

## **Addendum To NC Funding Program Policy 5.0 SPECIAL INSTRUCTIONS Related to Expenditures of NC Funds During the COVID-19 Declared Emergency**

The following addendum amends NC Funding Program Policy 5.0 to add additional instructions specifically created for the COVID-19 Emergency. NCs are hereby granted additional access to utilize their funds to assist with community response activities that directly align with the Mayor's Executive Orders for this crisis. The Mayor has declared that public interest and necessity allow for the immediate expenditure of public money to safeguard life, health or property and has authorized Departments to order the services necessary to do so. In addition, the City Clerk grants authority to the Department of Neighborhood Empowerment (DONE) to review and approve each NC request to expend funds under these COVID-19 Special Instructions before the request is submitted to the City Clerk for processing. The NC is required to submit a detailed Neighborhood Council Emergency Funding Plan to DONE.

### **1. Emergency Authority**

- a. During the period of the COVID-19 declared emergency, the NC President or designee may, at his or her discretion, request authority from DONE to direct the immediate use of NC funds under the conditions listed herein.
- b. As soon as the NC board or quorum of the board is able to hold a meeting via teleconference or other method approved by DONE, the authority to spend funds reverts back to the NC board, per majority decision, to direct use of NC funds for the COVID-19 declared emergency under the conditions listed herein.
- c. Expenditures during a declared emergency are categorized under the Outreach Sub-Category.

### **2. Use of NC Funds**

- a. The authorized amount of \$1,000.00 has been increased to \$5,000.00. The NC is now authorized to expend NC funds not to exceed a total of \$5,000.00 for emergency services and/or supplies under the circumstances described herein without prior board approval utilizing the mechanism for review and approval established by DONE.
- b. NC Board Members are prohibited from distributing supplies unless assigned as an official volunteer as part of the Mayor's Volunteer Disaster Service Worker Program, or other authorized volunteer organization. It is expected that all *Safer at Home* Orders will be followed.
- c. Upon review of the NC's emergency spending plan, DONE may identify other restrictions.

### **3. Bank Card Use**

- a. Upon approval from DONE, the NC President may authorize the NC Bank Cardholder or designee, to utilize the NC bank card to purchase items, services, or to donate money to organizations assisting people affected by the emergency. Purchases may not exceed \$5,000.00. Such expenses are strictly for emergency services and/or supplies under the circumstances described herein.

b. Bank card limits will only be increased by NC Funding staff at the request of DONE upon approval of each NCs emergency funding request.

#### 4. Board Member Reimbursement

a. In the event the NC bank card is not available for use and with authorization from the NC President as described herein, a Board member may use his/her personal funds for emergency services and/or supplies under the circumstances described herein.

b. Board member reimbursements under circumstances described herein are exempt from the reimbursement payment limits of \$1,000 allowed per Board member per Fiscal Year and shall not exceed \$2,000.

c. Upon approval from DONE, the NC President may request payment from NC Funding staff to reimburse the Board member. As soon as the Board is able to reconvene, it must vote to authorize the expenditure and reimbursement.

#### 5. Alternative Authority

a. In the absence or unavailability of the NC President, the NC Vice-President or Treasurer, in successive order, may authorize use of the NC bank card herein.

#### 6. Receipts and Invoices

a. Receipts or paid invoices itemizing payments must be obtained from the vendor and uploaded to the NC Funding portal per standard operating procedures.

#### 7. Report and Board Action

a. At the next regular or special meeting of the NC, the President shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certification (BAC) entered into the minutes of the meeting.