



STAFF REPORT
8/7/2020

TO: Honorable Mayor and City Council Members

FROM: Nathan Statham, Finance Director; Celina Jimenez, Grants Manager; Gabriel Martin, Economic Development Manager

SUBJECT: Resolution No. 2020-46 Authorizing the Coronavirus Relief Fund Request for Proposal Process Framework and Funding Priorities

STAFF RECOMMENDATION:

Staff is requesting the City Council consider adopting Resolution No. 2020-46 authorizing the Coronavirus Relief Fund Request for Proposal process framework and funding priorities.

BACKGROUND:

On July 22, 2020, the City Council discussed a Coronavirus Relief Fund (CRF) framework and established funding priorities. During the discussion, Council expressed overall interest in funding programs and projects that provide rent relief, small business assistance, offer opportunities for youth enrichment, and mental health/emotional well-being. The deadline for expending CRF funds is December 30, 2020. Given this short time frame, the City Council requested that staff develop an implementation RFP process for immediate CRF funding.

DISCUSSION/ANALYSIS:

The City of Coachella is designating \$230,000 of its \$582,612 Coronavirus Relief Funds to be granted through a competitive Request for Proposal (RFP) process. The RFP and application for this grant program will be available beginning August 10, 2020 and applicants may submit their responses electronically through August 20, 2020.

Coronavirus Relief Fund RFP Timeline

August 10 – August 20, 2020	RFP Available
August 20, 2020	RFP Proposal Submission Due
August 24 – September 1, 2020	Proposal Review Period
September 9, 2020	Recommendations for City Council Approval

Funding Priorities and Categories

- 1) **Behavioral Health and Emotional Well-Being (\$80,000):** Community and individual healing. Many Coachella residents are facing profound uncertainty, financial hardship, and isolation. The pandemic, along with the economic impact of mitigation efforts imposed to control it, are expected to increase the rate of mental health and substance use disorders, including deaths associated with suicide, overdose, and violence (especially intimate partner violence and child abuse). In addition, the impact of structural racism and the disproportionate impact of COVID-19 on communities of color requires support for the primary and secondary trauma experienced. There are many ways that support for behavioral health and emotional wellbeing can be provided to members of the community of Coachella. Grants under this priority will support services provided under the traditional mental health model (e.g., 1:1 therapy/counseling, virtual group visits) as well as community-based approaches.
- 2) **Small Business Assistance (\$50,000):** The City of Coachella's Coronavirus Relief Fund is also focusing on support for small businesses, especially restaurants, to help restaurants expand their outdoor seating capacity. Grants in this category will also support small businesses in implementing the necessary public health measures required to reopen safely (i.e. sneeze guards, plexiglass, signage, sign boards, fencing, seating for outdoor use, etc.).
- 3) **Youth Enrichment Nonprofit Assistance (\$100,000):** The ongoing COVID-19 pandemic is creating deep and disparate consequences for young people and their families. Young people under 18 years of age are particularly vulnerable to the disruptions the pandemic has caused, and many are now at risk of being left behind in education, economic opportunities, and health and well-being during a crucial stage of their life development. Youth face disruptions to their education of uncertain duration, with varying levels of alternative delivery methods. These disruptions can negatively impact learning, access to nutrition, and consequently, graduation rates. More than 26% of the youth (0-18) in Coachella come from households that are monolingual Spanish-speaking, have siblings with disabilities, live in an economically distressed neighborhood, might live in a physically abusive or hostile home where going to school was a safe haven. Solutions under this category are required to adhere to the Governor's and County Orders requiring social distancing and face masks.

GRANT AGREEMENT

Each grant recipient must formally enter into a legal agreement with the City of Coachella. The agreement will address the conditions of the award, including implementation of the project. Once the agreement is signed, the awardee is expected to read and comply with all conditions of the agreement. **An award through this program will only support activities performed and expenditures directly related to COVID-19.** The funded applicant will be legally responsible for assuring implementation of project activities and compliance with all applicable state and federal requirements including insurance, nondiscrimination, data privacy, budget compliance, and reporting. Funds expended by recipients that are found to be ineligible, inconsistent, or noncompliant with state and federal guidelines will need to be returned to the City of Coachella.

ACCOUNTABILITY

Single Audit Act Amendments of 1996 (Single Audit Act)

The Single Audit Act Amendments of 1996 (Single Audit Act) were enacted to streamline and improve the effectiveness of audits of federal awards expended by states, local governments, and not-for-profit entities, as well as to reduce audit burdens. Amendments include uniform administrative requirements, cost principles, and audit requirements for federal awards found in Chapter 2 of the Federal Acquisition Regulations, Part 200. Single Audits are required when a non-federal entity expends \$750,000 or more in federal funds in one year. Single Audits are performed by independent auditors and encompass both financial and compliance components.

The City of Coachella will be subject to future audits of State or Federal funds received by the City; these audits be conducted by the City's external auditor and reviewed by the Inspector General's Office and/or the Government Accountability Office. The key to successfully withstanding any future audit will be the City's ability to provide sufficient and appropriate documentation regarding the use of State and Federal funds in response to COVID-19. Adhering to the City's COVID-19 internal controls described in the RFP will help the City (and its subrecipients) to demonstrate that all State and Federal funds were used appropriately and in accordance with all regulatory requirements.

Documentation and Record Retention

The City of Coachella maintains City documents in accordance with the City's Records Management Policy and record retention schedule. The City and any subrecipient of Coronavirus Relief Funds must retain records for five years (5) after final payment is made and should be available on requests for audits. It should be noted that documents associated with the City's COVID-19 response could be subject to a Public Records Act request. If a request is made, the City will respond to the request in accordance with the City's Public Records Request Policy. Documents created as part of the City's COVID-19 response should be kept, at a minimum, in accordance with the City's Records Management Policy; however, the City could be required to maintain documents for longer periods of time to comply with federal funding regulations. The City will maintain COVID-19 documents in compliance with the City's Records Management Policy and federal funding regulations, whichever is longer.

Reporting Requirements

It is the policy of the City of Coachella to monitor progress on grants by requiring recipients to submit written progress reports on grant activities and expenditures. Progress reports on approved grant project activities will be required on the following schedule:

- Report 1 - September 14, 2020
- Report 2 - October 12, 2020
- Report 3 - November 12, 2020
- Report 4 - December 10, 2020
- Report 5 - January 12, 2021

Reporting Requirements (*continued...*)

Reports provided by award recipients will need to provide sufficient supporting documentation to show that expenditures under this program meet all program requirements and satisfy sub-recipient monitoring guidelines as outlined in the most current federal compliance supplement for expenditures of federal awards. Additional funds will not be provided by the City until City staff has verified program compliance.

ALTERNATIVES:

1. Resolution No. 2020-46 Authorizing the Coronavirus Relief Fund Request for Proposal Process Framework and Funding Priorities
2. Not Adopt Resolution No. 2020-46 Authorizing the Coronavirus Relief Fund Request for Proposal Process Framework and Funding priorities

FISCAL IMPACT:

The City of Coachella will appropriate part of its CARES Act Coronavirus Relief Funds (CRF) allocation in the amount of \$230,000 to provide relief to its residents through programs and services delivered by nonprofits and to support small businesses that have been impacted by COVID-19. Additionally, \$152,612 will be appropriated for direct COVID-19 expenses incurred or expected to be incurred by the City. CRF spending will support and advance inclusive economic growth, improve the health of neighborhoods and support people, places, and actions that promote overall economic recovery and impacts immediately and well beyond this pandemic.

ATTACHMENT(S):

1. Resolution No. 2020-46
2. 2020 Coronavirus Relief Fund Request for Proposals