



City of Takoma Park
Department of Housing and Community Development
FY20 Community “Quality of Life” Grants Program
Status of FY20 Grant-Funded Projects

Background

The City of Takoma Park’s Community “Quality of Life” Grants Program provides financial support for programs, projects, and events that improve the quality of life for City residents by providing greater access and opportunities for participation in the arts and sciences. The primary beneficiaries of this grant program are individuals and households with low and moderate incomes who reside in the City of Takoma Park.

FY20 Funding and Grantees

In FY20, the City Council appropriated \$80,000 to support projects developed and facilitated by 11 nonprofit organizations. Below is a list of the grantees and the grant award.

FY20 Community Grants Recipient	Grant Award
Adventist of Greater Washington, Inc.	\$5,000
Carpe Diem Arts	\$10,000
CPDC	\$7,000
CREATE Arts Center	\$5,000
Crossroads Community Food Network	\$10,000
Dance Exchange	\$10,000
Docs In Progress	\$6,200
Historic Takoma, Inc.	\$8,000
Montgomery Housing Partnership	\$5,000
Performing Arts Center for African Cultures, Inc.	\$7,800
Village of Takoma Park, Inc.	\$6,000

Grant Agreements Reporting Cycles

All grantees executed grant agreements with the City of Takoma Park to undertake approved projects, events, or activities occurring between July 1, 2019 and June 30, 2020. Grant funds are awarded to grantees on a reimbursement basis.

Grant funds are disbursed to grantees by the City with payment for authorized items in accordance with the approved project budget. Payment can only be made for actual project expenses incurred by the grantee after receipt and acceptance of documentation of required matching funds. Narrative reports must accompany all requests for disbursement of grant funds.

Reporting Cycles

Required reports and supporting documentation must be provided to the City on or before the following dates:

Report	Reporting Period	Due Date
First	July 1, 2019 – October 31, 2019	November 15, 2020
Second	November 1, 2019 – February 28, 2020	March 15, 2020
Final	March 1, 2020 – June 30, 2020	July 15, 2020

The grants coordinator has received first and second reports and is working on finalizing payments based on the reimbursement payment structure outlined in the grant agreement. Once these reports are approved, the housing division will know the balance remaining on the grant.

Only one grantee in the cohort has completed all activities outlined in the grant agreement. This grantee, however, has not yet submitted their final report with a request for payment. The remaining grant recipients have projects, events, or activities that are scheduled through the end of the grant cycle, June 30, 2020. The request to convert the remaining grant funding to general operating support is only for expenses that grantees cannot substantiate because of the suspension or cancellation of events and activities.

Strategies for Addressing Unanticipated Events

The rapid spread of COVID-19 has created a global health and economic crisis unanticipated for our community and grantee partners. The City of Takoma Park will be joining other funders in recognizing the need to act with urgency to support nonprofit organizations by employing strategies to address immediate needs.

We are recommending that the City Council take the following steps:

- Convert all FY20 project-based funding to general operating support (GOS) for all grantees whose work was ongoing or not yet underway at the time of the issuance of the March 13, 2020 federal declaration related to COVID-19;
- In the case of projects that concluded prior to March 13, 2020, that only require grantees to complete reporting requirements, grants will be processed as outlined in the contract agreement;
- Accelerate payment schedules for FY20 grantees; and
- Release grantees from the responsibility of facilitating events, activities or submitting progress reports on project deliverables, as outlined under the grant agreement, that are postponed or canceled as a result of the health emergency.

The grants coordinator will continue working with each grantee to evaluate the status of projects, activities, and reimbursable expenses leading up to the health declaration. There are select projects that we want to see completed and will work with those grantees to determine the viability of those projects given the current health emergency.