



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

SUBJECT: Motion to approve agreement with Strategic Philanthropy, Inc. to administer Community Support & Grant Assistance Programs, funded by the American Rescue Plan Act (ARPA) of 2021 – **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager Recommends approval of the Agreement with Strategic Philanthropy Inc., to administer Community Support & Assistance Programs (small business, residential utility, residential mortgage, residential rental, non-profit grants) proposed for funding by ARPA.

BACKGROUND OF ITEM:

At the October 26th, 2021 meeting, there was consensus to use funds received from the American Rescue Plan Act (ARPA) of 2021 to support Community Support & Assistance programs, with the following maximum allocations: \$300,000 - small business assistance; \$200,000 - residential utility assistance; \$250,000 - residential mortgage assistance; and \$50,000 - residential rental assistance.

The Commission requested additional information regarding a proposal to also utilize \$50,000 for non-profit grants. The requested information will be provided to the Commission at the November 30th, 2021 meeting.

ANALYSIS:

In an effort to expedite the process, the City requested a proposal from Strategic Philanthropy, who previously administered the funds received from the CARES Act. The proposal is for the consultant to collaborate with staff to manage the entire process, including: the application portal, website, marketing content, processing applications, reporting and closeout. The timeline has the project being initiated early next year and running approximately one year. ARPA funds have unique reporting and processing requirements, which are beyond staff's current capacity and which the consultant is familiar with.

FISCAL IMPACT:

Initial fee of \$18,820 to build out on-line portal and website and \$5,000 monthly after 60 days. This includes the review of up to 465 submissions. Beyond the 465 submissions, there is an \$8.64 charge per submission. Funding will be from the appropriations received from ARPA.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>

ALTERNATIVES:

None

ATTACHMENTS:

Strategic Philanthropy Inc. - November 5, 2021 proposal