

Manatee County, Florida

MANATEE CARES

Coronavirus Aid, Relief and Economic Security Act

Proposed Programs, Allocations, Guidelines

Phase 2 Spending Plan - \$14 Million

October 13, 2020





MANATEE CARES PROGRAM - BACKGROUND

| | | |
|---------|--------------------------------------|----------------|
| Phase 1 | 25% Disbursement | \$17.5 Million |
| Phase 2 | 20% Disbursement | \$14 Million |
| Phase 3 | 55% Reimbursement Supported Payments | \$38.5 Million |
| Total | 100% | \$70 Million |

Phase 1

Manatee County was awarded an initial allocation of \$17.5 million in funding from the State of Florida through the Coronavirus Aid, Relief, and Economic Security (CARES) Act Federal stimulus package. The funding is restricted to eligible expenses. Broadly, the CARES Act provides that eligible expenses are those that:

1. Are necessary expenditures incurred due to COVID-19
2. Were not accounted for in the budget most recently approved as of March 27, 2020
3. Were incurred during the period that began March 1, 2020 and ends December 30, 2020

A funding agreement was executed with the Florida Division of Emergency Management (FDEM) on July 12, 2020 and FDEM disbursed 25% of the County's allocated amount to be used for eligible expenses related to COVID-19. Expenses must be reported by quarter, with the first report completed on September 25, 2020 detailing eligible expenses through September 30, 2020 as defined by the US Treasury:

“an expenditure is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity. As outlined in the Treasury’s Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments, performance or delivery must occur between March 1 and December 30, 2020 in order for the cost to be considered incurred; payment of funds need not be made during that time (though it is generally expected that payment will take place within 90 days of a cost being incurred).”

Phase 2

On Friday, September 18, 2020, Governor DeSantis announced that counties may receive an additional 20% disbursement based on the following conditions:

1. Counties must provide documentation on how funds were expended from the initial 25% disbursement. (Completed 09/30/2020)



2. Counties must provide a spending plan for the additional 20% funds (\$14 Million)
3. Execute an amendment to the funding agreement between the County and FDEM, signed by the Board of County Commissioners or designee. (Completed 09/29/2020)

Phase 3

The FDEM staff will be preparing additional guidance on Phase 3 which counties may access once their Phase 2 funding as been expended. The Phase 3 Plan will be developed at that time.

PHASE 2 PLAN \$14 MILLION

EXPENDITURE CATEGORY #1

ECONOMIC RECOVERY – SMALL BUSINESSES - \$5 MILLION

This category is dedicated to restoring the economy, maintaining the workforce and assisting small businesses recover from the effects of COVID-19. The Safety First Small Business Grant program is available to an expanded number of businesses that meet the requirements of the Recover Manatee Safety First Small Business Grant Program – ROUND 3 to allow Manatee County businesses to 1) re-open and operate safely in accordance with Phase 3 of the Governor's Safe. Smart. Step-by-step guidelines; and 2) recover from the losses brought on by the COVID-19 pandemic.

Manatee CARES: Safety First Small Business Grant Round 3 Guidelines

The Safety First Small Business Grant program is available to all Manatee businesses that meet the requirements of the Recover Manatee Safety First Small Business Grant Program – ROUND 3. This grant will allow Manatee County businesses to 1) re-open and operate safely and 2) recover from the losses brought on by the COVID-19 pandemic.

Round 3 will be open to all industry sectors that are an active, private for-profit business; have documented losses due to COVID-19; located in Manatee County; and have 500 employees or less. In this round, home-based and mobile businesses as well as those that have received EIDL and/or PPP continue to be eligible. Round 3 is streamlined for ease of use based on our experience from both Rounds 1 and 2.

Round 3 will have two funding levels with a not to exceed \$50,000 maximum grant:

1. \$5,000 base grant for safe operations (consistent with Round 1 and 2): Re-opening sanitation and safety supplies, including personal protective equipment (PPE); Signage; Marketing; Outdoor seating; Inventory and materials; Equipment and supplies; and Software.
2. Loss reimbursement not to exceed \$45,000 (based on actual losses as shown on the Profit and Loss (P&L) statement format contained in the grant application (as reviewed by the Small Business Development Center, SCORE, or local Chamber).



Five types of documentation will be required with application submittals (for both base grant and loss reimbursement):

1. Proof of active business located within Manatee County (including municipalities)
 - a. IRS Forms 941, W3, or 1120, 1065, 1040, 1040C, or
 - b. Professional license issued by accredited associations (Florida Board of Accountancy, Florida Bar, DBPR, etc), or
 - c. Sunbiz document – annual filing, articles of incorporate, partnership filing, etc.
2. Documentation of 500 employees or less
 - a. IRS Form 941, or
 - b. IRS Form 944, or
 - c. IRS Form 943, or
 - d. Partnership Return, or
 - e. Sole Proprietor Statement, or
 - f. Professional Employer Organization letter, or
 - g. FL Department of Revenue Employer's Quarterly Report (RT-6)
3. Proof of business loss from April 1, 2020 to include Affidavit of Significant Business Loss for loss reimbursement grant with stated loss *and* Stipulated Profit & Loss Statement (format within Neighborly)
4. IRS Form W9 (must be the IRS October 2018 version)
5. Government issued photo identification of business owner/applicant. Valid IDs that will be accepted include:
 - a. Driver License
 - b. State ID
 - c. Military ID
 - d. U.S. Passport
 - e. Alien Registration Card

EXPENDITURE CATEGORY #2

ECONOMIC RECOVERY – INDIVIDUALS \$1.75 MILLION

The Economic Recovery for Individuals Category dedicates funding for the relaunch of the Manatee CARES Housing Assistance program, which can pay delinquent rent and mortgage directly to banks, lenders and landlords to deter evictions and homelessness (\$600,000).

In addition, nonprofits can expand existing programs to provide food distribution, including holiday food items that reach residents of Manatee County (nonprofits apply for Program 2 under the Community Health & Wellbeing application) (\$1 Million).

The Mayor's Feed the Hungry Program can access funding under this category through a special set-aside of \$ 25,000 for each of the 6 cities located in Manatee County (\$150,000).

Program Guidelines – Housing Assistance Program Round 4

The purpose of this grant is to provide funds to renters and homeowners residing in Manatee County and its municipalities who are delinquent on rent or mortgage due to the impact of the COVID-19 pandemic. Funds will be provided as a grant for delinquent rent and mortgage payments for approved applicants. Funds may be used to pay for landlord provided utilities that are delinquent (electric, water, sewer, and trash only).



To be eligible for this grant, a resident must meet the eligibility guidelines as set forth below and can file an application through an online portal with Manatee County Government, Redevelopment & Economic Opportunity Department (REO). Applicants will be selected on a first-come, first-eligible basis.

Eligibility Guidelines

- US Citizen or Legal Resident
- Resident of Manatee County including its municipalities
- Delinquent on rent or mortgage payments due to COVID-19 (on or after March 1, 2020)
- Have a loss of income due to COVID-19 on or after March 1, 2020
- Household income is below the 150% area median income level for household size

| | 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person | 8 Person |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 150% Workforce | <u>\$80,400</u> | <u>\$91,800</u> | <u>\$103,350</u> | <u>\$114,750</u> | <u>\$124,050</u> | <u>\$133,200</u> | <u>\$142,350</u> | <u>\$151,500</u> |

The County Administrator may adjust these guidelines to include additional requirements for certification, accounting and reporting of expenditures to comply with State or Federal requirements for CARES Act expenditures.

Amount of Grant

Eligible residents will receive grant funds up to \$10,000 of assistance, if needed, through the end of December 2020, whichever is less.

Eligible Uses of Grant Funds

Funds will be paid directly to landlord or lender.

Funds will be used for expenses incurred no earlier than March 1, 2020 and no later than December 15, 2020.

If funds are available and there is continued impact from COVID-19 and self-certification form is completed and signed, additional delinquent months may be considered.

Documentation Required

To ensure a successful grant program, compliant with state statutes and County regulations, the following documents are required:

- Formal Letter or Statement from Landlord stating amount owed and months rent is due or most recent mortgage statement showing delinquent amount owed (*funds cannot pay for property tax)



- Documentation showing loss of income as a result of COVID-19
- Current lease and contact information for your landlord (Landlord must agree to participate) or contact information for mortgage company/lender (Lender must agree to participate)
- Proof of identification for applicant
- Proof of US Citizenship or Legal Residency for applicant

If selected for assistance, applicant and co-applicant must sign the documents below:

- Authorization to Release Information to REO
- Affidavit of Duplication of Benefit Agreement
- Affidavit of Income and Financial Impact from COVID-19

EXPENDITURE CATEGORY # 3 COMMUNITY HEALTH AND WELLBEING - \$6.8 MILLION

The Community Health and Wellbeing category designates funding in Phase 2 to support three for-profit hospitals who have been serving the community throughout the COVID-19 pandemic. Up to 6.3 Million will be provided for reimbursement of up to \$100,000 each for PPE and up to \$1 million reimbursement each for loss due to business interruption as a result of the Governor's Executive Order 20-72 prohibiting elective services (\$6.3 Million).

In addition, the Community Health & Wellbeing category will provide grants of \$5,000 for PPE to be used by nonprofits to operate safely in Phase 3 of the Governors Smart. Safe. Step-by-Step guidelines (500,000).

PROGRAM GUIDELINES - Manatee Cares: Community Health & Wellbeing Program Round 3

This Program is available to nonprofit organizations that meet specific requirements of the Manatee CARES Community Health and Wellbeing Category and the Economic Recovery for Individuals Category.

To be eligible for this funding, a nonprofit must meet the eligibility guidelines set forth below and submit an online application for review by the Neighborhood Services Department. The nonprofit must attest that their organization shall not replace or supplant existing funding and that they understand Federal law prohibits organizations from replacing State, Local or agency funds with Federal funds. Existing funds for a project and its activities *may not* be displaced by Federal funds and reallocated for other organizational expenses.

Eligibility Guidelines

Funding eligibility requirements:

- Nonprofit must be operating and registered with the State of Florida as a 501(c)(3) or 501(c)(6)
- Nonprofit must have an office physically located in Manatee County or an adjacent County



- Proposed program must serve Manatee County residents
- Proposed program must be related to impacts of the COVID-19 pandemic
- If a nonprofit has received SBA Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP) or any other source of CARES funds, including from another County for Manatee County based employees and services they **MUST disclose how much was allocated to them and what the funds were expended on.**

Nonprofits will only be eligible for program expenses incurred from October 1, 2020 through December 30, 2020.

Eligible Uses of Grant Funds

To assist Manatee County nonprofits in their recovery efforts and in keeping with guidelines from the CARES Act, the following uses have been deemed eligible for Round Three.

Program One:

- Costs for PPE (face masks, respirators, gloves, face shields, eye protection, gowns, hand sanitizer with alcohol content greater than 60%, disinfecting products identified on US EPA's website: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)
- Reconfiguration for social distancing (glass partitions, etc.)
- Other equipment to comply with CDC guidelines

Program Two:

- Expansion of an existing program that provides food distribution, including special holiday food that reaches residents of Manatee County. Only food distribution related items will be considered in this category.

Documentation Required

To ensure a successful grant program, compliant with state statutes and County regulations, the following include documents are required:

1. Completed application form
2. Completed IRS form W-9
3. Executed Agreement with Manatee County (executed after application approval)
4. Proof of 501c (3) or 501c (6) Status
5. Proof of the nonprofit's location in Manatee County or an adjacent County

EXPENDITURE CATEGORY #4

GOVERNMENT AND COMMUNITY FACILITIES – \$500,000

The Government and Community Facilities category dedicates funding in Phase 2 to provide enhanced sanitizing, disinfecting, permanent safety improvements and safety protocols For LECOM Field, southern home of the Pittsburgh Pirates and is home to more than baseball. As one of the oldest ballparks in America, LECOM Park has been able to continue to be a bench mark for stadium operations and is the host of numerous outdoor community events and fundraisers (\$250,000).



The Bradenton Area Convention Center will be re-marketed to publicize the resumption of activities and the steps taken to ensure a safe experience due to the public health emergency (\$250,000).

The Government and Community Facilities category will be utilized to contract for a Single Audit to be provided by third-party as required by the CARES Act.

PHASE 2 - APPENDIX A:

| Category: | | Funding |
|---|--|----------------|
| Economic Recovery Small Business | Reimbursement for Business Interruption 200 x \$20,000 | \$4,000,000 |
| | PPE Kits for Phase 3 Business reopening 200 x \$5,000 | \$1,000,000 |
| Economic Recovery Individuals | Housing Assistance Program 150 x \$6,000 | \$600,000 |
| | Food distribution including holiday food | \$1,000,000 |
| | Mayor's Feed the Hungry 6 x \$25,000 | \$150,000 |
| Community Health and Wellbeing | Support for Manatee Memorial Hospital, Lakewood Ranch Hospital and Blake Hospital 3 X \$2,100,000 | \$6,300,000 |
| | PPE Kits for Phase 3 Nonprofit reopening 100 x \$5,000 | \$500,000 |
| Government and Community Facilities | LECOM enhanced safety protocols \$250,000 | \$250,000 |
| | Convention and Visitor's Bureau Publicize safe resumption of tourism \$250,000 | \$250,000 |
| | Phase 2 Spending Plan TOTAL | \$14,050,000 |
| | Phase 2 Allocation | \$14,072,908 |

