



CARES Act

Proposed Programs and Allocations Plan

UNALLOWABLE COSTS*

1. *Lost revenues.*
2. *Non COVID-19 related expenses.*
3. *Cost accounted for in the **budget** prior to March 27, 2020.*
4. *State Medicaid cost share.*
5. *Damages or costs paid or reimbursed from other sources.*
6. *Payroll for employees whose service/duties are **not substantially** dedicated to COVID-19.*
7. *Reimbursement of donated services or supplies.*
8. *Workforce bonuses.*
9. *Severance payments.*
10. *Legal settlements.*

ELIGIBLE COSTS*

1. Medical expenses related to COVID-19, e.g., testing, emergency medical response expenses, public telemedicine capabilities.
2. Public health expenses related to COVID-19, e.g., communication and enforcement, purchase and distribution of PPE, disinfection of public areas or facilities, public safety measures, quarantining individuals.
3. Payroll expenses not budgeted and for certain individuals whose services are substantially dedicated to mitigating or responding to COVID-19.
4. Expenses of actions to facilitate compliance with COVID-19 for public health measures, e.g., food delivery to certain populations, improvement of telework capabilities for **public** employees, paid sick, medical and family leave under specific circumstances.
5. Expenses associated with the provision of economic support in connection with COVID-19, e.g., grants to small businesses, payroll support, unemployment costs if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

*Ref: Most current US Treasury Guidance and Frequently Asked Questions located at:
<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Wakulla County CARES Act Allocations

25% Advance	\$ 1,471,799.00
75% Reimbursement	\$ 4,415,397.00
<u>100%</u>	<u>\$5,887,196.00</u>

The programs and allocations below are intended to be initial estimates and may change as warranted based on demand, continued evaluation and greatest need. All programs are county-wide and targeted to Wakulla local governments (i.e., BoCC, Constitutional Offices, St. Marks, Sopchoppy, County Health Department), businesses, and residents of Wakulla County.

PROGRAM	ALLOCATION
General Government	\$1,000,000.00
Small Business Interruption	\$1,000,000.00
Keep Wakulla Working	\$ 500,000.00
Community Rapid Response	\$1,000,000.00
Keeping the Public Safe	\$ 500,000.00
Reserve	\$1,887,196.00
TOTAL	\$5,887,196.00

Only those costs specified in the CARES Act and further clarified by the US Treasury Guidance and Frequently Asked questions are allowable. **All funds must be fully expended, (i.e., invoiced and paid) by December 30, 2020, and any unspent funds as of December 30, 2020, shall revert back to the State.**

COMPLIANCE, REPORTING AND REFINEMENTS

Program reporting and evaluation are necessary on-going activities to ensure success and compliance with the CARES Act. As program details evolve it will be important to coordinate with State officials and the County Attorney to ensure compliance with federal, state, and local laws.

Compliance: The US Treasury has indicated that all local government recipients of CARES Act funds will be audited to ensure compliance with the CARES Act. *The County's revenue state sharing payment(s) to the general fund will be reduced by the amount of any costs determined as unallowable by the federal or state auditing entity.*

Reporting: Staff will develop a dash board for each program and reporting will be done no less than monthly with regular updates to the Board. The County will also be responsible for all reporting requirements required by the Florida Division of Emergency Management

Refinements: Substantive changes to the Plan are expected as the programs are implemented and for compliance with future US Treasury guidance updates. Recommended changes to the Plan will be presented to the Board for approval.

PARTNERS AND STAKEHOLDERS

Program development and implementation will be undertaken and in coordination with all County partners and stakeholders, which includes but is not limited to:

- ❖ *Wakulla County Board of County Commissioners*
- ❖ *Clerk of the Court*
- ❖ *Sheriff's Office and Emergency Operations Center*
- ❖ *Supervisor of Elections*
- ❖ *Property Appraiser*
- ❖ *Tax Collector*
- ❖ *City of St. Marks*
- ❖ *City of Sopchoppy*
- ❖ *Wakulla County Chamber of Commerce*
- ❖ *Wakulla County Economic Development Council*
- ❖ *Tourism Development Council*
- ❖ *Career Source*
- ❖ *County Health Department*
- ❖ *Housing Program*
- ❖ *Non-profits providing mental health support, care giver services, food distribution, etc.*

County staff will coordinate calls and meetings with all partners and stakeholders for program development, implementation, reporting and evaluation until all funds are expended or it is determined that needs have been met.

GENERAL GOVERNMENT PROGRAM

ALLOCATION: \$1,000,000.00

PURPOSE

Cover allowable operating expenses for the continuity of local government operations, mitigation and response to Covid-19, including CARES Act program implementation and compliance costs, for the:

- ❖ Board of County Commissioners
- ❖ Clerk of the Court
- ❖ Sheriff's Office and Emergency Operations Center
- ❖ Supervisor of Elections
- ❖ Property Appraiser
- ❖ Tax Collector
- ❖ City of St. Marks
- ❖ City of Sopchoppy
- ❖ School Board – received CARES Act funding under a separate agreement.

EXAMPLES

- ❖ **Public employee reassignment** to cover payroll expenses related to the reassignment of existing employees for substantially different uses related to COVID-19 mitigation and response duties, as well as new hires necessary for COVID-19 mitigation and response.
- ❖ **Telework** costs for employees, i.e., equipment, hotspots, broadband enhancements.
- ❖ **Communication** costs for signage, legal ads, marketing etc. to inform the public on County actions, decisions, etc. regarding COVID-19.
- ❖ **Work Place Safety** - PPE, Sanitizing Stations common areas, plexiglass, etc.
- ❖ Other allowable costs not covered by FEMA or other COVID-19 funding. Can use CARES Act funds for the County 12.5% FEMA match.

IMPLEMENTATION

County staff within 30-days after the Board has approved this Plan shall:

- ❖ Review BOCC expenses back to March 27, 2020, to determine if any cost may be reimbursed from its CARES Act funds, and determine future needs.
- ❖ Contact each entity listed above to determine if they have any costs that may be reimbursed from the CARES Act funds, determine future needs, and collect information on other COVID-19 funding received or anticipated.
- ❖ Prepare needed partner agreements for Board approval for the September 21, 2020, meeting.
- ❖ Prepare a Resolution and budget amendment for Board approval for the expenditure of the CARES Act funds no later than August 17, 2020, meeting.

SMALL BUSINESS INTERRUPTION GRANT PROGRAM

ALLOCATION: \$1,000,000.00

PURPOSE

Provide grants up to \$20,000.00 (subject to funding availability) for business with 50 or less full and/or part-time employees for the reimbursement of business interruptions or losses caused by required closures, or compliance with social distancing guidance. Grant funds will be awarded on first come, first serve basis to small business with an approved application package until all grant funds are expended.

EXAMPLES OF ELIGIBLE BUSINESSES

- ❖ Child Care Centers
- ❖ Gyms
- ❖ Hair Salons, Nail Salons, Barber Shop
- ❖ Restaurants, Caterers, Bakeries, Bars
- ❖ Retail with physical bricks/mortar store front
- ❖ Mobile Services, e.g., car washing, cleaning services
- ❖ Health Care

EXAMPLES OF ELIGIBLE USES

- ❖ Salaries/Payroll
- ❖ Inventory
- ❖ Commercial Lease, Mortgage, or Rent Payments
- ❖ Utilities
- ❖ Other Expenses due to COVID-19 safety provisions

EXAMPLES OF REQUIRED DOCUMENTS

- ❖ Fully completed application, including certifications, affirmations, acknowledgements.
- ❖ Financial information, i.e., 2019 fourth quarter and 2020 first and second quarter tax returns and payroll reports.
- ❖ Tax structure documentation.
- ❖ Proof of any PPE funding, business interruption, or closures as a result of COVID-19.
- ❖ Active Wakulla County business with its principle place of business in Wakulla County as registered in SunBiz.org.
- ❖ Other documents as may be requested or required.

EXAMPLES OF ELIGIBILITY REQUIREMENTS

- ❖ Less than 50 full and/or part-time employees.
- ❖ Proof of operations since October 1, 2019 and operational as of date of grant award.
- ❖ Expected to operate for at least 12 months after grant award.

- ❖ Principle Location in Wakulla County with a valid Wakulla County business tax receipt.
- ❖ Commit to practicing current State and/or County issued COVID-19 safety practices, i.e., social distancing, sanitizing, frequent handwashing, etc.
- ❖ Store front (bricks/mortar) and/or mobile.
- ❖ No current unpaid code enforcement liens or violation of federal, state or local laws.
- ❖ Current on ad valorem taxes, if any.
- ❖ Not a publicly traded company.
- ❖ For profit organization.
- ❖ Total gross receipts or sales not to exceed \$1,000,000.00 annually.

IMPLEMENTATION

Within 30-days of the Board's approval of the Plan, County staff shall seek proposals from a professional firm to assist in the development of the grant process and application documents, review of grant application packages and provide technical assistance to businesses, recommendations for funding of applications, and reporting. Staff shall adhere to proper procurement methods mandated by US Treasury and required Board approvals.

MILESTONES

1. Grant application and guidance available on-line by September 15, 2020.
2. Every 30 days from September 15, 2020, evaluate success and any additional needs.
3. Close the grant program no later than November 15, 2020, to provide adequate time for processing applications and expenditure of the funds.
4. Program close out activities and final program reporting shall be completed no later than January 30, 2021.

KEEP WAKULLA WORKING PROGRAM

ALLOCATION: \$500,000.00

PURPOSE

Provide funding for Wakulla businesses and residents in the hardest-hit industries (e.g., hospitality, entertainment, food and beverage, personal services) due to COVID-19:

New or enhanced skills training for **unemployed citizens of Wakulla County** as a result of COVID-19 to retrain and retool skills for in-demand industries and occupations.

Retrain and up-skills training for business to prepare existing employees to meet new market demands and changes to the workplace as a result of COVID-19.

EXAMPLES OF BUSINESSES AND OCCUPATIONS

- ❖ Child Care Centers and Day Care Workers
- ❖ Gyms and Personal Trainers, Massage Therapists
- ❖ Hair Salons, Nail Salons, Barber Shop and Stylist, Manicurist, Barbers
- ❖ Restaurants, Caterers, Bakeries, Bars and Cooks, Servers

EXAMPLES OF ELIGIBLE USES

- ❖ Tuition and registration costs
- ❖ Equipment
- ❖ Supplies

REQUIRED DOCUMENTS

- ❖ To be determined based on training program

ELIGIBILITY REQUIREMENTS

- ❖ To be determined based on training program

Note: Training cost must be paid prior to December 30, 2020, however, training may not be completed by that date. May consider claw back for any participant not completing training.

IMPLEMENTATION

Within 30-days of the Board's approval of the Plan, County staff shall contact and coordinate a meeting with Career Source, Wakulla County Chamber/EDC, School Board, and/or TCC to discuss potential new and/or existing programs, costs, marketing and outreach to businesses and unemployed citizens. After discussions with potential partners have concluded staff will bring forth recommendations and draft Agreements, with one or more of the above-mentioned organizations, to manage the Program for Board consideration.

MILESTONES

1. Programs and training sources identified by September 1, 2020.
2. Application documents and guidance on-line by September 15, 2020.
3. Begin outreach and marketing to businesses and unemployed residents by September 30, 2020.
4. Every 30-days from September 15, 2020, evaluate success and any additional needs.
5. Close the entrance into the program no later than November 30, 2020, to provide adequate time for processing applications and expenditure of the funds.
6. Program close out activities and final program reporting shall be completed no later than January 30, 2021, or until all training has concluded.

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COMMUNITY RAPID RESPONSE PROGRAM

ALLOCATION: \$1,000,000.00

PURPOSE

Provide economic support and relief to residents experiencing economic hardships due to COVID-19.

INDIVIDUAL RELIEF

Provide up to **\$3,000.00 for a household of 5 or less** and up to **\$5,000.00 for a household of 6 or more** for overdue payments for rent, mortgage, and/or utilities for those who are residents of Wakulla County and actively employed prior to March 27, 2020. Payments will be made direct to the landlords, mortgage companies and/or utility providers.

EXAMPLES OF MINIMUM ELIGIBILITY REQUIREMENTS

- ❖ Reside in Wakulla County, Florida.
- ❖ Pay rent, mortgage, or utilities only for their main residence in Wakulla County, Florida.
- ❖ The application or one other individual in the household has lost job or experienced a reduction in hours at work due to COVID-19 (Adult with COVID-19 impact must be the applicant).
- ❖ Be a U.S. Citizen or permanent legal resident (**Adult applying for the assistance must be a U.S. Citizen or permanent legal resident**).

EXAMPLES OF REQUIRED DOCUMENTS

- ❖ Photo I.D. for the applicant (e.g., U.S. Government issued driver's license, passport, etc.).
- ❖ Proof of number of individuals residing in household.
- ❖ Social Security Card for the applicant, or a document from a government entity or verifiable institution that includes full social security number.
- ❖ Proof of past due rent, mortgage or utility payments.
- ❖ Documentation showing a loss of income (***only one is required***), such as:
 - Employer notice of reduced hours, furlough, or layoff due to COVID-19.
 - Two paystubs that show reduction in income, one (1) 2020 paystub to show pay prior to March 27, 2020, and one (1) paystub to show a reduction in pay since March 27, 2020.
 - Unemployment letter showing award or other information related to COVID-19.
 - Any other document that shows a reduction of income related to COVID-19.

IMPLEMENTATION

Within 30-days of the Board's approval of the Plan, County staff shall seek proposals from a professional firm to assist in the development of the Individual Relief process and application documents, review of Individual Relief application packages and provide technical assistance to individuals, recommendations for funding of Individual Relief applications, and reporting. Staff shall adhere to proper procurement methods mandated by US Treasury and required Board approvals.

MILESTONES

1. Individual Relief application and guidance available on-line by September 15, 2020.
2. Every 30 days from September 15, 2020, evaluate success and any additional needs.
3. Close the Individual Relief program no later than November 15, 2020, to provide adequate time for processing applications and expenditure of the funds.
4. Program close out activities and final program reporting shall be completed no later than January 30, 2020.

DIRECT COMMUNITY SERVICES

Partner with local organizations to provide mental health services; in-home meals; and food and water for the most vulnerable populations; and, food distribution throughout the County.

EXAMPLES

- ❖ Purchase of prepared meals for in-home delivery.
- ❖ Purchase of groceries for in-home delivery or distribution centers.
- ❖ Purchase of PPE for business or in-home care for most vulnerable residents.
- ❖ Rent for warehousing for the storage of PPE and non-perishable groceries.

IMPLEMENTATION

Within 30-days of the Board's approval of Plan, County staff shall contact and coordinate a meeting with local non-profits, i.e., Senior Center, Big Bend Community Based Care, 2nd Harvest, Apalachee Mental Health Center, American Red Cross and others that may be identified as well as the County EOC and Health Department to discuss potential unmet needs, program guidelines and development, implementation and delivery of services, marketing and outreach to citizens. After discussions with potential partners have concluded staff will bring forth recommendations and draft Agreements with one or more of the abovementioned organizations to manage this Program for Board consideration.

MILESTONES

1. Needs, services and organizations willing to assist or act as Program Manager identified by September 1, 2020, and Board approval by September 21, 2020.
2. Develop any criteria for participation if needed.
3. Develop dash board performance data and reporting requirements.
4. Begin outreach and service delivery by September 30, 2020.
5. Every 30-days from September 15, 2020, evaluate success and any additional needs.
6. Close the entrance into the program no later than November 30, 2020, to provide adequate time for processing applications and expenditure of the funds.
7. Program close out activities and final program reporting shall be completed no later than January 30, 2021.

KEEPING THE PUBLIC SAFE PROGRAM

ALLOCATION: \$500,000.00

PURPOSE

Provide proactive mitigation and response measures related to COVID-19 to keep Wakulla County safe.

EXAMPLES

Public Health

- ❖ PPE for public employees, businesses and non-profits.
- ❖ Sanitizing stations at public facilities or vehicles.
- ❖ Sanitizing stations at non-profit facilities and child care centers.
- ❖ Disinfection of public areas, and/or non-profit facilities or child care centers in the event of COVID-19 positive testing.
- ❖ Warehousing costs for storage and staging of supplies.

Medical Expenditures

- ❖ Covid-19 testing, contact tracing, antibody testing
- ❖ Emergency medical transport
- ❖ Public safety response for unfunded and unmet needs (e.g., WCFR, EOC, WSCO, County Health Department)

Public Health Compliance

- ❖ Quarantine/Non-congregate shelter and housing for those displaced by COVID-19
- ❖ Social distancing

IMPLEMENTATION

Within 30-days of the Board's approval of the Plan, County staff shall contact and coordinate a meeting with the County EOC and County Health Department to discuss potential unmet needs, program guidelines and development, implementation and delivery of services, marketing and outreach to citizens. After discussions with potential partners have concluded staff will bring forth recommendations and draft Agreements, with one or more of the abovementioned organizations, to manage this Program for Board consideration.

MILESTONES

1. Needs, services, and development of any criteria for participation by September 1, 2020.
2. Develop dash board performance data and reporting requirements by September 15, 2020.
3. Begin outreach and service delivery by September 30, 2020.
4. Every 30-days from September 15, 2020, evaluate success and any additional needs.
5. Close the entrance into the program no later than November 30, 2020, to provide adequate time for processing applications and expenditure of the funds.
6. Program close out activities and final program reporting shall be completed no later than January 30, 2021.

RESERVE

ALLOCATION: \$1,887,196.00

PURPOSE

Reserve funds will be set aside for future COVID-19 related emergencies such as social distancing related to potential storm activity and address any other unanticipated un-budgeted needs. Reserve funds can also be reallocated to others programs if not needed.

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