

RESOLUTION NO. 2020-190

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
ESTABLISHING THE CARES NONPROFIT GRANT PROGRAM**

WHEREAS, the COVID-19 pandemic has had a significant negative financial effect on many of Elk Grove's nonprofit organizations, which have seen increased demand for services and/or a loss in revenue associated with shutdown and "stay at home" orders; and

WHEREAS, on July 22, 2020, the City Council established a budget for funding allocated to the City from the California Department of Finance in accordance with the State of California Budget Act of 2020 and the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, and amended the City's Fiscal Year 2019-2020 and Fiscal Year 2020-2021 Budgets to include \$200,000 for nonprofit grants to assist those that have been negatively impacted economically by the COVID-19 pandemic; and

WHEREAS, staff proposes to implement a CARES Nonprofit Grant Program in accordance with the guidelines presented to the Council on August 12, as they may be amended by the Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby establishes the CARES Nonprofit Grant Program, approves the guidelines for the program, attached hereto as Exhibit A and incorporated herein, and authorizes the City Manager to implement the program consistent with the guidelines and in accordance with state and federal requirements.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 12th day of August 2020



STEVE LY, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:



JONATHAN P. HOBBS,
CITY ATTORNEY



CARES Nonprofit Grant Program Guidelines

Coronavirus, Aid, Relief, and Economic Security (CARES) Act Relief Funding

On July 22, 2020, the Elk Grove City Council approved a budget for funding allocated to the City from the California Department of Finance in accordance with the State of California Budget Act of 2020 and the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020. A total of \$200,000 is available to nonprofits that have experienced financial hardship because of the COVID-19 shutdown. Such funding could include funds to cover expenses for nonprofits that had unexpected expenses related to increased demand for services, that had to cancel fundraising events, or whose focus on arts and culture has resulted in the inability to hold regular events.

Nonprofit organizations serving Elk Grove residents negatively impacted by COVID-19 may apply for CARES Nonprofit Grant Program funding. **For questions while completing your application, please email caresgrants@elkgrovecity.org.**

GUIDELINES

The CARES Act and subsequent guidance issued by the California Department of Finance and the US Department of the Treasury specify the type of expenditures and programs which may be funded using CARES funds. The City's use of CARES funds is limited to expenditures that:

- Are necessary expenditures incurred due to the COVID-19 public health emergency. This includes organizational expenses that would typically have been covered through fundraising events cancelled due to COVID-19.
- Were not accounted for in the City's FY 2020 budget.
- Are incurred before December 30, 2020.

ELIGIBLE ORGANIZATIONS

Eligible organizations must meet each of the requirements below:

- Primarily serve Elk Grove residents or businesses.
- Have an IRS tax-exempt designation of 501(c)(3) or 501(c)(6).
- Be in good standing with the California Secretary of State and the California Attorney General's Registry of Charitable Trusts, if required by law to be registered.
- Have been in existence and are able to provide budget and program information for at least one full year prior to March 1, 2020.
- Demonstrate negative financial impacts directly related to the COVID-19 pandemic. This could be due to an increase in services provided, an inability to hold fundraising events, loss of revenue related to government-mandated shutdowns, or increased costs for complying with reopening requirements.

- Can provide proof of insurance to the satisfaction of the City's Risk Manager prior to the receipt of any funding.
- Have not received funding from the City's CARES Act Community Development Block Grant (CDBG-CV) allocation.

Organizations that received other Federal CARES Act assistance, such as Paycheck Protection Program (PPP) loans, are eligible so long as expenses are not duplicated. However, the City may prioritize funding for those organizations that have not received other Federal assistance.

GRANT AWARDS

A total of \$200,000 is available for eligible nonprofits. A minimum of \$3,000 and a maximum of \$25,000 is available per organization.

HOW TO APPLY

The CARES Nonprofit Grants Program application will be available on the City's website from **August 14, 2020 through August 28, 2020**. The following information will be required.

- Organizational background
 - Organization name and contact information
 - Length of time in existence
 - Number of employees
 - Mission statement
 - Description of services provided to Elk Grove residents
 - Number of Elk Grove residents served in FY 2019-20
 - Annual budget
 - Description of how organization typically raises funds
 - Description of how organization has been negatively impacted by COVID-19
 - Steps the organization has taken to address financial impacts of COVID-19
- Grant request
 - Amount requested
 - Description of program(s) to be funded and how they have been impacted by COVID-19
 - Target beneficiaries, including how they've been impacted by COVID-19 (if applicable)
 - Description of proposed outcomes (e.g., persons served)
 - Proposed budget, including line-item expenses
 - Description of how program responds to needs created by COVID-19
 - Timeline for fund expenditure
 - Any additional partners necessary to implement the program
- Organizational budget
 - Current year agency budget, showing revenue and expenditure projections
 - Last year agency budget, showing actual revenue and expenditures

- Amount and description of use of any City funding allocated in FY 2019-20 and FY 2020-21
- Any Federal CARES Act assistance received, including PPP, EIDL, and CDBG-CV

- Insurance coverage information

- Conflict of interest documentation

- Any other information the organization would like the Committee to consider (may be limited in size or length)

GRANTS REVIEW PROCESS

City staff will review grant applications for completeness and eligibility. Applicants may be asked to revise proposals or supply additional information.

Complete and eligible applications are then reviewed by a review panel. The panel will meet virtually to discuss the applications and make a recommendation for funding to the City Council. The City Council will consider the panel's recommendations and make final award determinations.

REVIEW CRITERIA

Award allocations will be based on total number of applicants, completeness of applications, expense eligibility, community benefit, and organizational operating budget size. No cash match is required.

Panel members may consider the following factors in their evaluation:

- Organization is a qualifying nonprofit
- Financial impact of COVID-19 is clear and demonstrated
- Impact of other Federal assistance received, alone or in comparison to other applicants
- Need for financial assistance in order to remain operational
- Program description and impact of program
- Ability to expend funds by December 30, 2020
- Fiscal and administrative capacity to administer the funding in compliance with requirements
- Grant budget is provided, reasonable, and aligns with eligible expense categories
- Other factors as deemed appropriate by the panel members

PUBLIC RECORD

Applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with any

grant-funded activities performed, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act.

IF FUNDED

Grant awards will be made in the form of an agreement executed between the applicant and the City. The grant period, scope, and allowable budget will be outlined in a contract between the applicant organization and the City. All invoicing and a final report will be due by January 15, 2021.

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2020-190**

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) **ss**
CITY OF ELK GROVE)


I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on August 12, 2020 by the following vote:

AYES: COUNCILMEMBERS: *Ly, Detrick, Hume, Nguyen, Suen*

NOES: COUNCILMEMBERS: *None*

ABSTAIN: COUNCILMEMBERS: *None*

ABSENT: COUNCILMEMBERS: *None*



**Jason Lindgren, City Clerk
City of Elk Grove, California**