

Leon CARES Relief and Recovery Assistance Program

The “Leon CARES” program provides for the efficient, targeted distribution of \$51.2 million in Coronavirus Relief Funds allocated to Leon County under the federal CARES Act (H.R. 748). This plan provides funding for essential public health and safety expenditures related to COVID-19 including enhanced testing and contact tracing, direct assistance to individuals experiencing financial hardship, a variety of human service needs, critical economic relief to the local business community, and direct COVID-related costs incurred by the County, Constitutional and Judicial Offices, and the City of Tallahassee.

As provided in Section 5001 of the CARES Act, funding provided to recipients under the *Leon CARES* program may only be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the state or local government; and
3. Were incurred between March 1, 2020 and December 30, 2020.

Category:	Funding (% of Total – Approx.):
Public Health, Safety, and Compliance	\$18.2 million (35%)
Individual, Community, and Small Business Assistance	\$22.9 <u>24.4</u> million (45 <u>48</u> %)
Reserve/Replenishment Account	\$108.5 million (20<u>17</u>%)
<u>Total:</u>	<u>\$51.2 million (100%)</u>

* Due to rounding, some totals may not correspond with the sum of the separate figures.

Expenditure Category #1: Public Health, Safety, and Compliance

Proposed Allocation: \$18.2 million (35% of total)

Summary: This category dedicates funding for expenses related to Leon County's immediate COVID-19 response efforts including enhanced communitywide testing and contact tracing capabilities, purchase and distribution of personal protective equipment (PPE), and expenses incurred by local governmental entities to ensure the continued safe provision of services to the public. This category includes the following allocations:

- **Public Health Response Expenditures (\$6.1 million):**

This funding will support a significant expansion of our community's testing and contact tracing capabilities in partnership with local primary healthcare providers. This includes an expansion of testing capacity throughout the community as well as for targeted high-risk populations. The Florida Department of Health is the lead agency designated by the Governor to coordinate the state's response efforts related to COVID-19. As such, funding allocated through this category will support the expansion of planning, operational readiness, and response to COVID-19 in Leon County, primarily coordinated by the Leon County Health Department in partnership with Leon County and other health care providers in the community. This funding will be used to enhance and sustain our community's testing, contact tracing, and infection control capabilities; develop and implement prevention and mitigation strategies; and enhance the coordination and provision of critical health care services among community partners. In addition, funding in this category will support efforts by Bond Community Health Center, Neighborhood Medical Center, The Apalachee Center, Florida A&M University Pharmacy, Capital Medical Society's We Care Foundation, and North Florida Medical Center to conduct targeted COVID-19 testing in high-risk areas throughout the community and to support other direct COVID-19-related expenses to serve the medical needs of low-income residents in Leon County. Finally, this category includes \$3.1 million that may be used to further expand COVID-19 testing and contact tracing during the remainder of the current calendar year should the need arise.

- **Eligible Expenses:**

- Acquisition and distribution of medical equipment and supplies, personnel protective equipment, and infection control supplies
- General COVID-19 testing, treatment, telemedicine, contact tracing, and isolation expenditures and general healthcare operational and infrastructure expenses
- Expansion of testing access in the community through the use of "pop-up test sites" with a focus on protecting vulnerable populations
- Expansion of capabilities related to case identification, timely reporting of case data, contact identification, disease transmission characterization, and tracking of relevant epidemiologic characteristics including hospitalization and death
- Expansion of infection control and contact tracing for high-risk populations
- Surveillance to monitor virologic and disease activity in long-term care facilities, group living facilities, businesses, healthcare workers, business, schools, colleges and universities, and other large community institutions
- Enhanced coordination of public health messaging and emergency public information with key partners and stakeholders
- Dedicated reserves for unanticipated expenses and/or public health and safety needs of other area health care providers

Expenditure Category #1: Public Health, Safety, and Compliance

- **Proposed Sub-Allocations:**
 - Florida Department of Health-Leon County: \$2 million
 - Support for FQHCs and other local healthcare partners: \$1 million
 - Additional testing and contact tracing: \$3.1 million
- **Government Response & Compliance (\$12.1 million):**

This category dedicates funding to recover costs incurred directly by local government, County Constitutional Offices, and Judicial Offices to respond to the COVID-19 public health emergency. These expenses include facility improvements, service adjustments, and acquisition of materials and equipment to ensure the continued safe provision of governmental services to the public. This category of funding is intended to support expenses that are not eligible for reimbursement under the FEMA Public Assistance (PA) program. However, these funds may be used to satisfy the non-federal matching requirement under FEMA PA. The County has worked with the City of Tallahassee, Constitutional and Judicial Offices to determine eligible costs that will be supported through this category on a reimbursement basis.
- **Eligible Expenses:**
 - Public facility/operational safety improvements
 - Public education and information efforts
 - Eligible public employee payroll and leave expenses
 - Telework enhancements
 - Sanitization and social distancing expenses
 - Reimbursement of Leon County expenses to support non-congregate homeless sheltering
 - Expenses related to the provision of non-congregate hurricane risk sheltering
 - Expenses related to remarketing Leon County and publicizing the resumption of destination activities and business re-openings to position Leon County/Tallahassee as a safe place to visit
 - Funds to satisfy non-federal matching requirements under the FEMA Public Assistance program
 - Other expenses incurred for actions taken in response to the COVID-19 public health emergency consistent with the requirements of the federal CARES Act (H.R. 748)
 - Administrative expenses, including consultant services for setup and administration of the *Leon CARES* program, centralized reporting, and recovery and reimbursement of eligible expenses under applicable state/federal assistance programs
- **Proposed Sub-Allocations:**
 - City of Tallahassee: \$5 million
 - Constitutional and Judicial Offices: \$2.1 million
 - Leon County Government: \$5 million

Expenditure Category #2: Individual, Community, and Small Business Assistance

Proposed Allocation: \$~~22.9~~24.4 million (~~45~~48% of total)

Summary: This category dedicates funding to provide direct emergency financial relief for individuals and families, support for community-wide social service needs, and assistance to local businesses throughout Leon County to stimulate economic recovery. This category includes the following allocations:

- **Individual Assistance Program (\$7.5 million):**

The *Leon CARES* Individual Assistance program will provide critical financial support to approximately 3,000 households throughout Leon County (including households within the City of Tallahassee) that are experiencing financial difficulty due to COVID-19. Eligible households may receive up to \$3,000 in one-time assistance to support past due rent, mortgage, and utility bills. Funding through this category will be distributed in successive application periods in order to ensure that funds are most efficiently allocated to those households in the greatest need. The first application period will be opened for low income households as defined by the U.S. Department of Housing and Urban Development (i.e., households earning less than 80% of the area median income). Subsequent application periods may be made available if funds remain after the initial application period. The County will determine whether to retain the same income threshold (i.e., 80% of AMI) or to increase the income threshold (for example, to 100% or 120% of AMI) based on demand.

- **Program Launch:** The first application window for funding through this category is planned to open in August 2020 for a two-week period.
- **Program Eligibility:**
 - Must be a full-time Leon County resident for each of the past twelve (12) consecutive months
 - Must be 18 years old or older
 - Must verify loss of income of at least 25% between March and December 2020 due to COVID-19
 - Must have worked an average of at least 30 hours per week between March 1, 2020 and the application date, or if applicable, between March 1, 2020 and the date the applicant was laid off, furloughed, or had work hours reduced due to COVID-19
 - Must verify financial difficulty with rent, mortgage, and/or utility payments during the same period
- **Maximum Award:** Up to \$3,000 in funding per household, not to exceed applicant's actual demonstrated financial need.
- **Eligible Expenses:** Past due rent, mortgage, and utility payments. Mortgage assistance may only be provided for homesteaded properties.

Expenditure Category #2: Individual, Community, and Small Business Assistance

- **Application Requirements:** Applicants must submit documentation to verify:
 - Proof of identity and Leon County residency
 - Proof of income for the past 60 days (excluding unemployment assistance)
 - Loss of income of at least 25% between March and December 2020 due to COVID-19 (i.e. unemployment compensation letter, check stubs, furlough letter, etc.)
 - Proof that the applicant worked an average of at least 30 hours per week between March 1, 2020 and the application date, or if applicable, between March 1, 2020 and the date the applicant was laid off, furloughed, or had work hours reduced due to COVID-19
 - Past-due expenses for which the applicant is seeking assistance (i.e., monthly rent bill, mortgage statement or utility bill)
- **Application Processing:**
 - Applications for Individual Assistance will be available for submission through an online portal within a pre-determined application window.
 - An initial application period will be opened in August 2020 and will be open to any Leon County resident who has suffered an economic hardship (i.e., loss of at least 25% of income) due to COVID-19, and who earns less than 80% of the area median income. If funds remain after this initial application period, subsequent application periods may be made available and the County may expand the eligibility criteria to reach additional households.
- **Distribution of Funding Awards:** Upon application approval, funding awards will be processed and distributed by the Leon County Clerk & Comptroller directly to the applicant's landlord, mortgage holder, or utility provider.
- **Community Assistance Program (\$7.9 million):**

The *Leon CARES* Community Assistance program dedicates funding to address food insecurity, childcare assistance, and support for mental health and homelessness services. A portion of this funding allocation will be dedicated to local human services nonprofit organizations for unanticipated programmatic and operational expenses incurred due to COVID-19. Proposed allocations within this category are as follows:

 - **Food Insecurity:**

The County will contract with Second Harvest of the Big Bend (Second Harvest) to administer and support the purchase and distribution of food in the community in coordination and partnership with various local organizations. Funding provided to Second Harvest under the Leon CARES program is intended to support food insecurity needs that are not covered or reimbursable under other grant programs. Second Harvest is proposing the enhancement and establishment of several programs to address the increase need in the community in coordination and partnership with local organizations, as follows:

 - Expansion of the School Backpack program in coordination with Leon County Schools to provide food to approximately 4,000 students in households impacted by COVID-19
 - Expansion of the Senior Grocery program, which is utilized by non-profit organizations and churches to deliver meals to low-income and cognitively impaired senior citizens. This

Expenditure Category #2: Individual, Community, and Small Business Assistance

expansion will provide 180,000 additional meals above the program's baseline operations.

- Expansion of mobile feeding pantries in low income neighborhoods such as Frenchtown, Providence, and South City to distribute dry and refrigerated food products to residents. Second Harvest proposes expanding its mobile feeding program to six additional sites to target the ALICE population, young adults, and church parishioners and provide 1.4 million additional meals to underserved populations in the community.
- New partnership with the Big Bend Continuum of Care and Ability 1st to provide 254,8000 meals to individuals experiencing homelessness or living with varying disabilities. This proposal would provide a new and needed resource to unsheltered homeless individuals who have seen a reduction in service due to the suspension of outreach programs administered by churches and other non-profits to prevent the spread of COVID-19.

- *Local Human Services Assistance:*

Funding to provide up to \$20,000 of one-time assistance to 100 local human service agencies to support unanticipated programmatic and operational expenses incurred due to COVID-19. Applicants must be a 501(c)(3) organization registered with the State of Florida and provide direct human services to Leon County residents to be eligible.

Eligible expenses may include programmatic enhancements to address an increase in needs of Leon County residents due to COVID-19 including legal services, temporary shelter, and computer and technology equipment. Eligible expenses may also include the purchase and/or reimbursement of PPE, personnel costs, facility retrofit expenditures, and other unanticipated administrative expenses directly related to COVID-19.

- *Homelessness Support:*

Direct funding support for local emergency homeless shelter providers to prevent the spread or outbreak of COVID-19 in sheltering facilities. Expenses include reconfiguration of HVAC systems, widening of public entrance, redesign of eating space, and the lease or purchase of additional transport vehicles.

- Kearney Center – Emergency sheltering for single individuals experiencing homelessness
- Hope Community – Emergency sheltering for families experiencing homelessness
- Capital City Youth Services – Emergency sheltering for youth experiencing homelessness
- Refuge House – Emergency sheltering for domestic violence victims

In addition, this allocation supports a partnership with the Salvation Army to support the establishment and operation of a Community Relief Center to provide day services for individuals experiencing unsheltered homelessness.

- *Childcare Support:*

Contract with the Early Learning Coalition of the Big Bend (ELC) to provide up to five (5) months of childcare assistance to certain essential services workers, as identified in State of Florida Executive Order Number 20-91, in Leon County. The ELC will provide up to \$800 in monthly financial assistance for up to five months (August – December) to 200 eligible households. The County will work with the ELC to determine the appropriate income threshold for eligibility.

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- *Mental Health Services:*

Expand capacity of 2-1-1 Big Bend to address the 33% increase in suicide calls between January and May 2020 (compared to 2019) through increased mental health call staffing and contracted mental health counseling. To address the increase in call volume, funding will support the hiring of two additional positions by 2-1-1 Big Bend to triage mental health calls to appropriate free or low-cost mental health services in Leon County. The 2-1-1 Big Bend Mental Health Triage Specialists will be responsible for providing support to the call takers by referring callers experiencing mental health crisis immediately to local mental health resources including scheduling counseling appointments, dispatching the Mobile Response Team, or connecting telehealth services for mental health.

- *Local Economic Assistance for Nonprofits (LEAN) Program Reimbursement:*

Reimbursement of the \$602,5000 in funding awarded across more than 230 local nonprofits through the Blueprint Intergovernmental Agency's LEAN Program in April 2020.

- **Summary of Proposed Sub-Allocations:**

- Food Insecurity: \$3.3 million
- Local Human Services Assistance: \$2 million
- Homelessness Support: \$1 million
- Childcare Assistance: \$920,000
- Emergency Mental Health Services Support: \$100,000
- LEAN Program Reimbursement: \$602,500

- **Small Business Assistance Program (\$~~7.59.0~~ million):**

This category designates funding to provide direct assistance to local small businesses for COVID-19-related expenditures. In addition, this category dedicates funding for the three local Chambers of Commerce to provide technical assistance to businesses applying to the Small Business Assistance Program as well as training to support the restart, re-launch, and re-opening of local businesses that experienced closures due to COVID-19. Proposed expenditures within this category are as follows:

- *Small Business Grants:*

Leon CARES Small Business Assistance program invests \$~~67.5~~ million into small businesses. The program will allow approximately 3,100 qualifying small businesses access to \$~~12~~,000 to \$6,000 in grant money to cover business expenses directly related to COVID-19 including employee wages, vendor bills, rent, utilities, signage/marketing to announce re-opening or new hours, and employee/customer safety costs.

- **Program Launch:** August 2020

Expenditure Category #2: Individual, Community, and Small Business Assistance

- **Program Eligibility:** Must be a for-profit business that:
 - Has either been forced to close or experienced business impacts directly related to COVID-19
 - Is either:
 - Registered with the Florida Division of Corporations and listed as “Active” with principal address in Leon County prior to the COVID-19 public health emergency declaration of March 16, 2020; or
 - A Sole Proprietor (self-employed; no employees) with documentation of principal business address in Leon County
 - Is not a publicly-traded company
- **Baseline Funding Awards*:**
 - 1-10 Employees: ~~\$1,500~~2,000
 - 11-24 Employees: ~~\$2,500~~3,000
 - 25-49 Employees: \$5,000
 - 50-100 Employees: \$6,000

** Companies with common ownership and/or a common DBA will be treated as a single business*
- **Supplemental Awards:**
 - “Hardest Hit” Businesses: provides a supplemental \$500 award to businesses directly impacted by the state of Florida’s Stay at Home Order. Businesses must be within one of the following sectors to be eligible: Accommodation & Food Services (NAICS 72); Retail Trade (NAICS 44-45); or Other Services (NAICS 81). Eligible businesses will be required to demonstrate at least a 50% revenue loss related to the economic effects of COVID-19.
 - MWSBE Businesses: to address the disproportionate effect of the COVID-19 pandemic on minority-owned and women-owned small businesses, this program provides a supplemental ~~\$1,500~~ award to eligible businesses that provide documentation of:
 - Certification as a Minority and Women Business Enterprise with the Office of Economic Vitality as of June 1, 2020;
 - Certification with the Florida Department of Management Services’ Office of Supplier Diversity (OSD) as of June 1, 2020; or
 - Proof that an application has been submitted to become a certified MWBE with the Office of Economic Vitality or certified OSD vendor with the State of Florida.
 - “Rebounding” Businesses: provides a supplemental \$500 award to eligible business that certify that they hired two or more full-time or part-time employees in the previous 30 days.

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- **Eligible Expenses:**
 - Business re-launch costs: payroll, inventory/supplies, rent, mortgage, utilities, signage/marketing to announce re-opening or new hours
 - COVID-19 safety costs: PPE for employees, PPE for customers, hand sanitizer, cleaning products, deep cleaning services, equipment associated with establishing social distancing within a business establishment (e.g. plexiglass for point-of-sale, floor markings, signs, cordon and space arranging items)

- **Application Requirements:**
 - Provide documentation of business interruption costs caused by required closures beginning March 16, 2020; or demonstrate a minimum 25% reduction in revenue year-over-year as a result of COVID-19; or demonstrate a 25% increase in costs as a result of COVID-19 for the time period of March-June 2020.
 - Provide IRS W-3 or IRS 941 form (for businesses with 2 or more employees)
 - Provide Schedule C of 1040 Tax Return, Copy of 2019 1099, or IRS SS4 form (for sole proprietors)
 - If doing business under a fictitious name, provide documentation of fictitious name registration with Florida Division of Corporations
 - Pledge in good faith to make all efforts to remain operational after applicable local and state emergency guidelines are removed.
 - Commit to following the COVID-19 Prevention Measures recommended by the U.S. Centers for Disease Control and Prevention (to practice social distancing, stay home when feeling sick, wear protective face covering, and sanitize and wash hands frequently)
 - Commit to attending one business recovery learning series event offered by one of the three local chambers either virtually or in person.

- **Document Affidavits:**
 - That applicant has authority to apply for business;
 - That the business has been “negatively impacted” by COVID-19;
 - That the applicant has not already received (and does not expect to receive) reimbursement of any of these costs through another grant
 - That grant funds will be used for authorized business expenses per Section 601(d) of Social Security Act;
 - That information is true, complete, correct;
 - Business expects to resume normal business operations after emergency guidelines are lifted;
 - Will cooperate with the County and its agents for grant auditing purposes;
 - Acknowledges that the application and supporting documents submitted for the grant is subject to disclosure under Florida’s Public Records Law unless an exemption applies.

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- Misrepresentation could result in fine/imprisonment per USC Title 18 Section 1001 and Florida Statute 92.525 under penalty of perjury;
 - Failure to use funding in accordance with requirements of Section 601(d) Social Security Act and 5001 CARES Act entitles county to receive a return plus damages.
- **Application Processing:** Applications for Small Business Assistance will be available for submission through an online portal within a pre-determined application window.
- **Distribution of Funding Awards:** Upon application approval, funding awards will be processed and distributed by the Leon County Clerk & Comptroller directly to the applicant.
- **Local Chambers of Commerce Support:**

The County will provide funding to the Big Bend Minority Chamber of Commerce, Capital City Chamber of Commerce, and Greater Tallahassee Chamber of Commerce to provide continued assistance to local businesses:

 - Technical assistance to businesses seeking to apply to the Small Business Assistance Program, including promoting the program to target businesses, guiding applicants through the application process, including assembling required documentation, explaining rules, and assisting applicants with technical questions regarding grant submissions.
 - Training and engagement activities to work with local companies for the seeking to restart, re-launch, and re-open as a direct result of COVID-19 business interruptions, including:
 - Training on how to build consumer confidence and promote safety measures put in place by local businesses as result of COVID-19 in order to drive new sales;
 - Equipment, workforce, and other needs assessment through one-on-one and group engagement; and
 - Research and recommendations for solutions to items discovered through needs assessment.
 - Assessing needs, coordinating resources, and implementing trainings for current and new employees, that can address:
 - New technologies (e.g. point-of-sale, online sales platforms, online engagement platforms, new software platforms, new physical machinery, new methodologies for producing goods and services) as a result of COVID-19;
 - New business practices as a result of COVID-19 (e.g. social distancing, new supply chain practices, new continuing education procedures, new customer discovery methods, new client relationship development and maintenance methods); and
 - New education (e.g. certifications, degrees and apprenticeships).
- **COVID-19 Economic Disaster Relief (CEDR) Program Reimbursement:**

Reimbursement of the \$1,158,786 in funding dedicated to the CEDR Grant Program to provide financial assistance to 489 local businesses in April 2020.

Expenditure Category #2: Individual, Community, and Small Business Assistance

- **Summary of Proposed Funding Allocation:**
 - Small Business Grants: \$~~67.5~~ million
 - Local Chambers of Commerce Support: \$300,000
 - CEDR Grant Reimbursement: \$1.2 million

Summary – Leon CARES Expenditure Plan:

Proposed Expenditure Categories:		
Category:		Funding (% of Total – Approx.):
Public Health, Safety, and Compliance	Florida Department of Health-Leon County (\$2 million)	\$18.2 million (35%)
	Support for Bond Community Health Center, Neighborhood Medical Center, North Florida Medical Centers, and Apalachee Center (\$1 million)	
	Additional Testing and Contact Tracing (\$3.1 million)	
	City of Tallahassee (\$5 million)	
	Constitutional and Judicial Offices (\$2.1 million)	
	Leon County Government (\$5 million)	
Individual, Community, and Small Business Assistance	Individual Assistance (\$7.5 million)	\$ 22.9 <u>24.4</u> million (45 <u>48</u> %)
	Food Insecurity (\$3.3 million)	
	Local Human Services Assistance (\$2 million)	
	Homelessness Support (\$1 million)	
	Childcare Assistance (\$920,000)	
	Mental Health Support (\$100,000)	
	LEAN Grant Reimbursement (\$602,500)	
	Small Business Grants (\$ 67.5 million)	
	Chambers of Commerce Support (\$300,000)	
	CEDR Grant Reimbursement (\$1.2 million)	
Reserve/Replenishment Account		\$ 108.5 million (20 <u>17</u> %)
Total:		\$51.2 million (100%)