

CITY OF MADISON  
**CITY ATTORNEY'S OFFICE**  
Room 401, CCB  
266-4511

**MEMORANDUM**

TO: Common Council

FROM: Lara Mainella, Assistant City Attorney

DATE: April 6, 2020

RE: Order No. 20: Resolution Authorizing Waiving the requirement to conduct an annual RFP for the Emerging Opportunities Program under MGO 3.12(11)(c) for 2020 and reallocating the 2020 EOP funding to other contracts or programs.

(Legistar File # 60124)

---

The Mayor's Emergency Order dated March 26, 2020, item 20, states as follows:

20. The requirement contained in Madison General Ordinance Section 3.12(11)(c) that the Community Development Division issue an RFP for the Emerging Opportunities Program once per year is waived, and the funds allocated for the 2020 EOP program may be reallocated to other contracts or programs to mitigate the effects of the COVID-19 emergency, in the discretion of the CDD Director, with notice to the Common Council.

**BACKGROUND**

The Emerging Opportunities Program (EOP) provides local funds to community/resident groups to address emerging needs not funded through other programs and to provide financial support for nascent organizations. MGO 3.12(11) was recently amended to require at least one RFP for EOP funding per year. This year there is \$150,000 designated for this fund. Emergency Order 20 gives CDD flexibility to delay the RFP process and/or not award funds for 2020 through the usual process. The 2020 RFP had just been released before the COVID situation hit, and CDD had already notified the public that the RFP process was postponed until further notice.

**WHY THIS ORDER IS NEEDED**

The impact of the pandemic will be widespread upon businesses, community organizations, their employees and the communities they serve, as well as the City's ability to provide certain services. The impact will be felt by nonprofit and community organizations. Also, the closure of schools, places of employment, childcare centers and the will likely have significant financial impact on residents who may require additional services as a result.

This order affords CDD the flexibility to use EOP funds this year for purposes directly in response to community needs resulting from the coronavirus emergency. Additionally, if needed, the 2020 funds could be redeployed outside of the CDD as needed.

### **HOW THE RESOLUTION WILL BE IMPLEMENTED**

CDD staff will take the time available between now and April 21 to gather information from community groups about what is already being done, to help inform how the 2020 EOP funds might be leveraged to assist during the current crisis.

### **ACTIONS TAKEN THUS FAR PURSUANT TO THIS ORDER**

As mentioned above, the 2020 RFP has already been placed on hold. It was delayed in part by the recent ordinance amendment to 3.12. CDD sent out an email and posted on their website a message indicating the EOP funding process for 2020 is being suspended until further notice. As of the date of this memo, CDD has not made any decisions for using EOP funds for any other purpose. CDD staff are reaching out to community groups to learn where the greatest need exists and to identify strategies for meeting those needs with the \$150,000 in available funds.

CDD anticipates conducting an EOP funding process, to allocate 2021 funds, in the fourth quarter of this year.

### **FISCAL IMPACT**

The 2020 Adopted Budget includes \$150,000 for the Emerging Opportunities Program. The funding process for allocating the 2020 awards is currently on hold.