



**CARES Act Task Force Support Small Business Committee Orientation Meeting
Meeting Minutes – Wednesday July 15, 2020
10:30am Virtual Zoom Meeting**

APPROVED July 22, 2020

Attendance:

Committee Members Present: Co-Chair Raye Jones Avery, Co-Chair Jocelyn Stewart, Co-Chair Aundrea Almond (NCC Chief of Staff), Kim Fortunato, Kevin Smith, Tina Betz, Ceil DeFazio, Dan Cruce, County Councilman Dave Carter, County Councilwoman Dee Durham, Carlos de los Ramos, Maria Matos, , Margie Lopez-Waite and Daphne Evans.

Committee Members Absent: Teri Lawler

Others in Attendance: First Assistant County Attorney Mary Jacobson, County Auditor Bob Wasserbach and multiple members of the public

Proceedings:

- Co-Chair Jocelyn Stewart called the meeting to order at 10:33 a.m.
- Carlos de los Ramos moved to adopt the minutes from the 7/8/2020 meeting, Tina Betz seconded the motion and the Committee unanimously voted to adopt them.
- Co-Chair Stewart shared an update on a follow-up discussion with Delaware Association for Non-profit Advancement (DANA) on consulting and other support options for non-profits. DANA has been hosting and sharing free webinars (whether a member or not) on COVID-19 topics, and they are connecting member organizations with HR and Legal advice and grant writing support. These services can be scaled up if the Committee recommends that NCC provide funding for DANA to provide such support. If offerings like become part of the recommendations, the Committee or NCC should also seek out additional providers that could provide such services.
- Co-Chair Stewart raised a question on how much support should the Committee recommend for grant writing? If a non-profit struggles to submit a grant, will they be in a position to meet the compliance requirements from the federal funding?
- Councilman Carter shared the opinion that it is essential to provide support for grant writing plus technical support through the spending period and wondered where that support might come from. He offered the guidance of his Aide, Rachel Zara and also asked if DANA might do Train-the-Trainer sessions on grant writing.

- Margie Lopez-Waite expressed that if a non-profit is unable to write a grant for submission, that is a concern
- Tina Betz offered that there are resources that provide grant writing support that we could direct organizations to. She urged the committee to make the grant process simple.
- Kim Fortunato offered that organizations need to be strong enough to follow through with documentation and other requirements.
- Dan Cruce offered some middle ground and suggested that some applicants might benefit from support to think through their ideas and talk with someone about how to translate that idea into grant application responses.
- Carlos de los Ramos suggested that when grants are announced, we are clear about what the award ranges are
- Co-Chair Jones Avery summarized a compromise: we will include in the recommendations that grant writing and technical support may be provided if a non-profit asks for it.
- Via the share screen option in zoom, the Committee reviewed a draft grant “pre-application” approach.
- Dan Cruce suggested that if an applicant is selected to move forward after the ‘pre-application’ step, that there should not be much more work to complete.
- Councilman Carter clarified that one intent of the pre-application process is to identify good projects and then have technical support (if needed) to ensure that the project could be implemented adequately.
- Kim Fortunato suggested strengthening the question on collaboration to make the expectation clearer She also suggested adding a simple online eligibility ‘quiz’ at the beginning so that we address key questions up front before an applicant expends significant energy.
- County Auditor Wasserbach asked how we will verify if an organization is a ‘registered 501c3.’
- Via questions posed in the chat box, Committee members provided feedback on the following points, to be considered for the next proposal draft:
 - NCC should offer short-term support in the form of PPE and other supplies non-profits need to operate or re-open safely – supported by all who commented
 - NCC should support grant writing and other technical assistance, for applicants who need it – supported by many who commented, but with some qualifications
 - We should reformat the current draft to incorporate an eligibility assessment into the grant process – supported by all who commented
 - After passing the eligibility assessment, the grant process should have a pre-application step, followed by requiring more data if an application is ‘short listed’ or conditionally approved– opinion was split on this question so we need to further define this option, including specifying what additional information would be required

Next Steps:

- Based on this meeting's feedback, we will revise the proposal and share back with Committee members
- Next meeting is scheduled for Wednesday 7/22/2020 at 10:30am.

Public Comment:

- A caller asked about what support the county plans for Small Businesses, having received no funding to date for his restaurant. Co-Chair Almond directed him to the Support Small Businesses Committee, due to meet via zoom later that day at 1pm.
- Colleen Marrone from Goodwill shared a comment regarding non-profit eligibility for grants. She shared that many non-profits were able to continue some services to work with at-risk or essential positions during the COVID Stay At Home period. Although they were not shut down, they may have been impacted in many other ways.

Adjournment:

- Co-Chair Avery adjourned the meeting at 11:50 a.m.