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October 28, 2020

TO: Andrea Arnold
City Manager

FROM: Hugh Saxon
Deputy City Manager

SUBJECT: COVID-19 Emergency Non-Profit Grant Program

The purpose of this memorandum is to recommend approval of Resolution R-20-AA authorizing the use of \$300,000 in CARES Act funding to establish a new emergency grant program for non-profit organizations in the City of Decatur.

The City has received \$2,914,000 in federal CARES Act funding for needs related to the COVID-19 pandemic. Of this, \$1,250,000 has been earmarked for community-related relief, including assistance to local small businesses and non-profit organizations. At their meeting on October 19, the City Commissioners approved \$900,000 for a local small business grant program.

If small businesses are Decatur's heart, non-profit organizations are its soul. Non-profits contribute greatly to the social and cultural character of Decatur, improving the quality of life throughout the community, especially in education, arts and the environment, meeting challenging social needs, and helping maintain Decatur as a welcoming and diverse community. The pandemic has been especially difficult for the non-profit sector, increasing the need for services while depriving it of traditional sources of funding.

We recommend that \$300,000 in CARES funding be approved for a new local non-profit grant program. It is intended for organizations located in the City that provide assistance to the Decatur community for needs related to the COVID-19 pandemic. Such needs include overdue rent, mortgage assistance, utility assistance, food, or other unforeseen financial/emergency needs. Funding may also be used to cover expenditures incurred to respond to second-order effects of the public health emergency, such as unexpected expenses related to increased demand for services and continued operational costs combined with cancellation and/or reduction of in-person fundraising events and/or revenue generation through in-person attendance at events and activities.

Non-profit organizations with a physical location in the City with a maximum number of up to 30 full-time equivalent employees (FTE) would be eligible. Applicants can request up to a maximum of \$25,000. A City staff selection committee will evaluate applications and

recommend grants for approval to the City Commission. A blind lottery process to select grantees will be used if applications for assistance are oversubscribed.

Key dates are as follows:

November 2	Program approved by City Commission
November 16	Applications due by 5:00 pm
December 7	Grants approved by City Commission
December 16	Grant agreements and related documentation executed
December 18	Grant funds disbursed

We recommend approval of R-20-AA authorizing the use of \$300,000 in CARES Act funding to establish a new emergency grant program for local non-profit organizations.

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