

# Leon County Board of County Commissioners

## Budget Workshop Item #5

July 14, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Proposed *Leon CARES* Expenditure Plan for Coronavirus Relief Funds

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/Division Review and Approval:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Andy Johnson, Legislative and Strategic Initiatives Nicki Paden, Management Analyst Shington Lamy, Director, Office of Human Services & Community Partnerships Cristina Paredes, Director, Tallahassee-Leon County Office of Economic Vitality Scott Ross, Director, Office of Financial Stewardship Mathieu Cavell, Community Relations and Resilience

### **Statement of Issue:**

This budget discussion item seeks the Board's consideration of a proposed "*Leon CARES*" expenditure plan (Attachment #1) to distribute Leon County's allocation of \$51.2 million in Coronavirus Relief funds under the federal CARES Act. The *Leon CARES* plan would provide funding for essential public health and safety expenditures related to COVID-19, direct assistance to individuals experiencing financial hardship, a broad range of human service needs, and critical economic relief to the local business community, consistent with the requirements of the CARES Act, U.S. Treasury guidance, and the County's Funding Agreement with the Florida Division of Emergency Management. Additionally, the plan would fund and reimburse direct COVID-19-related costs incurred by the County, Constitutional and Judicial Offices, and the City of Tallahassee, also consistent with CARES Act, U.S. Treasury guidance and the County's funding agreement with the Florida Division of Emergency Management.

### **Fiscal Impact:**

This item has a fiscal impact. Leon County is eligible to receive up to \$51.2 million in Coronavirus Relief Funding under the CARES Act. The attached Resolution and Budget Amendment Request (Attachment #2) would allocate these funds as recommended in the proposed *Leon CARES* expenditure plan.

**Staff Recommendation:**

- Option #1: Approve the proposed *Leon CARES* expenditure plan for the County's allocation of Coronavirus Relief Funds (Attachment #1).
- Option #2: Authorize the County Administrator to expend Coronavirus Relief Funds as provided in the *Leon CARES* plan, make modifications to program criteria as may be needed to ensure the efficient and timely use of the County's allocation prior to December 30, 2020, and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.
- Option #3: Approve the associated Resolution and Budget Amendment Request (Attachment #2).
- Option #4: Authorize the County Administrator to negotiate and execute a final agreement with Ernst & Young, to support the County's implementation of the *Leon CARES* plan (Attachment #3), in an amount not to exceed \$1.1 million, subject to legal review by the County Attorney.
- Option #5: Authorize the County Administrator, if necessary, to execute future change orders with Ernst & Young to support an increase in the number of individual and business applications processed beyond original estimates or to support other programmatic changes made to *Leon CARES*.

## Report and Discussion

### **Background:**

At the June 16, 2020 meeting, the County Administrator recommended and the Board approved a funding agreement with the Florida Division of Emergency Management to receive up to \$51.2 million in Coronavirus Relief Funds authorized by Congress in the CARES Act and directed the County Administrator to prepare a plan for the Board's consideration to allow the County to seek reimbursements for eligible expenditures of these funds. Accordingly, this budget discussion item seeks the Board's consideration of a proposed "*Leon CARES*" expenditure plan for Coronavirus Relief Funds allocated to Leon County (Attachment #1) and an associated budget amendment (Attachment #2). Additionally, as discussed in detail below, this item seeks the Board's consideration to authorize a contract with the consulting firm Ernst & Young to provide services in support of the County's implementation of the *Leon CARES* plan (Attachment #3). Costs associated with these services are reimbursable under the CARES Act and are contemplated in the proposed expenditure plan.

The *Leon CARES* plan provides a broad range of recommended funding allocations 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 services needs, and critical economic relief to the local business community. Additionally, the plan would fund and reimburse direct COVID-19-related costs incurred by the County, Constitutional and Judicial Offices, and the City of Tallahassee. As discussed in detail in this item, the proposed *Leon CARES* plan would address the immediate public health needs associated with the COVID-19 pandemic while also positioning the County to anticipate future expenditure needs associated with additional waves of the virus, the 2020 Atlantic hurricane season, the 2020-21 flu season, and other considerations. The recommendations provided in this budget discussion item for use of the Coronavirus Relief funds are a balance between Leon County's continued efforts to provide citizens with immediate support and relief and an intentional focus on recovery.

On March 27, 2020 Congress passed the "Coronavirus Aid, Relief, and Economic Security Act" (the "CARES Act," H.R. 748) to provide direct economic assistance in response to the financial fallout related to the COVID-19 pandemic. This legislation provides \$2.2 trillion of economic relief and stimulus for businesses, individuals, federal agencies, and state and local governments, including a \$150 billion Coronavirus Relief Fund for state and local government to help offset necessary expenditures incurred due to the COVID-19 public health emergency. As provided in the CARES Act, 12 Florida counties with a population greater than 500,000 received direct allocations from the U.S. Treasury totaling \$2.47 billion. Counties less than 500,000 in population, including Leon County, were not eligible to receive a direct payment under the CARES Act. However, the bill allowed states to distribute funds to local governments under 500,000 in population, and on June 10, the Governor announced that the State of Florida will disburse the remaining funds allocated to Florida (totaling up to \$1.275 billion) to counties with a population below 500,000 through FDEM for expenditures eligible for reimbursement.

The State of Florida was allocated \$8.3 billion in Coronavirus Relief Funds under the CARES Act. The Act required 45% of these funds (or \$3.7 billion) to be reserved for local governments; of this

total, the 12 Florida counties above 500,000 in population that were eligible for direct payments from the Treasury received \$2.47 billion, leaving \$1.275 billion to be distributed to the remaining local governments in Florida by population proportion. Based on the formula, Leon County is eligible to receive reimbursement up to \$51.2 million for qualified expenditures. Each county will receive an initial disbursement equal to 25% of the county's total allocation. Leon County executed its funding agreement with the State effective on June 18 and has received its initial disbursement totaling approximately \$12.8 million. Under the County's current funding agreement with the state, this initial allocation would allow the County to begin funding assistance programs included in the *Leon CARES* plan as may be approved by the Board, and the balance of the County's allocation would be provided by the state on a reimbursement basis. At this time, the County is also working with FDEM to seek pre-approval of expenditures by the State for advance funding of the remaining 75% of the County's CARES Act allocation.

As discussed in the Analysis section below, the County has conducted an extensive evaluation of the specific statutory and administrative requirements of the CARES Act, local government best practices, and community needs in developing the funding recommendations in the proposed *Leon CARES* plan. This includes engaging the Florida Association of Counties and the National Association of Counties to determine the eligible uses of CARES Act funds based on federal statute and guidance issued by the U.S. Treasury and FDEM. Additionally, these recommendations reflect an exhaustive review of expenditure plans adopted by the 12 Florida counties that received their full allocation of Coronavirus Relief Funds directly from the Treasury to identify the funding strategies these counties have adopted as well as best practices to incorporate into the proposed *Leon CARES* plan. Finally, the County also coordinated extensively with the local business community, healthcare and human service providers, and other local government stakeholders (Constitutional and Judicial Officers and the City of Tallahassee) to identify a broad range of community needs resulting from the COVID-19 public health emergency. Many of these community partners have received direct federal support under other sections of the CARES Act; in these instances, the *Leon CARES* plan seeks to leverage the County's allocation to most effectively meet these community needs. In addition, other community partners not funded through *Leon CARES*, such as the universities and hospitals, have received their own direct allocation of CARES Act funding and are subject to their own specific rules and guidance.

### **Analysis:**

The Analysis section of this budget discussion item begins by providing an overview of the eligible uses of Coronavirus Relief Funds. As discussed below, the eligible uses of these funds are limited to covering only necessary, unbudgeted expenses related to the COVID-19 public health emergency and must be expended by December 30, 2020. At this time, these funds may not be used to offset decreases in revenues as a result of the economic impact of the pandemic; as such, this funding does not address the significant challenge of balancing the County's budget given the severe revenue losses associated with the conscious decision to shut down the economy to help mitigate the spread of COVID-19.

This section also provides a comparative analysis of expenditure plans established by the 12 large Florida counties that have already received funding directly from the Treasury to identify the strategies that these counties have adopted for qualifying uses of their allocated Coronavirus Relief

Funds. Finally, this section presents a proposed “*Leon CARES*” expenditure plan for the Board’s consideration that would provide 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 services 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.

Eligible Uses of Coronavirus Relief Funds:

Under Section 5001 of the CARES Act, Coronavirus Relief Funds 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.

To date, the U.S. Treasury has issued a “Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments” document, updated as of June 30 (Attachment #4), as well as a Frequently Asked Questions document (Attachment #5), updated June 24. Under the guidance provided in these documents, eligible uses of Coronavirus Relief Funds include the following specific categories:

- Medical expenses
- Public health expenses
- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Expenses to facilitate compliance with COVID-19 related public health measures
- Expenses related to the provision of economic support in connection with the COVID-19 public health emergency
- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria

The Treasury guidance also specifically notes that funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the CARES Act.

In the Governor’s June 10 announcement of the State’s plan to share Coronavirus Relief Funds with counties below 500,000 in population, the Governor stated that “All counties... should provide funds to municipalities located within their jurisdiction on a reimbursement basis for expenditures eligible under the CARES Act and related guidance.” As discussed below, the proposed *Leon CARES* plan is consistent with the County’s CARES Act Funding Agreement with

FDEM and recommends allocating a portion of these funds to reimburse the City of Tallahassee for its eligible COVID-related expenses that are not otherwise reimbursable under the FEMA Public Assistance program, as well as the County's Constitutional and Judicial Offices. All expenditures of these funds, including those made by the County's sub-grantees, must comply with the requirements of the CARES Act and applicable Treasury guidelines.

#### Comparative Analysis of Other Counties' Expenditure Plans

As indicated above, the CARES Act allowed local governments over 500,000 in population to apply directly to the U.S. Treasury to receive their share of Coronavirus Relief Funds. In Florida, there are 12 counties which met this criterion: Brevard, Broward, Duval, Lee, Miami-Dade, Orange, Palm Beach, Pasco, Pinellas, Polk, and Volusia. Each of these counties developed a plan to guide its local expenditure of Coronavirus Relief Funds. In preparing this budget discussion item, staff evaluated each of these 12 counties' expenditure plans to identify the strategies that these counties have adopted for qualifying uses of their allocated funds as well as best practices to incorporate into the proposed *Leon CARES* plan. Attachment #6 to this item provides a table comparing each of these 12 counties' allocations of their Coronavirus Relief Funds. Following is a summary of the key findings from this comparative analysis:

- Each of the 12 counties established discrete categories for the allocation of their Coronavirus Relief Funds. In general, most counties established categories aligning with the specific eligible uses identified in the Treasury guidance document (i.e., medical expenses, public health expenses, economic support, etc.).
- Each county's plan provides funding for economic support/small business assistance, community social service needs, public health expenses, and reimbursement of eligible COVID-related expenses incurred by the county.
- Most counties either established a reserve/replenishment category or left a portion of their funds unallocated in the event of future unexpected needs (such as expanded testing and contract tracing and non-congregate hurricane sheltering) or for potential Congressional changes to the authorized uses of these funds.
- Most counties' plans allow for reimbursement of eligible expenses incurred by municipalities within their jurisdiction.
- Several counties are contracting with an outside firm to administer their local expenditure plan in order to quickly distribute funds to meet their community's needs while and providing accounting controls and ensuring compliance with the CARES Act.

#### Proposed Leon County Expenditure Plan – *Leon CARES*:

Based upon the eligible uses of the Coronavirus Relief Funds and the review of other counties' adopted expenditure plans discussed above, this budget discussion item presents a proposed "*Leon CARES*" expenditure plan for up to \$51.2 million in Coronavirus Relief Funds allocated to Leon County (Attachment #1) for the Board's consideration. The proposed plan would provide 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 services 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 discussed above, most counties' plans include a similar set of funding categories based directly upon the CARES Act requirements and Treasury guidance, including direct individual assistance to help citizens experiencing financial distress as a result of COVID-19. According to a June 2020 article in the *New York Times*, recent studies from research teams at Columbia University, the University of Chicago, and Notre Dame indicate that the expansion of federal assistance provided by Congress in response to the COVID-19 pandemic has prevented a significant rise in poverty. As the article specifically notes:

*The Columbia group's midrange forecast has poverty rising only slightly this year to 12.7 percent, from 12.5 percent before the coronavirus. Without the Coronavirus Aid, Relief and Economic Security Act — the March law that provided one-time checks to most Americans and weekly bonuses to the unemployed — it would have reached 16.3 percent, the researchers found. That would have pushed nearly 12 million more people into poverty.*

The article also notes that with greater access to the assistance that has been made available, the projected poverty rate may even decrease. Among the forms of assistance that are in the greatest need are rent/mortgage assistance and food assistance, both of which are eligible uses of Coronavirus Relief Funds as provided in the CARES Act. However, as of the publication of this budget discussion item, the expanded \$600 weekly federal unemployment assistance and the moratorium on residential evictions authorized by Congress in the CARES Act are both scheduled to expire on July 25 and have not been extended. Also, while Congressional leaders are expected to consider providing additional direct stimulus payments as part of an upcoming "Phase 4" response measure, Congress has not yet authorized this, and it is not certain when such payments would be issued if approved. These factors underscore the need for continued financial relief and economic assistance which can be provided by Leon County through its allocation of Coronavirus Relief Funds.

The first priority in the proposed *Leon CARES* plan is to fund critical public health and safety strategies to mitigate and contain the spread of the novel coronavirus. In developing the funding recommendations in the plan, staff worked with the Leon County Health Department, local Federally Qualified Health Centers, and the community's primary healthcare providers to estimate the funding assistance that may be needed to support public health measures such as expanded testing, contact tracing, and the purchase of PPE materials in response to COVID-19. The plan also positions the County to anticipate future expenditure needs associated with additional waves of the virus, the 2020 Atlantic hurricane season, the 2020-21 flu season, and other considerations. Following this, the plan prioritizes 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. The recommended allocations in these areas were developed in partnership and support from United Partners for Human Services and the community's human service agencies and the COVID-19 recovery stakeholder group established by the Office of Economic Vitality.

As discussed above in the comparison of other counties' expenditure plans, all of these counties have established a similar set of funding categories for the use of their allocation of Coronavirus Relief Funds based on the specific statutory requirements and Treasury guidance. While the dollar amounts allocated by other counties vary, staff evaluated the proportion of other counties' funding allocated to each category and gathered input from a variety of community partners across the health care, human services, and business communities to assess the need for assistance locally. Also, based on best practices adopted by other counties, the recommended funding allocations include a reserve/replenishment account to make adjustments as needed to optimize the County's use of these funds. As such, the proposed *Leon CARES* plan establishes three recommended funding categories to ensure that the funds are able to meet the immediate and personal need of citizens, businesses, non-profits, the local health care community, and other local governmental entities. The table below summarizes these proposed expenditure categories, followed by a detailed description of each:

<b>Category:</b>	<b>Funding (% of Total – Approx.):</b>
Public Health, Safety, and Compliance	\$18.2 million (35%)
Individual, Community, and Small Business Assistance	\$22.9 million (45%)
Reserve/Replenishment Account	\$10 million (20%)
<b><u>Total:</u></b>	<b><u>\$51.2 million (100%)</u></b>

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

***Public Health, Safety, and Compliance (\$18.2 million, 35% of total):***

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. In April 2020, the federal government set a testing goal for states to test 2% of their population per month as a measure to help states and communities safely reopen businesses and ease social distancing measures intended to slow the spread of the novel coronavirus. This equates to approximately 5,876 tests per month in Leon County or 200 tests per day. Leon County has exceeded this goal substantially, with tests administered locally to over 4% of the population, or approximately 11,752 tests, each month. As the demand for testing increases, however, the Leon County Health Department (LCHD)



recommends expanding testing capacity, with an additional focus on testing in high-risk areas of the community.

Based on a matrix developed by LCHD to identify and prioritize census tracts with the highest risk to contract COVID-19, this category provides funding that will enable LCHD, Bond Community Health Center, Neighborhood Medical Center, and North Florida Medical Center to conduct approximately 1,200 tests each week in these high-risk census tracts, which are located in zip codes 32304, 32301, and 32303. On a weekly basis, the FQHCs will set-up mobile sites at a specific school, church, community center, etc. in the targeted areas. The sites will be fully staffed using tents and fans to ensure clients are protected from the heat. Overall, this funding will enable the County's healthcare partners to increase the local testing capacity by approximately 5,000 tests, or 45%, per month. In addition to the targeted census tracts, Bond and Neighborhood Medical Center will provide support to the emergency homeless shelters in providing regular COVID-19 testing to clients as well as primary care services utilizing their respective mobile units. This category also 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. This may include establishing an additional testing site similar to the Northwood Center location if such a facility is determined to be needed in coordination with LCHD. Of note, the County is coordinating regularly with the Florida Division of Emergency Management and other partners to identify additional opportunities to further expand local testing capacity by leveraging state and federal resources, including a testing location anticipated to be opened by FDEM at a local Home Depot store.

In addition, given the priority of COVID-19, the Health Department is currently using existing staff from other Health Department programs to perform contact tracing. Under the proposed plan, four new dedicated contact tracing teams will be established. In total, the teams will be able to investigate 600 cases/week and trace 1,920 contacts/week. If demand exceeds the team's capacity, additional funding can be allocated to support more contact tracing. Also, the Health Department will have dedicated staff work half days in each school. Teachers will screen students for COVID-like illness in the classroom first thing in the morning and any positive screens will be sent to a location monitored by the school health staff. Students will be rescreened and sent home if needed. School health staff will also provide additional screening of students for COVID-like illness and collect surveillance data for monitoring and tracking of COVID19 in the schools.

In addition, funding in this category will also be made available for The Apalachee Center, FAMU Pharmacy, and the We Care Foundation for unanticipated and unfunded expenses incurred due to COVID-19 such as PPE, cleaning supplies, technology enhancements, and personnel costs. A sub-grantee funding agreement will be entered into with each entity and payments will be made on a reimbursement basis for actual expenditures incurred. This will ensure that the partners of the County's Primary Healthcare Program continue to have the necessary resources to serve the medical needs of Leon County low-income residents.

- **Government Response & Compliance (\$12.1 million)**

This category also 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. 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. Eligible expenses in this category include facility improvements, service adjustments, and acquisition of materials and equipment to ensure the continued safe provision of governmental services to the public. This funding will also provide for the reimbursement of expenses incurred by Leon County to support non-congregate homeless sheltering, a tourism remarketing campaign promoting the resumption of destination activities and business re-openings in Leon County, and a robust public education and awareness campaign promoting the *Leon CARES plan*. This category also includes funding for consultant services for the infrastructure and administration of the County's implementation of the *Leon CARES* plan as discussed in further detail later in this item. 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.

***Individual, Community, and Small Business Assistance (\$22.9 million, 45% of total):***

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 (including within the City of Tallahassee) 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 households throughout Leon County, including those within the City of Tallahassee, that are experiencing severe economic hardship due to COVID-19. This program will provide up to \$3,000 in one-time assistance to these households to support past-due rent, mortgage, and utility bills (equal to approximately two months of housing and utility bills based on the HUD Fair Market Rent value for a three-bedroom apartment in Leon County). According to Legal Services of North Florida, landlords typically move forward with evicting tenants due to non-payment once the rent amount is two months in arrears.

As of the publication of this budget discussion item, Congress is expected to negotiate and consider additional "Phase 4" relief legislation in mid-July. This legislation may include extensions and/or modifications of assistance programs currently provided to these individuals, including food and nutrition assistance, federal unemployment assistance to supplement state unemployment, rental assistance for individuals residing in public housing, and more. Pending further federal relief from Congress, the proposed *Leon CARES* Individual Assistance program will provide immediate help for Leon County citizens to avoid homelessness or utility disconnection as a result of economic hardship due to COVID-19.

The Individual Assistance program targets residents in low-income households as defined by HUD (i.e., those that earn less than 80% of the area median income) who have experienced layoffs, furloughs, or reduced work hours as a result of COVID-19. This income threshold is utilized in several HUD programs, including the Public Housing Program and the Section 8 Housing Choice and Project-Based Voucher Programs, as well as in programs run by agencies such as the Department of the Treasury, the Department of Agriculture, and the Federal Housing Finance Agency. Based on income data published by HUD and the County's current unemployment rate, there are an estimated 3,000 such households in Leon County that may be experiencing financial difficulty in meeting their basic living expenses. However, the number that apply could be either greater or fewer, and not all applicants will request the full award. Accordingly, and as described below, the plan includes a strategy to adjust the parameters of the Individual Assistance program as may be needed following an initial round of applications to ensure that the County's funding reaches those households in the greatest financial need.

To be eligible for Individual Assistance, applicants must reside in Leon County, earn less than 80% of the area median income, and demonstrate a loss of income of at least 25% between March and December due to COVID-19. Applicants must also be working an average of 30 hours per week or have worked an average of 30 hours per week prior to being laid off, furloughed, or had work hours reduced by their employer. Eligible applicants may receive up to \$3,000 in one-time assistance to support past due rent, mortgage, and utility bills. Any funding awarded under the Individual Assistance program will be paid directly to the landlord, mortgage holder, or utility provider.

The *Leon CARES* plan contemplates distributing funding through this category in successive application periods in order to ensure that funds are most efficiently allocated to those households in the greatest need. 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. Upon review and approval of a completed application payments will be made directly to the landlord, mortgage holder or utility provider. For payment to occur, the landlord, mortgage holder or utility must acknowledge they will not evict or turn off power for at least thirty days. 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.

Of note, on June 25, 2020, the Governor announced that the State of Florida will allocate \$120 million to counties to provide rental and mortgage assistance for Florida families that have been negatively impacted by the COVID-19 pandemic. As of the publication of this agenda item, the State has not published information on eligible uses of these funds or county-by-county allocations. Once this information is available, a separate agenda item will be brought back for the Board's consideration to allocate these funds based on eligible uses allowed by the State and to execute a funding agreement.

- **Community Assistance Program:**

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 expenditures within this category are as follows:

- *Food Insecurity (\$3.3 million)*: Given the significant increase in unemployment caused by COVID-19, food insecurity continues to grow in Leon County. With the additional Federal unemployment compensation expiring at the end of July, food insecurity will continue to increase. Second Harvest of the Big Bend is a non-profit food bank that accepts and distributes donations of food through a network of 135 to local food pantries, soup kitchens, homeless shelters, senior community centers and children's feeding programs. According to Second Harvest, by distributing approximately 3 million meals, their proposal addresses the food insecurity needs of the community's most vulnerable populations with those of lower income working families and young adults. Each program is designed to be expanded or reduced to accommodate the actual need and response. Second Harvest's proposal includes the following programs targeting these populations:
  - Expanded Child Nutrition program: 5,000 bags of food provided to food-insecure children on a weekly basis over the 37-week school year
  - Expanded Senior Grocery program: 2,500 boxes of food to food-insecure seniors on a monthly basis through the rest of the calendar year
  - New program for high-risk/homeless individuals: 700 boxes of food weekly to this population for 26 weeks, in coordination with the Big Bend Continuum of Care
  - Expanded mobile feeding: two additional mobile distributions weekly targeting working families and the ALICE population, food-insecure younger adults, and at Sunday worship services

In addition to the growing demand for food, due to the COVID-19 pandemic, 10% of Second Harvest's partner agencies including not-for-profit organizations and churches have suspended food distribution out of an abundance of caution for their employees and volunteers. Centralizing *Leon CARES* funding for food insecurity through Second Harvest leverages their existing food distribution infrastructure and thereby avoids the County duplicating this effort with 135 individual organizations.

Attachment #7 is Second Harvest's proposal to leverage Leon CARES funds to support the distribution of approximately 3 million meals to address food insecurity within the targeted populations.

- *Local Human Services Assistance (\$2.0 million)*: With the partnership and support of United Partners for Human Services, this category dedicates funding to provide up to \$20,000 of one-time assistance to approximately 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. Leon County Human Services and Community Partnerships (HSCP) will administer the approval and distribution of funding to eligible agencies on a reimbursement basis, consistent with state and federal guidelines.

- *Homelessness Support (\$1.0 million):* In March 2020, Leon County convened a Local Homeless COVID-19 Task Force to identify and support the programmatic, operational, and capital needs of the four homeless service providers in Leon County. Leon County has four emergency shelters designated for the homeless population: the Kearney Center for single individuals experiencing homelessness; Hope Community operated by Big Bend Homeless Coalition for families; Capital City Youth Services (CCYS) operates the youth shelter; and Refuge House operates the shelter for domestic violence victims.

To reduce the spread of COVID-19 among the homeless and to mitigate the impact of infection, shelters are complying with Center for Disease Control guidance which recommends separating beds and cots within congregate settings by three feet for healthy individuals and six feet for clients affected by respiratory conditions. In order to provide service to smaller groups, the shelters have attempted to reconfigure their spaces; however, these spaces were designed to maximize space in congregate settings through dormitory-style bed quarters, communal bathrooms, and large cafeterias. As a result, this has decreased the availability of homeless beds in the community by approximately 45%. Additionally, the homeless providers have suspended services such as meals and showers to clients that do not reside in the facilities to prevent the spread of COVID-19.

The County has been working to coordinate resources with the City of Tallahassee and the Big Bend Continuum of Care (CoC) to support the programmatic, operational, and capital needs of the homeless service providers. To address the need to reduce capacity at the facilities, the City and CoC funding has been focused on securing stable and permanent housing for clients of the emergency shelters. The City recently received \$1.8 million in Emergency Solutions Grant funds through the CARES Act for programs and operations such as emergency shelter operations, rapid rehousing, homeless prevention, homeless diversion, and outreach. Also, the Big Bend Continuum of Care was awarded approximately \$750,000 for programs such as emergency shelter operations, homeless prevention, rapid rehousing, and outreach. Additionally, the County has partnered with the Salvation Army to provide non-congregate sheltering for homeless individuals and families that may test positive for COVID-19 in local hotels and to establish a Community Relief Center to provide day services to unsheltered homeless. During the April 14, 2020 meeting, the Board authorized \$300,000 in funding to support these efforts. Of note, later this summer, the Kearney Center intends to apply to FEMA for reimbursement of up to 75% of the cost incurred for transitioning its

clients into hotels and apartments. On behalf of the homeless shelter providers, Leon County applied and received pre-approval for the use of non-congregate sheltering such as hotels for individuals that test positive for COVID-19, have been exposed to COVID-19, or are in a high risk group that require social distancing for precautionary measures.

While the funding available to homeless service providers through the City and the Continuum of Care has been focused on securing stable and permanent housing for clients of the emergency shelters, as discussed above, this proposed funding category in the *Leon CARES* plan seeks to assist the four emergency shelter partners with facility modifications in order to meet CDC guidelines for physical distancing to prevent the spread or outbreak of COVID-19. This funding will support the reconfiguration of HVAC systems, widening of public entrances, redesign of eating spaces, and the lease or purchase of additional transport vehicles.

- *Childcare Support (\$920,000)*: Based on feedback from local human service partners, childcare assistance is one of the highest needs in the community due to the impact of COVID-19. While non-essential workers may be eligible for expanded family and medical leave under the Families First Coronavirus Response Act or may be able to work remotely to provide care for their children, many essential workers must continue reporting to their worksites and consequently are the most impacted by these closures.

Under the proposed *Leon CARES* plan, the County will 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. Currently, the ELC is providing childcare vouchers supported by state funds for income-eligible essential services workers in the health care industry as well as public safety first responders. ELC also monitors child care providers' operational status and assists with connecting families with available providers. This category of funding in the *Leon CARES* plan would support childcare vouchers for essential services workers in other industries not supported by the state funding ELC receives, such as food and agriculture, energy and utilities, and transportation and logistics. Under this category, the ELC will provide up to \$800 in monthly financial assistance for up to five months (August – December) to 200 eligible households. ELC will determine the appropriate income threshold for eligibility.

- *Emergency Mental Health Services (\$100,000)*: Additional feedback from local human services partners indicates that access to mental health is a critical community need. Many of these providers assist clients who have been impacted by COVID-19 in a variety of ways including job loss, reduced income, or anxiety, depression, and feelings of isolation. According to 2-1-1 Big Bend, suicide calls between January and May 2020 increased 33% compared to the same period in 2019. Several local human service providers have recommended that a portion of *Leon CARES* funding be utilized to expand the capacity of 2-1-1 Big Bend to address this increase in call volume. The Apalachee Center has confirmed that it has the capacity available to receive additional referrals for emergency mental

health services to meet this need. Accordingly, funding in this category 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 (\$602,500)*: In April 2020, the Blueprint Intergovernmental Agency activated the LEAN grant program to assist local non-profits impacted by the COVID-19 pandemic by providing funds to support the continuity of their operations. The LEAN program, administered by the Tallahassee-Leon County Office of Economic Vitality, allocated a total of approximately \$600,000 in grant funding to over 230 local nonprofit organizations. The *Leon CARES* program will provide for the reimbursement of this grant funding to the Blueprint Intergovernmental Agency, which is an eligible expense under the CARES Act.

- **Small Business Assistance Program:**

According to a recent study by the National Bureau of Economic Research, the COVID-19 pandemic has severely impacted small businesses. From February through April 2020, the number of working business owners in the U.S. declined by approximately 3.3 million, or 22% of businesses nationwide. Further, according to the study, minority- and woman-owned small businesses were hit the hardest, with 41% of Black-owned businesses closing, 32% of Latinx-owned businesses, and 25% of woman-owned businesses. Accordingly, this category of the *Leon CARES* plan designates funding to provide direct assistance to local small businesses for COVID-19-related expenditures, with proposed supplemental awards for businesses that have been disproportionately impacted. 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 Assistance Program (\$6.0 million)*: Small businesses nationwide have suffered significant impacts as a result of the COVID-19 pandemic. Many businesses have been forced to shut down for periods of time resulting in severe impacts to their revenues; others have incurred significant expenses related to keeping their employees and customers safe. Demonstrating the substantial need for small business assistance in Leon County, the Blueprint Intergovernmental Agency activated a small business grant program in March 2020 which distributed its entire \$1 million allocation in just 10 days. Based on feedback from a stakeholder group organized by the Office of Economic Vitality, there is a significant need for continued small business assistance in the Leon County community.

The *Leon CARES* Small Business Assistance program will provide \$1,500 to \$6,000 grants to approximately 3,100 qualifying small businesses, based on the business' number of employees, to cover business expenses directly related to COVID-19 including employee wages, vendor bills, rent, utilities, promotion, and employee/customer safety costs. There are 8,493 businesses with less than 100 employees in Leon County. Based on the responses to OEV's Business Impact Survey there could be up to 5,900 businesses eligible for the grant program. It is not known at this time if the survey responses are representative of the full extent of businesses in Leon County impacted by COVID-19. However, depending on the demand for the small business assistance program, if additional assistance is needed beyond the initial funding allocation, a second round of assistance could be considered later using a portion of the proposed Replenishment/Reserve account (discussed in further detail below).

Eligible for-profit business businesses will be required to provide documentation to verify that the principal business address is located in Leon County, number of employees, and that the business has experienced business interruption costs, a minimum 25% reduction in revenue year-over-year, or a 25% increase in costs as a result of COVID-19 between March and June 2020. Eligible business will be required to pledge in good faith to make all efforts to remain operational after applicable local and state emergency guidelines are removed and commit to following the COVID-19 Prevention Measures recommended by the U.S. Centers for Disease Control and Prevention.

All Leon County businesses that meet grant eligibility criteria (discussed below) can also receive assistance under the *Leon CARES* program, including businesses that previously received funds from the COVID-19 Economic Disaster Relief (CEDR) Program. Grants from CEDR were designed to rapidly infuse funding into businesses immediately impacted by COVID-19 in the absence of federal funding. In short, CEDR served as "a bridge to a bridge." The *Leon CARES* Small Business Assistance grant program is designed to provide assistance to our local businesses as they start re-opening and re-launching in accordance with Florida's "Safe. Smart. Step-by-Step. Plan for Recovery."

Funding awards under the *Leon CARES* Small Business Assistance program will be determined based on the number of employees. Once approved, businesses with 1-10 employee will be awarded \$1,500, businesses with 11-24 employees will be awarded \$2,500, businesses with 25-49 employees will be awarded \$5,000, and businesses with 50-100 employees will be awarded \$6,000. In addition, eligible businesses may receive supplemental awards for meeting certain criteria as follows:

- "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:** provides a supplemental \$500 award to address the disproportionate effect of the COVID-19 pandemic on minority-owned and women-owned small businesses. According to a May 2020 report by McKinsey & Company, the COVID-19 crisis “could disproportionately affect minority-owned small businesses for two critical reasons: they tend to face underlying issues that make it harder to run and scale successfully, and they are more likely to be concentrated in the industries most immediately affected by the pandemic.” In addition, OEV’s business impact survey found that 53% of minority and women owned businesses experienced a fifty percent or greater decline in revenue, compared to 39% of non-minority/woman owned businesses. To receive this supplemental award, eligible businesses must 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 will hire two or more new full-time or part-time employees in the next 30 days.
- ***Local Chambers of Commerce Support (\$300,000):*** Based on feedback from the business stakeholder group organized by the Office of Economic Vitality, there is a significant need to provide training to help local small businesses adapt to new technologies and practices as a result of the COVID-19 pandemic. Also, the group identified a need to assist local businesses with applying for the assistance contemplated in the proposed *Leon CARES* plan, including assembling required documentation, explaining rules, entering information into an application portal, and liaising between the County and the applicant to provide follow up information if needed. Accordingly, this category of funding under the *Leon CARES* plan dedicates funding for the Big Bend Minority Chamber of Commerce, Capital City Chamber of Commerce, and Greater Tallahassee Chamber of Commerce to conduct training and engagement activities for local businesses seeking to restart, re-launch, and re-open as a direct result of COVID-19 business interruptions. Additionally, the Chambers will help local businesses to assess needs, coordinate resources, and implement training for current and new employees centered on new technologies and business practices as a result of COVID-19 and support new education for employees such as certifications, degrees, and apprenticeships. The Chambers will also support the implementation of the Small Business Assistance Program by promoting the program and providing technical assistance to businesses seeking to apply. The Florida A&M University Small Business Development Center has also indicated its availability to provide technical assistance to businesses applying for *Leon CARES* Small Business Assistance at no additional cost.

- *COVID-19 Emergency Disaster Relief (CEDR) Program Reimbursement (\$1.2 million)*: In April 2020, the Blueprint Intergovernmental Agency activated the CEDR grant program to assist local businesses impacted by the COVID-19 pandemic. The CEDR program, administered by the Tallahassee-Leon County Office of Economic Vitality, allocated a total of approximately \$1.2 million in grant funding to nearly 500 local businesses. The *Leon CARES* program will provide for the reimbursement of this grant funding to the Blueprint Intergovernmental Agency, which is an eligible expense under the CARES Act.
- **Reserve/Replenishment Account (\$10 million, 20% of total)**:

The establishment of a Reserve/Replenishment account is a key component of the proposed *Leon CARES* program. This category establishes a reserve funding that may be allocated to any of the categories above based on future needs or for any potential changes in federal guidance that may allow for new uses without impacting existing categories. The establishment of a reserve/replenishment account is a common element among other counties' adopted CARES Act expenditure plans. As discussed earlier in this item, all Coronavirus Relief Funds must be expended by December 30, 2020 and any funds not expended by that date will revert to the U.S. Treasury. Following the July 14 budget workshop, the County will immediately begin implementation of the *Leon CARES* plan as approved by the Board in order to distribute this funding assistance throughout the community as quickly as possible. Accordingly, this item recommends authorizing the County Administrator to expend funds according to the *Leon CARES* plan. As discussed earlier in this item, this may include modifying the Individual Assistance program criteria as may be needed in order to ensure the efficient and timely use of the County's allocation and to reach households experiencing economic distress due to COVID-19. At the October 13, 2020 meeting, the County Administrator will present a status report to the Board on the County's progress in implementing the *Leon CARES* plan, including any recommendations that may be warranted at that time for reallocating funds between categories or from the Reserve/Replenishment account.

#### Implementation of the *Leon CARES* Plan

Should the Board approve the proposed *Leon CARES* plan, the County will leverage the existing assistance infrastructure in the community to quickly provide the support and relief provided in the plan. The plan contemplates utilizing existing partnerships with the local health care community, nonprofit human service agencies, the local business community, and other community partners to tailor assistance processes for individuals and families in alignment with the CARES Act guidance. The support and relief provided in the plan will be countywide and will be available to residents in both the unincorporated area as well as within the City of Tallahassee. To widely promote the *Leon CARES* plan, the County's Community and Media Relations team will implement a broad public information and awareness campaign across a variety of communications media. This will include promoting the availability of direct individual and business assistance as well as a flexible, rapid-response campaign to promote COVID-19 testing to targeted populations.

To recognize and appropriate Coronavirus Relief Funds during the current fiscal year as proposed in the *Leon CARES* plan, this item includes a Resolution and Budget Amendment Request (Attachment #2) which would establish a special revenue fund to facilitate tracking of expenditures and reimbursements.

Finally, to implement the proposed *Leon CARES* plan, this item seeks the Board's consideration to contract with Ernst & Young, an international tax, accounting, and business consultancy, to quickly develop and deploy a responsive solution for the expeditious administration of funds in compliance with the requirements of the CARES Act. Hillsborough County has also engaged Ernst & Young for similar services related to the administration of its CARES Act funds and has provided positive feedback based on its experience. As discussed throughout this item, implementation of the proposed *Leon CARES* plan will require the timely processing of thousands of applications for assistance. Also, in order to ensure full compliance with the CARES Act and the County's funding agreement with the state, this will also require strict financial controls and accounting measures to collect and organize documentation that will need to be submitted to the state for reimbursement. Ernst and Young's services will include establishing a program infrastructure to administer the full life cycle of the *Leon CARES* program.

Ernst & Young offers management consulting services through an available Florida State Term Contract, the use of which complies with Section 5.12 of the County's Procurement Policy related to cooperative purchasing. However, specific provisions in the State Term Contract would delay the procurement process beyond the time-frame necessary to implement *Leon CARES*. To ensure the timely implementation of *Leon CARES*, it is recommended that the consulting services be authorized under the County's Local Declared State of Emergency. A draft statement of work was developed using the terms and conditions of the state contract; however, through negotiations, Ernst & Young has agreed to a discounted fee that is 20% lower than the State Contract rates. Due to the time-sensitive nature of this funding, the processing of thousands of individual and business assistance applications, and the positive feedback from other communities who are similarly working with Ernst & Young as discussed above, staff has negotiated a preliminary agreement (Attachment #3) for the Board's consideration to implement an industry-leading solution that includes the following principal components: (1) a community-facing electronic portal, application processing system, and support help desk capability to launch and administer the proposed Individual Assistance and Small Business Assistance programs; (2) a dashboard for accurately tracking and reporting all of the County's committed and expended CARES Act funds and community-impact-based performance metrics, such as the number and types of businesses receiving grants; and (3) programmatic advisory support to help ensure the County fully complies with state and federal reporting guidelines and provides visibility, transparency, and governance through the end-to-end funding lifecycle. Ernst & Young has provided an estimate for these services not to exceed \$1.1 million, or 2.1% of the County's total allocation. Ernst & Young's services are fully reimbursable under the CARES Act. While the contract contemplates the full implementation of *Leon CARES*, the contract does allow for increased payments in the event additional services are necessary to support an increase in the number of individual and business assistance applications processed or if other programmatic changes are made to *Leon CARES*.

Summary and Conclusion:

This budget discussion item presents a proposed “*Leon CARES*” expenditure plan to distribute \$51.2 million in CARES Act funds to meet critical community needs related to COVID-19. Leon County has conducted an extensive evaluation of the specific statutory and administrative requirements of the CARES Act, local government best practices, and community needs in developing the funding recommendations in the proposed *Leon CARES* plan.

The ongoing COVID-19 pandemic has significantly impacted the lives and livelihoods of citizens throughout Leon County. In addition to the public health and safety threats of COVID-19, impacts of the pandemic to local businesses have affected citizens’ ability to meet basic living expenses due to layoffs, furloughs, and reductions in work hours. The proposed *Leon CARES* plan presented in this budget discussion item provides resources that are needed to enhance the community’s testing and contact tracing capabilities which are critical components of a safe re-opening strategy. In addition, the plan seeks to address the unique needs of our community and local economic ecosystem by providing 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. The plan also looks forward to the possibility of future needs associated with additional waves of the virus, the upcoming hurricane and flu seasons, and the possibility that Congress may supplement or expand the eligible uses of Coronavirus Relief Funds, potentially including revenue replacement. Finally, the plan contemplates retaining consulting services from Ernst & Young, an industry-leading firm, to support the County’s implementation of the specific funding programs. Ernst & Young’s support will be critical to facilitate the expedient processing of a high anticipated volume of applications, establish financial controls to meet rigorous accounting requirements, and ensure full compliance with state and federal funding requirements.

The State’s plan to distribute Coronavirus Relief Funds is positive for Leon County, as it will provide assistance needed to recoup funds (current and future) expended for the County’s COVID-19 response efforts and provide immediate support and relief to the community. However, the eligible uses of these funds are very limited and do not address the significant challenge of balancing the County’s budget given the severe revenue losses associated with the conscious decision to shut down the economy to help mitigate the spread of COVID-19. As discussed earlier in this item, the CARES Act did not specifically allow Coronavirus Relief Funding to be used to offset decreases in revenues directly resulting from the COVID-19 pandemic.

*Leon CARES* was developed to comply with all applicable federal laws and guidance and the County’s agreement with the State. To further ensure all future expenditures are eligible for reimbursement, Leon County has provided a copy of the proposed *Leon CARES* plan to the Florida Department of Emergency Management (FDEM) for review. FDEM is the state agency responsible for administering the CARES Act funding to the counties. On July 2, FDEM provided preliminary feedback on the plan and indicated that it believes the proposed expenditures are eligible under the CARES Act. At this time, the County is continuing to work with FDEM to seek advance reimbursement for eligible expenses in order to meet cash flow needs.

At this time, Leon County's Office of Management and Budget staff project an overall decrease of up to \$17 million in total revenue including both FY 2020 and FY 2021. To mitigate this, the County implemented a hiring freeze beginning in March, suspended non-essential travel and training, and rejected bids for capital projects that were previously budgeted. Should the County be unable to utilize federal financial assistance to offset revenue losses, this opportunity will be lost and the County will have to consider potential programmatic reductions, reductions to the County's capital program, potential tax increases, or increased use of fund balance in order to balance the upcoming fiscal year's budget. The County's legislative affairs team is actively working with the County's contract lobbyists, state and federal legislative delegations, the Governor's office, the Florida Association of Counties, and the National Association of Counties to advocate for additional, flexible federal assistance, or at minimum, a statutory change that would allow these existing funds to be used to replace lost revenues. In recent weeks, the U.S. House has passed a bill (the "HEROES Act," H.R. 6800) that would provide additional funding to counties that could be used to offset lost revenues and the Treasury Secretary has suggested that the administration may be supportive of funding to help state and local governments address their financial needs stemming from the COVID-19 pandemic. Should Congress allow these funds to be used to offset revenue decreases in the future, the reserve/replenishment account proposed in the *Leon CARES* plan would enable the County to recoup these revenues without impacting the other funding categories.

**Options:**

1. Approve the proposed *Leon CARES* expenditure plan for the County's allocation of Coronavirus Relief Funds (Attachment #1).
2. Authorize the County Administrator to expend Coronavirus Relief Funds as provided in the *Leon CARES* plan, make modifications to program criteria as may be needed to ensure the efficient and timely use of the County's allocation prior to December 30, 2020, and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.
3. Approve the associated Resolution and budget amendment request (Attachment #2).
4. Authorize the County Administrator to negotiate and execute a final agreement with Ernst & Young to support the County's implementation of the *Leon CARES* plan (Attachment #3), in an amount not to exceed \$1.1 million, subject to legal review by the County Attorney.
5. Authorize the County Administrator, if necessary, to execute future change orders with Ernst & Young to support an increase in the number of individual and business applications processed beyond original estimates or to support other programmatic changes made to *Leon CARES*.
6. Do not approve the proposed *Leon CARES* expenditure plan.
7. Board direction.

**Recommendation:**

Options #1-5

Attachments:

1. Leon CARES – Proposed Expenditure Plan for Coronavirus Relief Funds
2. Resolution and Budget Amendment Request
3. Contract with Ernst & Young for administration of the Leon CARES plan
4. U.S. Treasury “Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments,” Updated June 30, 2020
5. U.S. Treasury “Coronavirus Relief Fund Frequently Asked Questions,” June 24, 2020
6. Comparison of expenditure plans adopted by other Florida counties
7. Second Harvest CARES Act proposal