable income at tax time. For applicable providers, a Form 1099 will accompany any awarded grant monies.

**14. Can I save my application as I work on it, or do I have to complete it in one sitting?**

Applicants should complete the application in one sitting but a PDF version is available on the website so you can preview and prepare your questions ahead of time.

**15. What tax lines must I prepare, prior to filling out the application?**

2017, 2018, and 2019 Gross Receipts/Revenue:

- C Corporations: Line 11 on Form 1120
- S Corporations: Line 6 on Form 1120-S
- Partnerships: Line 8 on Form 1065
- Sole Proprietorships: Line 7 on Form 1040 Schedule C or Line 9 on Form 1040 Schedule F
- Non-Profits: Line 12 on Form 990 or Line 9 on Form 990EZ

2017, 2018, and 2019 Expenses:

- C Corporations: Line 27 on Form 1120
- S Corporations: Line 20 on Form 1120-S
- Partnerships: Line 21 on Form 1065
- Sole Proprietorships: Line 28 on Form 1040 Schedule C or Line 33 on Form 1040 Schedule F
- Non-Profits: Form 990 Line 18, Form 990EZ Line 17

2017, 2018, and 2019 Depreciation:

- C Corporations: Line 20 on Form 1120
- S Corporations: Line 14 on Form 1120-S
- Partnerships: Line 16c on Form 1065
- Sole Proprietorships: Line 13 on Form 1040 Schedule C or Line 14 on Form 1040 Schedule F
- Non-Profits: Form 990 Line 22 (Part IX), Form 990EZ Line 16 (Schedule O)

**16. I am a for profit Business and have questions about how to enter my 2020 Revenue:**

The Federal filing forms that will provide your receipts/revenue data for the years 2017 to 2019 generally require a taxpayer to add gross amounts of certain types of income (such as interest, rents, royalties and others) to gross profit from sales or service revenues. "Gross profit" is calculated as gross sales or receipts, less returns and allowances, less cost of goods sold. Your 2020 receipts/revenue should be calculated in a similar fashion to insure consistency. See the following example:

- Gross sales or receipts \$50,000
- Less: Customer returns -2,000
- Balance \$48,000
- Cost of goods sold (e.g. materials purchased for resale) -15,000
- Gross profit \$33,000
- Rents, royalties, interest, dividends, gains, other 2,000
- Total income ("receipts/revenue") \$35,000

#### **17. What if I have not filed my 2019 Tax Returns, am I eligible?**

If you have not yet filed for Tax Year 2019 you may still apply. For application questions that request 2019 revenue, expenses, and depreciation, you would leave it blank.

#### **18. Should I report fiscal year or calendar year financial data in the application?**

You should provide calendar year financial data in the application. If you do not use the calendar year as your fiscal reporting year, you should still report financial data for all periods on a calendar year basis. This will mean you should not use your tax returns as the source for your 2017-2019 financial data.

#### **19. What if I incorporated after August 1, 2019, am I eligible?**

Unfortunately, you are not eligible if your Date of Incorporation or Purchase is on or after August 1, 2019. The grant award amounts are generated based on historical financial data. As a result, you need to have been in business before August 1, 2019 in order to qualify.

#### **20. I am a health care provider with 250 or fewer FTE employees, am I eligible?**

This round of funding is only available to providers that were not eligible to apply for other rounds of the Maine Economic Recovery Grant programs. Providers that may apply include:

- Hospitals and nursing facilities of any size that were not previously eligible under the Economic Recovery Grant Program
- Any MaineCare provider with more than 250 Full Time Equivalent (FTE) employees that was not previously eligible under the Economic Recovery Grant Program, including but not limited to congregate care facilities,

Home and Community Based waiver providers, providers of behavioral health and intellectual/developmental disability services, and specialty and primary care group practices.

### **21. I have several providers in Maine. Can I file more than one Application?**

Other than hospitals, nursing facilities, and Assisted Living facility LLCs with greater than 250 FTE employees, each provider or group of affiliated providers should only submit one application. For purposes of the Maine Health Care Financial Relief Grant, your provider is considered affiliated with any other business/organization that:

1. has the same Federal Taxpayer Identification Number (including Social Security Number)
  2. has the same corporate parent or grandparent
  3. is majority owned (more than 50%) by the same owner or group of owners
- (For example, if John and Jane each own 30% of business A and business B, those businesses are considered affiliated because John and Jane would be considered an ownership group owning more than 50% of more than 1 business.)

**Note:** If submitting an application for affiliated entities with the same corporate parent or grandparent, or same majority ownership, but different TINs, please report the TIN for each affiliate in the “Affiliated Providers” section of the application.

When you submit one application for several affiliated providers together, please combine the financial information and the total employees for the providers.

If you have submitted more than one application, you should notify the State of Maine Economic Recovery Grant Program at [BizAwards.DECD@maine.gov](mailto:BizAwards.DECD@maine.gov) ***Only your most recent submission will be considered.***

### **22. What is a DUNS number?**

The Dun & Bradstreet (DUNS) Number is a unique nine-digit identifier for businesses.

If you don't have a DUNS number, you can get one [here](#) or by calling this number: 1-(800)-700-2733.

- Step 1: After clicking link, under How to Register for a DUNS Number select the Visit the Dun & Bradstreet (DE&B) Website
- Step 2: Select Click Here to request for D-U-N-S Number Via the Web
- Step 3: Select United States of America from drop down menu. This is the first selection available. Click Continue.
- Step 4: Enter Business Name, Address and State. Enter Code shown to prove you are not a robot. This is NOT case sensitive, so all lower case is fine.
- Step 5: This will pull up search results, if you don't have a DUNS you will not find your business. Under Search Results select Request a New D-U-N-S Number.

- Step 6: The following page will provide a list of acceptable documents you may provide in order to register for a DUNS Number. You will need TWO of these documents. The documents you submit must match the business name and address. If you do not have two of these documents, please call customer service to see if other acceptable documents can be provided. The two documents must be stored on your computer for upload. Once you have these documents available hit Continue.
- Step 7: Select “Federal Government Contractors or Grantees DUNS Number Support”
- Step 8: Select Create a New DUNS Number
- Step 9: Select For Entities Within the United States
- Step 10: Select Proceed
- Step 11: Enter Company Information
- Step 12: Upload acceptable documents

Once completed, this will create a case code showing you the submission has been accepted. If information is correct, you will receive an email typically within several days with your DUNS Number

### **23. What do I do if I didn't receive a confirmation email after I submitted my application?**

Please check spam/junk email folder and your settings. Confirmation email will be from [noreply@maine.gov](mailto:noreply@maine.gov) with subject line “Maine Health Care Financial Relief Grant Program Application Submission”

If after doing so, you feel as though application was not submitted, please resubmit application. If we receive multiple submissions from same application, ***only most recent submission will be considered.***

### **24.**

**For the question on the application: “Amount of any grants or forgiven loans (or expected to be forgiven) that were not expended or accounted for in your revenue and expense lines from Jan - Sept 2020” what amount should be entered?**

The amount that the application is looking for is: the amount of any grants or forgiven loans (or expected to be forgiven) that **has not yet been spent or not accounted for in your revenue and expense lines prior to September 30, 2020**. Please consult an accounting professional if you have specific questions about how you accounted for the funds.

### **25. I am seeing an error of “Grid view must contain rows,” how do I fix this?**

In order to prevent receiving the error, “Grid view must contain rows,” please ensure that you have clicked “Add \_\_\_\_\_” in the amplifying information section in which you are



working. The sections where this may appear are, “Individual Owners,” “Affiliated Providers,” and the Maine Revenue Service Section. By clicking “Add \_\_\_\_\_,” it ensures your information was recorded.

**26. My EIN/SSN is not being displayed in the review section and isn’t being saved in the form. Is this an issue?**

The software is designed not to replicate your EIN/SSN for security reasons. If you entered it where asked and moved on to the next page, it was successfully recorded in your application.

**27. If I am having trouble or concerns, who can I reach out to for assistance?**

Please call: 1-800-872-3838 and press 3

- Or email: [BizAwards.DECD@maine.gov](mailto:BizAwards.DECD@maine.gov)
  - Please allow up to three business days for someone to get back to you as DECD is experiencing a high volume of calls and emails.
- For Maine State Tax questions please contact the Maine Revenue Service Taxpayer Contact Center:
  - Email: [taxpayerassist@maine.gov](mailto:taxpayerassist@maine.gov)
  - Phone: 207-624-9784
- For Federal Tax questions please contact the Internal Revenue Service:
  - **Individuals**  
800-829-1040  
7 a.m. to 7 p.m. local time
  - **Businesses**  
800-829-4933  
7 a.m. to 7 p.m. local time
  - **Non-profit taxes**  
877-829-5500  
8 a.m. to 5 p.m. local time
- Or please reach out to your local economic development or non-profit support organization for assistance.

DECD’s Business Answers program provides the Maine Resource Compass to connect businesses with available resources – you can find that living data base available on [the Business Answers page](#) and search for technical assistance resources.

DECD also maintains a searchable database of COVID-19 Resources found here: <https://startupspace.app/maine-resource-compass/recovery>



The SBA provides free business advice and counseling through three partner organizations in Maine. There is no wrong option and you connect with any and all of them at no cost to you.

[Maine SBDC](#) – Counselors are available statewide and you can request advising on the SBDC website. The website also has a wealth of information on starting a business.

[SCORE](#) – SCORE has chapters around the State, with the nation’s best chapter for two years running located in Portland - <https://portlandme.score.org/>. SCORE is a free, volunteer-led service and has both general business mentors and subject area experts.

Maine Women’s Business Center – WBC is also statewide and both WBC and SBDC are hosted by CEI - <https://www.ceimaine.org/advising/> - you can request a business advisor from CEI through their website and also access events and programs specific to women business owners.