

GRANT AGREEMENT

BY AND BETWEEN

PINELLAS COMMUNITY FOUNDATION

AND

THE HARBOR DISH INC.

THIS GRANT AGREEMENT (hereinafter “**Agreement**”), effective upon the last date executed below, by and between **PINELLAS COMMUNITY FOUNDATION**, a public charitable foundation established by Trust Agreement Dated January 1, 1969, as may have been amended from time to time, whose address is 17755 US Highway 19 North, Suite 150, Clearwater Florida 33764, (hereinafter, “**AGENCY**”) and **THE HARBOR DISH INC.**, whose address is 255 5th Ave S Safety Harbor, FL 34695 (hereinafter “**GRANTEE**”).

WITNESSETH:

WHEREAS, in response to the emergence of a novel coronavirus and the respiratory disease it causes (hereinafter, “**COVID-19**”), the World Health Organization (hereinafter, “**WHO**”) has officially characterized COVID-19 as a pandemic that constitutes a Public Health Emergency of International Concern; and

WHEREAS, on March 1, 2020, Governor Ron DeSantis issued Executive Order Number 20-51, declaring that appropriate measures to control the spread of COVID-19 in the State of Florida are necessary, and accordingly the State Surgeon General and State Health Officer declared that a Public Health Emergency exists in the State of Florida; and

WHEREAS, on March 9, 2020, Governor Ron DeSantis issued Executive Order Number 20-52 declaring a State of Emergency for the state of Florida in furtherance of efforts to respond to and mitigate the effects of COVID-19 throughout the state; and

WHEREAS, the Pinellas County Board of County Commissioners (hereinafter, “**Board**”) passed Resolution 20-60 to define, expand, and add critical programs and services to mitigate the devastating impacts of COVID-19 on Pinellas County residents; and

WHEREAS, nonprofit community partners have seen an increased demand for many services and assistance in response to impacts from COVID-19, particularly in the areas of food programs, homelessness, behavioral health, and legal assistance for evictions; and

WHEREAS, as a direct result of the COVID-19 Public Health Emergency, many individuals and families find themselves in precarious financial situations within Pinellas County, without expanded access to critical services leading to food insecurity, housing insecurity, and behavioral health challenges; and

WHEREAS, the threat to these vulnerable individuals and families constitutes a significant threat to public safety and welfare requiring rapid expansion of vital services to meet local needs; and

WHEREAS, **AGENCY** is a subrecipient of pass-thru funds awarded by the U.S. Treasury Department (hereinafter, “Treasury”) to Pinellas County (hereinafter, “County”) made available under section 601(a) of the Social Security Act as added by section 5001 of the CARES Act (hereinafter, “Coronavirus Relief Fund”); and

WHEREAS, the County in partnership with **AGENCY** wishes to quickly expand services in priority areas that mitigate COVID-19 related impacts within the community such as food insecurity, housing insecurity, and access to behavioral health service through the Pinellas CARES Critical Service Expansion Program; and

WHEREAS, AGENCY has determined that **GRANTEE** has the experience and capacity to quickly administer and deliver awarded funds to assist in the goal of expanding services in one or more of the priority areas that mitigate COVID-19 related impacts within the community;

NOW THEREFORE, the parties hereto, mutually agree as follows:

1. Specific Grant Information:

This project shall be undertaken and accomplished in accordance with the terms and conditions specified herein and the Appendices named below, which are attached hereto and by reference incorporated herein:

- a) Grantee's Name: **The Harbor Dish, Inc.**
- b) Grantee's Contact and Notice Information:
 - Primary Contact Name: **Michele Abruzzi, Director**
 - Address: **255 5th Ave S Safety Harbor, FL 34695**
 - Phone Number: **727-223-8865**
 - Grantee's Data Universal Numbering System (DUNS) number: **036643734**
- c) Federal Award Identification Number: **Direct payment from the Department of the Treasury ('Treasury') pursuant to section 601(b) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).**
- d) Federal Award Date: **March 27, 2020**
- e) Period of Grant Performance, Start and End Date: **September 24, 2020 - December 30, 2020**
- g) Amount of Funds Awarded: **\$56,525.00** (hereinafter, "Awarded Funds").

h) Name of Federal Awarding Agency, Pass-Through Entity, and Contact Information
for Awarding Official of the Pass-Through Entity:

Federal Awarding Agency:

United States Department of Treasury

Pass-Through Entity:

Pinellas Community Foundation

Contact Information for Awarding Official of the Pass-Through Entity:

Duggan Cooley, CEO, Pinellas Community Foundation

17755 US Highway 19 N, Suite 150

Clearwater, FL 33764

i) CFDA Number and Name

CFDA Number (at time of disbursement): **21.019**

CFDA Name: **Coronavirus Relief Fund (CRF)**

j) Indirect Cost Rate for GRANTEE portion of the Federal Award: **0% - all costs
must be direct costs**

2. Scope of Services:

The **GRANTEE** shall administer the Pinellas CARES Critical Service expansion Program funds awarded from the **AGENCY** consistent with the purpose identified in the **GRANTEE's** application for award of funds (attached as Appendix 4) and which are consistent with the purpose of mitigating COVID-19 related impacts within the community, including food insecurity, housing insecurity and or behavioral health access for COVID-19 affected residents.

- a) **GRANTEE** shall administer funding in an amount up to **Fifty-Six Thousand Five Hundred and Twenty-Five Dollars and 00/100 cents** for expanded local services with up to 0% or \$0.00 allowed for indirect costs.
- b) **GRANTEE** agrees to monitor and deliver these funds pursuant to the following requirements:
 - i. Compliance with all rules and guidelines of the CARES Act including certifications and/or attestations of compliance where appropriate.
 - ii. Compliance with Appendix 1 - CARES Act Guidance and Requirements.
 - iii. Compliance with Appendix 2 – Attestation.
 - iv. Basic weekly reporting of service numbers by type of service and expanded monthly reporting of services, trends, expenditures, and other programmatic information.
 - v. Maintenance of service level information as appropriate for reporting upon request by the **AGENCY**, including services provided, outcomes and accounting of expenditures.
 - vi. **GRANTEE** understands and agrees that it may be required to adapt and/or respond during hurricane-related emergencies to help meet expanded needs and challenges of COVID-19.
 - vii. **GRANTEE** understands that priority service areas may be adjusted by written notice of the **AGENCY**.

3. Term of Agreement.

The services of the **GRANTEE** shall commence upon execution and the agreement shall expire on December 30, 2020. The expiration date of this Agreement may be extended, by mutual

agreement of the parties in writing. This option shall be exercised only if all terms and conditions remain the same.

4. Compensation.

a) The **AGENCY** agrees to provide **GRANTEE** an amount not to exceed Fifty-Six Thousand Five Hundred and Twenty-Five Dollars and 00/100 cents (\$56,525.00) as an award of the Pinellas CARES Nonprofit Partnership Fund for the services described in Section 2 of this Agreement. Up to Zero Dollars and 00/100 cents dollars (\$0.00) equivalent to 0% of the funding may be allowed for approved indirect costs in association with this program. The remainder of the funding will be for competitively awarded expansion of services as defined.

b) **GRANTEE** shall maintain a Budget Plan (Appendix 4) for anticipated indirect and direct costs, as approved by **AGENCY**. Any changes that increase costs must be in writing and in an amendment to this Agreement.

c) The **AGENCY** shall determine which expenses in the Budget Plan (Appendix 4) may be paid as an advance to the **GRANTEE**, if any, and which expenses will be paid on a cost-reimbursement basis, with the **GRANTEE** to submit invoices with supporting documentation to justify the reimbursement of expenses. If any amount is paid as an advance payment to **GRANTEE**, the **GRANTEE** must provide sufficient documentation of usage of the funds for allowed purposes under this agreement in order to receive any future payments.

d) Any funds expended in violation of this Agreement or in violation of appropriate Federal, State, and **AGENCY** requirements shall be refunded in full to the **AGENCY**. If this Agreement is still in force, future payments shall be withheld by the **AGENCY**.

5. Performance Measures.

The **GRANTEE** agrees to submit weekly reports on awards to **AGENCY** including name of **GRANTEE**, purpose of award, amount of award, and service numbers, as well as monthly expanded reports that demonstrate services delivered and service trends, and outcomes to **AGENCY**. The **AGENCY** reserves the right to request additional data elements, performance measures, or reports as necessary to ensure that the overall programmatic purpose is demonstrated, quantified, and achieved. This report shall be submitted to the **AGENCY** weekly or monthly, as defined and never later than five (5) business days if specifically requested by **AGENCY**. The report formats shall be prescribed and provided by the **AGENCY**.

6. Data Sharing.

The **GRANTEE** agrees to share data with the **AGENCY** as necessary for service validation, trend review, and performance monitoring.

7. Insurance.

GRANTEE will be required to maintain appropriate insurance to cover the Services funded for this Agreement. Before providing any funds under this Agreement, **AGENCY** will require that **GRANTEE** provide it with proof of insurance covering the Services funded and with policy limits and deductible deemed appropriate by **AGENCY**. Whether **GRANTEE** has acceptable insurance coverage with appropriate limits and deductible is within the sole discretion of the **AGENCY**. Said insurance must remain in full force and effect during the term of this Agreement and may be not changed without written approval of **AGENCY**. Failure to maintain the insurance approved by **AGENCY** or any changes to the approved insurance without approval of **AGENCY** will result in termination of this Agreement.

8. Monitoring.

GRANTEE will work with **AGENCY** to meet the requirements of 2 C.F.R. § 200.328 (Monitoring and reporting program performance). This may include, but is not limited to, the following:

- a) The monitoring requirements set forth in Appendix 3 – Minimum Monitoring Requirements.
- b) **GRANTEE** will work with the **AGENCY** to establish policies and procedures as required.
- c) **GRANTEE** will cooperate in site visits including, but not limited to, review of staff, fiscal and client records, programmatic documents, and will provide related information at any reasonable time.
- d) **GRANTEE** will submit other reports and information in such formats and at such times as may be prescribed by the **AGENCY**.
- e) All monitoring reports will be as detailed as may be reasonably requested by the **GRANTEE** and will be deemed incomplete if not satisfactory to the **AGENCY** as determined in its sole reasonable discretion. Reports will contain the information or be in the format as may be requested by the **AGENCY**.

9. Special Situations.

GRANTEE agrees to inform **AGENCY** within one (1) business day of any circumstances or events which may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of this Agreement. Incidents may include, but are not limited to, those resulting in injury, media coverage or public reaction that may have an impact on the **AGENCY'S** or **GRANTEE'S** ability to protect and serve its participants, or other significant effect on the

AGENCY or **GRANTEE**. Incidents shall be reported to the designated **AGENCY** contact below by phone or email only. Incident report information shall not include any identifying information of the participant.

10. Amendment/Modification.

In addition to applicable federal, state and local statutes and regulations, this Agreement expresses the entire understanding of the parties concerning all matters covered herein. No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in the form of a written amendment to this Agreement and formally approved by the parties.

11. Closeout

a) Upon termination in whole or in part, the parties hereto remain responsible for compliance with the requirements in 2 C.F.R. Part 200.343 (Closeout) and 2 C.F.R. Part 200.344 (Post-closeout adjustments and continuing responsibilities).

b) This Agreement will not terminate, unless terminated as provided in Section 11, until Closeout is completed consistent with requirements detailed in the Appendices attached hereto, and to the satisfaction of the **AGENCY**. Such requirements shall include but are not limited to submitting final reports and providing program deliverables and closeout information as requested by **AGENCY**, and/or the US Treasury Department or its authorized representatives, and reconciliation of program funding.

c) All invoices and requests for reimbursement shall be submitted within 30 days following the end of the project and budget period.

d) All un-spent funds must be reimbursed to the **AGENCY** by the **GRANTEE** by January 31, 2021.

- e) This provision shall survive the expiration or termination of this Agreement.

12. Termination.

a) If the **GRANTEE** fails to fulfill or abide by any of the provisions of this Agreement, **GRANTEE** shall be considered in material breach of the Agreement. Where a material breach can be corrected, **GRANTEE** shall be given thirty (30) days to cure said breach. If **GRANTEE** fails to cure, or if the breach is of the nature that the harm caused cannot be undone, **AGENCY** may immediately terminate this Agreement, with cause, upon notice in writing to the **GRANTEE**.

b) In the event the **GRANTEE** uses any funds provided by this Agreement for any purpose or program other than authorized under this Agreement, the **GRANTEE** must repay such amount to the **AGENCY** and may in the **AGENCY'S** sole discretion, be deemed to have waived the right to additional funds under this Agreement.

c) In the event sufficient budgeted funds are not available for a new fiscal period or are otherwise encumbered, the **AGENCY** shall notify the **GRANTEE** of such occurrence and the Agreement shall terminate on the last day of the then current fiscal period without penalty or expense to the **AGENCY**.

d) The **AGENCY** or the United States Department of Treasury may terminate this agreement in accordance with 2 C.F.R. § 200.339 (Termination).

13. Assignment/Subcontracting.

a) This Agreement, and any rights or obligations hereunder, shall not be assigned, transferred or delegated to any other person or entity. Any purported assignment in violation of this section shall be null and void.

b) The **GRANTEE** is fully responsible for completion of the Services required by this

Agreement and for completion of all subcontractor work, if authorized as provided herein. The **GRANTEE** shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the **AGENCY**, without the prior written consent of the **AGENCY**, which shall be determined by the **AGENCY** in its sole discretion.

14. Indemnification.

The **GRANTEE** agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the **AGENCY**, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the **AGENCY**, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of **GRANTEE**; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; except only such injury or damage as shall have been occasioned by the sole negligence of the **AGENCY**.

15. Business Practices.

- a) The **GRANTEE** must utilize financial procedures in accordance with generally accepted accounting procedures and Florida Statutes, including adequate supporting documents, to account for the use of the funds provided by the **AGENCY**.
- b) The **GRANTEE** must retain all records (programmatic, property, personnel, and financial) relating to this Agreement for five (5) years after final payment is made.

- c) All **GRANTEE** records relating to this Agreement are subject to audit by the federal government or its representatives, or the **AGENCY** and its representatives.

16. Nondiscrimination.

a) The **GRANTEE** shall not discriminate against any applicant for employment or employee with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment or against any client because of age, sex, race, ethnicity, color, religion, national origin, disability, marital status, or sexual orientation.

b) The **GRANTEE** shall not discriminate against any person on the basis of age, sex, race, ethnicity, color, religion, national origin, disability, marital status or sexual orientation in admission, treatment, or participation in its programs, services and activities.

c) The **GRANTEE** shall, during the performance of this Agreement, comply with all applicable provisions of federal, state and local laws and regulations pertaining to prohibited discrimination.

17. Independent Contractor.

It is expressly understood and agreed by the parties that **GRANTEE** is at all times hereunder acting and performing as an independent contractor and not as an agent, servant, or employee of the **AGENCY**. No agent, employee, or servant of the **GRANTEE** shall be, or shall be deemed to be, the agent or servant of the **AGENCY**. None of the benefits provided by the **AGENCY** to their employees including, but not limited to, Worker's Compensation Insurance and Unemployment Insurance are available from **AGENCY** to the employees, agents, or servants of the **GRANTEE**

18. Additional Funding.

Funds from this Agreement may not be used as the matching portion for any federal grant

except in the manner provided by Federal and State law and applicable Federal and State rules and regulations. The **GRANTEE** agrees to make all reasonable efforts to obtain funding from additional sources wherever said **GRANTEE** may qualify. Should this Agreement reflect a required match, documentation of said match is required to be provided to the **AGENCY**.

19. Governing Law.

The laws of the State of Florida shall govern this Agreement.

20. Conformity to the Law.

The **GRANTEE** shall comply with all federal, state and local laws and ordinances and any rules or regulations adopted thereunder, including but not limited to section 601(a) of the Social Security Act as added by section 5001 of the CARES Act and regulations applicable thereto.

21. Prior Agreement, Waiver, and Severability.

This Agreement supersedes any prior Agreements between the Parties and is the sole basis for agreement between the Parties. The waiver of either party of a violation or default of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent violation or default hereof. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

22. Agreement Management.

Pinellas Community Foundation designates the following person(s) as the liaison for the **AGENCY**:

Duggan Cooley, CEO
Pinellas Community Foundation
17755 US Highway 19 North, Suite 150
Clearwater FL 33764
727-531-0058

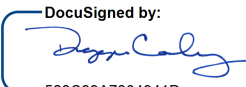
GRANTEE designates the following person(s) as the liaison for the **GRANTEE**:

Michele Abruzzi, Director
The Harbor Dish, Inc.
255 5th Ave S
Safety Harbor, FL 34695
727-223-8865

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year written below.

Pinellas Community Foundation

By: 
528C89A7304941D...
Duggan Cooley
CEO


Date: 10/6/2020

GRANTEE: The Harbor Dish, Inc.

By: 
973A549383AC49B...
Michele Abruzzi, Director
mabruzzo4@gmail.com

Date: 10/7/2020

GRANTEE: The Harbor Dish, Inc.

By: 
5CCE7414E1154D3...
Christina Sauger, Executive Director
chrissaugerrealtor@gmail.com

Date: 10/7/2020

Schedule of Appendices

Appendix 1 – CARES Act Guidance and Requirements

Appendix 2 – Attestation

Appendix 3 – Minimum Monitoring Requirements

Appendix 4 – Application for Funding (including budget plan)

Appendix 1 - CARES Act Guidance and Requirements

- Coronavirus Relief Fund, Guidance for State, Territorial, Local,
and Tribal Governments
 - Coronavirus Relief Fund Frequently Asked Questions
 - Coronavirus Relief Fund Reporting and Record Retention
Requirements

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal
Governments
Updated June 30, 2020

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
Updated June 30, 2020¹

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (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 government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.²

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

¹ This version updates the guidance provided under “Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020”.

² See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient’s usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control.

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. 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.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures³

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.⁴
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

³ In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

⁴ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

Coronavirus Relief Fund
Frequently Asked Questions
Updated as of July 8, 2020

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of July 8, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet 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. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

¹ The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include 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. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

May a State impose restrictions on transfers of funds to local governments?

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?

No. The Guidance says that funding may be used to meet 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. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

May recipients use Fund payments to provide loans?

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

May funds be used to satisfy non-federal matching requirements under the Stafford Act?

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

The guidance provides that funding may be used to meet 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. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

Are Fund payments to State, territorial, local, and tribal governments considered grants?

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Are Fund payments subject to other requirements of the Uniform Guidance?

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?

Yes. The CFDA number assigned to the Fund is 21.019.

If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-

specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.

Coronavirus Relief Fund Reporting and Record
Retention Requirements
July 2, 2020

OFFICE OF
INSPECTOR GENERALDEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

July 2, 2020

OIG-CA-20-021

MEMORANDUM FOR CORONAVIRUS RELIEF FUND RECIPIENTS**FROM:** Richard K. Delmar /s/
Deputy Inspector General**SUBJECT:** Coronavirus Relief Fund Reporting and Record Retention
Requirements

Title VI of the Social Security Act, as amended by Title V of Division A of the *Coronavirus Aid, Relief, and Economic Security Act* (Public Law 115-136), provides that the Department of the Treasury (Treasury) Office of Inspector General (OIG) is responsible for monitoring and oversight of the receipt, disbursement, and use of Coronavirus Relief Fund payments. Treasury OIG also has authority to recover funds in the event that it is determined a recipient of a Coronavirus Relief Fund payment failed to comply with requirements of subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Accordingly, we are providing recipient reporting and record retention requirements that are essential for the exercise of these responsibilities, including our conduct of audits and investigations.

Reporting Requirements and Timelines

Each prime recipient of Coronavirus Relief Fund payments¹ shall report Coronavirus Disease 2019 (COVID-19) related "costs incurred" during the "covered period"² (the period beginning on March 1, 2020 and ending on December 30, 2020), in the manner of and according to the timelines outlined in this memorandum. As described below, each prime recipient shall report interim and quarterly data and other recipient data according to these requirements. Treasury OIG is working on development of a portal with GrantSolutions³ that is expected to be operational on

¹ Prime recipients include all 50 States, Units of Local Governments, the District of Columbia, U.S. Territories, and Tribal Governments that received a direct payment from Treasury in accordance with Title V.

² Refer to Treasury's guidance dated June 30, 2020 for more information on costs incurred and the covered period.

³ A grant management service provider under the U.S. Department of Health and Human Services.

September 1, 2020, for recipients to report data on a quarterly basis. Until the GrantSolutions portal is operational, each prime recipient shall follow the interim reporting requirements. Treasury OIG will notify each prime recipient when GrantSolutions is operational or of any changes to the expected September 1, 2020 start date.

Interim Reporting for the period March 1 through June 30, 2020

By no later than July 17, 2020, each prime recipient is responsible for reporting costs incurred during the period March 1 through June 30, 2020. For this interim report, prime recipients need only report totals by the following broad categories:

- a. Amount transferred to other governments;
- b. Amount spent on payroll for public health and safety employees;
- c. Amount spent on budgeted personnel and services diverted to a substantially different use;
- d. Amount spent to improve telework capabilities of public employees;
- e. Amount spent on medical expenses;
- f. Amount spent on public health expenses;
- g. Amount spent to facilitate distance learning;
- h. Amount spent providing economic support;
- i. Amount spent on expenses associated with the issuance of tax anticipation notes; and
- j. Amount spent on items not listed above.

Recipients should consult Treasury's guidance and Frequently Asked Questions in reporting costs incurred during the period March 1 through June 30, 2020. The total of all categories must equal the total of all costs incurred during that period. A spreadsheet is attached for your use in providing the data. As discussed below, the prime recipient will be required to report information for the period March 1 through June 30, 2020 into GrantSolutions once it is operational.

Quarterly Reporting

Each prime recipient of Coronavirus Relief Fund payments shall report COVID-19 related costs into the GrantSolutions portal. Data required to be reported includes, but is not limited to, the following:

1. the total amount of payments from the Coronavirus Relief Fund received from Treasury;
2. the amount of funds received that were expended or obligated for each project or activity;
3. a detailed list of all projects or activities for which funds were expended or obligated, including:
 - a. the name of the project or activity;
 - b. a description of the project or activity; and

4. detailed information on any loans issued; contracts and grants awarded; transfers made to other government entities; and direct payments made by the recipient that are greater than \$50,000.

The prime recipient is responsible for reporting into the GrantSolutions portal information on uses of Coronavirus Relief Fund payments.

Recipient Portal Access: For future quarterly reporting, each prime recipient will have GrantSolutions portal access for three (3) individuals: two (2) designees (preparers) to input quarterly data and one (1) official authorized to certify that the data is true, accurate, and complete.⁴ **By no later than July 17, 2020**, please provide the name, title, email address, phone number, and postal address of these individuals so that portal access can be granted. After this information is received, guidance on the GrantSolutions portal access and data submission instructions will be issued separately.

Reporting timeline

By no later than September 21, 2020, recipients shall submit via the portal the first detailed quarterly report, which shall cover the period March 1 through June 30, 2020. Thereafter, quarterly reporting will be due no later than 10 days after each calendar quarter. For example, the period July 1 through September 30, 2020, must be reported no later than October 13, 2020 (Tuesday after the 10th day of October and the Columbus Day Holiday). Reporting shall end with either the calendar quarter after the COVID-19 related costs and expenditures have been liquidated and paid or the calendar quarter ending September 30, 2021, whichever comes first.

Record Retention Requirements

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the Treasury OIG upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

(d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government 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 the date of enactment of this section for the State or government; and

⁴ The certifying official is an authorized representative of the recipient organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the recipient.

3. were incurred⁵ during the period that begins on March 1, 2020, and ends on December 30, 2020.

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

Thank you and we appreciate your assistance.

⁵ Refer to Treasury's guidance dated June 30, 2020 for more information on the definition of costs incurred.

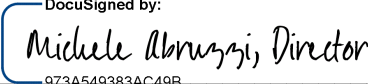
Appendix 2 - Attestation

ATTESTATION

I, Michele Abruzzi, Director, am the Title: Director of Name of Organization: The Harbor Dish, and I certify that:

1. I have the authority on behalf of The Harbor Dish (Organization) to sign this Attestation.
2. I understand that the Pinellas Community Foundation will rely on this attestation as a material representation in making a direct payment to this Organization.
3. The Harbor Dish (Organization) attests that proposed expenditures of this grant are appropriate and aligned with the awarded proposal, are for services related COVID-19 impacts to residents and/or the community on or after March 1, 2020, do not supplant existing services or budgets, and are not reimbursable by alternate means.
4. The Harbor Dish (Organization) attests it will only expend funds from this grant which are appropriate and aligned with the awarded proposal, are for services related COVID-19 impacts to residents and/or the community on or after March 1, 2020, and do not supplant existing services or budgets, and are not reimbursable by alternate means.

By: Michele Abruzzi, Director (Printed Name)

Signature:  973A549383AC49B...

Title: Director

Date: 10/7/2020

APPENDIX 3 – Minimum Monitoring Requirements

1. Site visit at onset of grant (could be virtual)
2. Site visit during grant program (could be virtual)
3. Mandatory training provided by PCF at onset of grant re: fiscal and accountability
4. Reimbursement only
5. Monthly report requesting reimbursement to include all invoice support, including detail timesheets and paystubs with allocation between payroll supporting this grant and others
6. Monthly budget to actual report
7. Obtain close-out report from grantee and reconcile to internal records

Appendix 4 – Application for Funding (including budget plan)

Harbor Dish to the Rescue

Pinellas CARES Nonprofit Partnership Fund

Harbor Dish Inc.

Ms. Christina Sauger
255 5th Ave S
Safety Harbor, FL 34695-4034

harbordish@harbordish.org
O: 000-000-0000

Ms. michele Abruzzi

1130 4th street s
Safety Harbor, FL 34695

mabruzzo4@gmail.com
O: 727-223-8865
M: 845-323-0428

Application Form

Introduction

NOTE: If your organization is awarded a grant, it is likely to be issued on a cost-reimbursement basis. Please consider this when developing your request and project start date.

Submission of an application is not a guarantee or commitment of funding. This application will be made public, in its entirety, including any attachments or uploads.

To see the rubric by which your organization's application will be scored, [click here](#).

Please answer these questions FIRST, as the application will show you the required sections and fields to complete based on your answers.

Priority Funding Areas*

Please select the priority area(s) most relevant to your request (see the PCF website for examples).

Food

Reimbursement*

The Pinellas CARES Nonprofit Partnership Fund allows requests to ask for reimbursement of expenditures related to COVID-19 programming within the Priority Funding Areas that took place between March 1, 2020 and the time of application.

Will your organization be applying for this cost reimbursement?

No

Future Programming*

Will your organization be applying for funding for services to be delivered between the grant award decision and December 30, 2020?

Yes

Project Name*

Harbor Dish to the Rescue

EIN*

46-2344552

DUNS Number*

Please provide your organization's DUNS number. This is the Data Universal Numbering System.

You can search for your DUNS number here: <https://www.dnb.com/duns-number/lookup.html>

If you do not have a DUNS number, you can apply for one here (it is free and may take 3-4 days for approval): <https://www.dnb.com/duns-number/get-a-duns.html>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a DUNS number *will* be required if your organization is approved for a grant. Your organization should apply for a DUNS number now if it does not yet have one.

036643734

Mission Statement*

Our mission is to reduce food insecurity and food waste in our local community by providing healthy meals to children, the elderly, sick and disabled, low-income and homeless individuals in a dignified manner. We seek to build community, promoting health and emotional well being for those most vulnerable -- even during the pandemic by utilizing masks and social distancing.

Total Operating Expenditure*

What are your total annual operating expenses?

\$87,384.24

Amount Requested*

Please review the entire application and its fiscal requirements before determining the total amount your organization will be requesting. This amount should include any reimbursements your organization is seeking for past COVID-19 programming.

Typical funding requests will range between \$25,000 and \$250,000. Amounts above and below are accepted, provided the request can be justified by community need.

Requests at the higher end, or above this range must have a significant and sustained impact on the vulnerable community being served. Your organization's capacity for spending a large amount of funds must also be justified.

\$56,525.00

If you are requesting more than \$250,000 or a large capital expenditure, please speak with PCF program staff to discuss the feasibility of your request **PRIOR TO submission**.

Priority Populations*

Please select the priority populations your programming will serve:

Note: Examples of "high-risk pandemic response jobs" include front-line workers, nurses, medical housekeeping staff, nonprofit employees, law-enforcement and medical first responders.

- Children and/or the elderly
- People experiencing homelessness
- Persons with disabilities
- Low-income families

Guiding Principles*

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

From the priority populations you have indicated above, please explain to what extent one or more these populations are involved in the creation, design, and impact of your organization (or this specific project).

In 2019, we served 33,174 meals through home deliveries, special events and individually to those in need. Since the pandemic, we have quadrupled the amount of food served to our clients, who now experience heightened health, safety and financial concerns and isolation. To foster community and provide companionship and a sense of normalcy during the pandemic, we try to assign the same delivery volunteers to our homebound clients each visit and request feedback as to their future needs. When a homeless person stops by, we take the time to chat about their situation. Our volunteers interact with clients at food giveaways at churches and local establishments to assess the increased needs of our community members. Although we are handling at least four times the amount of food as before the pandemic, we take pride in building relationships with the people we serve, nourishing the body, replenishing the spirit and growing community one meal at a time.

Length of time operating program/project*

Please briefly explain how long you have been operating the program or project for which you are requesting funds. **This funding is for expansion of existing programming or sustaining an existing expansion to meet community needs.**

The Harbor Dish has been operating since 2013 and has been steadily growing. But the expanded programming began five months ago, in early April, and has quadrupled since then. Our projected number of meals this year is 132,690.

Service Area*

In which areas of the county do you physically provide services?

Mid-County (locations such as Clearwater, Largo, Safety Harbor)

Impact on Organization*

What has been the impact of the coronavirus/COVID-19 on the services of your organization? (Example: inability to provide enough food, unable to provide behavioral health sessions, lack of volunteerism, etc.)

We have been receiving much more food than before -- four times a week from Whole Foods compared to once. We are an all-volunteer organization. Some of our volunteers have stopped participating due to health concerns. Others have joined, but since our operation has grown so much, we have difficulty finding people for each slot. Some of our core volunteers have ended up working seven days a week. We have food pickups and giveaways seven days a week. We cook Tuesday nights at the Florida Sheriffs Youth Ranch and deliver to individual cottages there. And we are inaugurating a "Take and Bake" program to prepare and deliver meals to people affected by the pandemic -- those virtually schooling, unemployed or displaced, homebound due to age or illness -- two days a week,

Our greatest challenges have been organizational staff including volunteer coordinating and transportation.

We now have a pickup and delivery schedule seven days a week, often making several trips because we don't have a large enough vehicle. All the pickups, sorting, handing out, cooking and delivering has complicated our operation. That is why we are in great need of dependable and stable paid staff to better serve the increased needs of clients. We are requesting salaries for a volunteer coordinator, program manager and kitchen manager for this endeavor.

A cargo van would enable us to pick up and deliver the 147,236 pounds of food anticipated this year. It would enable us to efficiently deliver meals in our new cooking program.

Fiscal Accountability

Federal Fund Disclosure*

If your organization is awarded this grant, you may be considered a subrecipient of federal funding. THEREFORE, if you are deemed a subrecipient and your organization reaches a threshold of having spent more than \$750,000 in federal funding this fiscal year (this INCLUDES other federally funded programs), it will be subject to requirements of the Federal Single Audit Act. This will require your organization to comply with Federal Compliance Requirements and may necessitate additional expenses for your organization and you should prepare for this.

It is advisable that you contact a certified public accountant (CPA) or other professional for guidance.

Yes, my organization understands and assumes all liabilities/costs in regards to federal funding.

Audited Financial Statements*

Does your organization routinely contract to have an audit conducted of its financial statements?

No

Most Recently Filed IRS Form 990*

Please upload a copy of the organization's most recently filed IRS Form 990. **This is absolutely required.**

HPSCAN_20200830182331423.pdf

Board-Approved Budget*

Please upload your most recently board-approved budget for this fiscal year in PDF format.

HPSCAN_20200830182605819.pdf

No Audited Financial Statements

Explanation for Lack of Audit*

Please briefly explain why your organization does not annually have an independent audit conducted. If you have any documentation, such as financials statements, or a letter from a CPA explaining the lack of an audit, you may upload it here in PDF format.

HPSCAN_20200903113704025_2020-09-03_113751656.pdf

We have a professional CPA who handles our taxes and other finances. Please see the attached letter.

Expansion or Sustaining of Exact Programming Funded by Another Source

Existing Contract

If you are applying for funding to expand and/or sustain COVID-19 response programming that has already been funded by another source, please upload that contract here and provide a brief description of the funding source and relationship with the funder. Please note that any costs funded by another source are not allowed to be included in this application. Only the costs that are required to expand or sustain programs in excess of that funding will be considered for the purposes of this application.

Funding and Usage

Client Service Delivery*

Briefly describe the services to be delivered under the programming for which you are requesting funding. Please include when and where the services will occur, how the target population will access the services, and the length of time the services will be provided. **Please specify the zip codes of participants. If not available, specify the zip codes of service delivery points.**

All programming will continue as long as needed, including past Dec. 30.

Sunday mornings, Fellowship Hall, First Presbyterian Church, Safety Harbor, 34695: Food distribution, including delivery to the most vulnerable. Some families pick up food, including several homeless clients.

Mondays: food pickup and distribution at First Presbyterian, 34695. Clients pick up, or food is delivered the next day..

Tuesday mornings, pickup and food distribution at Cypress Meadows Church, Clearwater, 33759. Target population attends and selects food. 360 Eats picks up excess and distributes to Mattie Williams Neighborhood Center and other groups.

Also dinner cooked and delivered to cottages for children in foster care and support staff at Florida Sheriffs Youth Ranch, Safety Harbor, 34695. This was a pre-pandemic program that we restarted in August and will continue indefinitely.

Wednesday mornings, Food pickup and distribution at First Presbyterian Church, Safety Harbor, 34695. Food is distributed to Feeding the Fosters and Food Rescue, and they deliver to foster families and hold pantries.

Thursday: pickup and distribution at First Presbyterian Church, 34695. Clients pick up.

Friday: pickup and distribution at First Presbyterian Church, 34695. clients pick up, or food is distributed the next day.

Saturdays Aug. 8-Sept. 5 food pickup and distribution at Harbor Bar, Main Street, Safety Harbor 34695. Clients walked or drove to the business, where they selected food. This program ended Sept. 5, when the bar reopened. We will donate Saturday's food on Sunday as we seek volunteers for a new Saturday giveaway at the First Presbyterian Church.

On Sept. 15, we will begin a cooking program on Mondays and Wednesdays called "Take and Bake," in which we prepare pans of food and deliver to families in need. We will bring food to Bayside Church, 34695, to prepare it.

Communication/Outreach and Community Engagement Efforts*

In what ways is your organization marketing and communicating its available programming to the community it serves? How will you ensure that your target population is aware of your services and utilizes them?

We advertise food giveaways on our Facebook page and other neighborhood pages (Safety Harbor Neighbors Sharing, Safety Harbor Strong, Safety Harbor Community, etc.). The Harbor Bar advertises on their marquee. Networking by phone.

We have received publicity in an article in a local publication. (1,000 meals and a happy 91st birthday)

<https://safetyharborsun.com/?s=harbior+dish>

A video company called Impact Fanatics made the Harbor Dish the subject of a short documentary a few months ago. (Non profit organization that is creating a huge impact)

<https://www.youtube.com/watch?v=GBLSp730s8>

ABC Action News featured the Harbor Dish in reporting on people helping during the pandemic.

<https://www.abcactionnews.com/rebound/coronavirus-investigations/local-community-cafe-pivots-during-pandemic-the-rebound-tampa-bay>.

We need a program manager to facilitate this outreach through the rest of the year.

Hurricane Preparedness*

If a hurricane-related emergency were to strike Pinellas County this year and cause an interruption in your organization's normal programming, how would you return to offering the programming, and continue to spend

awarded funds from this grant?

There is an expectation that your programming will be able to continue in the event of a hurricane-related emergency.

If your organization has a COOP (Continuity of Operations Plan), you may upload it here instead of providing a text answer. You may redact sensitive information from your organization's COOP.

We will continue to operate in the event of an emergency.

If the power is out, we will pick up whatever food is available each day and distribute it immediately. Our dedicated volunteers will ensure that critical functions continue and personnel and resources are reallocated as necessary.

We have experienced natural disasters in the past and have always been able to serve those in need.

Evidence of Insurance Coverage*

Grantees of the Pinellas CARES Nonprofit Partnership Fund will be required to maintain appropriate insurance to cover the services proposed in this application. PCF will determine whether this coverage is appropriate.

Please upload evidence of insurance policies that cover the programming for which your organization is requesting funds.

If there is no insurance coverage for this programming, please provide an explanation as to why.

USLI Policy Harbor Dish until 2.2021.pdf

Insurance Requirement*

If you are awarded a contract for the Pinellas CARES Nonprofit Partnership Fund, you will be required to list Pinellas Community Foundation as an additional insured through your general liability insurance. If you would like to begin this process now, please contact your general liability insurance carrier.

Here is the information for your carrier:

Pinellas Community Foundation
17755 US Highway 19 N
Suite 150
Clearwater, FL 33764
727-531-0058

Please check the box below to indicate that you understand and will be able to comply with this requirement.

Yes, I understand this requirement.

The Budget Summary and Budget Narrative sections are absolutely critical to a successful application. Improperly completed forms will be returned to you to fix, and will delay a funding decision being made on your application. Please see the examples in each section. To avoid rejection of your organization's application, PCF HIGHLY recommends you watch this short, instructional video as well: **Budget Narrative/Summary Instructions**

Update as of 9/25/2020: Due to new U.S. Department of the Treasury guidance, the CARES Act does not cover *any* administrative or indirect costs. The Budget Narrative and Summary have been updated. CFO, CEO, and other types of "administrative" time must be documented as a **direct cost on an hourly basis** under Personnel or Contracted Services. The above webinar will be updated shortly.

If your organization is awarded a grant, it is likely to be issued on a cost-reimbursement basis. Please consider this when developing your budget narrative and summary.

Note about Hazard Pay: Hazard pay will not automatically be approved as a budget item. Hazard pay is only for hazardous duty or work involving physical hardship, in each case that is related to COVID-19. Much of the immediate hazards of COVID-19 can be mitigated by appropriate use of PPE and/or regular sanitizing of spaces. The threshold for approval of hazard pay is high. It is best that you inquire in advance of adding this to a budget in your grant application.

If you would like to use a unit of service cost as a basis for your budget, you **MUST** contact Pinellas Community Foundation program staff FIRST to discuss this possibility.

Budget Summary*

Please download the budget summary template **HERE** and complete it. **If you have selected multiple Priority Fund Areas, you should include ALL costs in this summary.**

Capital includes buildings, vehicles, equipment at \$3,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities. Outright purchase must be less than the cost of renting or leasing OR if renting or leasing is not available.

CLICK HERE TO SEE AN EXAMPLE OF A PROPERLY COMPLETED BUDGET SUMMARY.

Please export as a PDF and upload it.

CARES-Partnership-Fund-Budget-Summary-Grant (4) - Budget Template (2).pdf

Budget Narrative*

Please download the budget narrative template [HERE](#) and complete it.

The budget narrative needs to do more than define the expenses. It should clearly state what is going to be paid using CARES funds and then justify the expenses as a program expansion (or sustaining an already expanded program) as a result of COVID-19. Do not bold, underline, or italicize. Use dollar amounts that match your Budget Summary.

If you have selected multiple Priority Fund Areas, you should include ALL costs in this narrative.

CLICK HERE TO SEE AN EXAMPLE OF A PROPERLY COMPLETED BUDGET NARRATIVE.

Capital includes buildings, vehicles, equipment at \$3,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities. Outright purchase must be less than the cost of renting or leasing OR if renting or leasing is not available.

Please export as a PDF and upload it.

Pay Scales-merged-merged-merged-compressed.pdf

Capital Requests

If you are requesting funding for capital expenses, please upload bids/estimates/rental agreements to match the expenses described in your budget summary and narrative.

Please upload in PDF format.

van rental-merged.pdf

Logistical partner organizations (LPOs) are considered to be a critical part of service delivery strategy for this grant program, and using them is highly encouraged. Typical LPOs are:

- Grassroots organizations with small annual operating budgets (under \$50,000)
- Churches and other faith-based organizations
- Neighborhood associations
- Social organizations/collaboratives
- Resident councils in low-income house communities
- Neighborhood family centers
- Senior centers

Their essential role is to serve as outreach, information, referral and service delivery sites for food distribution, legal aid counseling to prevent evictions and behavioral health services, consistent with the three priority need areas in the grant specifications.

Are you going to use LPOs in this programming?*

Yes

Logistical Partner Organizations (LPOs)

LPO List*

Please upload a list with entity names and primary contact information for each LPO. If there is additional information to provide, do so in the text box below.

Untitled document (4).pdf

Role in Programming*

Please describe the role(s) of specified LPOs in the programming proposed in this application.

First Presbyterian Church gives us space to operate.

Food Rescue picks up food and distributes through pop-up food pantries.

Feeding the Fosters uses our food to cook for foster families.

We cook weekly dinners for the foster children at the Florida Sheriffs Youth Ranch.

Cypress Meadows Church hosts a Tuesday morning food pantry with food we supply and assistance by our volunteers..

We bring donated food to Mattie Williams and Oldsmar Cares for their food pantries. Oldsmar Cares also gives us unneeded staples.

We have been hosting a food pantry on Saturday afternoons at the Harbor Bar. That just ended for the time being.

360 Eats picks up excess food after the Tuesday food pantry and cooks for giveaways at Mattie Williams and other locations.

Food

This grant will require weekly reporting on the following measures:

- **Number of Pinellas County residents** accepting food by zip code of participant or distribution point (participant zip code is preferred)

Affirmation of Reporting*

I affirm that my organization is capable of providing weekly reports on the above measures.

Yes

Number of Pinellas County Residents Served During Grant Period - Food*

This grant period ends on December 30, 2020. Please estimate the number of clients that will be served **food** by the end of the grant period.

14300

September 2020 Projections - Food*

Please estimate the number of individuals to be served **food** by this funding in **September 2020**.

2600

October 2020 Projections - Food*

Please estimate the number of individuals to be served **food** by this funding in **October 2020**.

3300

November 2020 Projections - Food*

Please estimate the number of individuals to be served **food** by this funding in **November 2020**.

4200

December Projections - Food*

Please estimate the number of individuals to be served **food** by this funding in **December 2020**.

4200

Funder Involvement

Which of the funders have provided a grant to your organization within the last three years?*

Pinellas Community Foundation

Other Funding Sources

If your organization has submitted applications to other funders or has received funding in response to coronavirus/COVID-19 from another funder, please briefly describe below:

Corrective Action*

Is your organization currently under a corrective action agreement with any funder (including but not limited to those listed above)? If yes, please explain in detail, including the status of the corrective action. If no, state **No**.

no

Confirmation

Signature and Affirmation*

By submitting this application, I hereby swear that executive leadership is aware of this request for funding, and if this funding is approved, my organization will be able to use these funds in the manner described in the application.

Please type your name as an electronic signature and the date on which you are submitting this application.

Michele Abruzzi 09/11/2020

File Attachment Summary

Applicant File Uploads

- HPSCAN_20200830182331423.pdf
- HPSCAN_20200830182605819.pdf
- HPSCAN_20200903113704025_2020-09-03_113751656.pdf
- USLI Policy Harbor Dish until 2.2021.pdf
- CARES-Partnership-Fund-Budget-Summary-Grant (4) - Budget Template (2).pdf
- Pay Scales-merged-merged-merged-compressed.pdf
- van rental-merged.pdf
- Untitled document (4).pdf

Form **990-EZ**

**Short Form
Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2019

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form, as it may be made public.
Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2019 calendar year, or tax year beginning _____, **and ending** _____

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization
 The Harbor Dish, Inc.
 Number and street (or P.O. box, if mail is not delivered to street address)
 255 5th Avenue S
 City or town, state or province, country, and ZIP or foreign postal code
 Safety Harbor FL 34695

D Employer identification number
 46-2344552

E Telephone number
 727-796-8286

F Group Exemption Number _____

G Accounting Method: Cash Accrual Other (specify) _____

I Website: www.TheHarborDish.org

J Tax-exempt status (check only one) — 501(c)(3) 501(c)() (insert no.) 4947(a)(1) or 527

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

K Form of organization: Corporation Trust Association Other _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) **\$ 101,808**

Check if the organization used Schedule O to respond to any question in this Part I

Line	Description	Amount
1	Contributions, gifts, grants, and similar amounts received	101,808
2	Program service revenue including government fees and contracts	
3	Membership dues and assessments	
4	Investment income	
5a	Gross amount from sale of assets other than inventory	
5b	Less: cost or other basis and sales expenses	
5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	
6	Gaming and fundraising events:	
6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	
6b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	
6c	Less: direct expenses from gaming and fundraising events	
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	
7a	Gross sales of inventory, less returns and allowances	
7b	Less: cost of goods sold	
7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	
8	Other revenue (describe in Schedule O)	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	101,808
10	Grants and similar amounts paid (list in Schedule O)	66,481
11	Benefits paid to or for members	
12	Salaries, other compensation, and employee benefits	
13	Professional fees and other payments to independent contractors	
14	Occupancy, rent, utilities, and maintenance	775
15	Printing, publications, postage, and shipping	6,677
16	Other expenses (describe in Schedule O)	94
17	Total expenses. Add lines 10 through 16	13,381
18	Excess or (deficit) for the year (subtract line 17 from line 9)	87,408
19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	14,400
20	Other changes in net assets or fund balances (explain in Schedule O)	12,292
21	Net assets or fund balances at end of year. Combine lines 18 through 20	26,692

For Paperwork Reduction Act Notice, see the separate instructions.

Part II Balance Sheets (see the instructions for Part II)
Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year		(B) End of year	
	22	23	24	25
22 Cash, savings, and investments	12,660	0	27,112	
23 Land and buildings		120		68
24 Other assets (describe in Schedule O)		12,780		27,180
25 Total assets		488		488
26 Total liabilities (describe in Schedule O)		12,292		26,692
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)				

Part III Statement of Program Service Accomplishments (see the instructions for Part III)
Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose?

See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 Conduct charitable and education activities devoted to benefiting disadvantaged and needy individuals in the community.

(Grants \$ 66,481) If this amount includes foreign grants, check here 28a 87,408

29 (Grants \$) If this amount includes foreign grants, check here 29a

30 (Grants \$) If this amount includes foreign grants, check here 30a

31 Other program services (describe in Schedule O) (Grants \$) If this amount includes foreign grants, check here 31a

32 Total program service expenses (add lines 28a through 31a) 87,408

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated — see the instructions for Part IV)
Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Christina Sauger Director	30.00	0	0	0
Marsha Keiser Director	25.00	0	0	0
Michele Abruzzi Director	20.00	0	0	0
Krista Smith Director	20.00	0	0	0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O

34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions

35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?

b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O

35b Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III

35c Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N

36 Enter amount of political expenditures, direct or indirect, as described in the instructions

37a Did the organization file Form 1120-POL for this year?

37b Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?

38a If "Yes," complete Schedule L, Part II, and enter the total amount involved

39 Section 501(c)(7) organizations. Enter:

a Initiation fees and capital contributions included on line 9

b Gross receipts, included on line 9, for public use of club facilities

39a

39b

40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ; section 4912 ; section 4955

b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I

c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958

40b

d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization

e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T

40c

40d

40e

41 List the states with which a copy of this return is filed None

42a The organization's books are in care of Christina Sauger
255 5th Avenue S.
Located at Safety Harbor, FL ZIP + 4 34695 Telephone no. 727-796-8286

b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country

See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).

42b

c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country

42c

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here and enter the amount of tax-exempt interest received or accrued during the tax year 43

44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ

b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ

44a

c Did the organization receive any payments for indoor tanning services during the year?

44b

d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O

44c

44d

45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?

b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions

45a

45b

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

46	Yes	No
		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.
Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

49a Did the organization make any transfers to an exempt non-charitable related organization?

b If "Yes," was the related organization a section 527 organization?

47	Yes	No
		X
48		X
49a		X
49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Yes No

Sign Here

Signature of officer _____ Date _____

Type or print name and title _____

COPY

Paid Preparer Use Only

Print/Type preparer's name: Robert M. Weldon, CPA
Preparer's signature: Robert M. Weldon, CPA
Date: 8/5/20
Check if self-employed
PTIN: P01407415

Firm's name: Lowery, Weldon & Company, CPAs
Firm's address: 129 6th Avenue North, Safety Harbor, FL 34695-3532
Firm's EIN: 59-3259266

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Phone no. 727-796-2002

10:09 AM

08/24/20

Accrual Basis

The Harbor Dish, Inc.
Profit & Loss Budget Overview
 January through December 2020

	<u>Jan - Dec 20</u>
Ordinary Income/Expense	
Income	
Event Income	1,832.28
30500 · Catering Sales	750.00
32000 · Donations Received	25,650.84
32500 · Donations - In Kind	73,575.00
Total Income	101,808.12
Gross Profit	101,808.12
Expense	
Website Expense	367.68
40500 · Catering Expense	259.20
60000 · Advertising and Promotion	2,092.44
60800 · Auto Expense	4,449.48
62000 · Conferences & Meetings	234.96
62400 · Depreciation Expense	2,247.24
63600 · Charitable Contributions	66,480.96
64400 · Dues and Subscriptions	224.04
65000 · Event Expense	1,821.36
65600 · Insurance Expense	755.04
66200 · Linen and Laundry Expense	80.04
66800 · Meals and Entertainment	85.80
67200 · Miscellaneous Expense	141.00
67600 · Office Supplies	207.84
68400 · Permits and Licenses	156.24
68600 · Printing and Reproduction	28.68
69200 · Postage and Delivery	64.56
69500 · Professional Fees	774.96
70600 · Rent Expense	6,000.00
71000 · Repairs and Maintenance	676.92
73500 · Small Furniture & Equipment	123.36
74600 · Telephone Expense	112.44
Total Expense	87,384.24
Net Ordinary Income	14,423.88
Net Income	14,423.88

operating expenses

LOWERY, WELDON & COMPANY, CPAs, P.A.
certified public accountants

September 1, 2020

To Whom It May Concern:

At the request of The Harbor Dish, Inc., we are providing an explanation regarding the level of professional services provided to the organization.

The Harbor Dish, Inc. is a small 501(c) non-profit organization, incorporated in the State of Florida. There is no statutory requirement for a non-profit organization to have an audit. Therefore, the level of services needed is determined annually by the directors of the organization.

To date, the organization has not determined that there is a business need for an audit of their financial statements, the cost of which would cause an unnecessary financial burden.

Sincerely,



Robert M. Weldon, C.P.A.

United States Liability Insurance Company

Customer Copy
Direct Bill Policy

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. NPP1560146F

NAMED INSURED AND ADDRESS:

THE HARBOR DISH, INC.
255 5TH AVE S
SAFETY HARBOR, FL 34695

POLICY PERIOD: (MO. DAY YR.) From: 02/19/2020 To: 02/19/2021

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Social Service

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Liability Coverage Part	\$735.00
TOTAL:	\$735.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue
See Endorsement EOD (1/95)

Agent: APPALACHIAN UNDERWRITERS, INC. (1676)
800 Oak Ridge Turnpike, Suite A 1000
Oak Ridge, TN 37830

Issued: 01/22/2020 12:50 PM

Broker: One Source Insurance Solutions, LLC
334 E Lake Road #272
Palm Harbor, FL 34685

By: 
Authorized Representative

UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. NPP1560146F

Effective Date: 02/19/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

The following forms apply to the Commercial Liability coverage part

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
CG0001	12/07	Commercial General Liability Coverage Form
CG0068	05/09	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion
CG0220	03/12	Florida Changes - Cancellation And Nonrenewal
CG2107	05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included
CG2139	10/93	Contractual Liability Limitation
CG2147	12/07	Employment-Related Practices Exclusion
CG2173	01/15	Exclusion Of Certified Acts Of Terrorism
IL0017	11/98	Common Policy Conditions
IL0021	09/08	Nuclear Energy Liability Exclusion Endorsement
L-224	10/10	Punitive Or Exemplary Damages Exclusion
L-232s	09/05	Classification Limitation Endorsement
L-428	01/12	Absolute Firearms Exclusion
L-500	02/11	Bodily Injury Exclusion - All Employees, Volunteer Workers, Temporary Workers, Casual Laborers, Contractors, And Subcontractors
L-549	12/07	Absolute Professional Liability Exclusion
L-599	10/07	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead With A Hostile Fire Exception
L-610	11/04	Expanded Definition Of Bodily Injury
L-728SSO	07/09	Limits Of Insurance Under Multiple Coverage Forms
L-734NPP	10/16	Exclusion-Specific Activities, Events or Conditions
L-740 SSO	10/14	Molestation Or Abuse Insurance (Defense Outside Limits)
L-744NPP	06/10	Blanket Additional Insured Endorsement
L-783NPP	07/18	Amendment of Liquor Liability Exclusion
L-787	05/13	Infringement Of Copyright, Patent, Trademark Or Trade Secret Endorsement
LLQ100	07/06	Amendatory Endorsement
LLQ368	08/10	Separation Of Insureds Clarification Endorsement
NTE	01/15	Notice Of Terrorism Exclusion
SSO	12/09	Social Service Organization Professional Liability Coverage Form
NPP Jacket	09/10	Non Profit Package Policy Jacket

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NPP1560146F

Effective Date: 02/19/2020
12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit	\$2,000,000
Professional E&O Liability Each Incident	\$1,000,000
Professional E&O Liability Aggregate	\$2,000,000
Abuse And Molestation Each Claim	\$1,000,000
Abuse And Molestation Aggregate	\$2,000,000

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	123 4th Avenue South, Safety Harbor, FL 34695	004

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Soup Kitchens - Not-for-Profit	11039	100,000 Per 1,000 Sales	0.486	3.512	\$49	\$351	
1	Professional Liability - Social Services - Not-for-Profit	72990	Flat	0.000	150.000	\$0	\$150	
1	Abuse and Molestation Liability - Social Services	41799	Flat	0.000	0.000	Included	Included	
1	Blanket Additional Insured - Non-Profit Package	49950	1 Flat	0.000	100.000	\$0	\$100	
MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART:								\$735
TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART:								\$735 MP
(This Premium may be subject to adjustment.) MP - minimum premium								

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

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Pinellas Community Foundation

Pinellas CARES Nonprofit Partnership Fund Grant Application

Organization Name: The Harbor Dish

Project Name: Harbor Dish to the Rescue

FROM (date): 9/15/20 TO (date): 12/31/20

Budget Category/Line Item	Program Budget - Total	Pinellas CARES Grant
Personnel (<i>salaries, wages, benefits, payroll taxes, time allocation on the project for all personnel involved in</i>)	38,400	38,400
Equipment (<i>computers, furniture, etc., less than \$3,000 per item</i>)	4,283.56	3,250.70
Supplies (<i>office materials, program related purchases, program necessities to deliver services, etc.</i>)	4,630.28	3,804.95
Occupancy (<i>property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses</i>)	1,400.00	1,000.00
Local Travel (<i>mileage, tolls, parking for regular local travel, rental/leasing cost of transportation</i>)	1,440.00	560
Training (<i>staff development, conferences, long distance travel</i>)	4,000.00	0
Design, Printing, Marketing & Postage (<i>for direct program related services only</i>)	2,534.50	348.82
Capital (<i>Buildings, vehicles, equipment \$3,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities</i>)	6,061.00	6,061.00
Purchased Services (<i>consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements</i>)	4,100.00	3,100.00
Indirect Costs (<i>pre-negotiated federal rate, de minimus rate of 10%, or none</i>)	6,584.00	0
TOTAL	73,434	56,525

Occupational Outlook Handbook > Food Preparation and Serving >

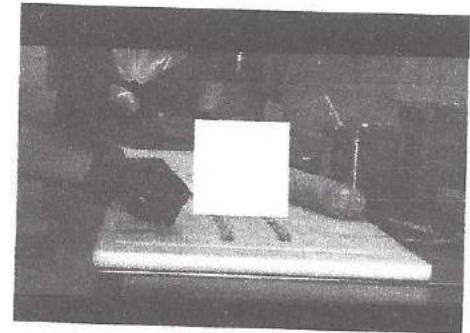
Chefs and Head CooksPRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
---------	--------------	------------------	-------------------	-----	-------------	-------------------	---------------------	-----------

Summary

Summary

Quick Facts: Chefs and Head Cooks	
2019 Median Pay	\$51,530 per year \$24.78 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	5 years or more
On-the-job Training	None
Number of Jobs, 2018	139,000
Job Outlook, 2018-28	11% (Much faster than average)
Employment Change, 2018-28	15,400

**What Chefs and Head Cooks Do**

Chefs and head cooks oversee the daily food preparation at restaurants and other places where food is served.

Work Environment

Chefs and head cooks work in restaurants, private households, and other establishments where food is served. They often work early mornings, late evenings, weekends, and holidays. The work can be hectic and fast-paced. Most chefs and head cooks work full time.

How to Become a Chef or Head Cook

Most chefs and head cooks learn their skills through work experience. Others receive training at a community college, technical school, culinary arts school, or 4-year college. Some learn through apprenticeship programs.

Pay

The median annual wage for chefs and head cooks was \$51,530 in May 2019.

Job Outlook

Employment of chefs and head cooks is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. Most job opportunities for chefs and head cooks are expected to be in food services, including restaurants. Job opportunities will result from growth and from the need to replace workers who leave the occupation.

State & Area Data

Explore resources for employment and wages by state and area for chefs and head cooks.

Similar Occupations

Compare the job duties, education, job growth, and pay of chefs and head cooks with similar occupations.

More Information, Including Links to O*NET

Learn more about chefs and head cooks by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

What They Do

What They Do ->

What Chefs and Head Cooks Do

Chefs and head cooks oversee the daily food preparation at restaurants and other places where food is served. They direct kitchen staff and handle any food-related concerns.

Duties

Chefs and head cooks typically do the following:

- Check the freshness of food and ingredients
- Supervise and coordinate activities of cooks and other food preparation workers
- Develop recipes and determine how to present dishes
- Plan menus and ensure the quality of meals
- Inspect supplies, equipment, and work areas for cleanliness and functionality
- Hire, train, and supervise cooks and other food preparation workers
- Order and maintain an inventory of food and supplies

About this section



Chefs plan menus and order supplies.

9/4/20

WHAT AM I WORTH?

HOW SHOULD I PAY?

Get your pay report

Price a job



Menu

United States / Job / Volunteer Coordinator

Average Volunteer Coordinator Salary in Clearwater, Florida

\$41,285

\$20 hr

Avg. Salary

Help us gather more data! Find out what you're worth.

What am I worth?

How should I pay?

Get pay report

Price a job

The average salary for a Volunteer Coordinator in Clearwater, Florida is \$41,285.

Is Volunteer Coordinator your job title? Find out what you should be paid

Use our tool to get a personalized report on your market worth. [What's this?](#)

Location:

[Empty input field for location]

United States (change)

Years in Field/Career:

[Empty input field for years in field/career]

Find your market worth »

How it works:

- 1 Enter city & years of experience
- 2 Add pay factors like skills & education
- 3 Find your market worth with a report tailored to you

Welcome to our Research Center! Have any questions?

2

9/4/20

WHAT AM I WORTH?

HOW SHOULD I PAY?

Get your pay report

Price a job



Menu

United States / Job / Office Manager

Average Office Manager Salary in Florida, Florida

\$41,772

\$20 hr

Avg. Salary Show Hourly Rate

\$2,500 BONUS

\$2,100 PROFIT SHARING

What am I worth?

How should I pay?

Get pay report

Price a job

The average salary for an Office Manager in Florida, Florida is \$41,772.



Is Office Manager your job title? Find out what you should be paid

Use our tool to get a personalized report on your market worth. [What's this?](#)

Location:

Tampa, Florida

United States (change)

Years in Field/Career:

[Empty input field]

Find your market value

Welcome to our Research Center! Have any questions?

How it works:

OFFICE DEPOT

Program Supplies

1.800.463.3768

Shopping Cart

In observance of the Labor Day holiday, we will not deliver on September 7th and some deliveries may experience delays.

Delivery based on 34695

Your pickup store:

26277 US HIGHWAY 19 N AT ENTERPRISE RD. CLEARWATER, FL 33761 [Change](#)

Feedback



HP 952XL/952
Black/Cyan/Magenta/Yello
w Ink Cartridges
(N9K28AN), Pack Of 4
Cartridges
Item # 431632

[Subscribe](#) [i](#)

Delivery
2 Business Day Delivery

Same Day Delivery [i](#)
Available for tomorrow

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
43 in Stock [Change Store](#)

3

\$113.89 / each
\$341.67



Xerox® Vitality™ Multi-
Use Printer Paper, Letter
Size (8-1/2" x 11"), 92
(U.S.) Brightness, 20 Lb,
FSC® Certified, Ream Of
500 Sheets, Case Of 10
Reams
Item # 275474

[Subscribe](#) [Save](#) [i](#)
5%

Delivery
2 Business Day Delivery

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
19 in Stock [Change Store](#)

2

\$65.99 / carton
\$131.98





TUL® Retractable Gel Pens, Bold Point, 1.0 mm, Silver Barrel, Black Ink, Pack Of 12 Pens

Item # 3744423

Delivery
2 Business Day Delivery

3

\$17.99 / pack
\$53.97

Subscribe ⓘ



TUL® Retractable Gel Pens, Bold Point, 1.0 mm, Silver Barrel, Blue Ink, Pack Of 12 Pens

Item # 1322063

Delivery
2 Business Day Delivery

3

\$17.99 / pack
\$53.97

Subscribe ⓘ

Feedback



Office Depot® Brand Name Badge Labels, 2 1/3" x 3 3/8", White, Pack Of 160

Item # 412587

Delivery
2 Business Day Delivery

2

\$26.99 / pack
\$53.98

Same Day Delivery ⓘ
Available for tomorrow

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
In Stock [Change Store](#)

Subscribe ⓘ



Avery® Clip Style Name Badges, Top Loading, 2 1/4" x 3 1/2", Box Of 100
Item # 754441

Delivery
2 Business Day Delivery

Same Day Delivery ⓘ
Available for tomorrow

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
In Stock [Change Store](#)

1

\$75.69 / pack
\$75.69



Subscribe ⓘ



Lexar® JumpDrive® S75
USB 3.0 Flash Drive,
256GB, Black, LJDS75-
256ABNLN
Item # 9287016

Delivery
Estimated delivery 1-3
business days

**Store and Curbside
Pickup Save 10%**
3 out of 5 available at your
selected store

5

\$29.99 / each
\$149.95



Feedback



Add a Protection Plan
[Details](#)

2-Year Accidental Damage Protection Plan | \$6.99

2-Year Protection Plan | \$3.99



Square Stand for
contactless & chip - Turn
your iPad into a powerful
point of sale in minutes.
Item # 6352483

Delivery
Estimated delivery 3-7
business days

1

\$163.99 / each
\$163.99





Office Depot® Brand
Screen-Cleaning Wipes,
Pack Of 100

Item # 293433

Delivery
2 Business Day Delivery

1

\$17.99 / pack
\$17.99

Same Day Delivery ⓘ
Available for tomorrow

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
In Stock [Change Store](#)

Order Summary

Subtotal (21 Items):	\$1,043.19
Delivery:	FREE
Estimated Tax:	\$73.03

Estimated Total **\$1,116.22**

You qualify for FREE Delivery

You are saving **\$200.00** on this order

Feedback

office/Program Supplies



Search



Help is here. 1.866.614.8002



Search

All Products	Business Cards	Marketing Materials	Signs & Banners	Photo Gifts & Wall Art	Invitations & Stationery	Clothing & Bags	Promotional Products	Labels & Stickers	Digital Marketing	Design Services	COVID-19 Products
--------------	----------------	---------------------	-----------------	------------------------	--------------------------	-----------------	----------------------	-------------------	-------------------	-----------------	-------------------

My Cart | 3 Items



33" x 86" single sided premium retractable banner

Qty Remove

Base Price \$239.35

Item Total \$239.35

Edit Your Design



Business cards - premium glossy

Correct copy Copy

Qty Edit Options Remove

Base Price \$43.50

VPSUMMER20 -\$4.36

Item Total \$39.14

Edit Your Design



Car Magnets - 11.5" x 17.6"

Qty Remove

Base Price \$70.33

Item Total \$70.33

Edit Your Design

Promotional Code

Only one promo code per order, please.

Promo code VPSUMMER20 has been applied:

Enjoy up to 25% off select products plus free economy shipping on all Business Cards. Discount percentages may vary on options, upgrades, and accessories. Details

Product Total

\$348.8

You Saved 1% (\$4.3)

Grow Your Business with a Search Engine Listings Profile!

Get listed in the most popular search engines and online directories, including Google!

Try 1-Month FREE! Then, only \$20.00 \$14.00 per year

Add to cart

[Continue Shopping](#)

[Checkout](#)

Matches made instantly, just for you.

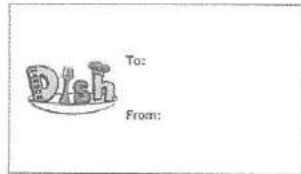


~~Two-Tone Deluxe Classic Cotton Tote Bag~~

~~1 starts at \$15.00~~

~~Qty~~

~~[Edit & Order](#)~~



~~Gift Tags~~

~~100 starts at \$16.00~~

~~Qty~~

~~[Edit & Order](#)~~



~~Mouse Pads~~

~~1 starts at \$9.99~~

~~Qty~~

~~[Edit & Order](#)~~



Shop

All

Search

PPE / Cleaning



Warehouses

My Account

Cart

Delivery ZIP Code: 28201 Change
Lists | Reorder

Cart (13 Items)



32 Degrees Adult Unisex Face Cover, 8-pack

Item 1462223

Size: Regular

Men's Size: Regular

\$24.99

- 4 +

Total
\$99.96

Remove

Standard : Shipping & Handling Included

Estimated Delivery
Saturday, September 12

Express : \$8.72

Estimated Delivery
Wednesday, September 9

Delivery Details

Add to List | Save for Later



32 Degrees Kid's Unisex Face Cover, 8-pack

Item 1462234

\$21.99

- 4 +

Total
\$87.96

Remove

Standard : Shipping & Handling Included

Estimated Delivery
Saturday, September 12

Express : \$10.60


Estimated Delivery
Wednesday, September 9

Delivery Details

Add to List | Save for Later

Subtotal	\$258.67
Discount on Order	-\$3.40
Shipping & Handling for 33763-4507	\$0.00
Delivery Fee	\$15.00
Estimated Total	\$270.27
Applicable taxes will be calculated at checkout.	
Checkout	

Feedback

 Apply for the Costco Anywhere Visa® Card by Citi

Earn 2% Cash Back on your Costco purchases. Exclusively for Costco members.

Apply Today

2-Day Delivery

2-Day Delivery orders are delivered within 2 business days when ordered by 12 p.m.

Current Order: \$67.35 | Add \$7.65 More to Avoid a \$15.00 Delivery Fee

Delivery Details



Scotch-Brite Non-Scratch Sponge, 21-count

Item 1121474

\$15.49



Total \$46.47

Remove

Add to List | Save for Later



Medline Clear-Touch Vinyl Food Service Gloves, Medium, 100-count, 3-pack

Item 1146273

\$14.29



Total \$14.29

Remove

Add to List | Save for Later



Softsoap Advanced Clean Hand Soap 80 fl. oz., 2-pack

Item 617686

\$9.99



Total \$9.99

Remove

Add to List | Save for Later

Recently Viewed Products



~~\$17.99~~
~~Kirkland Signature Disinfecting~~



~~ELECTRIC~~

~~Member Only Item~~
~~\$1,279.99~~

Feedback

Shopping Cart *Equipment & Supplies*

[Login](#) to retrieve saved shopping carts or to save your current shopping cart

[Continue Shopping](#)

Your Cart Contains:

Checkout



Product ID: 148-RHTDP8
Channel RHTDP8 550 lb Hand Truck - 52" x 13 1/2" x 7", Steel

Quantity: Update
Unit of Measure: Each
Item Total: \$86.99

Remove



Product ID: 202-2111GY010
CSL 2111GY-010 Platform Cart w/ Gray Carpet - 46"L x 26"W

Quantity: Update
Unit of Measure: Each
Item Total: \$565.26

Remove



Product ID: 456-200SANISTAND01
Clean Up 0671401075 40 1/2 oz Automatic Gel Hand Sanitizer Dispenser w/ Stand - 59"H, White/Black

Quantity: Update
Unit of Measure: Each
Item Total: \$599.96

[See Accessories](#)

Remove



Product ID: 478-KSANG
Clean Up K-SAN-G 70% Alcohol Hand Sanitizer Gel - Antiseptic, 1 gallon Bottles

Quantity: Update
Unit of Measure: Case of 4
Item Total: \$279.98

[See Accessories](#)


Remove



Product ID: 080-GLPM
Winco GLP-M 500 Disposable Textured Glove, Size Medium, Polyethylene

Quantity: Update
Unit of Measure: Pack of 500
Item Total: \$10.72

 Remove


This item is currently on backorder. It is estimated to be back in stock on 1/8/2021. 



Product ID: 080-GLPL
Winco GLP-L 500 Disposable Textured Gloves, Size Large, Polyethylene

Quantity: Update
Unit of Measure: Pack of 500
Item Total: \$2.68


 Remove

This item is currently on backorder. It is estimated to be back in stock on 1/12/2021. 

Product ID: 144-16CW135
Cambro 16CW135 6"D Full Size Food Pan

Quantity: Update
Unit of Measure: Each
Item Total: \$82.02


See Accessories

 Remove

Product ID: 144-10CWGL135
Cambro 10CWGL135 Camwear GripLid - Full-Size Food Pan, Clear


Quantity: Update
Unit of Measure: Each
Item Total: \$94.50

See Accessories

 Remove

Product ID: 909-F21012G
Elkay Plastics F21012G 1 gal Seal-Top Food Storage Bag w/ Write-On Strip - 12" x 10", Poly.

Quantity: Update
Unit of Measure: Case of 250
Item Total: \$149.00

 Remove

Product ID: 144-23SLB6250
Cambro 23SLB6250 StoreSafe Food Rotation Labels - 2" x 3", White

Quantity: Update
Unit of Measure: Roll
Item Total: \$57.92

 Remove

Product ID: 418-100842
Pitt Plastics KT-100842 "Enjoy" Carry Out Bag w/ Handle - Plastic, White

Quantity: Update
Unit of Measure: Case of 1000
Item Total: \$102.86

 Remove

Product ID: 428-32100100
Handi-Foil 321-00-100 Half Size
Foil Steam Table Pan

Quantity: Update
Unit of Measure: Case of 100
Item Total: \$254.40


See Accessories

 Remove

Product ID: 428-20190050
Handi-Foil 2019-00-50 Full Size
Foil Steam Table Pan

Quantity: Update
Unit of Measure: Case of 50
Item Total: \$826.00

See Accessories

 Remove

Product ID: 430-DU4063101
Darnel DU4063101 9" Square
Hinged Lid To-go Container w/
(3) Compartments - 3 1/5"H,
Polystyrene Foam, White

Quantity: Update
Unit of Measure: Case of 200
Item Total: \$102.20

 Remove

Product ID: 041-32920
Proctor Silex 32920 18 qt
Roaster Oven w/ Pan & Rack -
Stainless, 120v

Quantity: Update
Unit of Measure: Each
Item Total: \$162.00

 Remove

Product ID: 144-GBD211414110
Cambro GBD211414110
GoBag™ Food Delivery Bag -
21" x 14" x 14", Nylon, Black

Quantity: Update
Unit of Measure: Each
Item Total: \$968.00

See Accessories

 Remove

Product ID: 428-204600200W
Handi-Foil 2046-00-200W 9"
Round Foil Pan w/ Board Lid


Quantity: Update
Unit of Measure: Case of 200
Item Total: \$198.70

 Remove

Product ID: 080-ALXP1200
Winco ALXP-1200 1/1 Full Size
Bun / Sheet Pan - 26" x 18", 12
gauge Aluminum

Quantity: Update
Unit of Measure: Each
Item Total: \$79.20


See Accessories

 Remove

Product ID: 009-188A132X
Advance Tabco 18-8A-13 1/2
Half Size Bun / Sheet Pan - 13" x
18" x 1", 18 gauge Aluminum


Quantity: Update
Unit of Measure: Each
Item Total: \$53.40

See Accessories

 Remove

Product ID: 416-CB4CM201401
John Boos CB4C-M201401
Wood Cutting Board w/ Finger
Grips - 20"W x 14"D x 1"H, Maple

Quantity: Update
Unit of Measure: Each
Item Total: \$111.90

 Remove

Product ID: 144-24CW135
Cambro 24CW135 4"D Half Size
Food Pan

Quantity: Update
Unit of Measure: Each
Item Total: \$112.80

See Accessories

 Remove

Product ID: 144-1826SCCW135
Cambro 1826SCCW135
Camwear Food Storage
SlidingLid - Full Size, Clear

Quantity: Update
Unit of Measure: Each
Item Total: \$43.90

See Accessories

 Remove

Product ID: 144-20CWGL135
Cambro 20CWGL135 GripLid
Food Pan Cover - Half Size,
Clear

Quantity: Update
Unit of Measure: Each
Item Total: \$218.80

See Accessories

 Remove

Product ID: 080-CBWT1824
Winco CBWT-1824 Cutting
Board, 18 x 24 x 1/2", White

Quantity: Update
Unit of Measure: Each
Item Total: \$86.46

 Remove

Product ID: 268-900499
Focus 900499 1/4 Quarter Size
Bun / Sheet Pan - 13" x 9 1/2" x
1", 23 gauge Aluminum, Resist
Plus™

Quantity: Update
Unit of Measure: Each
Item Total: \$32.16

See Accessories

 Remove

Product ID: 618-29447
Wusthof 2944-7 4 Stage
Handheld Knife Sharpener

Quantity: Update
Unit of Measure: Each
Item Total: \$29.95

 Remove

Product ID: 194-HT7066
Kai HT7066 8" Chef's Knife w/
Black POM Handle, Stainless
Steel Blade

Quantity: Update
Unit of Measure: Each
Item Total: \$99.90

 Remove

Product ID: 080-ESW66
Winco ESW-66 10 qt Countertop
Soup Warmer w/ Thermostatic
Controls, 120v


Quantity: Update
Unit of Measure: Each
Item Total: \$121.38

 Remove

Product ID: 144-RFSCW6135
Cambro RFSCW6135 6 qt
Camwear Round Storage
Container - Clear

Quantity: Update
Unit of Measure: Each
Item Total: \$63.12

See Accessories

 Remove

Product ID: 144-RFSCWC6135
Cambro RFSCWC6135
Camwear Cover, for 6 & 8 qt
Clear Containers, Clear

Quantity: Update
Unit of Measure: Each
Item Total: \$19.20

See Accessories

 Remove

Product ID: 135-30408

Dexter Russell 30408 3 1/2"
Paring Knife w/ Santoprene
Handle

Quantity: Update

Unit of Measure: Each

Item Total: \$91.92

 Remove

Product ID: 094-SG10BLL

San Jamar SG10-BL-L Large Cut
Resistant Glove - Synthetic Fiber,
Blue

Quantity: Update

Unit of Measure: Each

Item Total: \$80.96

 Remove

Product ID: 080-GCRM

Winco GCR-M Medium Cut
Resistant Glove - Blended
Material, Gray

Quantity: Update

Unit of Measure: Each

Item Total: \$36.68

 Remove

Product ID: 370-APT20

Update APT-20 20 qt Aluminum
Stock Pot

Quantity: Update

Unit of Measure: Each

Item Total: \$47.58

See Accessories

 Remove

Product ID: 370-APTC20

Update APTC-20 12 5/8" Update
International™ Stock Pot & Fry,
Pan Cover, Aluminum

Quantity: Update

Unit of Measure: Each

Item Total: \$12.28

 Remove

Product ID: 175-67610

Vollrath 67610 10" Non-Stick
Aluminum Frying Pan w/ Vented
Silicone Handle

Quantity: Update

Unit of Measure: Each

Item Total: \$100.84

 Remove

Product ID: 144-EPP400110

Cambro EPP400 GoBox™
Insulated Food Carrier - 90 9/10
qt w/ (4) Pan Capacity, Black

Quantity: Update

Unit of Measure: Each

Item Total: \$174.00

[See Accessories](#)

[Remove](#)

Interested in financing your order? Proceed to checkout and select "Financing" to apply online or give us a call at 844-408-0269.

[Continue Shopping](#)

Subtotal

\$6,159.62

Commerc

at

Zip Co

Calculate




USE

Pinellas Community Foundation
PCF CARES Application
BUDGET NARRATIVE FORM

BRIEF INSTRUCTIONAL VIDEO – CLICK LINK - <https://youtu.be/s5kkxsaQkCg>

If you are applying under multiple funding areas, please indicate which funding area (food, behavioral health, and/or eviction mitigation through legal aid) each cost belongs to.

This narrative is to explain the costs in the Pinellas CARES Grant Column of the Budget Summary

Organization Name: The Harbor Dish

Project Name: Harbor Dish to the Rescue

FROM (month/year): 09/2020

TO (month/year): 12/2020

ALL DESCRIPTIONS BELOW SHOULD BE CLEAR AS TO HOW REQUESTED FUNDS BY AREA RELATE TO ADDITIONAL COSTS THAT WOULD NOT HAVE BEEN INCURRED OR PLANNED IF NOT FOR COVID-19

Personnel (salaries, wages, benefits, payroll taxes, time allocation, and a brief description of the responsibilities on the project for all personnel involved in program)

We are an all-volunteer organization, but due to the pandemic we have not been able to keep up with the increased workload. We feel that hiring three full-time workers for the rest of the year will enable us to organize and handle the expansion of our current program and new programming that includes daily food pantries and giveaways, deliveries and a new cooking program called “Take and Bake.”

The new cooking program will bring meals to people affected by Covid-19: families who are now homeschooling, foster children, unemployed/displaced workers, and the sick and elderly homebound. We intend to reach an additional 900 people weekly with this program, which would be administered by the paid employees with volunteers participating. Meals would be prepared several days a week and delivered in pans for heating at home. (More volunteers are being trained and certified in food safety this month.) “Take and Bake” will require access to a commercial kitchen, which we have not had. In the past, we have used the kitchen at First Presbyterian in Safety Harbor, but it is not commercial and is available only during limited hours due to other groups’ schedules. Since the pandemic, Meals on Wheels has also used it, further limiting the available time. Because most of our cooking equipment is in the kitchen at the Sheriffs Youth Ranch, we would need new equipment for the second cooking location.

Aside from our own expansion and new programming, since the pandemic began we have collaborated with other nonprofits (listed under LPOs) and assisted them with their expansion needs.

\$10,240 - volunteer coordinator to find more volunteers, handle scheduling for all current programming and add the "Take and Bake" program, to work 40 hours a week, at \$20 an hour, for 16 weeks. (40x20x16=10,240.)

\$10,240 - program manager to handle office work, make weekly reports on clients served, including with the new programming, deal with social media and marketing and manage the various projects and events due to the pandemic. Forty hours at \$20 an hour for 16 weeks.(40x20x16)

\$10,240 - chef/kitchen manager to organize our kitchen equipment, add a new Covid-related cooking program, determine what to cook each time and supervise the cooking. Forty hours a week, \$20 an hour for 16 weeks. (40x20x16).

Equipment (computers, phone, furniture, etc., less than \$3,000 per item to be purchased at Katom kitchen equipment: Dolly (86.99) and 2 carts (565.26) to move boxes of food and equipment. 6 food pans (82.02), 6 food pans with lids (94.50) 2 roaster ovens (162.00), 6 sheet pans (79.20), 10 half-size sheet pans (53.40), 2 cutting boards (111.90), 20 half size food pans (112.80), 2 food storage lids (43.90), 20 half-size food pan cover (218.80), 6 cutting boards (86.46), 4 quarter size sheet pans (32.16), knife sharpener (29.95), 2 chefs' knives (99.90), 2 soup warmers (121.38), 8 storage containers (63.12), 8 covers (19.20), 8 paring knives (91.92), 2 stock pots (47.58), 2 covers (12.28), 4 frying pans (100.84).

This is to add the new "Take and Bake" cooking program, because we will be using a different kitchen than we use at the Florida Sheriffs Youth Ranch.

20 go-bags insulated food delivery bags (968.00), 1 10-qt go-box (129.00) to expand food delivery programs necessitated by the pandemic. Plus tax.

Supplies (office materials, program related purchases, program necessities to deliver services, etc.) 879.94 four hand-sanitizing stations and refills. 4 boxes gloves (10.72), 1 box gloves (2.68), for sanitation during the pandemic.

1 case food storage bags (149.00), 4 rolls food labels (57.92), for storage.

2 cases carry-out bags (102.86), 10 cases half-size steam table pans (254.40), 20 cases full-size steam table pans (826.00), 5 cases foam containers (102.20) for increased food delivery.

4 large cut-resistant gloves (80.96), 4 medium cut-resistant gloves (36.68), for food preparation in the new "Take and Bake" program, responding to Covid-19-related need.

All at Katom.

Face covers 99.96, kids' face covers 87.96, sponges 46.47, gloves 14.29, hand soap 9.99, at Costco 270.27 with shipping and handling. For personal protection during pandemic.

Ink 341.67, paper 131.98, pens 53.97, pens 53.97, name badges 53.98, name badges 75.69, flash drives 149.95, ipad stand 163.99, screen cleaning wipes 17.99, to facilitate record-keeping and help expanded number of volunteers keep records.

Occupancy (property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses)

We have donated space in the First Presbyterian Church. We are now in negotiations there to pay \$100 a month for utilities. This is not included in our funding request. We are also in negotiations to rent a commercial kitchen in another church for \$250 a month. (\$1,000) to allow us to expand our cooking program. This is not yet final so we cannot include the contract yet.

Local Travel (mileage, tolls, parking for regular local travel, rental/leasing cost of transportation. Fuel costs are currently \$120 a month and will triple with a second vehicle and more deliveries. \$480 x 4 months = 1,920. We are requesting \$560.

Design, Printing, Marketing & Postage (for direct program related services only)

Retractable banner with our name for use at food pantries and other events to increase visibility and include Covid-related directions such as mask requirement (239.35), business cards (39.14) to expand marketing, 4 car magnets (70.33) to increase visibility. All at Vistaprint.

Capital (buildings, vehicles, equipment \$5,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities)

\$5,061 to rent a cargo van for three months and 17 days to handle expanded food pickups and to increase food deliveries since the pandemic. Enterprise. (Several estimates included, but the lowest one includes mileage that would make it more expensive.)

\$1,000 additional auto insurance for rented van (Progressive). Attached is the insurance bill for our SUV as an illustration.

Purchased Services (consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements)

\$1,600 for cleaning and sanitation weekly to handle increased traffic and food sorting and distribution due to Covid-19 (Selia's Cleaning Services, selialopes@yahoo.com.b).

\$1,500 for accounting to handle payroll and taxes etc. for the three employees (Lowery, Weldon & Company, Safety Harbor). This is because we have never had paid employees and have no experience with payroll. The accountant said this would cost a maximum of \$2,500.

Administration (pre-approved federal indirect cost rate, de minimus rate of 10%, or none) This costs usually refers to administration, personnel not directly related to the project (i.e. small percentage of Director of Finance time allocation cost), or overhead expenses. If your organization has a pre-established percentage rate from a Federal/State/Local grant you may use this rate. However, you must verify the rate via documentation from the funding source. If you do not have an established percentage rate for De Minimis Cost, please use 10% as the established percentage rate.

We do not have an established rate for De Minimus Cost so we are using 10%.

REVIEW RESERVATION

Enterprise

Rental Details

DATE AND TIME

Sep 15, 2020 at 12:00 PM
Dec 31, 2020 at 12:00 PM

[MODIFY](#)

PICK-UP & RETURN LOCATION

8391 Us Hwy 19 N
Pinellas Park, FL 33781
Phone : (727) 556-0105
Fax: (727)217-0960
Branch : E1428T

[MODIFY](#)

ADDITIONAL DETAILS

Renter Age: 25 and Up
Customer name: BUSINESS USE - WEBSITE

[MODIFY](#)

Heavy Duty Cargo Van



VEHICLE

3 Month @ \$1200.00 USD
17 Day @ \$60.99 USD

[MODIFY](#)

\$ 3600.00 USD
\$ 1036.83 USD

TAXES & FEES

TIRE FEE
VLF REC
SALES TAX

\$ 2.14 USD
\$ 90.95 USD
\$ 331.10 USD

\$ 5061.02 USD

* Estimated Total

* The total estimated charge includes 7,700 miles free for the selected rental period and you will be charged \$0.29 USD for each additional mile.
Additional surcharges and taxes may apply.

Purchase at Branch

[Additional Products](#)

[Protection Products](#)

Rental Policies

[Driver's License Information](#)

[Renter Requirements](#)

[Towing Policy](#)

[Damage Waiver](#)

[Debit Card Policy](#)

Many Rental Companies
are out of Van
rentals.

Yes, We're Open! U-Haul is here to help. Learn More.



A 9' Cargo Van has been added to your cart.
 Your equipment rental qualifies you for one month of free storage at a participating location.
 Save your back! Hire a Moving Helper in your area to load your equipment.

Your Shopping Cart

UHAUL

Equipment Rental

Guarantee your reservation, reserve now!

	Description	Quantity	Price	Edit	Delete
	9' Cargo Van (In-Town) How this rate is calculated Scheduled Pickup 9/15/2020 at 12:00 PM 720 hour rental U-Haul Moving & Storage of Sunset Point / U.S. 19 Drop Off: 10/15/2020	1	\$598.50 CAD Plus \$0.59/mile		
	Drop Off: 10/15/2020				
	Damage Coverage Collision Damage Waiver	1	\$300.00 CAD		
	SafeTrip®	1	\$5.00 CAD		
Rental Dollies/Pads	Furniture Dolly Appliance Dolly Furniture Pads Utility Dolly Environmental Fee	0 0 0 0	\$0.00 CAD \$0.00 CAD \$0.00 CAD \$0.00 CAD \$5.00 CAD		
	Subtotal:		\$908.50 CAD Plus 0.59/mile		

monthly
 need to renew monthly
 X 3 months
 + miles @ .59
 (could be an additional \$1000 per month)

Save Your Equipment Rental Quote!

- Rate is **guaranteed** for 48 hours!
- Reserve when you're ready.
- Includes Equipment and Rental Dollies/Pads only.
- Quote expires after rental date has passed and availability is not guaranteed.



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Subject: Your Quote Request from Carl's Van Rentals
From: Carls Van Rentals <carlsvanrentals@bookit.guru>
Date: Wed, Aug 26, 2020 7:24 pm
To: harbordish@harbordish.org



Your Rental Quote

[Book Now](#)

Hello Harbor,

Thank you for requesting a quote from Carl's Van Rentals. The details of your request are below. ***As a reminder, this is only a request and not a confirmed reservation.** A representative will contact you shortly to review your request. You can also call our office at (800) 565-5211.

Rental Information:

Rental Unit: ~~Special Van/Truck Comm~~ Automatic With AC (XKAR)

Start Date: 09/15/2020 at 12:00 AM

Pickup Location:

1110 N WESTSHORE BLVD
TAMPA, FL 33607
(813) 872-7111

Return Date: 12/31/2020 at 12:00 AM

Return Location:

1110 N WESTSHORE BLVD
TAMPA, FL 33607
(813) 872-7111

Destination: local

Estimated Mileage: 5000

Renter Information:

Name: Harbor Dish

Zipcode: 34695

Cell Number: 7277968286

Email Address: harbordish@harbordish.org

Renter's Comments:

Cargo Van (2 Passengers ONLY)

Special Van/Truck Comm Automatic With AC (XKAR)

Mileage	Amount
Miles Included	10700
Estimated Miles Needed	0
Additional Miles	\$0.25/mi
Item	Price
15 weeks at \$258.29	\$3,874.35
2 days at \$44.20	\$88.40
ROADSIDE ASSISTANCE	\$127.33
LICENSE RECOVERY FEE	\$269.64
TIRE AND BATTERY DISPOSAL	\$28.89
TRANSPORTATION FACILITY CHARGE	\$214.00
Surcharge	\$214.00
Taxes	\$867.38
Total (USD)	\$5,683.99

Grand Total (USD)

\$5,683.99

Book Now

Carl's Van Rentals • Phone: (800) 565-5211

Questions? Email info@carlsvanrentals.com

STRATEGIC INS
2727 ULMERTON RD #300
CLEARWATER, FL 33762

PROGRESSIVE
COMMERCIAL

Named insured

THE HARBOR DISH INC.
255 5TH AVENUE SOUTH
SAFETY HARBOR, FL 34695

Policy number: 00508679-1

Underwritten by:
Progressive Express Ins Company
August 11, 2020
Policy Period: Mar 12, 2020 - Mar 12, 2021
Page 1 of 2

progressiveagent.com

Online Service

Make payments, check billing activity, print policy documents, or check the status of a claim.

1-727-213-1890

STRATEGIC INS

Contact your agent for personalized service.

1-800-444-4487

For customer service if your agent is unavailable or to report a claim.

Commercial Auto Insurance Coverage Summary

This is your Declarations Page Your coverage has changed

Your coverage began on March 12, 2020 at 12:01 a.m. This policy expires on March 12, 2021 at 12:01 a.m.

This coverage summary replaces your prior one. Your insurance policy and any policy endorsements contain a full explanation of your coverage. The policy limits shown for an auto may not be combined with the limits for the same coverage on another auto, unless the policy contract allows the stacking of limits. The policy contract is form 6912 (06/10). The contract is modified by forms 2852FL (10/04), 1652FL (08/12), 4757FL (01/13), 4852FL (10/04), 4881FL (01/13) and Z228 (01/11).

The named insured organization type is a corporation.

Policy changes effective August 11, 2020

Premium change:	\$667.00
Changes:	The auto coverage schedule has changed. The driver information has changed. The history of violations has changed.

The changes shown above will not be effective prior to the time the changes were requested.

Outline of coverage

Description	Limits	Deductible	Premium
Liability To Others			\$3,668
Bodily Injury Liability	\$100,000 each person/\$300,000 each accident		
Property Damage Liability	\$50,000 each accident		
Uninsured Motorist Non-Stacked	\$100,000 each person/\$300,000 each accident		803
Basic Personal Injury Protection			169
Without Work Comp-Named Insured & Relatives	\$10,000 each person	\$0	
Medical Payments	\$2,000 each person		50
Total 12 month policy premium			\$4,690

Rated driver

- CHRISTINE M SAUGER
- MARSHA KEISER
- CAMELIA M CARTER

HARBOR DISH LPOs

First Presbyterian Church, Safety Harbor
Marilyn Cromwell [REDACTED]

Feeding the Fosters, Clearwater
Diana Kopec [REDACTED]

Food Rescue US, Dunedin
Heather Smith Levine [REDACTED]

Florida Sheriffs Youth Ranch, Safety Harbor
Shannon Veronesi [REDACTED]

Cypress Meadows Church, Clearwater
Selena Dautel [REDACTED]

Bayside Community Church, Safety Harbor
Bob Burns [REDACTED]

Mattie Williams Neighborhood Center, Safety Harbor
Adriana Palacio [REDACTED]

Harbor Bar, Safety Harbor
John Zemecki III [REDACTED]

Oldsmar Cares, Oldsmar
JoAnn [REDACTED]

360 Eats, St. Petersburg
Cameron Macleish [REDACTED]

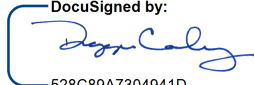
Amendment One to Grant Agreement

Comes Now, Pinellas Community Foundation, a public charitable foundation established by Trust Agreement Dated January 1, 1969, as may have been amended from time to time (“AGENCY”) and The Harbor Dish, Inc., (“GRANTEE”) (AGENCY and GRANTEE collectively “the Parties”) and the Parties hereby agree as follows:

1. On or about October 7, 2020, AGENCY and GRANTEE entered into a Grant Agreement in the amount of \$56,525.00.
2. AGENCY and GRANTEE both wish to amend the Grant Agreement.
3. Section 10 of the Grant Agreement provides the ability to alter the terms of the Grant Agreement by written agreement.
4. Thus, the Parties agree to the following amendments in accordance with Section 10 of the Grant Agreement:
 - a. Section 4 b) shall be replaced with the following: “GRANTEE shall maintain a Budget Plan (Appendix 4) for anticipated direct costs which may be adjusted across budget categories as necessary to address direct costs incurred. Budget Plan modifications that do not result in an increase of funding, change the purpose of this Agreement, or otherwise amend the terms of this Agreement, shall be submitted in the format prescribed and provided by the AGENCY without the need to amend this Agreement. GRANTEE shall provide such changes to AGENCY in writing, and AGENCY will approve or deny such changes in writing.”
 - b. Attachment 1 of this Amendment to the Grant Agreement shall replace the Budget Summary and Budget Narrative in Appendix 4 of the Grant Agreement and shall be recognized as what the Grant Agreement and this Amendment refer to as a “Budget Plan”.

Signed:

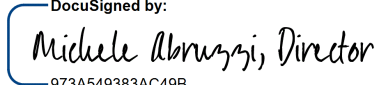
AGENCY: Pinellas Community Foundation

By: 
DocuSigned by: 528C89A7304941D...

 Duggan Cooley, CEO

Date Signed: 11/5/2020

GRANTEE: The Harbor Dish, Inc.

By: 
DocuSigned by: 973A549383AC49B...

 Michele Abruzzi, Director

Date Signed: 11/5/2020

Attachment 1 - Updated Budget Summary and Budget Narrative**Pinellas Community Foundation****Pinellas CARES Nonprofit Partnership Fund Grant Application**

Organization Name: _____ The Harbor Dish _____

Project Name: Harbor Dish to the Rescue__

FROM (date): _9/15/20_____ TO (date): __12/30/20_____

Budget Category/Line Item	Program Budget - Total	Pinellas CARES Grant
Personnel (<i>salaries, wages, benefits, payroll taxes, time allocation on the project for all personnel involved in</i>)	38,400	38,400
Equipment (<i>computers, furniture, etc., less than \$3,000 per item</i>)	5,283.56	4,250.70
Supplies (<i>office materials, program related purchases, program necessities to deliver services, etc.</i>)	4,630.28	3,804.95
Occupancy (<i>property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses</i>)	400	0
Local Travel (<i>mileage, tolls, parking for regular local travel, rental/leasing cost of transportation</i>)	1,440	560
Training (<i>staff development, conferences, long distance travel</i>)	4,000	0
Design, Printing, Marketing & Postage (<i>for direct program related services only</i>)	2,534.50	348.82
Capital (<i>Buildings, vehicles, equipment \$3,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities</i>)	6,061	6,061
Purchased Services (<i>consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements</i>)	4,100	3,100
Indirect Costs (<i>pre-negotiated federal rate, de minimus rate of 10%, or none</i>)	6,584	0
TOTAL	73,434	56,525

Pinellas Community Foundation
PCF CARES Application
BUDGET NARRATIVE FORM

BRIEF INSTRUCTIONAL VIDEO – CLICK LINK - <https://youtu.be/s5kkxsaQkCg>

If you are applying under multiple funding areas, please indicate which funding area (food, behavioral health, and/or eviction mitigation through legal aid) each cost belongs to.

This narrative is to explain the costs in the Pinellas CARES Grant Column of the Budget Summary

Organization Name: The Harbor Dish
Project Name: Harbor Dish to the Rescue
FROM (month/year): 09/2020 TO (month/year): 12/2020

ALL DESCRIPTIONS BELOW SHOULD BE CLEAR AS TO HOW REQUESTED FUNDS BY AREA RELATE TO ADDITIONAL COSTS THAT WOULD NOT HAVE BEEN INCURRED OR PLANNED IF NOT FOR COVID-19

Personnel (salaries, wages, benefits, payroll taxes, time allocation, and a brief description of the responsibilities on the project for all personnel involved in program)

We are an all-volunteer organization, but due to the pandemic we have not been able to keep up with the increased workload. We feel that hiring the equivalent of three full-time workers for the rest of the year will enable us to organize and handle the expansion of our current program and new programming that includes daily food pantries and giveaways, deliveries and a new cooking program called “Take and Bake.”

The new cooking program will bring meals to people affected by Covid-19: families who are now homeschooling, foster children, unemployed/displaced workers, and the sick and elderly homebound. We intend to reach an additional 900 people weekly with this program, which would be administered by the paid employees with volunteers participating. Meals would be prepared several days a week and delivered in pans for heating at home. (More volunteers are being trained and certified in food safety this month.) “Take and Bake” will require access to a commercial kitchen, which we have not had. In the past, we have used the kitchen at First Presbyterian in Safety Harbor, but it is not commercial and is available only during limited hours due to other groups’ schedules. Since the pandemic, Meals on Wheels has also used it, further limiting the available time. Because most of our cooking equipment is in the kitchen at the Sheriffs Youth Ranch, we would need new equipment for the second cooking location. Aside from our own expansion and new programming, since the pandemic began we have collaborated with other nonprofits (listed under LPOs) and assisted them with their expansion needs.

\$38,400 - Salaries for the equivalent of three full-time workers for the rest of the year. Two part-time program managers will share a total of 40 hours a week at \$20 an hour. One handles office work, timesheets, liaising with the accountant and ordering supplies. The other does weekly and monthly reporting, attends PCF meetings, and keeps track of which expenses are grant-related and the numbers of clients served. One part-time chef/kitchen manager will supervise cooking programs including the new Take & Bake, select menus and organize kitchen equipment at \$20 an hour. Two volunteer coordinators/kitchen managers will recruit

volunteers, handle scheduling of volunteers and manage kitchen programs at \$20 an hour. One deals with the Volgistics volunteer logistics app, emails and calls with volunteers, scheduling and attending some pandemic-related programs in which volunteers are participating. The other handles social media, graphic design of flyers, outreach and helping at other pandemic-related activities with volunteers. The chef and the two volunteer coordinator/kitchen managers will share two full-time salaries.

Equipment (computers, phone, furniture, etc., less than \$3,000 per item to be purchased at Katom kitchen equipment: Dolly (86.99) and 2 carts (565.26) to move boxes of food and equipment. 6 food pans (82.02), 6 food pans with lids (94.50) 2 roaster ovens (162.00), 6 sheet pans (79.20), 10 half-size sheet pans (53.40), 2 cutting boards (111.90), 20 half size food pans (112.80), 2 food storage lids (43.90), 20 half-size food pan cover (218.80), 6 cutting boards (86.46), 4 quarter size sheet pans (32.16), knife sharpener (29.95), 2 chefs' knives (99.90), 2 soup warmers (121.38), 8 storage containers (63.12), 8 covers (19.20), 8 paring knives (91.92), 2 stock pots (47.58), 2 covers (12.28), 4 frying pans (100.84).

This is to add the new "Take and Bake" cooking program, because we will be using a different kitchen than we use at the Florida Sheriff's Youth Ranch.

20 go-bags insulated food delivery bags (968.00), 1 10-qt go-box (129.00) to expand food delivery programs necessitated by the pandemic.

Four lockable storage cages for equipment to be stored in the commercial kitchen at Bayside Church at \$251.21 each (\$1,000).

Supplies (office materials, program related purchases, program necessities to deliver services, etc.) 879.94 four hand-sanitizing stations and refills. 4 boxes gloves (10.72), 1 box gloves (2.68), for sanitation during the pandemic.

1 case food storage bags (149.00), 4 rolls food labels (57.92), for storage. 2 cases carry-out bags (102.86), 10 cases half-size steam table pans (254.40), 20 cases full-size steam table pans (826.00), 5 cases foam containers (102.20) for increased food delivery. 4 large cut-resistant gloves (80.96), 4 medium cut-resistant gloves (36.68), for food preparation in the new "Take and Bake" program, responding to Covid-19-related need. All at Katom.

Face covers 99.96, kids' face covers 87.96, sponges 46.47, gloves 14.29, hand soap 9.99, at Costco 270.27 with shipping and handling. For personal protection during pandemic.

Ink 341.67, paper 131.98, pens 53.97, pens 53.97, name badges 53.98, name badges 75.69, flash drives 149.95, ipad stand 163.99, screen cleaning wipes 17.99, to facilitate record-keeping and help expanded number of volunteers keep records.

Occupancy (property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses)

We have donated space in the First Presbyterian Church. As of September we are to pay \$100 a month for utilities. This is not included in our funding request. We had planned to pay \$250 a month to rent a commercial kitchen (\$1,000) to allow us to expand our cooking program. However, Bayside Church has given us use of their kitchen rent-free and instead required that we purchase lockable storage cages because there is a pre-school on the premises. This \$1,000 line item has been deleted from occupancy and added to equipment in the budget summary.

Local Travel (mileage, tolls, parking for regular local travel, rental/leasing cost of transportation. Fuel costs are currently \$120 a month and will triple with a second vehicle and more deliveries. $\$480 \times 4 \text{ months} = 1,920$. We are requesting \$560.

Design, Printing, Marketing & Postage (for direct program related services only) Retractable banner with our name for use at food pantries and other events to increase visibility and include Covid-related directions such as mask requirement (239.35), business cards (39.14) to expand marketing, 4 car magnets (70.33) to increase visibility. All at Vistaprint.

Capital (buildings, vehicles, equipment \$5,000 or more per item. The purchase of capital must represent the lower cost option for the period during which the purchased asset would be used for COVID-response activities)

\$5,061 to rent a cargo van for three months and 17 days to handle expanded food pickups and to increase food deliveries since the pandemic. Enterprise. (Several estimates included, but the lowest one includes mileage that would make it more expensive.)

\$1,000 additional auto insurance for rented van (Progressive). Attached is the insurance bill for our SUV as an illustration.

Purchased Services (consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements)

\$1,600 for cleaning and sanitation weekly to handle increased traffic and food sorting and distribution due to Covid-19 (Selia's Cleaning Services, selialopes@yahoo.com.b). \$1,500 for accounting to handle payroll and taxes etc. for the three employees (Lowery, Weldon & Company, Safety Harbor). This is because we have never had paid employees and have no experience with payroll. The accountant said this would cost a maximum of \$2,500.

Administration (pre-approved federal indirect cost rate, de minimus rate of 10%, or none) This costs usually refers to administration, personnel not directly related to the project (i.e. small percentage of Director of Finance time allocation cost), or overhead expenses. If your organization has a pre-established percentage rate from a Federal/State/Local grant you may use this rate. However, you must verify the rate via documentation from the funding source. If you do not have an established percentage rate for De Minimis Cost, please use 10% as the established percentage rate.

We do not have an established rate for De Minimus Cost so we are using 10%. This is not part of our funding request.



My Cart

	Regency NSF Mobile Chrome Wire Security Cage Kit - 24" x 36" x 69" #460CSC2436KM	\$251.21	4	\$1,004.84
--	--	----------	---	------------

Subtotal	\$1,004.84
-----------------	-------------------

Leasing available for as low as \$21.81/mo. ⓘ

Ship to: 33761 - Residential

- Common Carrier ⓘ \$0.00
- Common Carrier + Liftgate ⓘ \$45.00

Next & Second Day orders received after 2:00 PM Eastern Time will be processed on the following business day.

Add a Coupon Code

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We accept

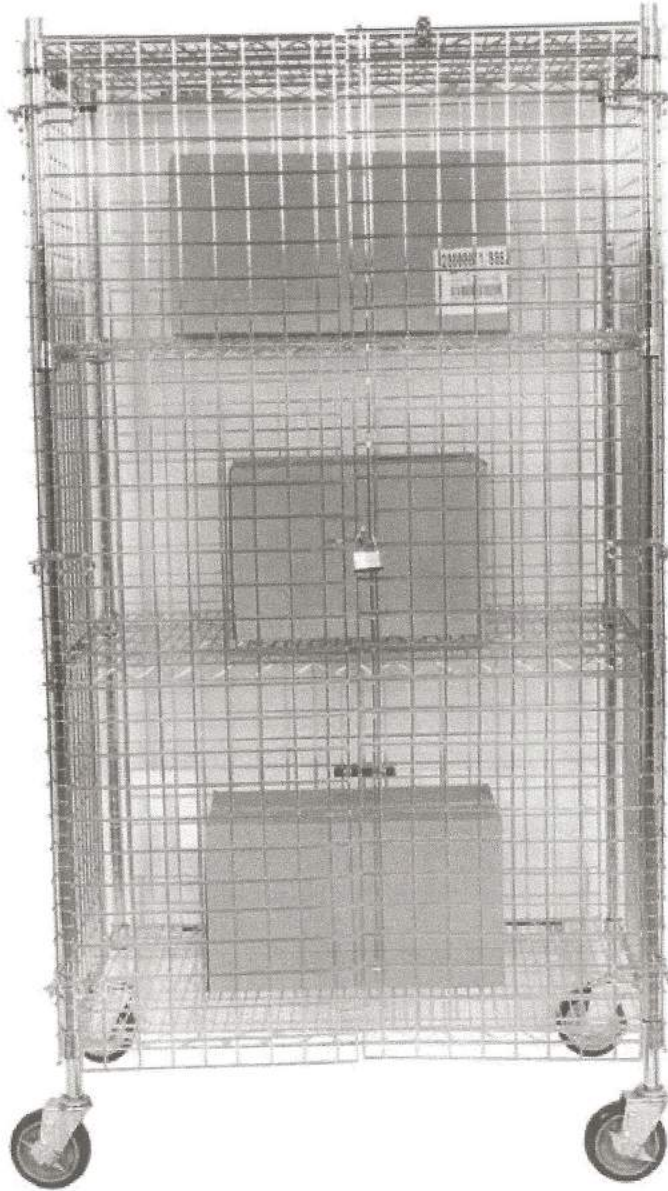


Other ways to pay

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< Silver Regency Security Cages and Kits
Regency NSF Mobile Chrome Wire Security Cage Kit - 24" x 36" x 69"
★★★★★ Item #: 460CSC2436KM



Note: Padlocks not included

Only
\$254.99/Each
x4

best price

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Super Erecta Mobile Security Units



Mobile security cage (Model SEC) made of heavy gauge open wire construction keeps contents visible at all times making it easy to check inventory, double doors that open and secure to the side of the unit, intermediate shelves (Model A) can be ordered below for changing needs. "E" security models have 2 swivel and 2 brake polyurethane casters while "D" security models have 4 – swivel polyurethane casters. "V" security models have all polymer housing casters for wet areas and those exposed to chemicals. All units have 1200# capacity. Order desired number of intermediate shelves, units come with top and bottom shelf.

\$1,144.23

x 4

1

Add to cart

SKU: SEC53VK3

Category: [Metro Super Erecta Mobile Security Units](#)

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[_ \(https://www.metroshelving.net/wp-content/uploads/2018/07/sase_doors_open-2.jpg\)](https://www.metroshelving.net/wp-content/uploads/2018/07/sase_doors_open-2.jpg)

WHAT AM I WORTH?

HOW SHOULD I PAY?

Get your pay report

Price a job



Menu

United States / Job / Office Manager

Average Office Manager Salary in Florida, Florida

\$41,772

Avg. Salary Show Hourly Rate

\$2,500 BONUS

\$2,100 PROFIT SHARING

What am I worth?

Get pay report

How should I pay?

Price a job

The average salary for an Office Manager in Florida, Florida is \$41,772.



Is Office Manager your job title? Find out what you should be paid

Use our tool to get a personalized report on your market worth. [What's this?](#)

Location:

Tampa, Florida

United States (change)

Years in Field/Career:

Find your market worth

Welcome to our Research Center! Have any questions?

2

How it works:

WHAT AM I WORTH?

Get your pay report

HOW SHOULD I PAY?

Price a job



Menu

United States / Job / Volunteer Coordinator

Average Volunteer Coordinator Salary in Clearwater, Florida

\$41,285

Avg. Salary

Help us gather more data! Find out what you're worth.

What am I worth?

Get pay report

How should I pay?

Price a job

The average salary for a Volunteer Coordinator in Clearwater, Florida is \$41,285.

Is Volunteer Coordinator your job title? Find out what you should be paid

Use our tool to get a personalized report on your market worth. [What's this?](#)

Location:

United States (change)

Years in Field/Career:

Find your market worth »

How it works:

- 1 Enter city & years of experience
- 2 Add pay factors like skills & education
- 3 Find your market worth with a report tailored to you

Welcome to our Research Center! Have any questions?



Chefs and Head Cooks

Summary | What They Do | Work Environment | How to Become One | Pay | Job Outlook | State & Area Data | Similar Occupations | More Info

Summary

Summary

Quick Facts: Chefs and Head Cooks

2019 Median Pay	\$51,530 per year \$24.78 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	5 years or more
On-the-job Training	None
Number of Jobs, 2018	139,000
Job Outlook, 2018-28	11% (Much faster than average)
Employment Change, 2018-28	15,400



What Chefs and Head Cooks Do

Chefs and head cooks oversee the daily food preparation at restaurants and other places where food is served.

Work Environment

Chefs and head cooks work in restaurants, private households, and other establishments where food is served. They often work early mornings, late evenings, weekends, and holidays. The work can be hectic and fast-paced. Most chefs and head cooks work full time.

How to Become a Chef or Head Cook

Most chefs and head cooks learn their skills through work experience. Others receive training at a community college, technical school, culinary arts school, or 4-year college. Some learn through apprenticeship programs.

Pay

The median annual wage for chefs and head cooks was \$51,530 in May 2019.

Job Outlook

Employment of chefs and head cooks is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. Most job opportunities for chefs and head cooks are expected to be in food services, including restaurants. Job opportunities will result from growth and from the need to replace workers who leave the occupation.

State & Area Data

Explore resources for employment and wages by state and area for chefs and head cooks.

Similar Occupations

Compare the job duties, education, job growth, and pay of chefs and head cooks with similar occupations.

More Information, Including Links to O*NET

Learn more about chefs and head cooks by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

What They Do ->

What They Do

What Chefs and Head Cooks Do

Chefs and head cooks oversee the daily food preparation at restaurants and other places where food is served. They direct kitchen staff and handle any food-related concerns.

Duties

Chefs and head cooks typically do the following:

- Check the freshness of food and ingredients
- Supervise and coordinate activities of cooks and other food preparation workers
- Develop recipes and determine how to present dishes
- Plan menus and ensure the quality of meals
- Inspect supplies, equipment, and work areas for cleanliness and functionality
- Hire, train, and supervise cooks and other food preparation workers
- Order and maintain an inventory of food and supplies



Chefs plan menus and order supplies.

About this section

Shopping Cart

Equipment + Supplies

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Your Cart Contains:

Checkout



Product ID: 148-RHTDP8
Channel RHTDP8 550 lb Hand Truck - 52" x 13 1/2" x 7", Steel

Quantity: [Update](#)
Unit of Measure: Each
Item Total: \$86.99

Remove



Product ID: 202-2111GY010
CSL 2111GY-010 Platform Cart w/ Gray Carpet - 46"L x 26"W

Quantity: [Update](#)
Unit of Measure: Each
Item Total: \$565.26

Remove



Product ID: 456-200SANISTAND01
Clean Up 0671401075 40 1/2 oz Automatic Gel Hand Sanitizer Dispenser w/ Stand - 59"H, White/Black

Quantity: [Update](#)
Unit of Measure: Each
Item Total: \$599.96

[See Accessories](#)

Remove



Product ID: 478-KSANG
Clean Up K-SAN-G 70% Alcohol Hand Sanitizer Gel - Antiseptic, 1 gallon Bottles

Quantity: [Update](#)
Unit of Measure: Case of 4
Item Total: \$279.98

[See Accessories](#)

Remove



Product ID: 080-GLPM
Winco GLP-M 500 Disposable Textured Glove, Size Medium, Polyethylene

Quantity: [Update](#)
Unit of Measure: Pack of 500
Item Total: \$10.72

 Remove

Product ID: 428-32100100
Handi-Foil 321-00-100 Half Size
Foil Steam Table Pan

Quantity: 10
Unit of Measure: Case of 100
Item Total: \$254.40

Update

See Accessories

 Remove

Product ID: 428-20190050
Handi-Foil 2019-00-50 Full Size
Foil Steam Table Pan

Quantity: 20
Unit of Measure: Case of 50
Item Total: \$826.00

Update

See Accessories

 Remove

Product ID: 430-DU4063101
Darnel DU4063101 9" Square
Hinged Lid To-go Container w/
(3) Compartments - 3 1/5"H,
Polystyrene Foam, White

Quantity: 5
Unit of Measure: Case of 200
Item Total: \$102.20

Update

 Remove

Product ID: 041-32920
Proctor Silex 32920 18 qt
Roaster Oven w/ Pan & Rack -
Stainless, 120v

Quantity: 2
Unit of Measure: Each
Item Total: \$162.00

Update

 Remove

Product ID: 144-GBD211414110
Cambro GBD211414110
GoBag™ Food Delivery Bag -
21" x 14" x 14", Nylon, Black

Quantity: 20
Unit of Measure: Each
Item Total: \$968.00

Update

See Accessories

 Remove

Product ID: 428-204600200W
Handi-Foil 2046-00-200W 9"
Round Foil Pan w/ Board Lid

Quantity: 5
Unit of Measure: Case of 200
Item Total: \$198.70

Update

 Remove

 Remove

Product ID: 268-900499
Focus 900499 1/4 Quarter Size
Bun / Sheet Pan - 13" x 9 1/2" x
1", 23 gauge Aluminum, Resist
Plus™

Quantity: 4
Unit of Measure: Each
Item Total: \$32.16

Update

See Accessories

 Remove

Product ID: 618-29447
Wusthof 2944-7 4 Stage
Handheld Knife Sharpener

Quantity: 1
Unit of Measure: Each
Item Total: \$29.95

Update

 Remove

Product ID: 194-HT7066
Kai HT7066 8" Chef's Knife w/
Black POM Handle, Stainless
Steel Blade

Quantity: 2
Unit of Measure: Each
Item Total: \$99.90

Update

 Remove

Product ID: 080-ESW66
Winco ESW-66 10 qt Countertop
Soup Warmer w/ Thermostatic
Controls, 120v

Quantity: 2
Unit of Measure: Each
Item Total: \$121.38

Update


 Remove

Product ID: 144-RFSCW6135
Cambro RFSCW6135 6 qt
Camwear Round Storage
Container - Clear

Quantity: 8
Unit of Measure: Each
Item Total: \$63.12

Update

See Accessories

 Remove

Product ID: 144-RFSCWC6135
Cambro RFSCWC6135
Camwear Cover, for 6 & 8 qt
Clear Containers, Clear

Quantity: 8
Unit of Measure: Each
Item Total: \$19.20

Update

See Accessories

 Remove

[See Accessories](#)

 [Remove](#)

Interested in financing your order? Proceed to checkout and select "Financing" to apply online or give us a call at 844-408-0269.

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Subtotal

\$6,159.62

Commerc at Zip Co Calculate



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Warehouses

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Cart

Delivery ZIP Code: **28201** [Change](#)

[Lists](#) | [Reorder](#)

Cart (13 Items)



32 Degrees Adult Unisex Face Cover, 8-pack

Item 1462223

Size: Regular

Men's Size: Regular

\$24.99

4

Total
\$99.96

[Remove](#)

Standard : Shipping & Handling Included

Estimated Delivery
Saturday, September 12

Express : \$8.72

Estimated Delivery
Wednesday, September 9

[Delivery Details](#)

[Add to List](#) | [Save for Later](#)



32 Degrees Kid's Unisex Face Cover, 8-pack

Item 1462234

\$21.99

4

Total
\$87.96

[Remove](#)

Standard : Shipping & Handling Included

Estimated Delivery
Saturday, September 12

Express : \$10.60

Estimated Delivery
Wednesday, September 9

[Delivery Details](#)

[Add to List](#) | [Save for Later](#)

2-Day Delivery

Subtotal	\$258.67
Discount on Order	-\$3.40
Shipping & Handling for 33763-4507	\$0.00
Delivery Fee	\$15.00

Estimated Total **\$270.27**

Applicable taxes will be calculated at checkout.

[Checkout](#)

Feedback



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Earn 2% Cash Back on your Costco purchases. Exclusively for Costco members.

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2-Day Delivery orders are delivered within 2 business days when ordered by 12 p.m.

Current Order: \$67.35 | Add \$7.65 More to Avoid a \$15.00 Delivery Fee

Delivery Details



Scotch-Brite Non-Scratch Sponge, 21-count

Item 1121474

\$15.49



Total

\$46.47

Remove

Add to List | Save for Later



Medline Clear-Touch Vinyl Food Service Gloves, Medium, 100-count, 3-pack

Item 1146273

\$14.29



Total

\$14.29

Remove

Add to List | Save for Later



Softsoap Advanced Clean Hand Soap 80 fl. oz., 2-pack

Item 617686

\$9.99



Total

\$9.99

Remove

Add to List | Save for Later

Recently Viewed Products



~~\$17.99~~
Kirkland Signature Disinfecting



~~ELECTRIC~~

~~Member Only Item~~
~~\$1,279.99~~

Feedback

OFFICE DEPOT
Program Supplies

1.800.463.3768

Shopping Cart

In observance of the Labor Day holiday, we will not deliver on September 7th and some deliveries may experience delays.

Delivery based on 34695

Your pickup store:

26277 US HIGHWAY 19 N AT ENTERPRISE RD. CLEARWATER, FL 33761 [Change](#)

Feedback



HP 952XL/952
Black/Cyan/Magenta/Yello
w Ink Cartridges
(N9K28AN), Pack Of 4
Cartridges
Item # 431632

Delivery
2 Business Day Delivery

Same Day Delivery ⓘ
Available for tomorrow

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
43 in Stock [Change Store](#)

3

\$113.89 / each
\$341.67



Subscribe ⓘ



Xerox® Vitality™ Multi-
Use Printer Paper, Letter
Size (8-1/2" x 11"), 92
(U.S.) Brightness, 20 Lb,
FSC® Certified, Ream Of
500 Sheets, Case Of 10
Reams
Item # 275474

Delivery
2 Business Day Delivery

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
19 in Stock [Change Store](#)

2

\$65.99 / carton
\$131.98



Subscribe Save ⓘ
5%



TUL® Retractable Gel Pens, Bold Point, 1.0 mm, Silver Barrel, Black Ink, Pack Of 12 Pens

Item # 3744423

Delivery
2 Business Day Delivery

3

\$17.99 / pack
\$53.97

Subscribe ⓘ



TUL® Retractable Gel Pens, Bold Point, 1.0 mm, Silver Barrel, Blue Ink, Pack Of 12 Pens

Item # 1322063

Delivery
2 Business Day Delivery

3

\$17.99 / pack
\$53.97

Subscribe ⓘ



Office Depot® Brand Name Badge Labels, 2 1/3" x 3 3/8", White, Pack Of 160

Item # 412587

Delivery
2 Business Day Delivery

2

\$26.99 / pack
\$53.98

Same Day Delivery ⓘ
Available for tomorrow

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
In Stock [Change Store](#)

Subscribe ⓘ

Feedback



Avery® Clip Style Name Badges, Top Loading, 2 1/4" x 3 1/2", Box Of 100
Item # 754441

Delivery
2 Business Day Delivery

Same Day Delivery ⓘ
Available for tomorrow

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
In Stock [Change Store](#)

1

✕
\$75.69 / pack
\$75.69

Subscribe ⓘ



Lexar® JumpDrive® S75
USB 3.0 Flash Drive,
256GB, Black, LJDS75-
256ABNLN
Item # 9287016

Delivery
Estimated delivery 1-3
business days

**Store and Curbside
Pickup Save 10%**
3 out of 5 available at your
selected store

5

✕
\$29.99 / each
\$149.95

Feedback



Add a Protection Plan
Details

2-Year Accidental Damage Protection Plan | \$6.99

2-Year Protection Plan | \$3.99



Square Stand for
contactless & chip - Turn
your iPad into a powerful
point of sale in minutes.
Item # 6352483

Delivery
Estimated delivery 3-7
business days

1

✕
\$163.99 / each
\$163.99



Office Depot® Brand
Screen-Cleaning Wipes,
Pack Of 100

Item # 293433

Delivery
2 Business Day Delivery

1

\$17.99 / pack
\$17.99

Same Day Delivery ⓘ
Available for tomorrow

Store and Curbside Pickup
Ready for pickup today
Clearwater, Store #95
In Stock [Change Store](#)

Order Summary

Subtotal (21 Items):	\$1,043.19
Delivery:	FREE
Estimated Tax:	\$73.03

Estimated Total **\$1,116.22**

You qualify for **FREE** Delivery

You are saving **\$200.00** on this order

Feedback

Office/Program Supplies



Search



Help is here.
1.866.614.8002



Cart

Search

All Products	Business Cards	Marketing Materials	Signs & Banners	Photo Gifts & Wall Art	Invitations & Stationery	Clothing & Bags	Promotional Products	Labels & Stickers	Digital Marketing	Design Services	COVID-19 Products
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My Cart | 3 Items

33" x 86" single sided premium retractable banner



Qty Remove

Base Price \$239.35

Item Total \$239.35

[Edit Your Design](#)



Business cards - premium glossy

Correct copy Copy

Qty Edit Options Remove

Base Price \$43.50

VPSUMMER20 -\$4.36

Item Total \$39.14

[Edit Your Design](#)



Car Magnets - 11.5" x 17.6"

Qty Remove

Base Price \$70.33

Item Total \$70.33

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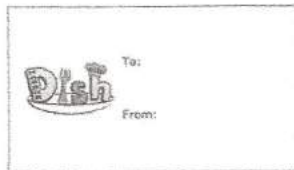


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~~Qty~~

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~~Mouse Pads~~

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~~Qty~~

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Amendment Two to Grant Agreement

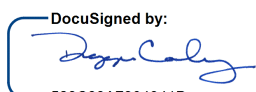
Comes Now, Pinellas Community Foundation, a public charitable foundation established by Trust Agreement Dated January 1, 1969, as may have been amended from time to time (“AGENCY”) and The Harbor Dish, Inc., (“GRANTEE”) (AGENCY and GRANTEE collectively “the Parties”) and the Parties hereby agree as follows:

1. On or about October 7, 2020, AGENCY and GRANTEE entered into a Grant Agreement in the amount of \$56,525.00.
2. On or about November 5, 2020, AGENCY and GRANTEE amended the Grant Agreement by mutual written agreement.
3. AGENCY and GRANTEE both wish to amend the Grant Agreement a second time.
4. Section 10 of the Grant Agreement provides the ability to alter the terms of the Grant Agreement by written agreement.
5. Thus, the Parties agree to the following amendments in accordance with Section 10 of the Grant Agreement:
 - a. Section 1 g) referring to Amount of Funds Awarded shall be increased to \$57,471.09.
 - b. Section 2 a) shall be amended to state, “GRANTEE shall administer funding in an amount up to **fifty-seven thousand four hundred seventy-one dollars and 09/100 cents (\$57,471.09)** for expanded local services with up to 0% or \$0.00 allowed for indirect costs. Of this funding, up to **nine hundred forty-six dollars and 09/100 cents (\$946.09)** may be used to reimburse COVID-19 related expenditures which were incurred and paid by the GRANTEE prior to grant performance period, provided GRANTEE produces acceptable documentation of such expenses to AGENCY.”
 - c. Section 4 a) shall be replaced with the following: “The AGENCY agrees to provide GRANTEE an amount not to exceed to **fifty-seven thousand four hundred seventy-one dollars and 09/100 cents (\$57,471.09)** as an award of the Pinellas CARES Nonprofit Partnership Fund for the services described in Section 2 of this Agreement. Up to Zero Dollars and 00/100 cents dollars (\$0.00) equivalent to 0% of the funding may be allowed for approved indirect costs in association with this program. The remainder of the funding will be for competitively awarded expansion of services as defined.”

SIGNATURE PAGE FOLLOWS

Signed:

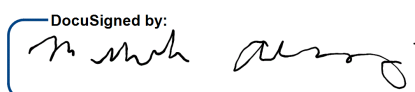
AGENCY: Pinellas Community Foundation

By: 
528C89A7304941D...

Duggan Cooley
CEO

Date Signed: 12/10/2020

GRANTEE: The Harbor Dish, Inc.

By: 
073A549383AC49B...

Michele Abruzzi, Director

Date Signed: 12/10/2020