

GRANT AGREEMENT

BY AND BETWEEN

PINELLAS COMMUNITY FOUNDATION

AND

PLACEMENT WORKS II, 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 **PLACEMENT WORKS II, INC.**, whose address is 4422 Central Avenue St. Petersburg, FL 33711 (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: **Placement Works II, Inc.**

b) Grantee's Contact and Notice Information:

Primary Contact Name: **Christy Brown**

Address: **4422 Central Avenue St. Petersburg, FL 33711**

Phone Number: **727-410-3874**

Grantee's Data Universal Numbering System (DUNS) number: **033783505**

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 3, 2020 - December 30, 2020**

g) Amount of Funds Awarded: **\$187,790.00** (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: **9%**

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 **one hundred eighty-seven thousand seven hundred ninety dollars and 00/100 cents** for expanded local services with up to 9% or \$17,000.00 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 one hundred eighty-seven thousand seven hundred ninety dollars and no 00/100 cents (\$187,790.00) as an award of the Pinellas CARES Nonprofit Partnership Fund for the services described in Section 2 of this Agreement. Up to seventeen thousand dollars and no 00/100 cents dollars (\$17,000.00) equivalent to 9% 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 **AGENCY** 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

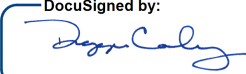
GRANTEE designates the following person(s) as the liaison for the **GRANTEE**:

Christy Brown, President and CEO
Placement Works II, Inc.
4422 Central Avenue
Saint Petersburg, FL 33711
727-410-3874

SIGNATURE PAGE FOLLOWS

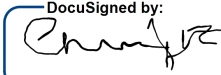
IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year written below.

Pinellas Community Foundation

By: 
528C89A7304941D...
Duggan Cooley
CEO

Date: 9/21/2020

GRANTEE: Placement Works II, Inc.

By: 
DE2E6E23B651455...
Christy Brown, President and CEO
christy@placementworks.com

Date: 9/21/2020

GRANTEE: Placement Works II, Inc.

By: 
5C2331967A2E476...
Dr. John Richards, President
riversidecrew@comcast.net

Date: 9/21/2020

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.

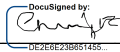
Appendix 2 - Attestation

ATTESTATION

I, Christy Brown, President and CEO, am the Title: Founder of Name of Organization: Placementworks, and I certify that:

1. I have the authority on behalf of Placementworks (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. Placementworks (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. Placementworks (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: Christy Brown, President and CEO (Printed Name)

Signature:  _____

Title: Founder

Date: 9/21/2020

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)

PlacementWorks COVID Behavioral Support

Pinellas CARES Nonprofit Partnership Fund

PlacementWorks

Mrs. Grace Anne Alfiero
4422 Central Ave
Saint Petersburg, FL 33711

christy@placementworks.com
O: 727-410-3874
M: 727-410-3874

Mrs. Grace Anne Alfiero

4422 Central Avenue
Saint Petersburg, FL 33711

christy@placementworks.com
O: 727-410-3874
M: 727-410-3874

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).

Behavioral Health

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*

PlacementWorks COVID Behavioral Support

EIN*

20-0473682

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.

033783505

Mission Statement*

The purpose of PlacementWorks is to educate and serve individuals with the most severe disabilities through the delivery of employment services and/or supported employment services for customers of the Florida Department of Education, Division of Vocational Rehabilitation.

Due to COVID-19, PlacementWorks has added one-on-one counseling support, telehealth group sessions, and on-site crisis management as auxiliary services in addition to the employment coaching and placements provided.

Total Operating Expenditure*

What are your total annual operating expenses?

\$509,870.00

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.

\$187,790.00

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.

- Communities of color
- People experiencing homelessness
- Persons employed in high-risk pandemic response jobs
- Residents with language barriers
- 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).

At PlacementWorks we consider it a privilege to assist persons with disabilities in charting career paths. We do not take this lightly & continually survey & incorporate the feedback from the over 300 clients served. Quarterly survey results are thoroughly reviewed by the team and suggested solutions are discussed, while a plan of action to incorporate feedback is set into place. Persons with disabilities continue to experience a significant amount of discrimination and inequity in the workplace and PlacementWorks remains one of the only local employment agencies truly advocating for rights and opportunities for this vulnerable demographic.

The pandemic has shed an unfortunate light on employment in our country and at home. In 6/20, the unemployment rate for persons with disabilities was a staggering 17.4% versus 11.1% for non-disabled persons. (US Dept. of Labor)

PlacementWorks will continue to be a steadfast advocate for persons with disabilities & reverse this disparity!

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 PlacementWorks team began responding to an increase in behavioral health & mental health issues arising from the COVID pandemic in mid-March of 2020 & continues to provide call-in, telehealth, & on-site counseling & support to over 300 clients.

Service Area*

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

North County (locations such as Tarpon Springs, Crystal Beach, Palm Harbor)

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

South County (locations such as St. Petersburg, Lealman, Kenneth City)

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.)

Due to the COVID-19 pandemic, PlacementWorks is now one of a few frontline agencies in Pinellas assisting adults with disabilities & especially high school graduates with disabilities with their transition to the workforce. State Vocational Counselors have been restricted from supporting youth at this time with one-on-one meetings & coaching. PlacementWorks has stepped up to assist with essential needs such as behavioral health support, telehealth counseling & problem-solving support, on-site coaching to clients, family members of clients, & employers when issues arise. Additionally, job-seeking tasks such as purchasing appropriate job interview clothing, preparing resumes, and transportation to job interviews have all been assimilated by the PlacementWorks team because there is no one else providing these services needed in order for the clients to access employment. If PlacementWorks did not take on these new responsibilities, hundreds of persons with disabilities would be at risk for losing their current job placement, or from not attaining employment at all.

Even though PlacementWorks has not being reimbursed for these essential services, the team took on these responsibilities in order to keep their existing clients employed. Without this support from the PlacementWorks team, we surmise that at least 50% of the existing placements would have experienced a "breakdown" and further put a burden on Pinellas County's unemployment system with a jobless claim.

Funding from this grant will be utilized to pay for costs for personal protection equipment (PPE) supplies and materials to protect the team at PlacementWorks, and to pay for the implementation of a weekly online telehealth group session for all clients, and additional group sessions for the families of clients served.

At PlacementWorks, our team of employment professionals provides essential assistance to youth, young adults with disabilities, and adults with disabilities seeking more than just a job.

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.**

PW 2018 990.pdf

Board-Approved Budget*

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

PlacementWorks Organizational Budget 2020_Updated.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.

About our 2019 990: PlacementWorks is working diligently with our bookkeeper and accountant to complete our 2019 990. Our key staff person contracted COVID in July/August of this summer and has finally recovered enough to provide the information to the tax team.

Additionally, PlacementWorks has operated as a placement service since 2003 without the need to apply for grant support in the past. Currently, we have no requirement from a funding agency to supply an audit. Due to the COVID pandemic, PlacementWorks has been forced to seek out funding from additional entities in order to provide the essential services needed for the clients with disabilities to remain successful in their job placements. We will conduct an audit if needed.

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.

PW CITY GRANT AGREEMENT FOR COVID.pdf

PlacementWorks was funded by the City of St. Petersburg with a \$5,000 Fighting Chance grant. PlacementWorks has long been an employment placement collaborator with the City of St. Petersburg and applied for the maximum amount of assistance (\$5,000) to support the employment needs of city residents during the pandemic. Please see the grant agreement attached.

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.**

From September 1, 2020, through December 30, 2020, the following COVID-support services will be provided to over 300 clients with disabilities:

- 1.) On-site, and on-call crisis behavioral and mental health counseling by Christy Brown, President of PlacementWorks. Christy Brown is a licensed mental health counselor with significant certifications and experience working with persons with disabilities in workplace environments.
- 2.) Weekly telehealth ZOOM sessions with clients who are experiencing anxiety, depression and/or other mental health-related challenges due to isolation or a change in routines or economic security.
- 3.) Weekly telehealth ZOOM session with family members of clients served who are experiencing anxiety, depression, and/or other mental health-related challenges due to isolation or a change in routines or economic security.
- 4.) Weekly group telehealth ZOOM sessions as a way to build community and camaraderie among PlacementWorks's client base for mental health status check-ins and to help build tools, skills, and resiliency in these unprecedented times.

PlacementWorks currently utilizes the Beck Depression Inventory Scale when working with clients. The Beck Depression Inventory (BDI) is a 21-item, self-report rating inventory that measures characteristic attitudes and symptoms of depression (Beck, et al., 1961). The BDI has been developed in different forms, PlacementWorks utilizes a computerized checklist system and archives results.

To date, since the COVID pandemic began, PlacementWorks intervened to support over ten clients who experienced severe and dangerous mental health issues related to the pandemic and thwarted several suicide attempts. A combination of phone call support, video conferencing, and on-site therapeutic counseling were

needed to keep clients safe. Appropriate referrals were made when necessary to agencies, family members, and psychiatrists. Our team is literally saving lives on a weekly basis through our outreach programs.

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?

The team at PlacementWorks is in consistent communication with all 300+ clients through phone and email check-ins. Clients receive a check-in contact from their placement liaison who is either a Program Director or Program Specialist with credentials to serve this vulnerable population. Staff members are in contact with a liaison at least once a week and clients are offered the full menu of behavioral health options during each connection. Additionally, PlacementWorks has a Facebook page and a LinkedIn page as well as a website where these services are highlighted.

PlacementWorks has designed a flyer that is emailed to all clients and handed to the client in person during check-in visits either at the office or at each client's place of employment.

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.

PW Emergency Hurricane Prepare Plan 2020.pdf

PlacementWorks is ready to operate during a hurricane and currently has a hurricane and emergency preparedness plan and checklist in place. Please see the uploaded document.

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.

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.

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](#)

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.

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.

PW_CARES-Partnership-Fund-Budget-Summary.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.

PlacementWorks Updated Budget Narrative CARES.docx

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.

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.

PW_List of Partnering Organizations.pdf
PlacementWorks' List of LPOs is attached

Role in Programming*

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

The role of LPOs in PlacementWorks' programming is as follows:

Louise Graham Center-hires our clients.

Hands-On-clients enroll and complete the hands-on training program & then go on to work at Hyatt and/or jobs within the culinary industry.

HeavenDropt-hires from PlacementWorks

Pinellas Association for Retarded Citizens (PARC)-hires from PlacementWorks and is a long-time community partner.

Humane Society of Pinellas-hires from PlacementWorks and also allows us to do on the job training and job shadowing.

Heels to Heal-hires from PlacementWorks and is another longtime community partner.

Secure Benefits-hires from PlacementWorks and serves as a resource center for us when we have questions regarding client benefits.

Great Explorations Children Museum-One of our first honorees for the disability employment awareness event for hiring people with disabilities dating back to 2000.

City of Saint Pete Chamber-supports PlacementWorks through a master's program, ribbon-cuttings, and creating general awareness in our community, also a funder.

Amplify Florida-hires from PlacementWorks and was honored as an exceptional employer that our "Just Build" employment awareness event.

Creative Clay-provides handmade goods made by people with disabilities to PlacementWorks, and helps with long-term placements

Pinellas Park Chamber of Commerce-helps spread the word regarding PlacementWorks and connecting us with employers to hire people with disabilities

R' Club Child Care Inc.-hires from PlacementWorks

Pinellas County Schools-works with transitioning students with disabilities into the competitive workforce

ACT-offers to place one or two of their clients and works with them for free

MacDill Air Force Base-works to place clients in culinary settings within MacDill Air Force Base.

Pinellas Ex-Offender Re-entry Coalition-attends Perk meetings to educate and provides trainings

Pinellas Wellness Champions-provides education regarding COVID & CDC requirements

Behavioral Health

This grant will require weekly reporting on the following measures:

- Number of individuals receiving **COVID-19-related behavioral health services** by in person, telehealth, or telephone by zip code of participant or service delivery point (participant zip code is preferred)

This grant will require monthly reporting on the following measures:

- Percentage of target met** of the projected number of people receiving **COVID-19-related behavioral health services** by in person, telehealth, or telephone.
- Monthly Progress Rate** as defined by your measurement and methodology specified below

Affirmation of Reporting*

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

Yes

Measurement - Behavioral Health*

The Pinellas CARES Nonprofit Partnership Fund understands that behavioral health involves several dimensions of clinical need and organizational infrastructure.

For the purpose of this grant, applicants are asked to select **ONE** robust measure of progress that can be validly measured on a monthly basis. Please describe the instrument that you are going to use and how the results are interpreted to indicate progress.

We use the Beck Depression Inventory (BDI), which measures characteristic attitudes & symptoms of depression. The BDI is just one tool among many used by our Licensed Mental Health Counselor on staff. A BDI will be administered if any of the program staff feel a client is in need of significant mental health support, results are archived as a benchmark for future analysis, & used to determine next steps for appropriate referral(s) for additional mental health support & to chart client progress.

Methodology*

Please state how you will define and document a **monthly** Progress Rate for all clients in the program based on the selected behavior change measure(s) specified above.

Monthly Projected Progress Rate (%): Using the definition of progress described above, project the percentage of progress achieved on a monthly basis.

PlacementWorks typically serves 200 to 300 clients per month.

We expect 75% of the clients served to report an improvement on their BDI when utilizing the supports and resources provided by the PlacementWorks team. We expect 225 clients to report improvement, 50 to stay the same, and 25 needing additional mental health support services.

We will aim for a 75% progress rate.

Number of Clients Served During Grant Period - Behavioral Health*

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

400

Estimated Percentage of Progress - Grant Period*

Please estimate % of progress on the proposed measure during the grant period.

75

September Projections - Number Served - Behavioral Health*

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

100

September Projections - Progress Rate - Behavioral Health*

Please project an estimated progress rate for your clients **for September 2020**. This is the percentage of clients that show improvement according to tool(s) you specified in the "Measurement" section above.

75

October Projections - Number Served - Behavioral Health*

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

100

October Projections - Progress Rate - Behavioral Health*

Please project an estimated progress rate for your clients based **for October 2020**. This is the percentage of clients that show improvement according to tool(s) you specified in the "Measurement" section above.

75

November Projections - Number Served - Behavioral Health*

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

100

November Projections - Progress Rate - Behavioral Health*

Please project an estimated progress rate for your clients based **for November 2020**. This is the percentage of clients that show improvement according to tool(s) you specified in the "Measurement" section above.

75

December Projections - Number Served - Behavioral Health*

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

100

December Projections - Progress Rate - Behavioral Health*

Please project an estimated progress rate for your clients based **for December 2020**. This is the percentage of clients that show improvement according to tool(s) you specified in the "Measurement" section above.

75

Funder Involvement

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

Funding from a Pinellas County Municipality

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:

The City of St. Petersburg awarded PlacementWorks with a \$5,000 Fighting Chance grant in June 2020. PlacementWorks applied for a Pinellas Community Foundation Operating Grant earlier in August and that proposal is pending. PlacementWorks has also applied for the following support grants, which are also pending:

- Red Back Pack Grant from the Sara Blakely Foundation
- Duke Energy Grant

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**.

Grace Alfiero

PlacementWorks

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.

Christy Brown, August 19, 2020

File Attachment Summary

Applicant File Uploads

- PW 2018 990.pdf
- PlacementWorks Organizational Budget 2020_Updated.pdf
- PW CITY GRANT AGREEMENT FOR COVID.pdf
- PW Emergency Hurricane Prepare Plan 2020.pdf
- PW_CARES-Partnership-Fund-Budget-Summary.pdf
- PlacementWorks Updated Budget Narrative CARES.docx
- PW_List of Partnering Organizations.pdf

Form **990**
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047
2018
Open to Public Inspection

A For the 2018 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
Placement Works II, Inc.

Doing business as _____

Number and street (or P.O. box if mail is not delivered to street address) Room/suite:
10124 Gulf Blvd

City or town, state or province, country, and ZIP or foreign postal code:
Treasure Island FL 33706

D Employer identification number
20-0473682

E Telephone number
727-798-4564

F Name and address of principal officer:
Christy Brown
10124 Gulf Blvd.
Treasure Island FL 33706

H(a) Is this a group return for subordinates? Yes No
 H(b) Are all subordinates included? Yes No
 If "No," attach a list. (see instructions)

G Gross receipts \$ **623,714**

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: ▶ **www.pwsuccess.com**

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: **2003** **M** State of legal domicile: **FL**

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: To educate and serve individuals with the most severe disabilities through delivery of Employment Services and/or Supported Employment Services.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	
	5	Total number of individuals employed in calendar year 2018 (Part V, line 2a)	
	6	Total number of volunteers (estimate if necessary)	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	
	7b	Net unrelated business taxable income from Form 990-T, line 38	
Revenue	8	Prior Year	Current Year
	9	542,596	623,498
	10	12	216
	11		0
	12	542,608	623,714
Expenses	13	555	600
	14		0
	15	446,081	437,316
	16a		0
	b	0	
	17	174,522	169,332
	18	621,158	607,248
19	-78,550	16,466	
Net Assets or Fund Balances	20	Beginning of Current Year	End of Year
	21	43,271	59,737
	22	0	0
		43,271	59,737

Part II Signature Block

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.

Sign Here

Signature of officer: **Christy Brown** Date: _____
 Type or print name and title: **President**

Paid Preparer Use Only

Print/Type preparer's name: **Byron C. Smith, CPA** Preparer's signature: *[Signature]* Date: **11/19** Check if self-employed if PTIN

Firm's name: **RSM US LLP** Firm's EIN: _____
 Firm's address: **100 2nd Ave South Ste 600 Saint Petersburg, FL 33701-4336** Phone no.: **727-821-6161**

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No



**PlacementWorks Organizational Budget
FY 2020, Updated and Board Approved on August 17, 2020**

Agency Income

Line Item Description	Average Monthly Income	Annual Amount
Dept. of Vocational Rehabilitation Contract, Fee for Services to Clients	33,333	400,000
Community Grants from Foundations and Govt. Sources	9,156	109,870

Agency Expenses

Line Item Description	Average Monthly Expense	Annual Amount
Personnel for Team of Client Service Specialists, Job Coaches, Executive Director and Administrative Asst.	33,010	396,120
Rent	2750.00	33,000
Utilities	416.66	5000
Office supplies, PPE	1229.17	14,750
Insurance	416.66	5000
Transportation	1166.67	14,000
Professional fees	583.33	7000
Internet and phones	500.00	6000
Marketing	833.33	10,000
Professional licensing	500.00	6000
Miscellaneous	416.66	5000
Entertainment and meals	416.66	5000
IT/ Website	250.00	3000
TOTAL	\$42,489.00	\$509,870

AGREEMENT

THIS AGREEMENT (“Agreement”) is made this day of June 15, 2020 (“**Effective Date**”) between the City of St. Petersburg, Florida, a municipal corporation existing by and under the laws of the State of Florida, (“**City**”) and Placement Works II, Inc, (“**Business**”) (collectively, “**Parties**”) with regard to the following matters.

RECITALS:

WHEREAS, the City desires to utilize a portion of its available funds to further economic development in the City by creating a Fighting Chance Fund Program (“**Program**”) aimed to provide emergency stabilization funding for St. Petersburg’s independently owned and operated small businesses that have been negatively impacted by the COVID-19 pandemic; and

WHEREAS, the use of public funds to further the economic development of the City constitutes a valid public purpose; and

WHEREAS, based on the information and documentation provided by the Business in the application it submitted to receive funding under the Program (“**Application**”), the City has determined that the Business has met the program guidelines (which are incorporated herein by reference) (“**Program Guidelines**”).

NOW, THEREFORE, for and in consideration of the foregoing recitals (which are hereby incorporated into this Agreement by reference) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Business covenant and agree as follows:

1. **Condition Precedent**. The City’s approval of the Application is a condition precedent to the effectiveness of this Agreement.
2. **Grant of Program Funds**. Provided the Business is registered as a vendor with the City in accordance with the Program Guidelines, within fifteen (15) days after the Effective Date, the City shall pay to the Business, on a lump-sum basis, an amount not to exceed five thousand dollars (\$5,000) (“**Program Funds**”). The Business may utilize the Program Funds only for the eligible uses described in the Application (“**Eligible Uses**”) in accordance with the Program Guidelines and the completed Application (which Application is incorporated herein by reference).
3. **Compliance**. The Business shall, throughout the Term, comply with the terms and conditions of this Agreement and the Program Guidelines. Additionally, the Business shall comply at all times with all applicable federal, state, and local statutes, rules, regulations and ordinances, the federal and state constitutions, and the orders and decrees of lawful authorities (collectively, “**Laws**”), including but not limited to Florida public records Laws; any Laws regarding the retention of books, records, and information; and any Laws related to insurance coverage.
4. **Term**. The term of this Agreement (“**Term**”) commences on the Effective Date and terminates ninety (90) days thereafter, unless this Agreement is earlier terminated as provided for herein. The City may terminate this Agreement for any reason by giving ten (10) days’ written notice to the mailing address for the Business set forth in the Application.
5. **Repayment of Program Funds**. If, after the City’s disbursement of any Program Funds under this Agreement, the City determines that the Business submitted false or misleading information in its Application or failed to comply with any of the terms and conditions of this Agreement, the City may, in its sole and absolute discretion, require the Business to repay all or any portion of the Program Funds to the City within thirty (30) days after written notice from the City to repay such funds. This paragraph survives expiration of this Agreement.
6. **Indemnification**.

A. The Business shall defend at its expense, pay on behalf of, hold harmless and indemnify the City, its officers, employees, agents, elected and appointed officials and volunteers (collectively, “Indemnified Parties”) from and against any and all claims, demands, liens, liabilities, penalties, fines, fees, judgments, losses and damages (collectively, “Claims”), whether or not a lawsuit is filed, including but not limited to Claims for damage to property or bodily or personal injuries, including death at any time resulting therefrom, sustained by any persons or entities; and costs, expenses and attorneys’ and experts’ fees at trial and on appeal, which Claims are alleged or claimed to have arisen out of or in connection with, in whole or in part, directly or indirectly:

(1) The performance of this Agreement (including changes and amendments thereto), or the use or acceptance of the Program Funds by the Business, its employees, agents, representatives, contractors, subcontractors or volunteers; or

(2) The failure of the Business, its employees, agents, representatives, contractors, subcontractors or volunteers to comply and conform with any applicable Laws; or

(3) Any negligent act or omission of the Business, its employees, agents, representatives, contractors, subcontractors or volunteers, whether or not such negligence is claimed to be either solely that of the Business, its employees, agents, representatives, contractors, subcontractors or volunteers or to be in conjunction with the claimed negligence of others, including that of any of the Indemnified Parties; or

(4) Any reckless or intentional wrongful act or omission of the Business, its employees, agents, representatives, contractors, subcontractors or volunteers.

B. The provisions of this paragraph 6 are independent of, and will not be limited by, any insurance required to be obtained by the Business pursuant to this Agreement or otherwise obtained by the Business, and shall survive the expiration or earlier termination of this Agreement with respect to any Claims or liability arising in connection with any event occurring prior to such expiration or termination.

7. **Governing Law and Venue.** The laws of the State of Florida govern this Agreement. Venue for any action brought in state court must be in Pinellas County, St. Petersburg Division. Venue for any action brought in federal court must be in the Middle District of Florida, Tampa Division.
8. **Entire Agreement and Modification.** This Agreement constitutes the entire agreement between the Parties pertaining to the subject matters covered herein and there are no oral representations, arrangements or understandings between or among the Parties relating to the subject matters of this Agreement. No change to this Agreement will be valid unless made by a written amendment executed by the Parties.
9. **1099-G.** This grant from the City may be considered taxable grant income. The Business must submit a federal tax form W-9, page 1 of which is incorporated herein by reference. The City will issue a federal tax form 1099-G to recipients of grants in excess of \$600, whether paid directly to the grant recipient or to a third-party pursuant to authorization from the recipient. It is the recipient's responsibility to consult with its tax professional regarding the 1099-G issued by the City and any associated tax consequences.

IN WITNESS WHEREOF, the City and the Business have executed this Agreement as of the date first above written

By: Christy Brown
Title: Chief Executive Officer
Business: Placement Works II, Inc

City of St. Petersburg, Florida:

Jessica Eilerman
Economic and Workforce Development

Attest:

Chan Srinivasa
City Clerk

Approved as to Form and Content:

Sharon Michnowicz
Assistant City Attorney



PlacementWorks Hurricane Preparedness Plan

Preparedness is second nature to an employment placement agency. At the most basic level, we are prepared for things that come up for our clients, especially on new jobs. Additionally, there are a variety of special needs-related issues that come up at all hours of day and night and we have to have a plan to deal with each of these challenges. And now the pandemic requires a whole new level of planning for the safety of both clients and staff. To top it off, hurricane preparedness has and will continue to be a reality at PlacementWorks. We have gone through at least a half-dozen hurricanes, which included dealing with businesses shutting down, changing job requirements, constant updates, clear communication and handling transportation challenges, all with safety paramount.



PlacementWork's preparedness helped our clients demonstrate their work ethic as they responded to hurricane Irma in a way that showed how planning and dedication came together to the benefit of all.

Our Hurricane Preparedness Checklist

- Have top-level management support.
- Involve key stakeholders—work with first responders directly.
- Realize needs related to each office space are different.
- Make sure it's clear who has responsibility within a building.
- Don't rely on a single buddy system.
- Individualize equipment.
- Communication should be redundant.
- Reconsider the use of elevators—plans may include vertical and horizontal evacuations.
- Emphasize practice and drills.

Critical Resources

- Battery operated radio or television
- Non-perishable three day food supply for all staff
- Three day supply of water for all staff (One gallon of water per person, per day)
- Coolers and containers for water and washing
- Blankets, pillows, cots, and chairs
- First Aid Kit and first aid manual
- Flashlights, batteries, light-sticks
- Tool kit (basic tools, gloves, etc.)
- Cameras for documenting damages
- Whistle/signal flare to signal for help
- Tarps, plastic bags, duct tape
- Cleaning supplies, including mops, towels and garbage cans
- Smoke alarms and fire extinguishers
- Electric generator
- Gas for vehicles, generators and other equipment
- Cash, ATM cards, credit cards, proper identification
- Emergency contact information
- Life safety issues: 9-1-1
- FEMA Tele-registration hot-line: 1-800-462-9029
- Insurance company and agent's contact information



Preparedness for both a pandemic and hurricane season requires careful planning, staff coordination and training for all employees.



Office Site Hurricane & Emergency Preparedness Plan

Updated June 2020

a. Storm Hazard Awareness

When warned by the Weather Forecast, the President and CEO will designate an observer to monitor real time weather radar and warn the site when appropriate.

b. Hurricane Preparation and Reaction Plan

- The President and CEO is responsible for these preparations and the implementation of these plans.
- The office site will not be occupied during the storm if it is in the hurricane path.
- Preparations will be made in time for staff to prepare for the storm at their homes.

c. Preparations

- Develop, maintain and distribute a list of emergency telephone numbers for employees, authorities and our clients.
- Organize a Damage Survey and Repair Team. This team will be the first on the site to assess damage after the storm and make the site safe enough for the return of the entire workforce.
- Prepare to make phone calls to inform employees of when to return to work and to clients as to when employment and behavioral health services will begin again.
- Identify and avoid long term material storage in areas prone to flooding. Move materials out of these areas if possible.
- Identify vulnerable work in progress and determine how to best protect it from damage whether by
 - boarding up (or wrapping in plastic, & filling sandbags) windows, sand bags, capping pipes, buried incomplete underground, etc.
- Develop a list, procure and store supplies necessary for preparing the site for a hurricane.
- Keep the office space and surrounding areas free from an accumulation of debris and scrap material that can become windblown hazards. This will reduce the amount of time necessary to complete preparations on the job site in the event of a hurricane emergency.
- Be prepared to anchor or restrain everything that could blow away with banding and banding tools for materials. Look and see what will fly, then restrain it.
- Be alert to job conditions that require advance attention or special material so as to reduce emergency preparation time.

d. When a Hurricane Approaches

- The President and CEO will decide when to prepare the project for a hurricane or tropical storm.
- Check the supplies against the inventory list stockpiled at the beginning of the hurricane season.

e. Housekeeping

- Ensure that all loose items are gathered up and disposed of in the dumpsters. The President and CEO shall:
- Identify vulnerable material and work in progress and determine how to best protect it from the effects of flooding and high winds.
- Ensure that all electronic equipment in storage is protected from rising water.
- Ensure backup electrical generator power is available, as required.
- Ensure that critical program documents are protected from damage. Move them to a permanent structure if necessary.

f. After the Storm is Over

- Assemble the Damage Survey Team. The Damage Survey Team will inspect the job site, identify and document the damage, prioritize repairs, complete Job Hazard Analysis and Safe Plans of Action, and then initiate repairs with a skeleton remobilization crew.
- Immediate steps may be taken without written authorization to make emergency and temporary repairs on the office site. To the extent possible, these repairs and the damage should be videotaped and photographed and the scope of any emergency or temporary repairs carefully documented, along with the reasons why they needed to be done.
- Do not touch loose or dangling wires. Take precautions to eliminate or notify others of its existence.
- Stay clear of disaster areas where we may hamper first aid or rescue work. Be prepared to offer assistance with equipment.
- Stay alert as to prevent any fires.
- Complete preparations for the return of the workforce.
- Make phone calls to inform employees to return to work.
- Make phone calls to check on all program participants and reschedule appointments as needed
- Continue serving constituents and begin with the list of program participants who are next in line for support, triage incoming requests and prioritize support as-needed.

CHECKLISTS

✓72 Hour CHECKLIST

- Confirm that all emergency contact information is current.
- Verify that all storage sheds are correctly tied down.
- Confirm the generator is in working order.
- Ensure that there is sufficient supply of banding, clips, duct tape, tarps and sandbags as well as the person power to accomplish preparations.
- Ensure that there is enough time to accomplish necessary preparations for the hurricane.

✓48 Hour CHECKLIST

- Review 72-hour Checklist.
- Remove or secure unnecessary materials or equipment from job site.
- Begin banding loose materials.
- Remove outdoor furniture, signs, and any other equipment or items that are not secured.
- Back-up all computer records.

✓24 Hour CHECKLIST

- Review 48-hour Checklist.
- Document the status of the project with pictures and store them in a dry secure place.
- Back-up all computer files on flash drive and store them in a dry secure place.
- Ensure that all windows are secured appropriately and move all food and supply items vulnerable to water damage away from windows.
- Remove or anchor storage shed and containers that are not secured.
- Tie down all materials and place weight of some sort (rebar, block, etc.) on items that can be physically moved.
- Review stored materials for potential of windblown wind damage.
- Tie netting on all trash containers that are not empty.
- Confirm the inventory of all equipment in the office and in the field.
- Take pictures of site conditions for insurance purposes.

✓12 Hour CHECKLIST

- Review 24-hour Checklist.
- Turn off water, power, gas, etc. at source.
- Evacuate office site.
- Take pictures of any changes to the site conditions for insurance purposes.

Pinellas Community Foundation
Pinellas CARES Nonprofit Partnership Fund Grant Application

Organization Name: PlacementWorks

Project Name: PlacementWorks COVID Behavioral Support

FROM (date): March 10, 2020 TO (date): December 31, 2020

Budget Category/Line Item	Organizational Budget - Total	Pinellas CARES Grant
Personnel (<i>salaries, wages, benefits, payroll taxes, time allocation on the project for all personnel involved in program</i>)	396,120	132,040
Equipment (<i>computers, furniture, etc., less than \$3,000 per item</i>)	6,750	6,750
Supplies (<i>office materials, program related purchases, program necessities to deliver services, etc.</i>)	5,000	5,000
Occupancy (<i>property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses</i>)	33,000	11,000
Local Travel (<i>mileage, tolls, parking for regular local travel, rental/leasing cost of transportation</i>)	14,000	4,800
Training (<i>staff development, conferences, long distance travel</i>)	6,000	3,200
Design, Printing, Marketing & Postage (<i>for direct program related services only</i>)	7,000	4,000
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>)	5,000	0
Purchased Services (<i>consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements</i>)	20,000	4000
De Minimis Cost (<i>Administration Fee, Indirect Cost, etc.</i>)	17,000	17,000
TOTAL	509,870	187,790

Pinellas Community Foundation
PCF CARES Application
BUDGET NARRATIVE FORM

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.

Organization Name: PlacementWorks

Project Name: PlacementWorks COVID Behavioral Support

FROM (month/year): Sept./2020

TO (month/year): Dec./2020

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

The following costs are estimated in order to continue providing behavioral health services to over 300 adults and youth with disabilities and to expand our counseling services due to the demonstrated need because of the COVID pandemic. Currently, there exists no funding source to provide these services and these positions are essential to the telehealth and on-call behavioral health program at PlacementWorks which is literally saving lives on a daily basis due to COVID related issues of increased anxiety, increased depression, increased suicidal ideation and other mental health challenges. Each position described below is essential in order to provide this expansion of services to 300+ persons with disabilities experiencing behavioral health issues and needing professional support during the COVID pandemic. No other entity with the extensive history of serving persons with disabilities in Pinellas County is providing counseling and/or behavioral health services to this demographic.

Additionally, the PlacementWorks service model and how the agency is reimbursed for the job and career placements secured is a performance-based model with the State of Florida Department of Education, Division of Vocational Rehabilitation. Each client is referred from counselors at a local Vocational Rehabilitation office and PlacementWorks is paid based on benchmarks leading up to and including employment for each referral. Once PlacementWorks has agreed to assist a client, the agency is then responsible for employment supports for the lifetime of that person. Because of COVID, Vocational Rehabilitation counselors are not authorized to meet with potential clients and referrals. This has significantly reduced the referrals to PlacementWorks, resulting in a substantial reduction in income for the organization, yet the staff members are still serving the clients from previous referrals and placements. This funding is essential in order to keep supporting the existing clients with disabilities, especially those who are struggling with behavioral and mental health issues due to COVID. Without the funding from this grant, PlacementWorks is at risk of laying off essential employees who provide these behavioral health supports to this vulnerable population.

\$50,000 = to pay the President & CEO, a Licensed Mental Health Therapist who is now needed to oversee the entire Behavioral Health Program of 300+ clients with the expansion of the Zoom, telehealth and onsite/on call counseling needed due to the COVID pandemic. She is focusing 100% of her attention to the behavioral health program, when before COVID her supervision was only needed on a part time basis. The CEO was drawing a decreased salary from PlacementWorks from March through August because referrals from Vocational Rehabilitation were not coming in at the same rate. Because of COVID, the PlacementWorks clients are not receiving counseling services from Vocational Rehabilitation and the services proposed in this application are an expansion of services due to the mental health needs demonstrated from March through August, 2020. 33% of her annual salary is \$50,000 and this pay is needed in order to have her credentialed supervision. Because of the pandemic, the CEO is now logging over 40 hours per week to supervise and guide staff and handles the most extreme behavioral health cases, in-person.

\$25,000 = for the Program Services Director I to work with up to 150 persons with disabilities and provide one-to-one crisis support on call as needed, under the direction and supervision of the CEO. Typically Program Services Director I would manage a caseload of 50 to 100 persons but due to the pandemic, his caseload has increased by over 50 clients. The Program Services Director I was drawing a reduced salary from PlacementWorks from March through August because referrals from Vocational Rehabilitation

were not coming in at the same rate. Because of COVID, the PlacementWorks clients are not receiving counseling services from Vocational Rehabilitation and the services proposed in this application are an expansion of services due to the mental health needs demonstrated from March through August, 2020. The \$25,000 is 33% of his annual salary to cover his behavioral health focus for the next four months which will not be reimbursed by any other payor source. An additional role for this position has increased as he is also cleaning the office before clients and staff come in every day, providing maintenance for the office in addition to his other job roles and is in charge of ordering the PPE supplies. As a result of COVID, there has also been a request for a male director to work with families and clients, making this position have work weeks over 40 hours per week as a salaried employee.

\$21,666 = for the Program Services Director II to continue managing a caseload of 150 clients and providing one-to-one crisis support on call, as needed. This position interacts with clients in person, on the phone and through Facetime and ZOOM calls and also interacts with each client's family as needed. The Program Services Director II received unemployment when referrals were diminished from PlacementWorks from March through July, however, her work load has increased considerably and has become significantly more intense with 24/7 on-call shifts due to the intense behavioral needs of the clients, The \$21,666 will be paid as hazard pay since her job description and duties have changed due to COVID. The services provided by this position in relation to a behavioral health focus for the next four months will not be reimbursed by any other payor source.

\$13,667 = to expand the duties of the Program Coordinator to support data collection and prepare paperwork for Program Directors, create schedules for ZOOM group sessions and to administrate and collect client surveys, all tasks that are new due to the COVID pandemic. Due to the established need of this program because of the extra anxiety and uncertainly clients are facing, the Program Coordinator is now focused on data collection and supporting the Program Directors to make their interactions as efficient as possible and to properly document the need. There are plans to eliminate this position if PlacementWorks does not receive funding for this initiative because the reimbursement rate of Vocational Rehabilitation funding has slowed to the point where this position, even though it is essential, cannot be supported without this grant funding. \$13.667 is 33% of the Program Coordinator's salary which will not be reimbursed by any other payor source.

\$9707 = for the Program Specialist to support office staff and organize paperwork for Program Directors, provide documentation to the State Department of Vocational Rehabilitation as needed and to be available during regular office hours to answer the office phone. The Program Specialist is the point of contact for first time referrals to PlacementWorks, and distributes information verbally about the COVID pandemic and changes to PlacementWork's operations because of COVID. There are plans to eliminate this position if PlacementWorks does not receive funding for this initiative because the reimbursement rate of Vocational Rehabilitation funding has slowed to the point where this position, even though it is essential, cannot be supported without this grant funding. \$9707 is 33% of the Program Specialist's salary which will not be reimbursed by any other payor source.

\$12,000 = this is a new part time consultant position and needed in order to prepare updates on the Behavioral Health Program on the agency website, on social media, with the press and to take information from the staff and parlay it into consumable data for the public and for grant reporting because of the COVID pandemic. The contract Communications Specialist will collect, analyze and prepare weekly data for this program, report to funder and be the liaison to the public working closely with the CEO. This is a temporary position and only needed because of the COVID pandemic.

TOTAL FOR PERSONNEL = \$132,040

Equipment (computers, phone, furniture, etc., less than \$3,000 per item)

Because of the COVID pandemic and the safety measures needed to convert the PlacementWorks office site in St. Petersburg Florida to adapt to CDC best practices for publicly used spaces, the following accommodations have been recommended to occur:

Installation of Plexi screen protectors at Program Office and Plexi Door at Entry to protect staff and clients = \$3,000

Johnson A/C Installation of an A/C Filtration system for the office to protect staff and clients = \$2,750

ZOHO IT Annual Fee for increased bandwidth with telecommunications for the ZOOM telehealth group and one-on-one calls to occur daily = \$1,000

TOTAL FOR EQUIPMENT = \$6,750

Supplies (office materials, program related purchases, program necessities to deliver services, etc.)

Before COVID, the monthly cost for supplies was typically \$833 per month, due to COVID, the supplies budget is estimated to increase to \$2,083 per month. \$5,000 additional funding is needed for four months to purchase PPE and for additional office supplies, to include paper, printer ink (needed for file documentation and letters sent to clients), pens, folders, files, etc. These are estimated needs due to an increase in client referrals and documentation for the clients who participate in this COVID induced behavioral health program.

\$2,000 for Office supplies purchased at Staples: \$500/month (this is in addition to the \$833 typically paid per month) (this fee will average to \$1.66 additional spent per client) X 4 months = \$2,000

Break down of PPE Needs for Clients (\$1200) Provided as needed for 300 clients to include masks, gloves, sanitizer and cleaners 300 clients X average of \$1/monthly = \$300 X 4 months = \$1,200

Monthly cost breakdown is as follows for PW clients:

6 Boxes of 50 pcs disposable masks from AmazonPrime = \$16 X 6 = \$96

4 Boxes of disposable Nitrile gloves 100pcs from AmazonPrime = \$21 X 4 = \$84

Hand Sanitizer (2 oz each) for clients, shipped in cartons of 24.

4 cartons per month (96 bottles each month) X \$30 per carton from Amazon Prime = \$120

\$120 (sanitizer) + \$84 (gloves) + \$96 (masks) = \$300 X 4 months = \$1200

PPE for all staff as needed to include masks, gloves, sanitizer and cleaners for the office 6 staff members (personally interacting with PW clients)

Monthly cost breakdown is as follows for PW staff:

6 Boxes of 50 pcs disposable masks from AmazonPrime = \$16 X 6 = \$96

4 Boxes of disposable Nitrile gloves 100pcs from AmazonPrime = \$21 X 4 = \$84

Hand Sanitizer (2 oz each) for staff, shipped in cartons of 24. 2 cartons per month (48 bottles each month) X \$30 per carton from Amazon Prime = \$60

4 Pack of Alcohol Wipes for office from Amazon Prime = \$39 per box of 4 = \$39

4 Hibiclens Antimicrobial Skin Liquid Soap, 3.2 Fluid Ounce (Pack of 2) \$36 each pack X 2 from Amazon Prime = \$72

AIRX x Health Filters for the A/C system, box of 6 from Amazon Prime = \$60

Anti Fog Face Shields Pack of 10 replaceable = \$39

\$60 (sanitizer) + \$84 (gloves) + \$96 (masks) + \$39 (Alcohol wipes) + \$72 (Office Soap) + \$60 (health AIRx A/C filters) + \$39 (face shields) = \$450 monthly

\$450 X 4 months = \$1,800

TOTAL FOR SUPPLIES:

\$2,000 (for office supplies) + \$1,200 (Client PPE) + \$1,800 (Staff PPE) = \$5,000

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

\$5,000 to pay for internet service at office (\$350/month), smart phones for COVID support staff (\$600/month), software/storage, Google Storage (\$20/month) for Likert and Breathe Easy survey collections and interaction, and group sessions, all these services are needed due to the COVID pandemic and are in addition to what was typically needed pre-pandemic. Water and electricity for the new office space (\$280/month) Total for these needs = \$5,000.

An additional office space separated and not connected to the public office space is needed at \$1,500 per month X 4 months rented from Crescent Lake Rentals, owners of the building where space will be used for one-on-one in-person crisis counseling sessions adjacent to the PlacementWorks location in order to adhere to HIPPA requirements and to maintain safe social distancing within the office environment and to protect the staff members not participating in this COVID expansion = \$6,000

\$5,000 + \$6,000 = \$11,000

TOTAL FOR OCCUPANCY = \$11,000

Local Travel (mileage, tolls, parking for regular local travel, rental/leasing cost of transportation)

Six staff members at PlacementWorks will be dedicated to providing the expansion of services due to COVID induced behavioral health issues. Four of the staff members (the CEO, Program Services Directors I and II and the Program Coordinator) will be required to conduct on-site visits as needed in order to serve the behavioral health needs of each referral. The mileage costs for this service to occur throughout Pinellas County was \$1,200 per month for July and August, PlacementWorks was not reimbursed for this service. In order to continue, PlacementWorks is requesting reimbursement. These costs are based on this history within the COVID pandemic time frame. These costs reflect mileage above and beyond typical visits needed during non-pandemic times as this was not factored into the original annual budget for 2020.

\$1200 per month (Average of \$300 per month for each of the 4 staff members) X 4 months = \$4,800

TOTAL FOR LOCAL TRAVEL = \$4,800

(PlacementWorks utilizes 2020's 57.5 cents standard mileage rate for the State of Florida meaning that each staff member typically logs an average of 526 miles per month for their travel through the county to visit clients as needed.)

Training

CEUs and trainings on COVID related mental health techniques, etc = \$3,200

TOTAL FOR TRAINING = \$3200

Details about the trainings:

Breathe for Change CEU Training Bundle X 2 = \$1740

\$3200 needed, (\$280 registration fee already paid.)

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

\$4,000 for the printing of 10000 flyers and 10,000 brochures that advertise the COVID induced Behavioral Health Program, specific behavioral health brochures with tips and tools will be distributed to all LPOs and to all clients and client families to make sure all of PlacementWorks' clients and all persons with disabilities in Pinellas County being served by Vocational Rehabilitation are aware of the telehealth Group Zoom meetings which will be made available to all persons with disabilities and their family members who are referred from the months of September through December, 2020.

Brochure Quote from Got Print = \$1,212 * quote attached
Flyer Quote from Got Print = \$492 * quote attached
Shipping cost for both products from Got Print = \$296
Designer Fee for both products from Got Print = \$2,000 (\$100/hour X 20 hours estimated)

TOTAL FOR DESIGN/PRINTING = \$4,000

Capital (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)

NONE

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

\$3,000 to pay for accounting and bookkeeping services. These services would typically not be needed, but due to the COVID pandemic, the contracted accounting/bookkeeping team at RSM will be processing more purchases, supplies and equipment details, above and beyond what they would typically process. Because the majority of staff and client meetings and group meetings are occurring online, through ZOOM and other teleconferencing methods, PlacementWorks anticipates needing approximately 20 hours of contract IT support at \$50/hour = \$1,000.

\$400 for the annual ZOOM conference fee for the group meetings (PlacementWorks currently uses Facetime or ZOOM's free service and will need the professional annual ZOOM service to expand to group sessions on ZOOM)

\$3,600 for accounting/bookkeeping and \$1,000 for IT support = \$4,000.

PlacementWorks will contract with RSM for accounting/bookkeeping needed.(www.rsmus.com)

PlacementWorks will contract with Bennet Hopper at EasyDoes I.T. for IT Support

TOTAL FOR PURCHASED SERVICES = \$4,000

Indirect Costs (Administrative Fee, Overhead Costs, etc.). 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-negotiated 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, and never have had an established percentage rate for Indirect Costs, please use 10% as the de minimus rate.

\$17,000 is approximately 9% of this grant request

TOTAL FOR ADMIN = \$17,000

TOTAL Grant Request = \$187,790

Cost Estimate of Services Quoted- Brochures:

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Brochures

100 lb. Paper Recycled

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Size
8.5" x 11"

Paper
100 lb. Recycled Matte Cover

Color
Full Color Both Sides

Folding
Half Fold to 5.5" x 8.5"

Quantity
10000

Production Time
Regular: 3-5 Business Days
Rush: Not Available

Process Type
 Instantly Processed
 Manually Processed
 Let Us Design for You (+ design cost)

Estimated Shipping
 Country: United States
 Zip Code: 33711
[Calculate Shipping](#)

Shipping Method	Prices
Standard (1-4 business days)	+\$399.86
Express (2 business days)	+\$1,159.92
Next Day - By End of Day	+\$1,371.81
Mailing	TBD

Subtotal (excludes shipping): \$1,211.75

[Design Services](#)

Product Details	Paper Stocks	Fold Options	File Setup	Templates
Popular Sizes:	6" x 9" 8.5" x 11" 8.5" x 14" 9" x 12" 11" x 17"	Fold Options:		
Paper Stocks:	100 lb. Gloss Book 100 lb. Gloss Cover 70 lb. Opaque Smooth White 80 lb. Gloss Book 100 lb. Recycled Matte Cover 80 lb. Recycled Matte Text <small>Recycled paper option available.</small>	Half Fold Tri-Fold Z-Fold Open Gate Fold Closed Gate Fold Double Parallel Fold Double Parallel Reverse Fold Roll Fold (4 Panel) Half Fold then Half Fold Half Fold then Tri-Fold Accordion-Fold (4 Panel)		
	Read More	<small>Please refer to the Fold Options Tab for visual representation of each fold. View our Fold Options visual representation.</small>		

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Customer Service

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- Feedback
- Testimonials
- Coupons
- Help

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- GoGreen
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- Preparing Files
- Download Templates
- View Samples
- Check List
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- Site Map


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- EDM&B Services
- Mailing Services
- Direct Marketing Packages
- Request Sample Kit

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- Gifts & Discs
- Apparel
- Industry
- Services

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Flyers



Q/View Larger



Size
8.5" x 11" v

Orientation
 Horizontal Vertical

Paper
80 lb. Gloss Book v

Color
Full Color Both Sides v

Quantity
1000 v

Production Time

Regular 3-5 Business Days	Rush Not Available
------------------------------	-----------------------

Process Type

Instantly Processed
 Upload Files Now Use Online Designer
 Manually Processed
 Let Us Design for You (design cost)


Estimated Shipping


Subtotal (excludes shipping): **\$492.18**


Online Designer

Product Details	Paper Stocks	File Setup	Templates
<p>Size: 4" x 6" 5" x 7" 5.5" x 8.5" 8.5" x 11" 8.5" x 14" 11" x 17"</p> <p>Print Options: Full Color Both Sides Full Color Front, Blank Back</p> <p>More Info: Kiss-cutting options with our high-quality flyers. Whether posted on a bulletin board or handed out to passersby, flyers are used by businesses of all sizes to promote their services.</p> <p style="text-align: right;">Read More</p>	<p>Paper Stocks: 100 lb. Gloss Book 100 lb. Gloss Cover 14 pt. Gloss Cover 14 pt. Uncoated Cover 70 lb. Opaque Smooth White 80 lb. Gloss Book 80 lb. Recycled Matte Text 100 lb. Recycled Matte Cover Recycled paper option available.</p>		

Our Company	Customer Service	Resources	Services
<ul style="list-style-type: none"> About Us Locations Our Equipment Careers Blog Contact Us Partnerships Capabilities News 	<ul style="list-style-type: none"> Guarantee Report an Order Problem Production Time Feedback Testimonials Coupons Help 	<ul style="list-style-type: none"> Accessibility Pricing Paper Stocks GoGreen Ways to Order Preparing Files Download Templates View Samples Check List Special Instructions Site Map 	<ul style="list-style-type: none"> Print Brokers Design Services Logo Design Services ECOMM Services Mailing Services Direct Marketing Packages Request Sample Kit

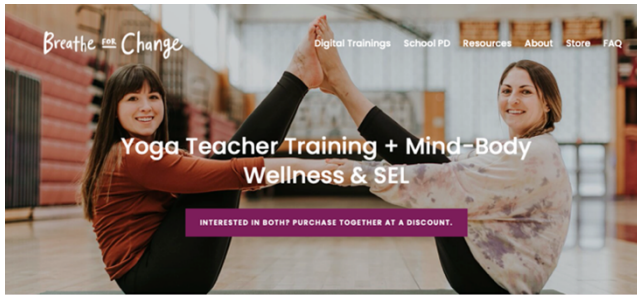






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Cost of Breathe For Change CEU Training for 2 Staff:



Breathe for Change

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These skills have never been more needed than they are right now.

We invite you to enter into a profound journey with us. One that will resource you and give you the capacity to support your family, students, and community in a new way. By purchasing the two-course bundle you will deep dive into the concepts of mindfulness, mindset, and social-emotional learning by earning your certification in Mind-Body Wellness and Social-Emotional Learning. Then deepening your understanding of teaching yoga to adults and youth, the philosophy of yoga, and building a mindfulness and SEL practice into your classroom and community during our Yoga Teacher Training & SEL*F Certification. Earn up to 12 CEUs for your effort along the way.

How it works:



Earn your Mind-Body Wellness and Social-Emotional Learning Certification:

Join us for a 4-week interactive digital training that brings together components of mindfulness, mindful movement, and social-emotional learning to empower and equip YOU to bring healing within and among your students, family members, and communities. This foundational course is built from groundbreaking research on the impact of mindfulness, mindset, yoga and its impact on social-emotional learning. Learn skills you can start implementing right away.

LEARN MORE

Earn your Yoga Teacher Training and SEL*F Certification:

Join the only yoga teacher training program that incorporates mindfulness, yoga, and social-emotional learning strategies to specifically equip you to support the well-being of yourself AND your students.

Breathe for Change's Yoga Teacher Training empowers educators and community leaders as champions of well-being in their lives, classrooms, and communities. This training will teach you the foundations and philosophy of yoga and mindfulness practices, and prepare you to meet the social-emotional needs of young people and adults. Receive knowledge to enhance your ability to facilitate social-emotional learning practices, teach yoga, and use wellness as a vehicle for healing and learning.

LEARN MORE



\$1740 each training

Purchase together to save \$250

Earn your Mind-Body Wellness and Social Emotional Learning Certification (regular price \$495) and your Yoga Teacher Training Certification (regular price \$1495) for **\$1740!**

(That's \$1500 cheaper than our in-person training!)

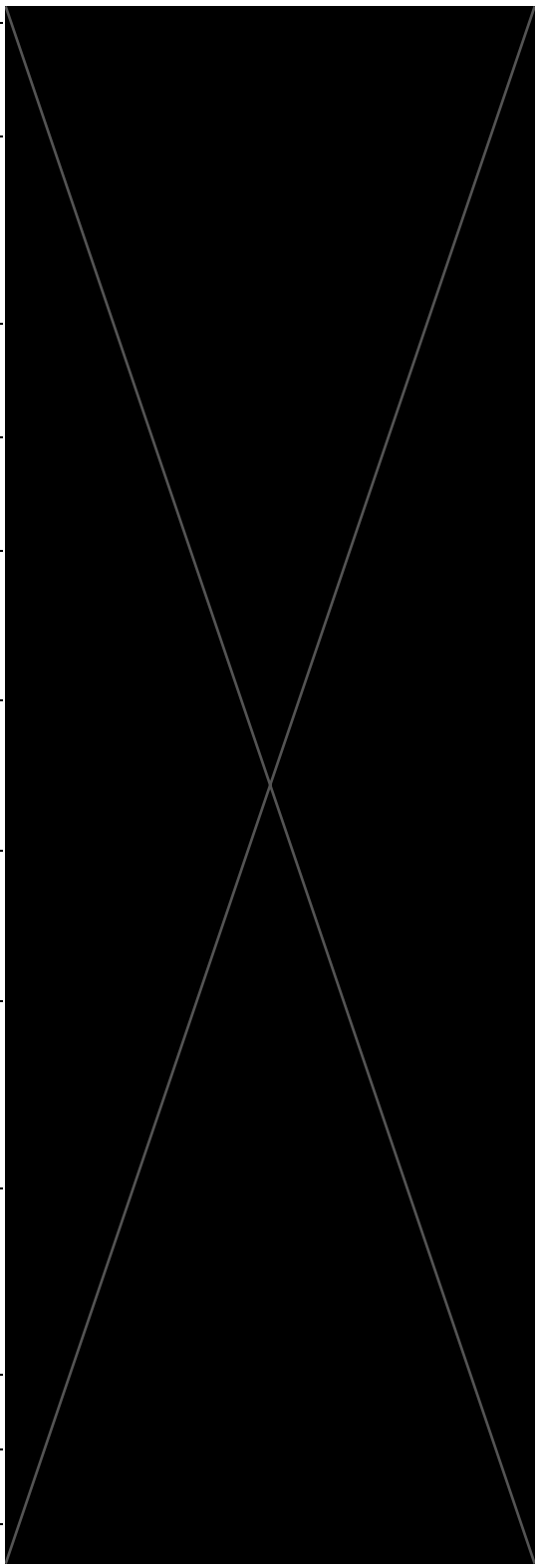
SCHEDULE A CALL WITH OUR TEAM



List of Partnering Organizations

Name of Partner Organization	Name of Primary Contact	Contact Info
Louise Graham Center	Barbara Lazarus Program Manager	X
Hands On	John Ficca Program Director	
Heaven Drop	Robert Groover Sales Manager	
Pinellas Association for Retarded Citizens PARC	Karen Higgins President and CEO	
Humane Society of Pinellas	Sharon Boyes Director of Development	
Humane Society of Pinellas	Stacey Efaw	
Heels to Heal	Melissa Mihok	
Secure Benefits	Mike Higbee	
Great Explorations Children Museum	Angeline Howell Chief Executive Officer	
Great Explorations Children Museum	Alan Khale Operation Manager	
City of Saint Pete Chamber	Chris Steinocher	
Amplify Florida	Kristina Alspaw VP Of Tourism	

Amplify Florida	Carol Hahue President and CEO
Creative Clay	Kim Dorhman CEO
Pinellas Park Chamber of Commerce	Holly McWeeney Executive Assistant
R' Club Child Care Inc	Arthor O'hara Executive Director
Pinellas County Schools	Marybeth Putzel
ACT	Alex Harris Chief Executive Officer Co-Founder
MacDill Air Force Base	Trina Golden
Pinellas Ex-Offender Re-entry Coalition	Michael Jalazo
Pinellas Wellness Champions	Ashleigh E Hoffman Event Coordinator
Pinellas Wellness Champions	Johanna Hartley



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 PlacementWorks II, Inc., (“GRANTEE”) (AGENCY and GRANTEE collectively “the Parties”) and the Parties hereby agree as follows:


1. On or about September 21, 2020, AGENCY and GRANTEE entered into a Grant Agreement in the amount of \$187,790.00.
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 that in accordance with Section 10 of the Grant Agreement that the following amendments be adopted:
 - a. Section 1 – Specific Grant Information, g) Amount of Funds Awarded be reduced to \$170,790.00
 - b. Section 1 – Specific Grant Information, j) Indirect Cost Rate for GRANTEE portion of Federal Award be reduced to 0%
 - c. Section 2 – Scope of Services a) shall be replaced with the following:
GRANTEE shall administer funding in an amount up to one hundred seventy thousand seven hundred ninety dollars and 00/100 cents (\$170,790.00) for expanded local services.
 - d. Section 4 – Compensation a) be replaced with the following: The **AGENCY** agrees to provide **GRANTEE** an amount not to exceed one hundred seventy thousand seven hundred ninety dollars and 00/100 cents (\$170,790.00) as an award of the Pinellas CARES Nonprofit Partnership Fund for the services described in Section 2 of this Agreement. These funds are for a competitively awarded expansion of services as defined and are for direct costs only.”
 - e. Section 4 – Compensation, b) 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.
 - f. Section 4 – Compensation, c) be replaced with the following: 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.

- g. The Budget Summary and Budget Narrative from Appendix 4 of the Grant Agreement, referred to as "Budget Plan" in the Grant Agreement, shall be replaced with the Budget Summary and Budget Narrative attached to this Amendment as Attachment 1.

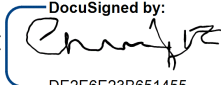
Signed:

AGENCY: Pinellas Community Foundation

By: 
528C89A7304941D...
Duggan Cooley
CEO

Date Signed: 12/6/2020

GRANTEE: PlacementWorks II, Inc.

By: 
DE2E6E23B651455...
Christy Brown, President and CEO

Date Signed: 12/23/2020

Attachment 1**Pinellas Community Foundation****Pinellas CARES Nonprofit Partnership Fund Grant Application****CARES Budget Summary for Grant Agreement Amendment**Organization Name: PlacementWorksProject Name: PlacementWorks COVID Behavioral SupportFROM (date): March 10, 2020 TO (date): December 30, 2020

Budget Category/Line Item	Approved CARES Grant Budget Summary	Amended CARES Grant Budget Summary
Personnel (<i>salaries, wages, benefits, payroll taxes, time allocation on the project for all personnel involved in program</i>)	132040	132040
Equipment (<i>computers, furniture, etc., less than \$3,000 per item</i>)	6750	6750
Supplies (<i>office materials, program related purchases, program necessities to deliver services, etc.</i>)	5000	5000
Occupancy (<i>property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses</i>)	11000	11000
Local Travel (<i>mileage, tolls, parking for regular local travel, rental/leasing cost of transportation</i>)	4800	4800
Training (<i>staff development, conferences, long distance travel</i>)	3200	3200
Design, Printing, Marketing & Postage (<i>for direct program related services only</i>)	4000	4000
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>)	0	0
Purchased Services (<i>consultants, legal, accounting services, logistical partner costs, technology enhancements, computer software licensing/agreements</i>)	4000	4000
Indirect Costs (<i>pre-negotiated federal rate, de minimus rate of 10%, or none</i>)	17000	
TOTAL	187790	170790

Pinellas Community Foundation
PCF CARES Application
BUDGET NARRATIVE FORM

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.

Organization Name: PlacementWorks

Project Name: PlacementWorks COVID Behavioral Support

FROM (month/year): Sept./2020

TO (month/year): Dec./2020

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

PLEASE SEE BUDGET CHANGES AND SUGGESTED UPDATES PROVIDED IN GREEN INK PER A MEETING WITH DUGGAN COOLEY, CEO OF PCF THAT TOOK PLACE ON FRIDAY, NOVEMBER 20, 2020 at 10AM.

The following costs are estimated in order to continue providing behavioral health services to over 300 adults and youth with disabilities and to expand our counseling services due to the demonstrated need because of the COVID pandemic. Currently, there exists no funding source to provide these services and these positions are essential to the telehealth and on-call behavioral health program at PlacementWorks which is literally saving lives on a daily basis due to COVID related issues of increased anxiety, increased depression, increased suicidal ideation and other mental health challenges. Each position described below is essential in order to provide this expansion of services to 300+ persons with disabilities experiencing behavioral health issues and needing professional support during the COVID pandemic. No other entity with the extensive history of serving persons with disabilities in Pinellas County is providing counseling and/or behavioral health services to this demographic.

Additionally, the PlacementWorks service model and how the agency is reimbursed for the job and career placements secured is a performance-based model with the State of Florida Department of Education, Division of Vocational Rehabilitation. Each client is referred from counselors at a local Vocational Rehabilitation office and PlacementWorks is paid based on benchmarks leading up to and including employment for each referral. Once PlacementWorks has agreed to assist a client, the agency is then responsible for employment supports for the lifetime of that person. Because of COVID, Vocational Rehabilitation counselors are not authorized to meet with potential clients and referrals. This has significantly reduced the referrals to PlacementWorks, resulting in a substantial reduction in income for the organization, yet the staff members are still serving the clients from previous referrals and placements. This funding is essential in order to keep supporting the existing clients with disabilities, especially those who are struggling with behavioral and mental health issues due to COVID. Without the funding from this grant, PlacementWorks is at risk of laying off essential employees who provide these behavioral health supports to this vulnerable population.

\$50,000 = to pay the President & CEO, a Licensed Mental Health Therapist who is now needed to oversee the entire Behavioral Health Program of 300+ clients with the expansion of the Zoom, telehealth and onsite/on call counseling needed due to the COVID pandemic. She is focusing 100% of her attention to the behavioral health program, when before COVID her supervision was only needed on a part time basis. The CEO was drawing a decreased salary from PlacementWorks from March through August because referrals from Vocational Rehabilitation were not coming in at the same rate. Because of COVID, the PlacementWorks clients are not receiving counseling services from Vocational Rehabilitation and the services proposed in this application are an expansion of services due to the mental health needs demonstrated from March through August, 2020. 33% of her annual salary is \$50,000 and this pay is needed in order to have her credentialed supervision. Because of the pandemic, the CEO is now logging over 40 hours per week to supervise and guide staff and handles the most extreme behavioral health cases, in-person. **At a meeting on 11/20/20 with CEO of PCF, this allotment was changed from \$50,000 to \$37,988. (\$9,496.95 X 4 months = \$37,988.)**

\$25,000 = for the Program Services Director I to work with up to 150 persons with disabilities and provide one-to-one crisis support on call as needed, under the direction and supervision of the CEO. Typically Program Services Director I would manage a caseload of 50 to 100 persons but due to the pandemic, his caseload has increased by over 50 clients. The Program Services Director I was drawing a reduced salary from PlacementWorks from March through August because referrals from Vocational Rehabilitation were not coming in at the same rate. Because of COVID, the PlacementWorks clients are not receiving counseling services from Vocational Rehabilitation and the services proposed in this application are an expansion of services due to the mental health needs demonstrated from March through August, 2020. The \$25,000 is 33% of his annual salary to cover his behavioral health focus for the next four months which will not be reimbursed by any other payor source. An additional role for this position has increased as he is also cleaning the office before clients and staff come in every day, providing maintenance for the office in addition to his other job roles and is in charge of ordering the PPE supplies. As a result of COVID, there has also been a request for a male director to work with families and clients, making this position have work weeks over 40 hours per week as a salaried employee.

\$21,666 = for the Program Services Director II to continue managing a caseload of 150 clients and providing one-to-one crisis support on call, as needed. This position interacts with clients in person, on the phone and through Facetime and ZOOM calls and also interacts with each client's family as needed. The Program Services Director II received unemployment when referrals were diminished from PlacementWorks from March through July, however, her work load has increased considerably and has become significantly more intense with 24/7 on-call shifts due to the intense behavioral needs of the clients, The \$21,666 will be paid as hazard pay since her job description and duties have changed due to COVID. The services provided by this position in relation to a behavioral health focus for the next four months will not be reimbursed by any other payor source.

\$13,667 = to expand the duties of the Program Coordinator to support data collection and prepare paperwork for Program Directors, create schedules for ZOOM group sessions and to administrate and collect client surveys, all tasks that are new due to the COVID pandemic. Due to the established need of this program because of the extra anxiety and uncertainly clients are facing, the Program Coordinator is now focused on data collection and supporting the Program Directors to make their interactions as efficient as possible and to properly document the need. There are plans to eliminate this position if PlacementWorks does not receive funding for this initiative because the reimbursement rate of Vocational Rehabilitation funding has slowed to the point where this position, even though it is essential, cannot be supported without this grant funding. \$13,667 is 33% of the Program Coordinator's salary which will not be reimbursed by any other payor source.

\$9,707 = for the Program Specialist to support office staff and organize paperwork for Program Directors, provide documentation to the State Department of Vocational Rehabilitation as needed and to be available during regular office hours to answer the office phone. The Program Specialist is the point of contact for first time referrals to PlacementWorks, and distributes information verbally about the COVID pandemic and changes to PlacementWork's operations because of COVID. There are plans to eliminate this position if PlacementWorks does not receive funding for this initiative because the reimbursement rate of Vocational Rehabilitation funding has slowed to the point where this position, even though it is essential, cannot be supported without this grant funding. \$9707 is 33% of the Program Specialist's salary which will not be reimbursed by any other payor source.

\$12,000 = this is a new part time consultant position and needed in order to prepare updates on the Behavioral Health Program on the agency website, on social media, with the press and to take information from the staff and parlay it into consumable data for the public and for grant reporting because of the COVID pandemic. The contract Communications Specialist will collect, analyze and prepare weekly data for this program, report to funder and be the liaison to the public working closely with the CEO. This is a temporary position and only needed because of the COVID pandemic.

(OLD TOTAL FOR PERSONNEL = \$132,040 - \$12,012 (difference in Christy's salary) + \$12,064 (change request from de minimus to admin) = \$132,092)

The original de minimus allotment of \$12,079 is requested to be distributed for administrative support and changed to the personnel section in the following way (all signed and executed MOAs are attached at the end of this document):

Telehealth Administrative Support = \$17/hour X 7 hours per week X 6 weeks = \$714
ZOOM Telehealth Facilitator 1 = 4 sessions per week X \$100/session X 6 weeks = \$2,400
ZOOM Telehealth Facilitator 2 = 5 sessions per week X \$105/session X 6 weeks = \$3,150
Liaison to Grant Team = 10 hours at \$20 hour = \$200/week X 6 weeks = \$1200
Grant Report Reviewer and Contract Support = \$100/hour X 46 hours = \$4,600

TOTAL for De Minimus ADMIN SUPPORT changed to Personnel = \$12,064

We are requesting that the De Minimus allocation of \$12,064 be changed to this section.

Equipment (computers, phone, furniture, etc., less than \$3,000 per item)

Because of the COVID pandemic and the safety measures needed to convert the PlacementWorks office site in St. Petersburg Florida to adapt to CDC best practices for publicly used spaces, the following accommodations have been recommended to occur:

Installation of Plexi screen protectors at Program Office and Plexi Door at Entry to protect staff and clients = \$3,000

Johnson A/C Installation of an A/C Filtration system for the office to protect staff and clients = \$2,750

ZOHO IT Annual Fee for increased bandwidth with telecommunications for the ZOOM telehealth group and one-on-one calls to occur daily = \$1,000

TOTAL FOR EQUIPMENT = \$6,750

Supplies (office materials, program related purchases, program necessities to deliver services, etc.)

Before COVID, the monthly cost for supplies was typically \$833 per month, due to COVID, the supplies budget is estimated to increase to \$2,083 per month. \$5,000 additional funding is needed for four months to purchase PPE and for additional office supplies, to include paper, printer ink (needed for file documentation and letters sent to clients), pens, folders, files, etc. These are estimated needs due to an increase in client referrals and documentation for the clients who participate in this COVID induced behavioral health program.

\$2,000 for Office supplies purchased at Staples: \$500/month (this is in addition to the \$833 typically paid per month) (this fee will average to \$1.66 additional spent per client) X 4 months = \$2,000

Break down of PPE Needs for Clients (\$1200) Provided as needed for 300 clients to include masks, gloves, sanitizer and cleaners 300 clients X average of \$1/monthly = \$300 X 4 months = \$1,200

Monthly cost breakdown is as follows for PW clients:

6 Boxes of 50 pcs disposable masks from Amazon Prime = \$16 X 6 = \$96

4 Boxes of disposable Nitrile gloves 100pcs from Amazon Prime = \$21 X 4 = \$84

Hand Sanitizer (2 oz each) for clients, shipped in cartons of 24.

4 cartons per month (96 bottles each month) X \$30 per carton from Amazon Prime = \$120

\$120 (sanitizer) + \$84 (gloves) + \$96 (masks) = \$300 X 4 months = \$1200

PPE for all staff as needed to include masks, gloves, sanitizer and cleaners for the office 6 staff members (personally interacting with PW clients)

Monthly cost breakdown is as follows for PW staff:

6 Boxes of 50 pcs disposable masks from Amazon Prime = \$16 X 6 = \$96

4 Boxes of disposable Nitrile gloves 100pcs from Amazon Prime = \$21 X 4 = \$84

Hand Sanitizer (2 oz each) for staff, shipped in cartons of 24. 2 cartons per month (48 bottles each month) X \$30 per carton from Amazon Prime = \$60

4 Pack of Alcohol Wipes for office from Amazon Prime = \$39 per box of 4 = \$39

4 Hibiclens Antimicrobial Skin Liquid Soap, 32 Fluid Ounce (Pack of 2) \$36 each pack X 2 from Amazon Prime = \$72

AIRX x Health Filters for the A/C system, box of 6 from Amazon Prime = \$60

Anti Fog Face Shields Pack of 10 replaceable = \$39

\$60 (sanitizer) + \$84 (gloves) + \$96 (masks) + \$39 (Alcohol wipes) + \$72 (Office Soap) + \$60 (health AIRx A/C filters) + \$39 (face shields) = \$450 monthly

\$450 X 4 months = \$1,800

TOTAL FOR SUPPLIES:

\$2,000 (for office supplies) + \$1,200 (Client PPE) + \$1,800 (Staff PPE) = \$5,000

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

\$5,000 to pay for internet service at office (\$350/month), smart phones for COVID support staff (\$600/month), software/storage, Google Storage (\$20/month) for Likert and Breathe Easy survey collections and interaction, and group sessions, all these services are needed due to the COVID pandemic and are in addition to what was typically needed pre-pandemic. Water and electricity for the new office space (\$280/month) Total for these needs = \$5,000.

An additional office space separated and not connected to the public office space is needed at \$1,500 per month X 4 months rented from Crescent Lake Rentals, owners of the building where space will be used for one-on-one in-person crisis counseling sessions adjacent to the PlacementWorks location in order to adhere to HIPPA requirements and to maintain safe social distancing within the office environment and to protect the staff members not participating in this COVID expansion = \$6,000

\$5,000 + \$6,000 = \$11,000

TOTAL FOR OCCUPANCY = \$11,000

Local Travel (mileage, tolls, parking for regular local travel, rental/leasing cost of transportation)

Six staff members at PlacementWorks will be dedicated to providing the expansion of services due to COVID induced behavioral health issues. Four of the staff members (the CEO, Program Services Directors I and II and the Program Coordinator) will be required to conduct on-site visits as needed in order to serve the behavioral health needs of each referral. The mileage costs for this service to occur throughout Pinellas County was \$1,200 per month for July and August, PlacementWorks was not reimbursed for this service. In order to continue, PlacementWorks is requesting reimbursement. These costs are based on this history within the

COVID pandemic time frame. These costs reflect mileage above and beyond typical visits needed during non-pandemic times as this was not factored into the original annual budget for 2020.

\$1200 per month (Average of \$300 per month for each of the 4 staff members) X 4 months = \$4,800

TOTAL FOR LOCAL TRAVEL = \$4,800

(PlacementWorks utilizes 2020's 57.5 cents standard mileage rate for the State of Florida meaning that each staff member typically logs an average of 526 miles per month for their travel through the county to visit clients as needed.)

Training

CEUs and trainings on COVID related mental health techniques, etc = \$3,200

TOTAL FOR TRAINING = \$3200

Details about the trainings:

Breathe for Change CEU Training Bundle X 2 = \$1740

\$3200 needed, (\$280 registration fee already paid.)

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

\$4,000 for the printing of 10000 flyers and 10,000 brochures that advertise the COVID induced Behavioral Health Program, specific behavioral health brochures with tips and tools will be distributed to all LPOs and to all clients and client families to make sure all of PlacementWorks' clients and all persons with disabilities in Pinellas County being served by Vocational Rehabilitation are aware of the telehealth Group Zoom meetings which will be made available to all persons with disabilities and their family members who are referred from the months of September through December, 2020.

Brochure Quote from Got Print = \$1,212 * quote attached

Flyer Quote from Got Print = \$492 * quote attached

Shipping cost for both products from Got Print = \$296

Designer Fee for both products from Got Print = \$2,000 (\$100/hour X 20 hours estimated)

TOTAL FOR DESIGN/PRINTING = \$4,000

Capital (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)

NONE

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

\$2,600 to pay for accounting and bookkeeping services. These services would typically not be needed, but due to the COVID pandemic, the contracted accounting/bookkeeping team at RSM will be processing more purchases, supplies and equipment details, above and beyond what

they would typically process. Because the majority of staff and client meetings and group meetings are occurring online, through ZOOM and other teleconferencing methods, PlacementWorks anticipates needing approximately 13 hours/month X 4 months of contract IT support at \$50/hour = \$2,600.

\$400 for the annual ZOOM conference fee for the group meetings (PlacementWorks currently uses Facetime or ZOOM's free service and will need the professional annual ZOOM service to expand to group sessions on ZOOM)

\$2,600 for accounting/bookkeeping + \$400 for ZOOM and \$1,000 for IT support = \$4,000.
PlacementWorks will contract with RSM for accounting/bookkeeping needed.(ww.rsmus.com)
PlacementWorks will contract with Bennet Hopper at EasyDoes I.T. for IT Support

TOTAL FOR PURCHASED SERVICES = \$4,000

Indirect Costs (Administrative Fee, Overhead Costs, etc.). 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-negotiated 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, and never have had an established percentage rate for Indirect Costs, please use 10% as the de minimus rate.

The de minimus allotment of \$12,079 is requested to be distributed for administrative support in the following way (all signed and executed MOAs are attached at the end of this document):

Telehealth Administrative Support = \$17/hour X 7 hours per week X 6 weeks = \$714
ZOOM Telehealth Facilitator 1 = 4 sessions per week X \$100/session X 6 weeks = \$2,400
ZOOM Telehealth Facilitator 2 = 5 sessions per week X \$105/session X 6 weeks = \$3,150
Liaison to Grant Team = 10 hours at \$20 hour = \$200/week X 6 weeks = \$1200
Grant Report Reviewer and Contract Support = \$100/hour X 46 hours = \$4,600

TOTAL for De Minimus ADMIN SUPPORT = \$12,064

\$12,079 is 10% of this grant request calculated by subtracting the \$50,000 allotment for the CEO's salary from the total amount requested.

(Grant total for all line items = \$170,790 - \$50,000 (CEO salary) = \$120,790 X 10% for administration = \$12,079
TOTAL FOR ADMIN = \$12,079
\$170,790 + \$12,079 = \$182,869

TOTAL Grant Request = \$182,869

Cost Estimate of Services Quoted- Brochures:

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Brochures

100 lb. Paper Recycled

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Size
8.5" x 11"

Paper
100 lb. Recycled Matte Cover

Color
Full Color Both Sides

Folding
Half Fold to 5.5" x 8.5"

Quantity
10000

Production Time
 Regular
 3-5 Business Days
 Rush
 Not available

Process Type
 Instantly Processed
 Manually Processed
 Let Us Design for You (in design cost)

Estimated Shipping
 Country: United States
 Zip Code: 33111
[Calculate Shipping](#)

Shipping Method	Prices
Standard (1-6 business days)	+\$339.86
Express (2 business days)	+\$1,158.92
Next Day - by End of Day	+\$1,371.81
Mailing	TBD

Subtotal (excludes shipping): \$1,211.75

[Live Chat](#)

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Product Details

Popular Sizes:
 4" x 5"
 8.5" x 11"
 8.5" x 14"
 11" x 17"
 11" x 17"

Paper Stocks:
 100 lb. Gloss Book
 100 lb. Gloss Cover
 70 lb. Opaque Smooth White
 80 lb. Gloss Book
 100 lb. Recycled Matte Cover
 80 lb. Recycled Matte Book
 Recycled paper option available.

Fold Options

Fold Options:
 Half Fold
 Tri-Fold
 Z-Fold
 Open-Gate Fold
 Closed Gate Fold
 Double Parallel Fold
 Double Parallel Reverse Fold
 Bull Fold (4 Panels)
 Half Fold then Half Fold
 Half Fold then Tri-Fold
 Accordion Fold (4 Panels)

File Setup

File Setup:
 Half Fold
 Tri-Fold
 Z-Fold
 Open-Gate Fold
 Closed Gate Fold
 Double Parallel Fold
 Double Parallel Reverse Fold
 Bull Fold (4 Panels)
 Half Fold then Half Fold
 Half Fold then Tri-Fold
 Accordion Fold (4 Panels)

Templates

Please refer to the Fold Options Tab for visual representation of each fold. View all available brochures on our website.

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- News

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- Guarantee
- Report an Order Problem
- Production Time
- Feedback
- Testimonials
- Coupons
- Help

Resources

- Accessibility
- Pricing
- Paper Stocks
- GetGreen
- Ways to Order
- Preparing Files
- Download Templates
- View Samples
- Check List
- Special Instructions
- Site Map

Services

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- Design Services
- Logo Design Services
- EDCMB Services
- Mailing Services
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- Request Sample Kit

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Flyers

View Larger

Size: 8.5" x 11" ✓

Orientation: Horizontal Vertical

Paper: 80 lb. Gloss Book ✓

Color: Full Color Both Sides ✓

Quantity: 10000 ✓

Production Time: Regular (3-5 Business Days) Rush (Not Available)

Process Type: Instantly Processed Upload Files Now Use Online Designer Manually Processed Let Us Design for You (+ design cost)

Estimated Shipping: +

Subtotal (excludes shipping): \$492.18

[Online Designer](#)

Product Details	Paper Stocks	File Setup	Templates
<p>Sizes:</p> <ul style="list-style-type: none"> 4" x 6" 5" x 7" 5.5" x 8.5" 8.5" x 11" 8.5" x 14" 11" x 17" <p>Print Options:</p> <ul style="list-style-type: none"> Full Color Both Sides Full Color Front, Blank Back <p>More Info: Assurance ordering events with our high-quality flyers. Whether printed on a bulletin board or handed out to passersby, flyers are used by businesses of all sizes to increase their revenue. Read More</p>	<p>Paper Stocks:</p> <ul style="list-style-type: none"> 100 lb. Gloss Book 100 lb. Gloss Cover 14 pt. Gloss Cover 14 pt. Uncoated Cover 70 lb. Opaque Smooth White 80 lb. Gloss Book 80 lb. Recycled Matte Text 100 lb. Recycled Matte Cover <p>Recycled paper option available.</p>		

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- Pricing
- Paper Stocks
- GoGreen
- Ways to Order
- Preparing files
- Download Templates
- View Samples
- Check List
- Special Instructions
- Site Map

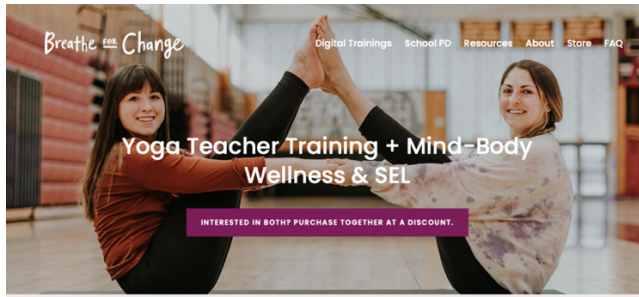
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- Design Services
- Logo Design Services
- ESD&S Services
- Mailing Services
- Direct Marketing Packages
- Request Sample Kit

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Cost of Breathe For Change CEU Training for 2 Staff:



These skills have never been more needed than they are right now.

We invite you to enter into a profound journey with us. One that will resource you and give you the capacity to support your family, students, and community in a new way. By purchasing the two-course bundle you will deep dive into the concepts of mindfulness, mindset, and social-emotional learning by earning your certification in Mind-body Wellness and Social-Emotional Learning. Then deepening your understanding of teaching yoga to adults and youth, the philosophy of yoga, and building a mindfulness and SEL practice into your classroom and community during our Yoga Teacher Training & SEL*F Certification. Earn up to 12 CEUs for your effort along the way.

How it works:



Earn your Mind-Body Wellness and Social-Emotional Learning Certification:

Join us for a 4-week interactive digital training that brings together components of mindfulness, mindful movement, and social-emotional learning to empower and equip YOU to bring healing within and among your students, family members, and communities. This foundational course is built from groundbreaking research on the impact of mindfulness, mindset, yoga and its impact on social-emotional learning. Learn skills you can start implementing right away.

[LEARN MORE](#)

Earn your Yoga Teacher Training and SEL*F Certification:

Join the only yoga teacher training program that incorporates mindfulness, yoga, and social-emotional learning strategies to specifically equip you to support the well-being of yourself AND your students.

Breathe for Change's Yoga Teacher Training empowers educators and community leaders as champions of well-being in their lives, classrooms, and communities. This training will teach you the foundations and philosophy of yoga and mindfulness practices, and prepare you to meet the social-emotional needs of young people and adults. Receive knowledge to enhance your ability to facilitate social-emotional learning practices, teach yoga, and use wellness as a vehicle for healing and learning.



[LEARN MORE](#)

\$1740 each training

Purchase together to save \$250

Earn your Mind-Body Wellness and Social Emotional Learning Certification (Regular price \$495) and your Yoga Teacher Training Certification (Regular price \$1495) for **\$1740!**

(That's \$1500 cheaper than our in-person training!)

[SCHEDULE A CALL WITH OUR TEAM](#)

SIGNED
Memorandums of Agreements
to follow



MEMORANDUM OF AGREEMENT

BETWEEN

Job Description: Telehealth Administrative Support

Name: Brigitte Whitaker

AND

Sponsor, Christy Brown

President and CEO of Placement Works II Inc. St. Petersburg, FL

Date: 11-21-20

Dear Brigitte,

Per our discussion on 11-21-20, about the Placement Works Pinellas Cares Act Grant, both parties agree

Brigitte Whitaker will start work as Zoom Telehealth Administrative Support for Placement Works.

The Telehealth Administrative Support tasks and other assigned tasks are estimated to take 7 hours/week for 6 weeks. The Zoom Telehealth Administrative Support will charge for the work as an hourly employee (\$17/hour X 7 hours per week X 6 weeks = \$714 for the 6 weeks) for work completed beginning 11/23/2020, through 12/30/2020.

The Zoom Telehealth Administrative Support agrees to perform the duties as described in the CARES grant application document.

The sponsor agrees to make the payment on the invoice monthly within ten days of an online invoice submission or through company payroll. Signing below indicates each party's understanding of the terms of this agreement.

Sincerely,

X 

Christy Brown
President and CEO of PlacementWorks



Brigitte Whitaker

11/21/20

11/21/2020



MEMORANDUM OF AGREEMENT

BETWEEN

Job Title: ZOOM Telehealth Facilitator

Name: Danielle Rottenberg

AND

Sponsor, Christy Brown

President and CEO of Placement Works II Inc. St. Petersburg, FL

Date: 11/20/20

Dear Danielle,

Per our discussion on 11/20/20, about PlacementWorks and the Pinellas Cares Grant, both parties agree Danielle Rottenberg will begin work as a ZOOM Telehealth Facilitator for PlacementWorks.

The ZOOM Telehealth Facilitator and other assigned tasks are estimated to take 4 hours/week for 6 weeks. The ZOOM Telehealth Facilitator will charge for the work as an hourly employee, \$100 per session for a total of 4 sessions per week and an estimated payment of \$400 per week for work completed beginning Sunday, Nov. 22nd , through December 30, 2020. (\$400 X 6 weeks = \$2,400)

The ZOOM Telehealth Facilitator agrees to perform the duties as described in the CARES Grant application Document.

The sponsor agrees to make the payment on the invoice bi-weekly within ten days of an online invoice submission or through company payroll. Signing below indicates each party's understanding of the terms of this agreement.

Sincerely,

X *Christy M. Brown*

Christy Brown
President and CEO of PlacementWorks

November 20, 2020

Danielle Rottenberg

Danielle Rottenberg 11/20/20



MEMORANDUM OF AGREEMENT

BETWEEN

Job Description: Zoom Telehealth Facilitator

Name: David Kent

AND

Sponsor, Christy Brown

President and CEO of Placement Works II Inc. St. Petersburg, FL

Date: 11/20/2020

Dear David,

Per our discussion on 11/20/2020, about Placement Works Pinellas Care Act Grant, both parties agree on David Kent start work as Zoom Telehealth Facilitator for Placement Works.

The Zoom Telehealth Facilitator tasks and other assigned tasks are estimated to take 5 hours/week for 6 weeks. The Zoom Telehealth Facilitator will charge for the work as a salaried employee \$105 per session for a total of 5 sessions per week and an estimated payment of \$525 per week for work completed beginning 11/22/2020 , through 12/30/2020 for a total of \$3,150.

The ___ Zoom Telehealth Facilitator _ agrees to perform the duties as described in the Grant application Document.

The sponsor agrees to make the payment on the invoice bi-weekly within ten days of an online invoice submission or through company payroll. Signing below indicates each party's understanding of the terms of this agreement.

Sincerely,

X 

Christy Brown
President and CEO of Placement Works

X 

Name: David Kent

(date) _____ (date)

__11/20/2020__



MEMORANDUM OF AGREEMENT

BETWEEN

Job Description: Liaison to Grant Team: Admin for Social Media and Communications

Name: Kendra Marolf

AND

Sponsor, Christy Brown

President and CEO of Placement Works II Inc. St. Petersburg, FL

Date: November 23, 2020

Dear Kendra,

Per our discussion on November 23, 2020, about PlacementWorks' Pinellas Cares Act Grant, both parties agree Kendra Marol will start work as Liaison to Grant Team: Admin for Social Media and Communications for Placement Works.

The Liaison to Grant Team: Admin for Social Media and Communications tasks and other assigned tasks are estimated to take 10-15hours/week for 6 weeks. The Liaison to Grant Team: Admin for Social Media and Communications will charge for the work as a salaried employee (\$200/week for work completed beginning November 23, 2020 ; through December 31, 2020 (6 weeks total for an estimated \$1200 in payment.)

The Liaison to Grant Team: Admin for Social Media and Communications agrees to perform the duties as described in the Grant application Document.

The sponsor agrees to make the payment on the invoice bi-weekly within ten days of an online invoice submission or through company payroll. Signing below indicates each party's understanding of the terms of this agreement.

Sincerely,

X Christy M. Brown
Christy Brown
President and CEO of PlacementWorks

X Kendra Marolf
Name: KENDRA MAROLF

November 23, 2020

November 23, 2020



MEMORANDUM OF AGREEMENT

BETWEEN

Task Description: Grant Report Reviewer and Contract Support

Name: Arts In Action Consulting

AND

Sponsor, Christy Brown

President and CEO of Placement Works II Inc. St. Petersburg, FL

Dear Arts In Action,

Per our discussion on October 15 and then again on November 20, 2020, about PlacementWorks Pinellas CARES Act Grant, both parties agree on Arts In Action Consulting will begin work to support the organization with weekly and monthly CARES reporting review and contract amendments, meetings and communication on behalf of PlacementWorks.

The Grant Report Reviewer's tasks are estimated to take 46 hours total for 6 weeks of work. The Grant Report Reviewer will charge for the work as an hourly contractor at the rate of \$100/hour for 46 hours for an estimated total of \$4,600 for work completed beginning October 15, through December 30, 2020.

The Grant Report Reviewer agrees to perform the duties as described in the grant application document in the De Minimus section of the grant budget narrative amendment.

The sponsor agrees to make the payment on the invoice monthly within ten days of an online invoice submission or through company payroll. Signing below indicates each party's understanding of the terms of this agreement.

Sincerely,

X 

Christy Brown
President and CEO of PlacementWorks



Grace Alfiero, MFA, President

Arts In Action Consulting, LLC