



M E M O R A N D U M

TO: Mayor and City Council OB
FROM: Veronica Briseño, Chief Economic Recovery Officer, City of Austin
DATE: July 31, 2020
SUBJECT: Update on COVID-19 Economic Recovery Programs

This memorandum summarizes the City of Austin’s progress implementing several programs that the Austin City Council adopted through [Resolution No. 20200326-088](#), [Resolution No. 20200409-086](#), [Resolution No. 20200423-040](#), [Resolution No. 20200507-023](#), and [Resolution No. 20200604-040](#). Each program supports and sustains local businesses, non-profit organizations, or residents that are financially impacted by the global COVID-19 pandemic. To the greatest extent possible, City staff is prioritizing equity, need, and vulnerability as they create and deliver this critical assistance during this unprecedented time. The table below summarizes the implementation schedule for all economic recovery programs. Exhibit A provides more information on progress to date for each program.

TABLE 1: ECONOMIC RECOVERY PROGRAM IMPLEMENTATION CALENDAR		
April 2020	May 2020	June 2020
Austin Economic Injury Bridge Loan Program	Relief of Emergency Needs for Tenants (RENT) Pilot	Austin Creative Space Disaster Relief Program
Relief in State of Emergency (RISE)		Austin Music Disaster Relief Fund
July 2020	August 2020*	September 2020*
Austin Small Business Relief Grant	Austin Music Disaster Relief Fund	Austin Civilian Conservation Corps
Austin Non-Profit Relief Grant	Creative Worker Assistance Program	Commercial Landlord Relief Grant
Austin Childcare Provider Relief Grant	Relief of Emergency Needs for Tenants (RENT)	Technical Assistance Program
	Relief in State of Emergency (RISE)	Worker and Customer Safety Program
<i>*Target launch timelines for future programs are subject to change.</i>		

Five-Phase Program Development Approach

City staff is tracking their progress using the five-phase approach created by the Economic Development Department. This model allows staff and stakeholders to monitor program development from ideation through implementation. The deliverables and activities for each phase is based on lessons learned from previous grant programs that the Economic Development Department administered. See Exhibit A for information about each phase.

Phase One

- **Key Deliverable:** **Complete mission-critical foundational milestones**
- **Types of Activities:** Assign Economic Development Department staff to a project team
Draft program guidelines and application materials
Draft scopes of work and contracts for third-party administrators
Identify internal and external support services
Receive input from other City departments, as necessary
Complete sector research and data analysis

Phase Two

- **Key Deliverable:** **Finalize program materials for City Council/City Manager approval**
- **Types of Activities:** Receive Law Department review of program materials
Receive Equity Office review of program materials
Finalize all program documents created in Phase One
Interview potential third-party administrators
Conduct contract negotiations with the third-party administrator

Phase Three

- **Key Deliverable:** **Receive necessary City Council/City Manager approvals**
- **Types of Activities:** Receive City Council approval for third-party contracts
Complete internal staff briefings regarding third-party relationships
Host kick-off meetings with the third-party administrator
Finalize a communications and stakeholder engagement plan
Establish a framework for collecting and reporting metrics and data

Phase Four

- **Key Deliverable:** **Manage successful program implementation**
- **Types of Activities:** Provide regular updates to the City Council and City executives
Implement the communications and stakeholder engagement plan
Review eligible and complete applications
Host/record webinars and/or information sessions
Track data for future reporting
Distribute funds to applicants
Display information on a data dashboard
Analyze real-time program performance
Provide support services for stakeholders (e.g. application assistance)

Phase Five

- **Key Deliverable:** **Program completion and closeout**
- **Types of Activities:** Report final program metrics
Complete compliance reviews
Verify all third-party contract deliverables are complete
Produce program summary highlighting lessons learned

Conclusion

City staff is working to ensure each program effectively and equitably addresses the needs of local businesses, non-profit organizations, and residents impacted by the global COVID-19 pandemic. Our Economic Recovery Strike Team will update this memo every 14 days. Please contact me at Veronica.Briseno@austintexas.gov if you have questions regarding this update.

cc: Spencer Cronk, City Manager
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Stephanie Hayden, Director, Austin Public Health

Exhibit A. Program Development Matrix (Programs Listed Alphabetically)

Fund	Funding Allocation	Program Description	Current Phase	Actions Completed Since July 17, 2020 Memo	Tasks for Next 14 days
Austin Economic Injury Bridge Loan Program	\$5.6 million	Loans up to \$35,000 to support local, small businesses until they receive federal Economic Injury Disaster Loans.	Phase 4	<ul style="list-style-type: none"> • Application Closed: May 8, 2020 • Loan Review Committee met for the final time to review the remaining local applications. • Of the 151 applications reviewed, 70 were approved and 81 were declined. • Eighteen loan packages were executed and funded, totaling \$615,000. • Remaining funds will be converted back into the Family Business Loan Program. 	<ul style="list-style-type: none"> • Staff will continue to process and deliver loan proceed checks for remaining loan packages. • Draft after action report for Austin Economic Injury Bridge Loan Program • Transition to processing the existing five Family Business Loan Program applications for business expansion, estimated at \$775,000 in new loan requests.
Austin Childcare Provider Relief Grant (formerly the Childcare Support Fund)	\$1 million	Grants up to \$50,000 for eligible childcare providers in Austin.	Phase 4	<ul style="list-style-type: none"> • Opened the application portal, allowing applicants to submit their application in several languages. • Started reviewing eligible and complete applications. • Notified applicants of eligibility status. • Hosted an informational webinar for interested stakeholders. • Provided application support services. • Launched a program data dashboard, available online at ATXrecovers.com. 	<ul style="list-style-type: none"> • Continue program implementation (e.g. review eligible applications, notify applicants of eligibility status, provide supportive services for stakeholders, etc.). • Notify applicants of award status. <p>Application Open Until: Funding is expended or October 1, 2020. Apply at ATXrecovers.com.</p>

Fund	Funding Allocation	Program Description	Current Phase	Actions Completed Since July 17, 2020 Memo	Tasks for Next 14 days
Austin Civilian Conservation Corps	\$2 million	Partnerships with existing workforce development nonprofits to train & employ people to deliver sustainability projects such as trail maintenance, reforestation, wildfire fuel mitigation.	Phase 2	<ul style="list-style-type: none"> Secured partnership with American Youthworks building on existing contracts. Initiated conversations with potential additional partners including TreeFolks, Central South Carpenters Union, and Mobile Loaves & Fishes. Developed initial proposal with Austin Art in Public Places (AIPP) to hire artists. 	<ul style="list-style-type: none"> Engage Equity Office. Finalize hiring process and program application forms. Add program information to ATXrecovers.com. Launch hiring recruitment to initiate first round of projects. Begin planning for second round of projects.
Austin Creative Space Disaster Relief Program	\$1 million	Grants up to \$50,000 for for-profit live music venues, performance spaces, art galleries, arts-focused nonprofits and individual artists facing temporary or permanent displacement.	Phase 4	<ul style="list-style-type: none"> Application Closed: June 17, 2020 Convened Grant Review Panel to finalize review and scoring of the 65 submitted applications. Launched a program data dashboard, available online at ATXrecovers.com. 	<ul style="list-style-type: none"> Determine final award amounts. Announce awards. Distribute contracts to awardees and collect contract documents.
Austin Music Disaster Relief Fund	\$1.5 million	Grants of \$1,000 to support performing musicians that have not received other COVID-19 financial relief.	Phase 4	<ul style="list-style-type: none"> Round 1 Application Closed: June 26, 2020 Provided case management for first round of applicants. Commenced planning for Round 2 of Austin Music Disaster Relief Fund. Drafted revised guidelines and circulated for legal review. 	<ul style="list-style-type: none"> Finalize Round 2 program guidelines. Finalize stakeholder engagement, marketing, and communications plan. Update program website. Finalize program application, reflecting new guidelines. Finalize translation of grant program materials. Open the application in early August.

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				<ul style="list-style-type: none"> Launched a program data dashboard, available online at ATXrecovers.com. 	
Austin Non - Profit Relief Grant (formerly Austin Nonprofit and Civic Health Organizations Relief Fund, or ANCHOR Fund)	\$6.35 million	Grants up to \$20,000 for expenses incurred as a result of the COVID-19 pandemic.	Phase 4	<ul style="list-style-type: none"> Application Closed: July 24, 2020 Commenced evaluating applications for eligibility and award decisions. Followed-up with applicants when additional information was needed regarding their application. Launched a program data dashboard, available online at ATXrecovers.com. 	<ul style="list-style-type: none"> Conclude collection of additional information or documentation from applicants. Notify applicants of award status. Begin distributing funds to awardees. Begin analyzing program data in greater detail to inform future relief programming. Meet with program community champions to discuss program performance and future relief programming needs.
Austin Small Business Relief Grant (formerly the Commercial Loans for Economic Assistance and Recovery Act, or CLEAR Act)	\$16.5 million	Grants up to \$40,000 for expenses incurred as a result of the COVID-19 pandemic and/or for purchases to comply with safety requirements.	Phase 4	<ul style="list-style-type: none"> Application Closed: July 24, 2020 Closed the application period to begin evaluating applications for award. Followed up with applicants where additional information was needed regarding their application. Launched a program data dashboard, available online at ATXrecovers.com. 	<ul style="list-style-type: none"> Conclude collection of additional information or documentation from applicants. Notify applicants of award status. Begin distributing funds to awardees. Begin analyzing program data in greater detail to inform future relief programming. Meet with program community champions to discuss program performance and future relief programming needs.
Commercial Landlord Relief Grant	\$1 million	Grants to commercial landlords that agree to enter long-term leases	Phase 1	<ul style="list-style-type: none"> Continued best practice review and peer city engagement. 	<ul style="list-style-type: none"> Complete best practice review. Draft program guidelines. Identify administrative options.

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(Long-Term Lease Stability Fund)		with tenants that deliver community benefits.		<ul style="list-style-type: none"> • Leverage lessons learned from similar programs to facilitate successful program development. 	
Creative Worker Relief Grant	\$3.5 million	Mini-grants to individual creative-sector workers.	Phase 3	<ul style="list-style-type: none"> • Interviewed potential third party administrators and made selection. • Drafted contract for third party administrator. • Conducted contract negotiations with the third-party administrator. • Held Kick-Off meeting with third party administrator. • Coordinated internally to optimize launch date with concurrent economic recovery programs. • Received Law Department review of program materials. • Received Equity Office review of program materials. • Finalized program documents from Phase One. • Established a framework for collecting and reporting metrics and data. • Briefed internal staff on third party relationships. • Held conversations with communications team on next steps/ Community Champions. 	<ul style="list-style-type: none"> • Receive City Council approval for third-party contracts. • Finalize contract with third party and process with Purchasing Department. • Coordinate with Communications Team to finalize public-facing collateral and launch. • Begin to process invoicing for administrator's first milestone. • Provide regular updates to the City Council and City executives. • Interview and finalize Community Champions. • Begin invoicing for administrator's first milestone.

Fund	Funding Allocation	Program Description	Current Phase	Actions Completed Since July 17, 2020 Memo	Tasks for Next 14 days
Relief in a State of Emergency (RISE)	\$12 million	Direct financial assistance to underserved communities impacted by COVID-19.	Phase 4	<ul style="list-style-type: none"> • Closed a competitive solicitation for a third-party to assist with financial assistance applications. • Drafted contracts with the Austin Area Urban League, El Buen Samaritano, and the Family Independence Initiative to distribute \$2 million of the funds. • Review the July 22, 2020 memorandum for additional information. 	<ul style="list-style-type: none"> • Distribute competitive solicitation award notifications. • Open lottery for direct financial assistance (target date: August 17, 2020).
Relief of Emergency Needs for Tenants (RENT)	\$12.4 million	Multi-month rental assistance for households earning up to 80% Median Family Income (MFI).	Phase 3	<ul style="list-style-type: none"> • Working with the Housing Authority of the City of Austin (HACA) to draft and execute a contract for program administration. • City staff, HACA, and subcontractors are finalizing program guidelines, tenant eligibility, and application portal details. 	<ul style="list-style-type: none"> • Finalize contract and launch program in August. • Neighborhood Housing and Community Development will launch a solicitation (Request for Applications) for nonprofit and community-based groups to assist with marketing and outreach to underserved communities.
Technical Assistance Program	\$1 million	The Technical Assistance Program will focus on classes, workshops, and individual coaching for grantees' relevant needs.	Phase 1	<ul style="list-style-type: none"> • Identifying specific technical assistance to support relief programs and vulnerable populations. • Identifying community champions. 	<ul style="list-style-type: none"> • Draft scopes of work and targeted deliverables to support relief programs and vulnerable populations. • Discussions with community partners.

Fund	Funding Allocation	Program Description	Current Phase	Actions Completed Since July 17, 2020 Memo	Tasks for Next 14 days
Worker and Customer Safety Program	\$1.5 million	Contract with counseling services provider to expand access for workers dealing with COVID-19-related mental health challenges.	Pre-Phase 1	<ul style="list-style-type: none"> Reviewing current applicable contracts and programming. 	<ul style="list-style-type: none"> Identify direction for worker and customer safety program, in collaboration with Austin Public Health.