



Jefferson County CARES Plan

Expenditure Plan for Coronavirus Relief Funds

September 2020





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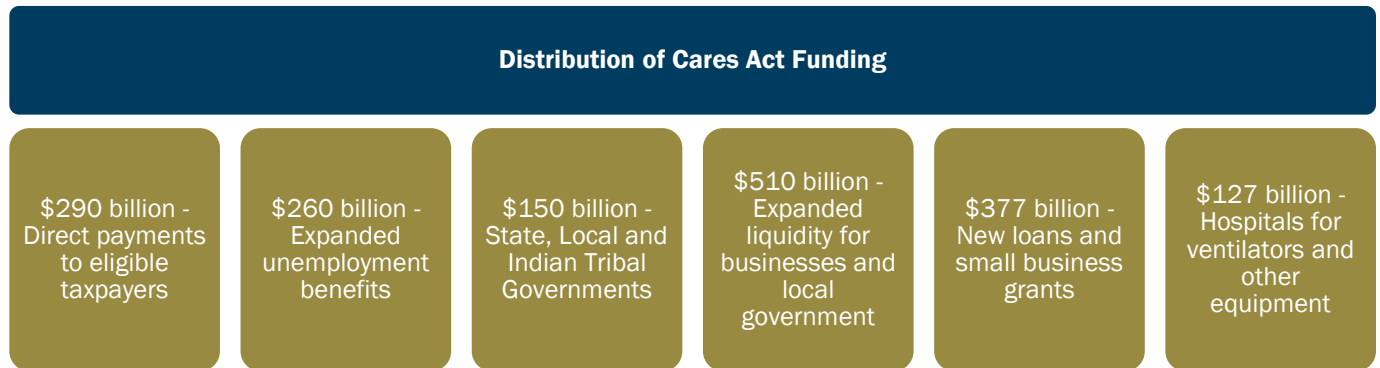
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Executive Summary

The Coronavirus Aid, Relief, and Economic Security (CARES) Act authorized more than \$2 trillion to counter the impact of COVID-19 and its effects on individuals, families, governments, and businesses. The CARES Act authorized the following:



As part of the \$150 billion distributed to State, Local, and Indian Tribal Governments, the State of Florida received \$8.328 billion and allocated the money as follows:

Description	Amount [Billions]
State of Florida	\$4.581
12 Largest Florida Counties (populations more than 500,000 residents)	\$2.472
55 Florida Counties (populations less than 500,000 residents)	\$1.275
Total	\$8.328

Jefferson County is included as part of the \$1.275 billion allocated to Florida’s 55 counties with populations less than 500,000 residents. The Jefferson County Cares Financial Assistance Plan (Plan) identifies the Service Areas (Services) approved by the Board of County Commissioners (BOCC) in July 2020. The BOCC directed the County Manager’s Office to develop a Plan that prioritized the delivery of Services to Jefferson County residents and business owners. In July 2020, Jefferson County received its 25% allocation, or \$664,685. The County is eligible to receive the remaining 75%, or \$1,994,055, on a reimbursement basis. Jefferson County is eligible for CARES Act Funds totaling \$2,658,740.

This Plan outlines the Services, the funding by Service, and the representative assistance to be provided. The Plan is based on eligible expenditures as defined by the U.S. Treasury. The Plan takes into consideration the eligible period and the use of funds as defined by the U.S. Treasury.

CARES Act Overview

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. This includes a \$150 billion Coronavirus Relief Fund for state and local governments 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 Jefferson 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. On June 10, the Governor announced that the State of Florida would disburse the remaining funds allocated to Florida (totaling up to \$1.275 billion) to counties with a population below 500,000 through the Florida Division of Emergency Management (FDEM) for expenditures eligible for reimbursement.

Under Section 5001 of the CARES Act, eligible uses of Coronavirus Relief Funds may only be used to cover costs that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19),
- 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 government; and
- were incurred during the period that began on March 1, 2020, and ends on December 30, 2020.

The State of Florida was allocated \$8.3 billion in Coronavirus Relief Funds under the CARES Act. The Act required 45%, or \$3.7 billion, of these funds to be reserved for local governments. The 12 Florida counties with more than 500,000 in population were eligible for direct payments from the Treasury. These 12 counties received \$2.472 billion in direct funding, leaving approximately \$1.275 billion to be distributed to the remaining 55 Florida counties based on their proportion of the population. Based on the formula, Jefferson County (County) is eligible to receive reimbursement up to \$3.6 million for qualified expenditures. Each county will receive an initial disbursement equal to 25% of the county’s total allocation.

In June 2020, Governor Ron DeSantis announced Florida’s plan to disburse up to \$1.275 billion in CARES Act funds to counties with a population below 500,000. Using a phased approach, FDEM distributed funds to the remaining counties, including Jefferson County, beginning with an initial disbursement of 25% of the County’s allocation. In July 2020, Jefferson County received its 25% allocation, or \$664,685. The County is eligible to receive the remaining 75%, or \$1,994,055, on a reimbursement basis. Jefferson County is eligible for CARES Act Funds totaling \$2,658,740.

Jefferson County executed its funding agreement with the State and has received its initial disbursement totaling approximately \$665,000. Under the County’s agreement with FDEM, the initial allocation would allow the County to begin funding assistance programs included in the *Jefferson*

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County CARES (JEFFCO CARES) Plan as approved by the Board, and the balance of the County's allocation would be provided by FDEM on a reimbursement basis. In developing the funding recommendations proposed in the JEFFCO CARES plan, the County's CARES Act Team (Team) has conducted an extensive evaluation of the specific statutory, administrative requirements, and the impact on the community as shown below:

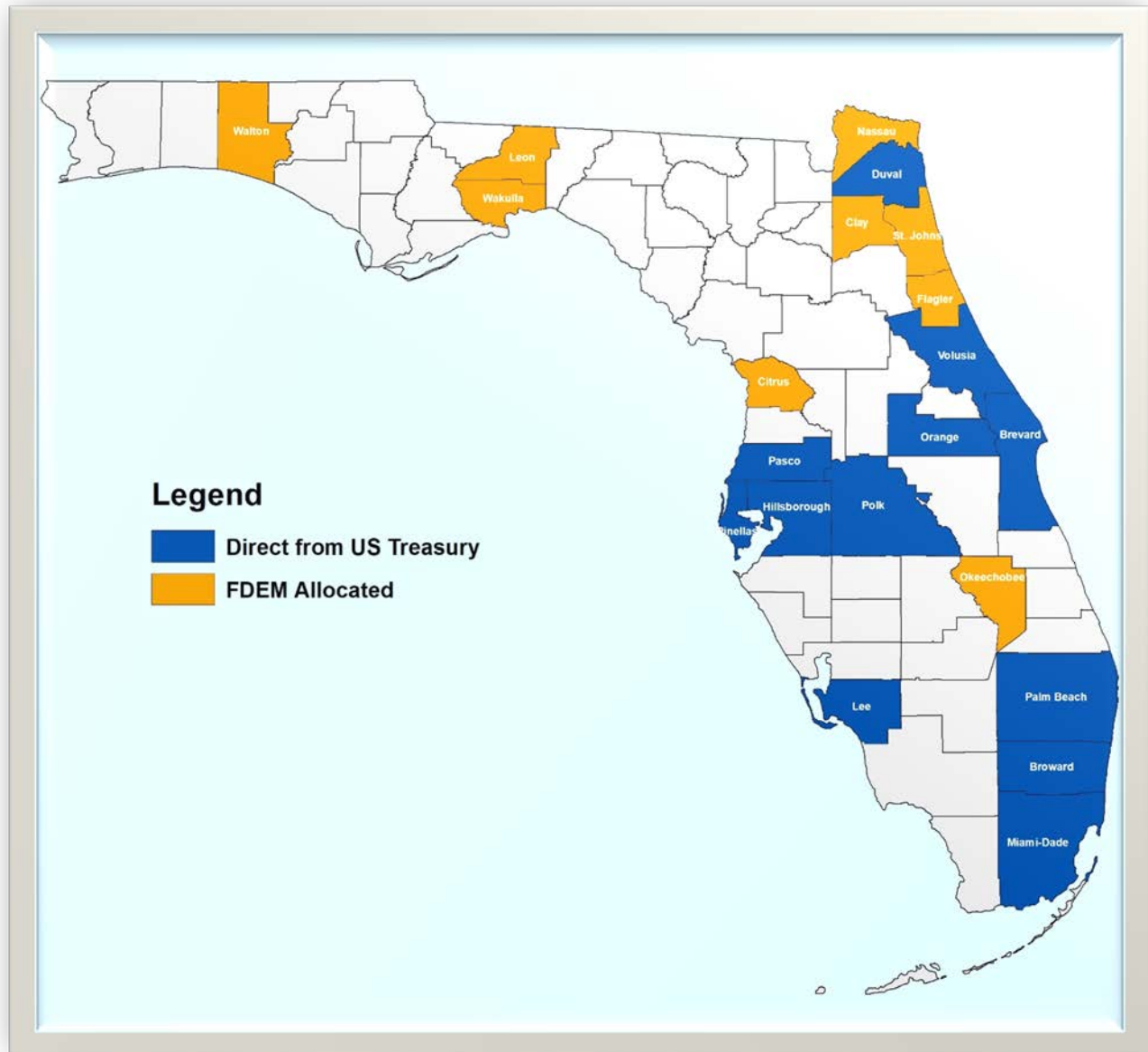


In addition to the evaluation noted above, the Team also reviewed the documentation provided by the oversight entities to determine the eligible uses of CARES Act funds based on the agreement with FDEM. The Team reviewed and maintained documentation from the following:

- U.S. Treasury
- U.S. Homeland Security
- 2 CFR 200
- Florida Division of Emergency Management
- Florida Association of Counties
- County Policies and Procedures

To identify funding strategies, the CARES Team reviewed the Plans from other Florida counties that have adopted their respective plans as well as best practices to incorporate into the proposed JEFFCO CARES plan. The Team reviewed the plans for the 12 Florida counties that received full allocation directly from the U.S. Treasury and a representative sample of the counties receiving their allocation from FDEM.

The Team reviewed the CARES Act plans for the counties illustrated in the map below:



The County coordinated with the local business community and other local government stakeholders to identify a broad range of community needs resulting from the COVID-19 public health emergency. Many of these community partners are eligible to receive federal support under other sections of the CARES Act. In these instances, the *JEFFCO CARES* plan seeks to leverage the County’s allocation to meet these community needs most effectively. Other community partners not funded through *JEFFCO CARES*, such as the colleges and hospitals, have received or are eligible to receive an allocation of CARES Act funding subject to their own specific rules and guidelines. Program development and

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implementation will be undertaken and in coordination with County partners. In developing its plan, the County requested input from the following entities:

Board of County Commissioners and Departments	Constitutional Offices and Elected Officials	Municipal and Other Governments
<ul style="list-style-type: none"> • County Commissioners • Department Directors 	<ul style="list-style-type: none"> • Clerk of Courts • Sheriff's Office and Emergency Management • Property Appraiser • Supervisor of Elections • Tax Collector 	<ul style="list-style-type: none"> • City of Monticello • Jefferson County Court System • Jefferson County Health Department

The County CARES Act Team will coordinate calls and meetings with partners and stakeholders for program development, implementation, reporting, and evaluation until funds are expended or until the County has determined that needs have been met.

Compliance Requirements

CARES Act requires compliance, including eligibility, allowability, and Single Audit requirements for federal funds. These regulations include Section 601(d) of the Social Security Act, FS 215.422, 215.971 (1), 216.347, and CFO Memorandum 04. The County has a *Subrecipient Agreement* with the FDEM to ensure the CARES Act funds are disbursed, accounted, and reported in accordance with the applicable guidelines. Jefferson County developed its plan to meet compliance with the CARES Act through the following elements:



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In carrying out the priorities established by the BOCC, the County staff, and the CARES Committee used the guiding principles below in developing the *JEFFCO CARES* plan:

Eligible Expenditures	BOCC and County Responsibilities	Oversight
<ul style="list-style-type: none"> • Necessary and incurred due to COVID-19 public health emergency • Not accounted for in budget most recently approved as of enactment date • Incurred during the period beginning 3/1/20 and ending 12/30/20 	<ul style="list-style-type: none"> • Ensure funds not used by 12/30/2020 must be returned to the Treasury • Confirm CARES Act Funding is <u>not</u> used to fill governmental revenue shortfalls 	<ul style="list-style-type: none"> • County has to review and monitor eligible expenditures, including subrecipients • County will provide information or reporting to FDEM and the U.S. Treasury, Inspector General as required

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

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

Jefferson County is financially responsible for the CARES Act expenditures, approving service offerings, establishing eligibility criteria for applicants and subrecipients, approving the release of funds and grants management, as well as quarterly reporting and subrecipient monitoring as illustrated below.

<p>Reporting</p>	<ul style="list-style-type: none"> • Reporting will be done no less than monthly with regular updates to the Board. • The County will also be responsible for all reporting requirements required by the Florida Division of Emergency Management
<p>Revisions</p>	<ul style="list-style-type: none"> • Substantive changes to the Plan are expected as the programs are implemented and for compliance with future U.S. Treasury guidance updates. • Recommended changes to the Plan will be presented to the Board for approval.



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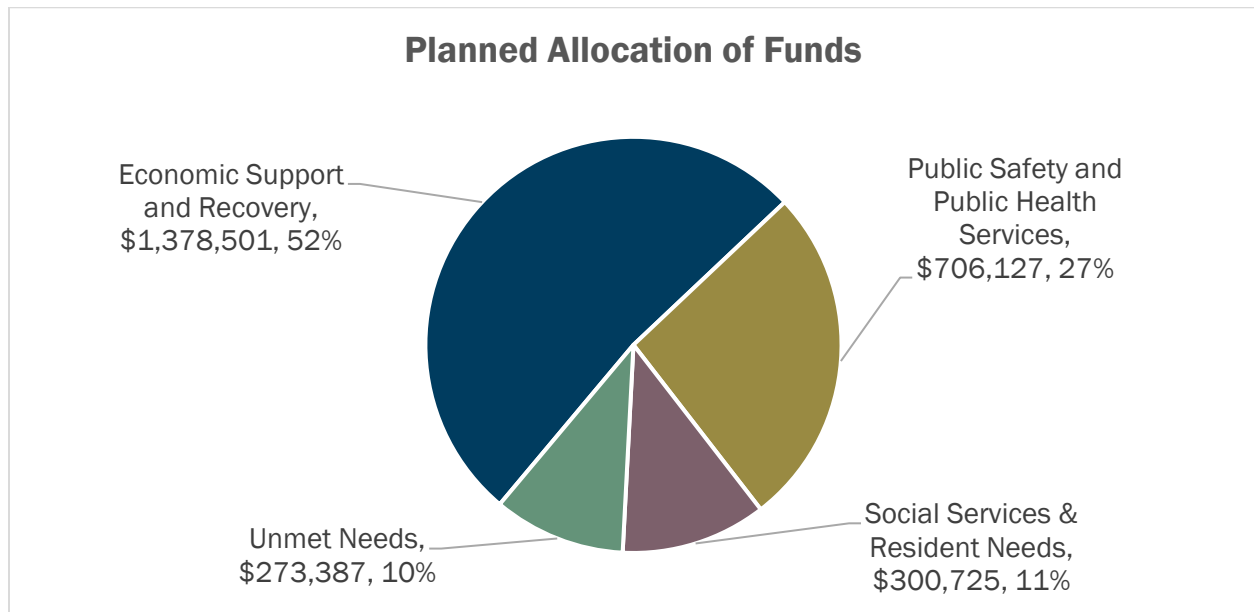
JEFFCO CARES Plan

The JEFFCO CARES framework and services are designed with flexibility that allows the County to respond to the needs of Jefferson County residents while complying with the CARES Act requirements. JEFFCO CARES provides for the efficient and impactful distribution of the initial 25% allocation in Coronavirus Relief Funds allocated under the Federal CARES Act. In developing the JEFFCO CARES Plan, the County's CARES Act Committee used the following guidance. The following provides examples of unallowable and eligible costs.

Eligible Costs	Unallowable Costs
<ol style="list-style-type: none">1. Medical expenses related to COVID-19, e.g., testing, emergency medical response expenses, public telemedicine capabilities.2. Public health expenses related to COVID-19, e.g., communication and enforcement, purchase and distribution of PPE, disinfection of public areas or facilities, public safety measures, quarantining individuals.3. Payroll expenses not budgeted and for certain individuals whose services are substantially dedicated to mitigating or responding to COVID-19.4. Expenses or actions to facilitate compliance with COVID-19 for public health measures, e.g., food delivery to certain populations, improvement of telework capabilities for public employees, paid sick, medical and family leave under specific circumstances.5. Expenses associated with the provision of economic support in connection with COVID-19, e.g., grants to reimburse the costs of business interruption caused by required/voluntary closures, payroll support, and unemployment costs not reimbursed by federal government pursuant to the CARES Act or otherwise.6. Emergency financial assistance to individuals and families directly impacted by a loss of income due to COVID-19 public health emergency, e.g. grants to directly pay overdue rent/mortgage payments to avoid eviction or foreclosure, overdue utility payments (water/sewer) or unforeseen financial costs for funerals and other emergency individual needs.	<ol style="list-style-type: none">1. Lost revenues.2. Non-COVID-19 related expenses.3. Costs accounted for in the budget prior to <u>March 27, 2020</u>.4. State Medicaid cost share.5. Damages or costs paid or reimbursed from other sources.6. Payroll for employees whose service/duties are not substantially dedicated to COVID-19.7. Reimbursement of donated services or supplies.8. Workforce bonuses.9. Severance payments.10. Legal settlements.

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

The JEFFCO CARES Plan provides funding for essential public health and safety expenditures related to COVID-19, including various critical economic relief to the local business community, and direct COVID-related costs incurred by the County, Constitutional and Judicial Offices, and the municipalities within Jefferson County. The following illustrates the proposed funding plan of \$2,658,740.



The table below summarizes the planned expenditures for the *JEFFCO CARES* Plan. The proposed total by Expenditure Category includes the County’s programmatic and management cost to ensure the proper oversight of the CARES Act funds.

Expenditure Category	Plan Amount
Economic Support and Recovery	
Small Business Assistance	\$1,378,501
Total: Economic Support and Recovery	\$1,378,501
Public Safety and Public Health Services	
Facilities-Operations Improvements	\$322,956
Improve Telework Capabilities of Public Employees	\$63,850
Payroll for Public Health and Safety Employees	\$67,448
Personal Protective Equipment	\$84,131
Public Health Expenses	\$167,742
Total: Public Safety and Public Health Services	\$706,127
Social Services & Resident Needs	
Food Stability	\$27,339
Individual Assistance	\$273,386
Total: Social Services & Resident Needs	\$300,725

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Expenditure Category	Plan Amount
Unmet Needs	
To Be Determined	\$273,387
Total: Unmet Needs	\$273,387
Total	\$2,658,740

Expenditure Category 1: Economic Support and Recovery

Economic Support and Recovery is intended to help businesses affected by COVID-19. Provided below is an overview of the program. Additional eligibility and documentation requirements may be required.

Small Business Assistance Program			
Funds can only be used for expenses not covered by other resources	Business must meet the eligibility criteria established by the County	Awards will be based on factors such as the number of employees and annual gross revenues	An award can range from \$10,000 to \$25,000 per business or 33% of the 2019 gross revenue, whichever is less

Expenditure Category 2: Public Safety and Public Health Services

The planned and incurred eligible expenditures within this Service have countywide benefit. Provided below is an overview of the program. Additional eligibility and documentation requirements may be required.

Public Safety and Public Health Services			
COVID-19 Expenditure Recovery <ul style="list-style-type: none"> Decontamination equipment, ventilation improvements, and increased public health prevention measures 	Facilities-Operations Improvements <ul style="list-style-type: none"> Decontamination equipment for Public Safety Vehicles Updated Response Protocols 	Personal Protective Equipment <ul style="list-style-type: none"> Purchases of PPE for county, constitutional, elected official or municipal personnel 	Re-Emergence Preparedness <ul style="list-style-type: none"> Preparedness for government buildings, facilities, or non-congregate sheltering



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Expenditure Category 3: Social Services and Resident Needs

Social Services and Resident Needs is intended to help residents affected by COVID-19. There are two services provided in this category:

- Food Stability
- Individual Assistance

Expenditure Category 4: Reserve for Unmet Needs

Like many Florida counties, Jefferson County has established a reserve or replenishment category (Unmet Needs). In the event of future unexpected needs, such as testing, contact tracing, food stabilization, or non-congregate sheltering, or for potential Congressional changes to the authorized uses of these funds, the County can make adjustments as needed to optimize the County's use of the JEFFCO CARES Act funds.