

# Memorandum



CITY OF DALLAS

DATE November 2, 2020

TO Honorable Members of the Ad Hoc Committee on COVID-19 Recovery and Assistance

SUBJECT **Update on the CARES Act Coronavirus Relief Fund Nonprofit Assistance Program**

This memo is to provide an update on the CARES Act Coronavirus Relief Fund (CRF) Nonprofit Assistance Program.

## **Program Update**

In order to administer the program effectively and within the tight timeframe required by CARES Act Coronavirus Relief Funds, the Office of Community Care solicited a third-party entity to administer the grant program via a Request for Applications Process (RFA). The RFA was posted via the Bonfire online solicitation system on October 6, 2020 and closed on October 12, 2020. The solicitation sought a nonprofit grantmaking entity to serve as a subrecipient to administer a grant process for Dallas-based nonprofits serving Dallas residents according to the Nonprofit Assistance Program (Program) Statement (attached). Applicants were required to meet the below criteria and were encouraged to outline an evaluation process that demonstrated collaborative expert evaluation based on need and service delivery.

### Core Eligibility Criteria for Program Administrator RFA:

- Nonprofit grantmaking entity or foundation with at least 3 years, and preferably 5 years, experience administering grants in the Dallas area
- Mission alignment with direct-to-client social services programming listed in Program Statement (Exhibit A)
- Service region inclusive of the entire City of Dallas, or ability to administer funding in all parts of the City
- Documented experience administering federal funding and familiarity with federal regulations provided in 24 CFR part 570.506 and 2 CFR Part 200

A total of two applications were received, however in review, one was determined to have not been fully responsive. Staff members from the Office of Community Care, Office of Strategic Partnerships and Government Affairs, and Office of Budget and Management Services, Grants Administration Division served on the review committee.

## **Awardee and Implementation Update**

The United Way of Metropolitan Dallas (United Way) was selected to serve as the subrecipient Program administrator. United Way has a demonstrated track record of grantmaking and capacity for the administration of funding in accordance with complicated federal guidelines. United Way will administer the project by leveraging partnerships through the North Texas Cares Collaborative, pulling together an evaluation

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committee of experts from United Way, the Communities Foundation, the Dallas Foundation, and the State Fair of Texas.

### **Funding Availability for Nonprofits**

United Way will launch the Nonprofit Assistance Program application via its online application system during the first week of November 2020, with a tentative launch date as of the drafting of this memo of November 4, 2020. Funding will be available for nonprofits that are located within the City of Dallas and serving City of Dallas residents.

In order to ensure awareness of the opportunity to local nonprofits, United Way and its partners will conduct email outreach via its online application system to the more than 700 registered nonprofits that are located within the City of Dallas. OCC staff will coordinate with the Communications, Outreach and Marketing Team to conduct direct outreach to nearly 600 nonprofits. OCC staff is coordinating with staff from the Mayor and City Council Office to further enhance outreach by supplementing the current outreach list. Shareable information will be distributed to City Council members once the launch date and application portal link are established.

The Program will provide grants in the amount of no more than \$30,000.00 each, provided to nonprofits to support operational expenses, including but not limited to expenses such as rent, utilities, staff salaries and benefits, cleaning and program supplies incurred between July 1, 2020 and December 14, 2020 and resulting from COVID-19 and/or nonprofit response to needs caused by the pandemic. Nonprofits applying for these funds must provide documentation demonstrating COVID-19 impact on their revenue as well as supporting documentation for incurred and projected eligible expenditures during the eligibility period. Should the level of funding requests exceed funding availability, applicants will be prioritized that are located within communities of concentrated poverty and/or that primarily or exclusively serve such communities and/or clients experiencing poverty. The City's Equity Impact Assessment Tool demonstrates that income and economic resilience are among COVID-19 high risk economic factors, thus supporting organizations that serve clients experiencing poverty is critical to maintaining a social safety net for low income clients and continuing the City's focus on the "drivers" of poverty.

### **Background**

On October 12, 2020, City Council authorized the Nonprofit Assistance Program (Attachment A) to provide financial support in the form of a grant for operational expenses, including, but not limited to rent, utilities, staff salaries and benefits, cleaning supplies and program supplies incurred between July 1, 2020 and December 14, 2020, resulting from COVID-19 and/or in response to needs caused by the pandemic, to Dallas-based nonprofit organizations that delivery social services programming and execution of all documents and agreements necessary to implement the Program, including but not limited to subrecipient agreement(s) to administer the Program through an open application process.

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On October 1, 2020, the Ad Hoc Committee on COVID-19 Recovery and Assistance was briefed via memo on the Nonprofit Assistance Program and Program Statement.

On June 17, 2020, the Dallas City Council was briefed on CARES Act funding, including the planned allocation for nonprofit assistance program funding. The COVID-19 pandemic and resulting economic constriction have led to substantial impact across sectors, particularly the nonprofit sector.

If you have any questions regarding the Nonprofit Assistance Program, please contact me or Jessica Galleshaw, Director of Office of Community Care



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