

GRANT AGREEMENT

BY AND BETWEEN

PINELLAS COMMUNITY FOUNDATION

AND

ST. AUGUSTINE'S EPISCOPAL CHURCH, 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 **ST. AUGUSTINE'S EPISCOPAL CHURCH, INC.**, whose address is 2920 26th Ave S Saint Petersburg, FL 33712 (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: **St. Augustine's Episcopal Church, Inc.**

b) Grantee's Contact and Notice Information:

Primary Contact Name: **Rev. Josie Rose**

Address: **2920 26th Ave S Saint Petersburg, FL 33712**

Phone Number: **727-867-6774**

Grantee's Data Universal Numbering System (DUNS) number: **602385841**

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: **October 22, 2020 - December 30, 2020**

g) Amount of Funds Awarded: **\$9,510.00** (hereinafter, "Awarded Funds").

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

Federal Awarding Agency:

United States Department of Treasury

Pass-Through Entity:

Pinellas Community Foundation

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

Duggan Cooley, CEO, Pinellas Community Foundation

17755 US Highway 19 N, Suite 150

Clearwater, FL 33764

i) CFDA Number and Name

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

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

j) Indirect Cost Rate for GRANTEE portion of the Federal Award: **0% of funding
for expanded local services**

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 **three thousand two hundred and eighty-five dollars and no 00/100 cents** for expanded local services with up to 0% or \$0.00 allowed for indirect costs.
- b) **GRANTEE** shall also be allowed up to Five Thousand Eight Hundred and Sixty-Five Dollars and 00/100 Cents (\$5,865.00) for allowable cost reimbursement of expenses after 03/01/2020 which are consistent with the purposes of this Agreement, should appropriate documentation be provided by **GRANTEE**.
- c) **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 three thousand two hundred and eighty-five dollars and no 00/100 cents (\$3,285.00) as an award of the Pinellas CARES Nonprofit Partnership Fund for the services described in Section 2 of this Agreement. Up to Zero Dollar and 00/100 cents dollars (\$0.00) equivalent to 0% of the funding may be allowed for approved indirect costs in association with this program. The remainder of the funding will be for competitively awarded expansion of services as defined.

b) **GRANTEE** shall also be allowed up to Five Thousand Eight Hundred and Sixty-Five Dollars and 00/100 Cents (\$5,865.00) for allowable cost reimbursement of expenses after 03/01/2020 which are consistent with the purposes of this Agreement, should appropriate documentation be provided by **GRANTEE**.

c) **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.

d) 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.

e) 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

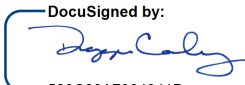
GRANTEE designates the following person(s) as the liaison for the **GRANTEE:**

Rev. Martha Goodwill, Executive Staff
St. Augustine's Episcopal Church
2920 26th Ave S
Saint Petersburg, FL 33712
727-867-6774

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: 11/2/2020

GRANTEE: St. Augustine's Episcopal Church

By: _____
Rev. Josie Rose, Priest In Charge
jrrose1204@gmail.com

Date: _____

GRANTEE: St. Augustine's Episcopal Church

By: 
2800CBC05E754C0...
Rev. Martha Goodwill, Executive Staff
marthag@stthomasstpete.org

Date: 11/3/2020

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 GENERAL

DEPARTMENT 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, Rev. Martha Goodwill, Executive Staff, am the Title: executive staff of Name of Organization: St Augustine's Episcopal Church, and I certify that:

1. I have the authority on behalf of St Augustine's Episcopal Church (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. St Augustine's Episcopal Church (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. St Augustine's Episcopal Church (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: Rev. Martha Goodwill, Executive Staff (Printed Name)

Signature:  2800CBC05E754C0...

Title: executive staff

Date: 11/3/2020

APPENDIX 3 – Minimum Monitoring Requirements

1. Mandatory training provided by PCF at onset of grant re: fiscal and accountability
2. Advanced funds or reimbursement-based payments
3. Monthly report showing all invoice support, including detail timesheets and paystub with allocation between payroll supporting this grant and others
4. For advanced funds, current balance remaining
5. Obtain close-out report from grantee and reconcile to internal records

Appendix 4 – Application for Funding (including budget plan)

Martha Goodwill

St. Augustine's Episcopal Church

Benison Farm

Pinellas CARES Nonprofit Partnership Fund

St. Augustine's Episcopal Church

Rev. Josie Rose
2920 26th Ave S
Saint Petersburg, FL 33712

staugustine@tampabay.rr.com
O: 727-867-6774

Ms. Martha Goodwill

2920-26th Ave S
St Petersburg, FL 33712

marthag@stthomasstpete.org
O: 727-639-2123
M: 727-639-2123

Application Form

Introduction

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

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

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

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

Priority Funding Areas*

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

Food

Reimbursement*

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

Will your organization be applying for this cost reimbursement?

Yes

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*

Benison Farm

EIN*

59-2350452

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.

602385841

Mission Statement*

Benison Farm at St. Augustine's provides fresh produce and fresh eggs in an area of St. Petersburg considered a food desert. Our mission is to give away most of what we grow through food pantries and to offer a monthly farmers market in our local neighborhood, which is considered a food insecure area. Our secondary mission is to teach food security by teaching people to grow their own food in backyard gardens and by teaching entrepreneurial skills for plant-centered, home-based businesses.

Total Operating Expenditure*

What are your total annual operating expenses?

\$124,886.00

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.

\$9,510.00

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
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).

St. Augustine's, where Benison Farm is located, is an historically African American church. Our congregation has grown to include other ethnicities, including Caribbean Americans, Whites and Latinx. We are involved in all the decision-making processes of Benison Farm. Our members serve on the Benison Farm board, along with members from St. Thomas' Episcopal Church. Through this work we have come to understand the correlations between access to healthy food and poor health. We strive to grow not only healthy food, but also an ethnically diverse range of food. Our neighbors in the 33712 zip code find us through the monthly farmers market and are coming to volunteer with us and offer their advice on plant selection and planting. And a few of our neighbors will teach some of the gardening classes.

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.**

We began expanding in April. In the early days of COVID19 food became scarce so we doubled our planting area to provide more food. To safely reach more people, we will accept credit/debit cards, offer delivery and/or pickup & become an EBT retailer.

Service Area*

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

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 COVID-19, we were unable to continue our farmer's market. We ended up holding only one market in March. Additionally, our local food pantry, which was our outlet for free produce, closed. When the quarantine was first ordered, we could not harvest or tend the property. We could not offer classes. Most of our core group of volunteers is in the most vulnerable age category, so they needed to be especially careful and chose to stay home. Youth groups and high school volunteers also had to stop volunteering. Most of our activity was put on hold. But we still had healthy produce in the beds and people still needed healthy food, so we began distributing what we could to individuals we found by word of mouth and started a new partnership with an at-home produce delivery service. However, this service did not deliver to our local neighborhood, which is the heart of our mission. Because of the lack of help and the lack of outlets for our produce, we did not continue succession planting, which would have provided a continuous harvest of healthy, fresh produce. We also saw that due to transportation issues caused by COVID-19, food could not get to people or food pantries. Fresh, healthy food became even more difficult to get. So we used this time to double our planting beds in expectation of providing more food to the local food pantries and to our monthly farmers market. Our mission is to provide access to healthy food. Mostly we do this through food pantries, but access is also limited by distance and price. At the monthly farmers market, neighbors can purchase fresh produce in their local area, for a low price. To make this a safe, socially distanced option, we attended Florida Farmers Market Assoc. webinars on safe food handling practices, which included special attention to COVID19 safety precautions.

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?

Yes

Most Recently Filed IRS Form 990*

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

form 990 requirement.pdf

Board-Approved Budget*

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

2020 St Augustine Budget.pdf

Audited Financial Statements

Most Recent Audited Financial Statements*

If your organization routinely contracts for an independent audit of its financial statements, including audits in accordance with Uniform Guidance and/or Chapter 10.650, Rules of the Auditor General, upload the most recent audit. The document should not be more than a year old.

audit requirement.pdf

Per the canons of The Episcopal Church, churches may perform self-audits. These audits are then reviewed by accountants in the Diocesan office. The audit of 2019 is attached.

Management Letter*

Please provide a management letter indicating any findings from your organization's most recent independent audit.

If there is no management letter, please explain why.

management letter requirement.pdf

There is no management letter. For churches under the Episcopal Church umbrella, self-audits are accepted. Attached is Exhibit B. Sample Audit Committee Findings on Policies and Procedures. This is the church's version of a management letter.

Expansion or Sustaining of Exact Programming Funded by Another Source

Existing Contract

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

uto_2021_sustaining_ministry_grant_ALL.pdf

We have applied for a Sustaining Ministry grant from the United Thank Offering, an affiliate of The Episcopal Church. We will not know until October 20th whether or not we have been awarded this grant. We used the time of the shut-down to double our planting beds in expectation of providing more food to the local food pantries and to our monthly farmers market. The UTO grant will support a dedicated area to wash and process our increased harvest, a cooler/refrigerator for storage so we can harvest daily, and a storage shed

for security. This grant will allow us to harvest, process and store twice as much produce as we did before the pandemic.

Reimbursement of COVID-19 Related Expenses

Your organization may seek reimbursement for COVID-19 related expenditures between March 1, 2020 and the time of submittal of this application. **This is NOT a replacement for the loss of revenue from canceled fundraising events or a decrease in private/public support. These are costs already incurred and paid from reserves or rainy day funds that were used to deliver services within this funding's focus areas, *specifically* in response to the COVID-19 pandemic. These are funds that were NOT budgeted for use in this fiscal year.**

Attestation*

I affirm that this funding was expended by my organization solely for program costs in relation to COVID-19, and is not being requested on a unit-of-service basis. None of these costs have been reimbursed by any other funding source.

Yes, I affirm the above is accurate and true.

Amount of Reimbursement Requested*

Please specify the total amount of reimbursement your organization is seeking.

\$5,865.00

Documentation of Expenses*

Please use this template to describe the expenses for which you are seeking reimbursement.

Upload records of expenses indicating the use of unbudgeted funds using some or all of the financial documents:

- Receipts documenting the purchase of unbudgeted items or service
- Credit Card Statements showing payment of items (with MOST account numbers REDACTED)
- Bank Statements showing payment of credit cards (with MOST account numbers REDACTED)
- Financial reports that were presented to a Board of Directors
- Board minutes that show authorization of withdrawal(s) from reserve funds
- Bank statements with redacted account numbers indicating usage of unbudgeted funds

If you have selected more than one Priority Funding Area in the introductory section, please ensure to include information that separates the expenses. If necessary, use the textbox below to indicate any clarifying information regarding uploaded documentation.

CARES-Reimbursement-of-Past-Expenses.pdf

We took advantage of the forced slow down caused by COVID-19 and our inability to continue succession planting and harvesting to add planting beds, doubling the potential for harvests once the all-clear was given to resume operations. This took a lot of sweat equity by our volunteers and careful planning so that we observed COVID-19 restrictions for gatherings. We also added chickens to our farm during this time so we

will also be able to offer fresh eggs. Planting in Florida begins in September and Benison Farm's volunteers are ready. We will provide double the amount of fresh produce as we did before COVID19 struck to the surrounding food desert neighborhood through local food pantries and a monthly farmers market.

Number Served by Funding Area*

Please *briefly* specify how many people were served by the programming for which you are seeking reimbursement. If you are applying for reimbursement in multiple Funding Areas, *be sure* to provide numbers for each one. Numbers do not need to be unduplicated.

Example

Food: 1250 people

Behavioral Health: 250 people

About 20 people were served/week from our existing crops. In the future, we'll serve about 50/week.

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.**

A person's ZIP code can sometimes be just as important, if not more important to health and quality of life, as genetic code. The connections between poverty and poor health have long been recognized. The 33712 ZIP code, where Benison Farm is located, is a ZIP code that limits good health and quality of life.

At Benison Farm we will be harvesting fresh, healthy produce weekly. We have partnerships with two food pantries. Mercy Keepers at the 20th Street Church of Christ is in the 33712 ZIP code. Operation Attack at Lakeview Presbyterian Church is in the neighboring 33705 ZIP code. Mercy Keepers is currently distributing food every week on Tuesdays and Thursdays. We will deliver our produce to them two Mondays per month. Operation Attack has begun distributing food on a limited basis through a monthly drive through operation. We will deliver our produce to them on the Monday before their monthly distribution. These are on-going partnerships that we expect to continue well into the future.

The 33712 ZIP code is considered by the USDA to be a food desert, classified by the USDA as impoverished urban areas with no access to fresh fruit, vegetables and other healthful foods, usually due to lack of grocery stores, farmer's markets and other health food providers. In addition to location and the ability to get to a grocer, being able to afford food is also an issue. On the weeks when we are not harvesting for the food pantries, we will harvest for our farmers market. The farmers market will provide fresh, healthy low-cost produce to residents in our surrounding neighborhood. We function similarly to a non-profit grocery store.

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?

Most of our fresh, healthy produce will be distributed to those in need through partnerships with local food pantries. These food pantries have been in existence for years and are well known to the service population. Additionally, we will also offer a monthly farmers market to reach our neighbors who may not necessarily need free food, but rather need healthy food options, which can be purchased in their own neighborhood at low cost with the option of using SNAP benefits. The monthly farmers market and the ability to be an EBT retailer are new for us and we do need to advertise this benefit. Part of this grant request is for an advertisement in the Weekly Challenger to let people know about the farmers market. The most visible way we will become known is by actually welcoming our neighbors to the monthly farmers market in a safe way, observing all COVID-19 safety protocols. (Any income received at the farmers market only covers the cost of planting and maintenance of the farm.)

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.

Disaster_Plan.docx

Being a farm made up of natural elements, we envision being able to clean up and get back to distributing food within 30 days. For the remaining property, the church has a disaster preparedness plan, attached. Some of the award funds are for technology and so grant funds can be spent remotely. The remaining items are portable and can be moved to safety if necessary.

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.

St. Augustine's church insurance Oct. 2020-2021.pdf

Insurance Requirement*

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

Here is the information for your carrier:

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

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

Yes, I understand this requirement.

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

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

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

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

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

Budget Summary*

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

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

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

Please export as a PDF and upload it.

CARES-Partnership-Fund-Budget-Summary-Grant.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.

CARES-Partnership-Fund-Budget-Narrative-Grant.pdf

Capital Requests

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

Please upload in PDF format.

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.

CARES-LPOs.pdf

Role in Programming*

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

Mercy Keepers at the 20th Street Church of Christ and Operation Attack at Lakeview Presbyterian Church are the two food pantries where our produce is distributed. They have contacted us requesting as much produce as we can provide. The increased need they see in their clients directly affects our increased capacity and our needed expansion.

Lake Maggiore Neighborhood Assoc., St. Pete Time Bank and St Thomas Episcopal Church provide word of mouth advertising to help us increase the visibility of the service we offer to the community. They also provide volunteers to help us harvest this increased capacity and get it distributed to our food pantry partners and get it offered to the neighborhood at the farmers market.

Sustainable Urban Agriculture Coalition is a grassroots organization which provides us with invaluable education around plant choice, planting guidelines, succession planting and answers any questions we have in order to increase our capacity to provide fresh, healthy produce to our neighbors.

Food

This grant will require weekly reporting on the following measures:

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

Affirmation of Reporting*

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

Yes

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

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

125

September 2020 Projections - Food*

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

0

October 2020 Projections - Food*

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

25

November 2020 Projections - Food*

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

50

December Projections - Food*

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

50

Funder Involvement

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

None of the above

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:

We have applied for a Sustaining Ministry grant from the United Thank Offering, an affiliate of The Episcopal Church. We will not know until October 20th whether or not we have been awarded this grant. We used the time of the shut-down to double our planting beds in expectation of providing more food to the local food pantries and to our monthly farmers market. The UTO grant will support a dedicated area to wash and process our increased harvest, a cooler/refrigerator for storage so we can harvest daily, and a storage shed for security. This grant will allow us to harvest, process and store twice as much produce as we did before the pandemic.

Corrective Action*

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

No.

Confirmation

Signature and Affirmation*

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

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

Martha Goodwill 10/9/2020

File Attachment Summary

Applicant File Uploads

- form 990 requirement.pdf
- 2020 St Augustine Budget.pdf
- audit requirement.pdf
- management letter requirement.pdf
- uto_2021_sustaining_ministry_grant_ALL.pdf
- CARES-Reimbursement-of-Past-Expenses.pdf
- Disaster_Plan.docx
- St. Augustine's church insurance Oct. 2020-2021.pdf
- CARES-Partnership-Fund-Budget-Summary-Grant.pdf
- CARES-Partnership-Fund-Budget-Narrative-Grant.pdf
- CARES-LPOs.pdf

ST. AUGUSTINE'S EPISCOPAL CHURCH
HOME OF BENISON FARM

Pinellas Community Foundation
Pinellas CARES Nonprofit Partnership Fund Grant

RE: IRS Form 990 requirement

Per IRS Tax Code, every organization exempt from federal income tax under Internal Revenue Code section 501(a) must file an annual information return except:

- A church, an interchurch organization of local units of a church, a convention or association of churches
- An integrated auxiliary of a church
- A church-affiliated organization that is exclusively engaged in managing funds or maintaining retirement programs

Link to IRS webpage:

<https://www.irs.gov/charities-non-profits/annual-exempt-organization-return-who-must-file>

2:06 PM

01/21/20

Accrual Basis

St. Augustine's Operating Fund
Proposed 2020 Budget
January through December 2020

Jan - Dec 20

Ordinary Income/Expense	
Income	
Altar Guild income	800.00
Clergy Discretionary Fund	1,000.00
Diocesan Apportionment Rebate	1,000.00
Facilities donations	200.00
Memorial Gifts	500.00
Music expense memorial	200.00
Organizations	
ECW donations	2,000.00
Ways and Means donations	5,500.00
Total Organizations	7,500.00
Outreach income	1,500.00
Plate- Easter	100.00
Plate-Ash Wednesday	75.00
Plate-Christmas Eve	100.00
Plate-reg. Sunday	1,500.00
Pledged income	
Building Fund donations	6,000.00
Christmas	500.00
Easter	100.00
Pledged income - Other	116,852.00
Total Pledged income	123,452.00
Restricted Donations	
kitchen equipment campaign	1,000.00
Total Restricted Donations	1,000.00
Total Income	138,927.00
Expense	
Administration	
Copier	1,500.00
Diocesan Apportionment	13,947.70
Office Supplies	300.00
Postage	150.00
Total Administration	15,897.70
Advertising and Publicity	1,500.00
Altar Guild- Liturgical expense	600.00
Bank Fee	145.00
Building and Grounds	
Alarm System	900.00
Cleaning	8,000.00
Lawn Care	6,720.00
Maintenance and repairs	4,000.00
Pest Control	950.00
Building and Grounds - Other	300.00
Total Building and Grounds	20,870.00
Building Improvements	1,920.00
Diocesan Convention	300.00
Facilities and Equipment	
Property Insurance	9,309.00
Total Facilities and Equipment	9,309.00
Flower Guild Expense	300.00
Formation Programs	
Hospitality	
Ways and Means expense	5,500.00

2:06 PM

01/21/20

Accrual Basis

St. Augustine's Operating Fund
Proposed 2020 Budget
January through December 2020

	Jan - Dec 20
Hospitality - Other	500.00
Total Hospitality	6,000.00
Stewardship	400.00
Formation Programs - Other	200.00
Total Formation Programs	6,600.00
Human Resources	
Bookkeeper- Contract	7,000.00
Musician- Contract	7,280.00
Priest-in charge Stipend	34,000.00
Supply Clergy	700.00
Supply Musician	300.00
Total Human Resources	49,280.00
Liturgical supplies	39.00
Music	500.00
Outreach	3,000.00
Permits and licenses	125.00
Utilities	
Brighthouse telephone and web	2,000.00
Progress Energy / Duke Power	8,000.00
Water and Sewer	4,500.00
Total Utilities	14,500.00
Total Expense	124,885.70
Net Ordinary Income	14,041.30
Other Income/Expense	
Other Income	
Endowment Fund	1,453.00
Farm Income	360.00
Funds for other organizations	3,000.00
Total Other Income	4,813.00
Other Expense	
Capital Improvements	5,000.00
Funds to other organizations	3,000.00
Total Other Expense	8,000.00
Net Other Income	-3,187.00
Net Income	10,854.30

ST. AUGUSTINE'S EPISCOPAL CHURCH
HOME OF BENISON FARM

Pinellas Community Foundation
Pinellas CARES Nonprofit Partnership Fund Grant

RE: audit requirement

Per the canons of The Episcopal Church, churches may perform self-audits. These audits are then reviewed by accountants in the Diocesan office. The audit of 2019 is attached.

CANON XIV Section 2. Audits.

a. The fiscal records of every Congregation and every Related Organization shall be audited annually by a certified public accountant or an audit committee approved by the Congregation's congregational council for the purpose of determining whether the accounts fairly reflect the performance of the duties and obligations of the entity audited. If a Congregation or Related Organization uses an approved audit committee, the committee shall be formed in compliance with guidelines established by the Diocesan Finance Committee and approved by Diocesan Council. Every auditor or approved audit committee performing their duties pursuant to this Canon shall prepare an audit report that shall be made in accordance with the format and guidelines established by the Diocesan Finance Committee and approved by Diocesan Council.

b. Every auditor or approved audit committee performing their duties pursuant to this Canon shall file the annual audit report with the Bishop not later than thirty (30) days following the date of the report, but **in no event later than September 1** of each year. The report filed with the Bishop shall include any memoranda issued by the auditor or approved audit committee regarding internal control, allocation and accounting for receipts and disbursements or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in such memoranda.



Diocese of Southwest Florida Procedures for Audit Committee

Revised for audit year 2019

Please note there may be changes from last year's procedures

Congregation, City

Saint Petersburg, FL

Audit Committee Members

Cheryl Johnson-Tindall

Donna McRae

Patricia Stewart

Due Date: September 1, 2020

These procedures were created by the Diocese of Southwest Florida in order to assist congregations in performing a successful audit by committee. This document is available in MS Word format so that you can complete electronically or print to desired spacing. Note that in addition to this workbook, the inclusion of the financial statements and letters modeled in Exhibit A and B are essential to the audit documentation.

If you have any questions regarding these audit procedures, please do not hesitate to contact our Parish Administration Resource,

Martha Goodwill at Diocesan House:

(941) 556- 0315 or mgoodwill@episcopalswfl.org

CANON XIV Section 2. Audits.

a. The fiscal records of every Congregation and every Related Organization shall be audited annually by a certified public accountant or an audit committee approved by the Congregation's congregational council for the purpose of determining whether the accounts fairly reflect the performance of the duties and obligations of the entity audited. If a Congregation or Related Organization uses an approved audit committee, the committee shall be formed in compliance with guidelines established by the Diocesan Finance Committee and approved by Diocesan Council. Every auditor or approved audit committee performing their duties pursuant to this Canon shall prepare an audit report that shall be made in accordance with the format and guidelines established by the Diocesan Finance Committee and approved by Diocesan Council.

b. Every auditor or approved audit committee performing their duties pursuant to this Canon shall file the annual audit report with the Bishop not later than thirty (30) days following the date of the report, but **In no event later than September 1** of each year. The report filed with the Bishop shall include any memoranda issued by the auditor or approved audit committee regarding internal control, allocation and accounting for receipts and disbursements or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in such memoranda.

Section A: General Responsibility/Oversight

1. Obtain and review the 2018 Procedures for Audit Committee.

Have prior recommendations been implemented? YES

If some prior recommendations have not been implemented, list and explain what they are and reason for not being implemented.

Additional person to have access to computer and computerized files. (Page 5;16c)

Data recovery plan to be put in place in the event of a disaster. (Page 6e)

2. Obtain Vestry minutes, approved budget and annual year-end financial reports for 2019.

3. Is there an Accounting Policy and Procedures manual for this church (not the *Manual of Business Methods in Church Affairs*?) YES

4. Review the Vestry minutes for:

a. Budget approval. Date approved: JANUARY 26, 2020

b. List other matters that affect the financial reports:

5. Are monthly financial reports prepared and submitted to the Vestry? YES

a. Are the monthly actual numbers compared to the approved budget numbers?
YES

b. List and explain significant variances to budget in 2019?

6. Review all Journal Entries unrelated to cash transactions:

a. Is there an appropriate explanation accompanying each journal entry?
YES

Is adequate documentation maintained to support each journal entry?

YES

b. Are all journal entries approved by a knowledgeable authority other than the person initiating the entry? YES

7. Are periodic reviews of insurance coverage made to determine adequacy of each type of insurance? YES

Date of last insurance review. MARCH 2020

8. Are inventories of furnishings and equipment for insurance purposes current and complete? (listing or video inventory) YES - LISTED ON DISC

Date of last update. 07/21/2016

9. Has the required Annual Report been filed with the Florida Department of State, Division of Corporations? (sunbiz.org) YES

Attach a copy of the Corporate Annual Report

10. Does the church have any separate entities that derive their status from the church (use the church's EIN)? List those entities in the chart below (examples include ECW, school, thrift shop, etc.).

If these entities are not consolidated in the church's annual year-end financial reports, then **attach a copy of their financial reports and audit.**

Entity	Governed by:	Accounting by:	Audited by:
ECW	CHERYL JOHNSON-TINDALL	JOIE' CUTLIFF	LIZ CURRY
MEN'S CLUB	TOM KRUG	LEWIS CLOWERS	JOIE' CUTLIFF
BENISON FARM	JOIE'CUTLIFF-TRE VESTRY	LIZ CURRY	MARTHA GOODWILL

11. Building space usage:

- a. Is building space currently being provided to other organizations on a regular basis? If so, list those organizations in the chart below (examples include: AA, Boy Scouts, homeowners' associations, etc.). Are written agreements concerning the use of the facilities and insurance certificates from the user on file? **Attach copies of agreements, if not already forwarded to the Diocese.**

Organization	Written Agreement on file?	Revenue? \$	Insurance Certificate on file?
N/A			

- b. Is building space currently being leased? If so, list those tenants in the chart below (examples include: leased space to a non-church operated school, renting of rectory, parking lot rental, etc.). Are written agreements concerning the use of the facilities and insurance certificates from the user on file? **Attach copies of leases, if not already forwarded to the Diocese. For yearly leases, copies must be submitted every year.**

Organization	Written Lease on file?	Term:	Revenue? \$	Insurance Certificate on file?
N/A				

12. Obtain a copy of the 2019 Parochial Report and compare the information with the 2019 financial statements. Explain any differences. **Do not attach a copy of the Parochial Report.**

13. Are statements of contributions provided to parishioners? YES

How often are they provided (monthly, quarterly, annually) QUARTERLY

14. Are financial reports and/or parishioner records computerized or manually maintained? COMPUTERIZED

If maintained manually, what steps are being taken to become automated?

15. Briefly describe the computer system and accounting program being used.
QUICKBOOKS

16. For all computers used within the church:

a. Are current or duplicate copies of the operating system and programs maintained off premises?
YES

b. Are the files backed up daily and the backups maintained off premises?
YES

c. Is access to the computer and computer programs limited to authorized persons?
YES

d. Is there adequate documentation, including user manuals, available on-site for all computer programs?
YES

e. Is there a plan for recovery of data and continuation of operations in the event of a disaster? NO-WITH RECOMMENDATION PAGE 25

f. Does the church use standard business practices for email addresses?
YES

(Paid staff members should use church-owned or administered email addresses for their church email. Personal email accounts should not be used for church business. For staff email accounts, the vestry or another person at the congregation should have password access to that email. This is especially necessary if a staff member is released from staff, or the staff member dies or becomes ill. Churches may apply to have Google Apps for Nonprofits, which gives email addresses for free, and a master account for each parish.)

g. Does more than one person have access to the church's social media pages?
YES

(Social media accounts for parishes and institutions should have more than one person who has access to the page, in case a staff person leaves. However, passwords should be updated and not given out indiscriminately.)

Section B: Current Assets

17. For each bank account, complete the table below using the bank reconciliation for December 31, 2019. Agree book balances on bank reconciliation to the financial statements. Investigate any unusual reconciling items.

Institution	Type (checking, savings, investment)	Account #	Purpose	12/31/2019 Book balance per bank reconciliation	Agrees to financial statements?
TD BANK	CHECKING	9796	ECW	9,831.49	YES
TD BANK	CHECKING	1484	OPERATING	69,507.45	YES
TD BANK	CHECKING	4226	Benison Farm	31,292.84	YES
Grow Financial	CHECKING	4013	Men's Club	392.09	YES
Grow Financial	SAVINGS	4013	Men's Club	5.00	YES

- a. Are the accounts in the name of, and addressed to, the church? YES
- b. Is the church's tax ID number used for all accounts? YES
- c. Are statements of each account available to show activity for the year?
YES

Is the bank account reconciliation completed by someone other than the person who participates in the receipt or disbursement of cash?
YES

If not, are the bank reconciliations reviewed and signed by someone other than the person who completed it?
YES

Are bank accounts being reconciled with the books promptly after receipt?
YES

Are bank reconciliations completed through the computerized accounting system? If not, please explain: YES

d. Do the reconciliation procedures provide for:

- i. Comparison between the bank statement and the cash receipts journal of dates and amounts of deposits. YES
- ii. Investigation of bank transfers to determine that both sides of the transactions have been recorded. N/A
- iii. Investigation of all bank debit and credit memos? YES
- iv. Does the church remit old outstanding checks to the State of Florida in accordance with the Abandoned Asset regulations? N/A

(For all checks outstanding more than 180 days and having a value of \$50 or more, the cash value is required to be submitted to the State of Florida Department of Financial Services Bureau of Unclaimed Property to hold for the potential claimant to claim the funds.)

- v. Is the bank immediately notified of all changes of authorized check-signers? YES
- vi. Are all journal entries for bank charges and bank account interest recorded routinely? YES
- vii. Are all bank accounts included on financial reports to the Vestry? YES

18. For savings and investment accounts, examine on a sample basis, activity for the period being audited. Was activity in accordance with the investment plan and appear to be in the normal course of business? If not, please comment: YES

19. Review all petty cash accounts:

- a. Is the responsibility for the petty cash fund assigned to one person? _____
N/A
- b. Are all petty cash funds maintained on an imprest basis, i.e., the total amount of vouchers paid or disbursed, plus cash, always equal the amount of the fund? N/A
- c. Is adequate review made of documentation before the fund is reimbursed? N/A
- d. Is the petty cash fund reimbursed at least monthly? N/A
- e. Are check cashing and making loans to employees prohibited? _____
N/A
- f. Is the actual petty cash protected from theft or misplacement? _____
N/A

20. Review any major receivables, deferred or prepaid expenses, or other assets. Investigate, or consider confirmation of, any significant amount. List significant items: N/A

Section C: Availability and Liquidity

Liquidity is the “availability of resources to meet cash needs for general expenditures within one year of the date of the statement of financial position.” The following are the kinds of limitations that would preclude assets from being considered available for general expenditure:

- Donor restrictions on the use of assets for particular programs or activities
- Donor restrictions on the time period in which assets are used
- Board designations that commit certain assets to particular purposes
- Loan covenants that require certain reserves or collateralized assets to be kept on hand
- Compensating deposit balances required by certain financial institutions

Churches routinely make use of assets received with donor restrictions in ongoing programmatic and operational activities. In those cases, assets that appear to have limitations are, in fact, being put to immediate use paying for day-to-day operations. (AICPA.org)

21. Liquidity Analysis:

Financial Assets:	
Operating cash	79,338.94
Restricted cash	31,292.84
Operating savings	
Restricted savings	
Money Market	
Other:	
Other:	
Other:	
Other:	
Investments (not including endowment investments)	
TOTAL	
Less amounts not available to be used within one year:	
Restricted by donor with time or purpose restrictions	
Accounts payable and accrued expenses	
One year of payments on line-of-credit	
One year of payments on note payable	
TOTAL	
Financial assets available to meet cash needs for operating expenditures within one year	79,338.94

22. Does the church have an established operating reserve policy? If so, please explain: (For instance, our goal is generally to maintain financial assets to meet four to six months of operating expenses.)

NO-WITH RECOMMENDATION PAGE 25

23. Does the church have access to a line of credit? If so, please explain purpose: (For instance, our line of credit is to be used for a capital project OR our line of credit is used in the summer months to help with cash flow seasonality.)

NO

24. What funds does the church have available as Vestry designated funds, which could be used in the event of an unanticipated liquidity need?

Please list:

Memorial Fund	
Maintenance and Repairs Reserve	
Hurricane Deductible Reserve	
Other Capital Reserve	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	
TOTAL	0.00

Section D: Fixed Assets

25. Review methods and procedures used to report capital expenditures and equipment. Have capital expenditures been appropriately recorded at cost on the Balance Sheet?

YES

Has depreciation of property and equipment been recorded in the accounts? _____

YES

26. Is formal approval of the Vestry required for all property and equipment additions and dispositions? YES

27. Is a detailed inventory of all property, furniture, fixtures, and equipment maintained showing:

a. Date acquired? JUNE 6, 2015

b. Detailed description? VIDEO

c. Cost of purchase (or fair market value at time of donation)? N/A

d. Any funding source restrictions? N/A

28. Has a physical inventory been taken to compare the actual property, furniture and fixtures, and equipment with the recorded inventory listing? YES

29. Is there a safe deposit box? YES

a. Who is authorized to enter it? TREASURER & FINANCE COMMITTEE MEMBER

b. Is there an inventory of its contents? YES

30. Are permanent records such as articles of incorporation, bylaws, real estate deeds and titles kept in a safe place? YES - SAFE DEPOSIT BOX

For any real estate holdings, have deeds and titles required been examined as evidence of ownership? YES

31. Have articles of incorporation and/or bylaws been updated this year? _____
If so, **attach a copy of the updated documents.**

32. Are any liens outstanding against property and equipment? NO

Section E: Endowment and Trust Funds

33. List all endowments and/or individual trusts, including their terms and locations of the investments? If a fund is not included in this listing, please explain.

Name of Fund	Institution/ Manager	Donor documentation on file?	Restriction	12/31/2019 Statement Balance	Current year distributions	Distributions go where?
DEMP	ECF	YES	NO	49,492.48	2,645.99	N/A

34. Has there been an examination of the trust document or endowment agreement for each trust and endowment fund? YES

35. Have the agency accounting records been checked to determine whether or not the terms of the trust or endowment funds are being properly followed? YES

36. Is authorization for the sale and/or purchase of investments provided for by the Vestry or authorized investment committee (Investment Policy Statement)?
YES

37. What is the corpus of the endowment (permanently restricted original gift amounts- legally, donor restricted-would have come to you from a will or trust)?
\$40,000.00

38. Have the Endowment Policies and Guidelines been updated this year? NO
 If so, **attach a copy of the updated documents.**

39. How often are the income/dividends/interest recorded (monthly, quarterly, annually)? QUARTERLY

40. Is the unrealized gain/(loss) recorded (monthly, quarterly, annually)?
QUARTERLY

Section F. Liabilities

41. Review the individual liabilities reported on the Balance Sheet. Are all liabilities recorded in the Financial Reports remitted to the Vestry? YES

42. Are operating costs (salaries, pension contributions, utilities, etc.) paid on time? Examine the financial statements and note any late fees or penalties. YES

43. Is Accounts Payable being used? _____ If so, review totals as of December 31, 2019. N/A

Are there any "held checks" (checks printed but not mailed)? NO
If so, list and explain: _____

44. List debt sources and debt balances as of December 31st:

Institution	Type	Interest Rate	Origination date	Maturity (Term)	12/31/2019 Balance
N/A					

a. Are mortgage or loan payments remitted on a timely basis? N/A

b. At December 31, 2019, does the statement balance agree to the balance on the Balance Sheet? YES

c. If a Diocesan loan, does the balance agree with the diocesan reported balances as of December 31st? N/A

d. Is all borrowing or indebtedness authorized by the Vestry? YES

e. Does all indebtedness involving real property have the consent of Diocesan Council and, in the case of worship space, the Diocesan Standing Committee? YES

f. Are all loan agreements and/or lease agreements in writing and properly safeguarded? YES

g. Are there periodic reviews conducted to determine compliance with any debt/lease provisions? YES

Section G. Cash Receipts (answer for all checking accounts)

45. Review procedures and controls for cash receipts, including the collections from church services and the deposit of such monies.
46. Test a sample of deposits and agree to counter sheets, deposit records, recordings of cash receipts and determine that revenues are properly recorded and appropriately classified in the financial reports. Test the procedure by following selected cash receipts from original receipt to final reporting in the financial reports. Comment on any unusual items. NO ISSUES NOTED

- a. Are there safeguards to protect the collections from theft or misplacement from the time of receipt until the time the funds are counted and deposited? YES
- b. Are the collection receipts counted and deposited so that the deposit equals the entire amount of receipts on a timely basis (e.g., at least weekly)? YES
- c. Are there at least two unrelated persons responsible for counting and depositing the collections? YES
- d. Are the persons responsible for counting receipts rotated on a periodic basis? YES
- e. Do the counters have a standardized form for recording the deposit information? YES
- f. Are the counters' sheets retained and reconciled with actual deposits, and are all discrepancies investigated? YES
- g. Is there a control prohibiting the cashing of checks from the currency received? YES
- h. Are all the pledge envelopes or other memoranda retained and reconciled to the recorded amounts? YES
- i. Are all other cash receipts recorded and deposited on a timely basis? YES
- j. Are all checks received restrictively endorsed — for deposit only “immediately upon receipt?” YES

k. Are all cash receipts deposited into the general operating checking account?
YES

If not, please explain: DEPOSITED INTO GENERAL OPERATING OR BUILDING FUND

l. Are there procedures that will highlight, or bring to someone's attention, the fact that all receipts or income have not been received or recorded? _____
YES

Are all discrepancies investigated? YES

47. Restricted income is income received for special purposes. List all restricted fund (designated fund) income categories. (Note: additions to Endowments are examined in Section D.) Examine the donor letter or trust/agency agreement for each new gift and contributions received during the fiscal year. If a fund is not included in this list, please explain. N/A

Source	Date Received (write 'annual' for sum of recurring gifts)	Terms Governing Use	Reporting on Use-To Whom? How Often?	Which bank account holds the funds for this category?

- a. Does the Vestry or other authoritative body approve all restricted gifts and grants? YES
- b. Are the income and other transactions periodically reported to the Vestry? YES
- c. Are written acknowledgments issued for whom they are required? YES

Section H. Cash Disbursements (answer for all checking accounts)

48. Review procedures and controls for the disbursement of funds from the operating account and any other accounts.

49. Determine who was authorized to sign checks during 2019.

a. List authorized check signers INEZ FORD - MARY JONES - JOIE' CUTLIFF

b. Examine three (3) cancelled checks to assure that checks are signed by authorized individuals. Note any discrepancies. NONE

c. Is signing blank checks prohibited? YES

d. Is using a signature stamp or pre-printed signatures prohibited? _____

e. Does all supporting documentation accompany checks presented for signature? _____

f. Are all account signers authorized by the Vestry? YES

g. Is more than one signature required for every check? _____

If not, do checks for more than a certain amount \$ _____ require more than one signature? _____

50. Select a sample of five (5) check disbursements from the checking accounts and vouch to supporting documentation, noting whether the church maintains adequate supporting documentation for each disbursement, including canceled invoices, approval to pay, etc. Note any discrepancies. YES - NO DISCREPANCIES

a. Are all disbursements made by check, except for small expenditures made from petty cash? BY CHECK

b. Are all checks pre-numbered and used in sequence? YES

c. Is there a clearly defined approval process for all disbursements? YES

d. Are all voided checks properly cancelled and retained? YES

- e. Are all checks made payable to specified payees and not to cash or to bearer? YES
- f. Are all disbursements supported by original documentation? YES
- g. Is the original vendor's invoice or other documentation cancelled at the time of signature to prevent duplicate payment? YES
- h. Are all disbursements requiring special approval of funding sources or the Vestry properly documented in the Vestry or Finance Committee minutes? YES
- i. Are there adequate controls and segregation of duties regarding electronic funds transfers? YES

51. Review outstanding checks. Any check outstanding for a period longer than three (3) months from the Balance Sheet date should be questioned for satisfactory explanation. Note number of outstanding checks more than three (3) months old as of December 31, 2019. NONE

52. Examine the January 31, 2020 bank statement for items which should have been accrued at December 31, 2019 and itemize exceptions. NONE

Section I. Payroll

53. Examine 2019 payroll tax reports (including Form 941, W-2 forms, and 1099 forms) to determine that filing requirements and taxes are remitted timely. List any noted exceptions. NONE

54. Are personnel files maintained to include:

- a. Employment application and/or letter of employment? N/A
- b. Authorizations of pay rates and effective dates? N/A
- c. Internal Revenue Service Form W-4? N/A
- d. Department of Justice Form I-9? N/A
- e. New hire reporting (State of Florida)? N/A
<https://newhire.floridarevenue.com/SitePages/home.aspx>
(ADP completes this reporting for you if you engage their services. See question 61.)

55. Is there a written record of hours worked, approved by a supervisor when applicable? YES

56. Are there adequate records to:

- a. Show computation of gross pay? N/A
- b. Account for all deductions from gross pay? N/A
- c. Support payroll tax returns and Forms W-2? N/A

57. Was clergy compensation reported at end of year on form W-2? (Required) _____
FORM 1099

- a. Was the value of life insurance premiums on coverage in excess of \$50,000 included on form W-2? (Required) N/A
- b. Was vestry approved clergy housing allowance reported or not reported in Box 14 of form W-2? (Optional) N/A
- c. Was federal income tax withheld or not withheld from compensation of clergy? (Optional) N/A
- d. Assure that Social Security and Medicare taxes have **NOT** been withheld from compensation of clergy. If they have been withheld, explain N/A

e. Were travel expenses of clergy disbursed on the basis of a predetermined travel allowance or an actual accounting of mileage submitted by the individual? N/A

If a predetermined travel allowance was used, was that amount substantiated with actual date/mileage reporting or as required, reported on Form W-2 as taxable income to the individual? N/A

58. Were pension/retirement savings payments remitted timely for all participants? YES

59. Are lay employees that work more than 1,000 hours a year covered by a CPG retirement savings plan? (canonical requirement effective 1/1/2013) N/A

60. Are lay employees that work more than 1,500 hours a year covered by a Medical Trust healthcare plan? (canonical requirement effective 1/1/2013) N/A

61. Are payroll taxes being paid on a current basis and applicable payroll reports filed on time? N/A

62. Has any correspondence been received from the IRS (Department of Treasury) during the year? If so, please explain issue involved and resolution: NO

63. If the parish has one or more employees (including clergy), has a workers' compensation insurance policy been obtained? (Required) N/A

64. Are employee loans prohibited? YES

65. Is payroll processing outsourced? NO If so, please list name of person or agency: _____

It is strongly recommended that all churches outsource their payroll. For more information, contact Episcopal Payroll Services at 1.800.223.6602.

66. Compare salaries paid to approved budget. Comment on any differences. NONE

67. Have those non-employee individuals or unincorporated companies, who received payments of \$600 or more during the year, been issued a form 1099-MISC to report their earnings? YES

Section J. Discretionary Funds

68. Identify and list all discretionary funds and clergy positions holding these funds.

69. Are these bank accounts shown on the Balance Sheet of the church? N/A

70. For each discretionary fund:

a. Is the account in the name of the church? N/A

b. Is the church's tax ID number used to identify the account at the bank? N/A

c. How does the church report discretionary activity (i.e.: are income and expenses shown as operating or as temporarily restricted activity)? See **Exhibit C. Reporting Discretionary Fund Activity**
OPERATING ACTIVITY

d. Randomly select three (3) disbursements from discretionary funds and document how funds were used. PURCHASED HYMNALS

e. List those individuals authorized to sign checks on the discretionary bank account. INEZ FORD - JOIE' CUTLIFF - MARY JONES

Exhibit A. Sample Audit Committee Certificate

Date: August 01, 2020

To the Rector, Wardens and Vestry of St. Augustine's Episcopal Church

Subject: 2019 Audit of St. Augustine's Episcopal Church

We have inspected the statement of financial position of St. Augustine's Episcopal Church as of December 31, 2019, and the related statement of activities and cash flows for the year then ended.

Our inspection was made in accordance with the audit guidelines of the Manual of Business Methods in Church Affairs and the financial statements are prepared on a cash basis in accordance with principles adopted by the Episcopal Church and approved by its General Convention except as noted.

We have taken steps to see that the accompanying financial statements present fairly, in all material respects, except as noted above, the financial position of the Congregation at December 31, 2019; and that the changes in its net assets and its cash flows for the year then ended are in accordance with the principles authorized by General Convention of the Episcopal Church on a basis consistent with that of the preceding year.

Our inspection and certificate are not meant to be construed as an audit and opinion rendered by a Certified Public Accountant.

Sincerely, Members of the Audit Committee

Cheryl Johnson-Tindall *Cheryl Johnson-Tindall*

Donna McRae *Donna McRae*

Patricia Stewart *Patricia H. Stewart*

Exhibit B. Sample Audit Committee Findings on Policies and Procedures

Date: August 01, 2020

To the Rector, Wardens and Vestry of St. Augustine's Episcopal Church

Subject: 2019 Audit of St. Augustine's Episcopal Church

During the course of the above inspection, the following items pertaining to internal control and other operation matters were noted. The first group includes areas of management control where prior year auditor recommendations have been implemented; the second group includes comments and recommendations of current year auditors.

Areas where prior year auditors' recommendations have been implemented:

- Recommend that the church acquire a safe deposit box to safeguard important documents. (Page 10;25)

Comments and recommendations of current year auditors:

- Recommend an additional person to have access to computer and computerized files. (Page 5;16c)
- Recommend a plan to be put in place for data recovery in the event of a disaster. (Page 6e)
- Recommend that the church establish an operating reserve policy to maintain financial assets to meet three to four months of operating expenses. (Page 11;22)

Members of the Audit Committee

Cheryl Johnson-Tindall

Cheryl Johnson-Tindall
3901 41st Street South, St. Petersburg, FL 33711

Donna McRae

Donna McRae
1320 Coral Way South, St. Petersburg, FL 33705

Patricia Stewart

Patricia H. Stewart
2378 Granada Circle W, St. Petersburg, FL 33712

11:43 AM

01/11/20

Accrual Basis

St. Augustine's Operating Fund
Profit & Loss Budget vs. Actual
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Altar Guild income	93.17	500.00	-406.83
Altar Guild income-Flower Guild	820.00	800.00	20.00
Clergy Discretionary Fund	451.21		
Diocesan Apportionment Rebate	1,015.00		
Facilities donations	300.00	300.00	0.00
Fundraisers			
91st Anniv. Income	301.50		
Total Fundraisers	301.50		
Maundy Thursday	0.00	100.00	-100.00
Memorial Gifts	1,310.00		
Music expense memorial	0.00		
Organizations			
ECW donations	3,542.84	2,000.00	1,542.84
Ways and Means donations	7,005.46	5,500.00	1,505.46
Total Organizations	10,548.30	7,500.00	3,048.30
other income	100.05		
Outreach income	1,565.51		
Plate- Easter	0.00	100.00	-100.00
Plate-Ash Wednesday	66.00	75.00	-9.00
Plate-Christmas Eve	89.00	100.00	-11.00
Plate-reg. Sunday	0.00	2,600.00	-2,600.00
Pledged income			
Building Fund donations	6,280.00	6,505.00	-225.00
Christmas	530.00	500.00	30.00
Easter	100.00	100.00	0.00
Pledged income - Other	108,400.57	115,246.00	-6,845.43
Total Pledged income	115,310.57	122,351.00	-7,040.43
Restricted Donations			
kitchen equipment campaign	0.00	1,000.00	-1,000.00
Total Restricted Donations	0.00	1,000.00	-1,000.00
Total Income	131,970.31	135,426.00	-3,455.69
Expense			
91st Anniversary expense	50.00		
Administration			
Copier	1,440.33	1,395.00	45.33
Diocesan Apportionment	11,737.48	11,737.50	-0.02
Office Supplies	199.76	500.00	-300.24
Postage	0.00	150.00	-150.00
Total Administration	13,377.57	13,782.50	-404.93
Advertising and Publicity	1,000.00	1,500.00	-500.00
Altar Guild- Liturgical expense	203.99	600.00	-396.01
Bank Fee	218.23	145.00	73.23
Building and Grounds			
Alarm System	860.79	900.00	-39.21
Cleaning	7,800.00	8,000.00	-200.00
Lawn Care	5,320.00	5,070.00	250.00
Maintenance and repairs	8,634.31	2,647.71	5,986.60
Pest Control	994.90	931.00	63.90
Building and Grounds - Other	642.72		
Total Building and Grounds	24,252.72	17,548.71	6,704.01
Building Improvements			
Church	0.00	1,920.00	-1,920.00
Total Building Improvements	0.00	1,920.00	-1,920.00

11:43 AM
01/11/20
Accrual Basis

St. Augustine's Operating Fund
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget
Diocesan Convention	0.00	0.00	0.00
Facilities and Equipment			
Property Insurance	6,676.25	10,871.00	-4,194.75
Total Facilities and Equipment	6,676.25	10,871.00	-4,194.75
Flower Guild Expense	300.00	474.87	-174.87
Formation Programs			
Hospitality			
Ways and Means expense	2,951.79	5,500.00	-2,548.21
Hospitality - Other	530.80	500.00	30.80
Total Hospitality	3,482.59	6,000.00	-2,517.41
Stewardship	264.75	600.00	-335.25
Formation Programs - Other	100.00	200.00	-100.00
Total Formation Programs	3,847.34	6,800.00	-2,952.66
Human Resources			
Bookkeeper- Contract	6,757.50	7,000.00	-242.50
Musician- Contract	6,750.00	7,280.00	-530.00
Priest-in charge Stipend	33,999.96	34,000.00	-0.04
Priest in Charge Gratuity	150.00		
Supply Clergy	700.00	700.00	0.00
Supply Musician	375.00	300.00	75.00
Total Human Resources	48,732.46	49,280.00	-547.54
Liturgical supplies	39.00		
Music	319.95	500.00	-180.05
Outreach	2,029.00	5,762.00	-3,733.00
Permits and licenses	171.25	125.00	46.25
Utilities			
Brighthouse telephone and web	1,307.24	2,000.00	-692.76
Progress Energy / Duke Power	7,798.33	7,500.00	298.33
Water and Sewer	3,496.31	4,000.00	-503.69
Total Utilities	12,601.88	13,500.00	-898.12
Total Expense	113,819.64	122,809.08	-8,989.44
Net Ordinary Income	18,150.67	12,616.92	5,533.75
Other Income/Expense			
Other Income			
ECW	11,491.50		
Endowment Fund	2,488.02	1,670.00	818.02
Farm Grant income	100.00		
Farm Income	3,820.47		
Funds for other organizations	3,708.01	3,000.00	708.01
Total Other Income	21,608.00	4,670.00	16,938.00
Other Expense			
Capital Improvements			
sign expense	9,581.39	9,726.75	-145.36
Total Capital Improvements	9,581.39	9,726.75	-145.36
ECW Expense	10,738.58		
Farm Expense	27,809.46		
Funds to other organizations	4,718.01	3,000.00	1,718.01

11:43 AM

01/11/20

Accrual Basis

St. Augustine's Operating Fund
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget
Investment Mgt. Fees	0.00	300.00	-300.00
Total Other Expense	52,847.44	13,026.75	39,820.69
Net Other Income	-31,239.44	-8,356.75	-22,882.69
Net Income	-13,088.77	4,260.17	-17,348.94

12:06 PM

01/11/20

Accrual Basis

St. Augustine's Operating Fund
Balance Sheet
 As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking Acct.	
Bldg. Fund	11,618.65
Church operating	11,651.29
Restricted Accounts	
Music Outreach Project	548.51
Total Restricted Accounts	548.51
Sale of 750 property	16,150.00
Ways and Means	19,235.67
Checking Acct. - Other	-99.00
Total Checking Acct.	59,105.12
Farm Grant	31,296.84
Organizations Accounts	
Men's Club	392.09
New ECW Acct.	9,831.49
Total Organizations Accounts	10,223.58
Total Checking/Savings	100,625.54
Other Current Assets	
Real Estate	
Church	335,556.00
Church Lot	500,000.00
Ford Hall Building	150,000.00
Total Real Estate	985,556.00
State Street Endowment Fund	47,690.89
Total Other Current Assets	1,033,246.89
Total Current Assets	1,133,872.43
TOTAL ASSETS	1,133,872.43
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	909,570.28
Unrestricted Net Assets	237,390.92
Net Income	-13,088.77
Total Equity	1,133,872.43
TOTAL LIABILITIES & EQUITY	1,133,872.43

ST. AUGUSTINE'S EPISCOPAL CHURCH
HOME OF BENISON FARM

Pinellas Community Foundation
Pinellas CARES Nonprofit Partnership Fund Grant

RE: management letter requirement

Per the canons of The Episcopal Church, churches may perform self-audits. These audits are then reviewed by accountants in the Diocesan office.

Attached is Exhibit B. Sample Audit Committee Findings on Policies and Procedures. This is the church's version of a management letter.

CANON XIV Section 2. Audits.

a. The fiscal records of every Congregation and every Related Organization shall be audited annually by a certified public accountant or an audit committee approved by the Congregation's congregational council for the purpose of determining whether the accounts fairly reflect the performance of the duties and obligations of the entity audited. If a Congregation or Related Organization uses an approved audit committee, the committee shall be formed in compliance with guidelines established by the Diocesan Finance Committee and approved by Diocesan Council. Every auditor or approved audit committee performing their duties pursuant to this Canon shall prepare an audit report that shall be made in accordance with the format and guidelines established by the Diocesan Finance Committee and approved by Diocesan Council.

b. Every auditor or approved audit committee performing their duties pursuant to this Canon shall file the annual audit report with the Bishop not later than thirty (30) days following the date of the report, but **in no event later than September 1** of each year. The report filed with the Bishop shall include any memoranda issued by the auditor or approved audit committee regarding internal control, allocation and accounting for receipts and disbursements or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in such memoranda.

Exhibit A. Sample Audit Committee Certificate

Date: August 01, 2020

To the Rector, Wardens and Vestry of St. Augustine's Episcopal Church

Subject: 2019 Audit of St. Augustine's Episcopal Church

We have inspected the statement of financial position of St. Augustine's Episcopal Church as of December 31, 2019, and the related statement of activities and cash flows for the year then ended.

Our inspection was made in accordance with the audit guidelines of the Manual of Business Methods in Church Affairs and the financial statements are prepared on a cash basis in accordance with principles adopted by the Episcopal Church and approved by its General Convention except as noted.

We have taken steps to see that the accompanying financial statements present fairly, in all material respects, except as noted above, the financial position of the Congregation at December 31, 2019; and that the changes in its net assets and its cash flows for the year then ended are in accordance with the principles authorized by General Convention of the Episcopal Church on a basis consistent with that of the preceding year.

Our inspection and certificate are not meant to be construed as an audit and opinion rendered by a Certified Public Accountant.

Sincerely, Members of the Audit Committee

Cheryl Johnson-Tindall *Cheryl Johnson-Tindall*

Donna McRae *Donna McRae*

Patricia Stewart *Patricia H. Stewart*

Exhibit B. Sample Audit Committee Findings on Policies and Procedures

Date: August 01, 2020

To the Rector, Wardens and Vestry of St. Augustine's Episcopal Church

Subject: 2019 Audit of St. Augustine's Episcopal Church

During the course of the above inspection, the following items pertaining to internal control and other operation matters were noted. The first group includes areas of management control where prior year auditor recommendations have been implemented; the second group includes comments and recommendations of current year auditors.

Areas where prior year auditors' recommendations have been implemented:

- Recommend that the church acquire a safe deposit box to safeguard important documents. (Page 10;25)

Comments and recommendations of current year auditors:

- Recommend an additional person to have access to computer and computerized files. (Page 5;16c)
- Recommend a plan to be put in place for data recovery in the event of a disaster. (Page 6e)
- Recommend that the church establish an operating reserve policy to maintain financial assets to meet three to four months of operating expenses. (Page 11;22)

Members of the Audit Committee

Cheryl Johnson-Tindall

Cheryl Johnson-Tindall
3901 41st Street South, St. Petersburg, FL 33711

Donna McRae

Donna McRae
1320 Coral Way South, St. Petersburg, FL 33705

Patricia Stewart

Patricia H. Stewart
2378 Granada Circle W, St. Petersburg, FL 33712



Standard Granting Form for The Domestic and Foreign Missionary Society

Please fill out this form to the best of your ability and submit it with your grant application.

This form must be filled out and submitted for each submitted application.

Who is this grant for? Benison Farm at St. Augustine's Episcopal Church

Name of the institution for which the grant is being made St. Augustine's Episcopal Church

Type of institution (e.g., Diocese, Congregation, Ministry, etc.) Congregation

Site Address 2920 26th Ave S

City St. Petersburg State FL ZIP/Postal Code 33712 Country USA

Diocese Southwest Florida Diocesan Bishop The Rt. Rev. Dabney T. Smith

Primary Contact Name Martha Goodwill Primary Contact Phone 727-639-2123

Primary Contact E-mail marthag@stthomasstpete.org

Grant Name (e.g., Jubilee, United Thank Offering, Roanridge) United Thank Offering

Amount Requested \$25,000

Grant Application Summary (Please limit to 200 words or fewer) _____

Pinellas County, FL was one of the areas hardest hit by Covid-19. Within Pinellas County, the Black community suffered the most with 3 times as many diagnosed cases and 2 times as many hospitalizations as the white community. Due to quarantine and illness, ~~unemployment has risen drastically. Our surrounding neighborhood is largely Black. This is the community we serve. Our mission is to~~ give away 50% of what we grow and to sell the other 50% in the local neighborhood This project increases our ability to provide low-cost, high quality food to those hit hardest by this virus.

THE
Episcopal
CHURCH



Please fill out this form to the best of your ability and submit it with your grant application.

The following are groups and categories of ministry that may or may not be applicable to the subject of your grant proposal. Note that some categories are not eligible for funding for all grant types, so be certain to check your grant's criteria before submitting. Please check all boxes below that relate to the subject of your grant proposal.

Applicant Name: (Name of the institution for which the grant is being made)

St. Augustine's Episcopal Church

- | | |
|--|--|
| <input type="checkbox"/> Asiamerican Ministries | <input type="checkbox"/> Asset-Based Comm. Development |
| <input type="checkbox"/> Black Ministries | <input type="checkbox"/> Career Services |
| <input type="checkbox"/> Indigenous/First Nations/ Native Ministries | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Latino/a/Hispanic Ministries | <input checked="" type="checkbox"/> Environment |
| <input checked="" type="checkbox"/> Racial Reconciliation | <input type="checkbox"/> Fellowship |
| <input type="checkbox"/> Human Trafficking | <input type="checkbox"/> Job/Skills Training—Adult |
| <input type="checkbox"/> Immigration Services | <input type="checkbox"/> Job/Skills Training—Youth |
| <input type="checkbox"/> International Partnerships | <input type="checkbox"/> Microfinance |
| <input type="checkbox"/> Refugees | <input checked="" type="checkbox"/> Poverty |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Aging, Health, and Wellbeing |
| <input type="checkbox"/> Facilitator's Training | <input checked="" type="checkbox"/> Community Gardens |
| <input type="checkbox"/> Vehicle | <input checked="" type="checkbox"/> Donation Coordination/Distribution |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Food Pantries |
| <input type="checkbox"/> Prison Services | <input checked="" type="checkbox"/> Health and Nutrition |
| <input type="checkbox"/> Summer Camps | <input type="checkbox"/> LGBTQIA |
| <input type="checkbox"/> Shelter and Housing | <input type="checkbox"/> Meal Programs |
| <input type="checkbox"/> Ecumenical | <input type="checkbox"/> Children |
| <input type="checkbox"/> Evangelism | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Young Adults |
| <input checked="" type="checkbox"/> Urban | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Suburban | <input type="checkbox"/> Women's Ministries |
| | <input type="checkbox"/> Campus Ministry |
| | <input type="checkbox"/> Education |
| | <input type="checkbox"/> Faith Formation / Development |
| | <input type="checkbox"/> Scholarship |
| | <input type="checkbox"/> Seminarian |



United Thank Offering 2021 Sustaining Ministry Grant Application



Reminders:

All UTO grant applications must be submitted in English and **typed**. You may not include anything beyond what is requested in this application, that includes photos, videos, links, etc.

Be concise and thorough, making sure to answer all questions **without exceeding word limits**. Please define all acronyms!

Section One: General Information

Project title/name	Benison Farm's feeding response
Year you previously received a UTO grant	2018
Please Choose Which Funding Level Your Application Falls Within	Impact Grant (\$10,001-\$25,000)
Amount of money requested from UTO <i>(this figure must match the amount requested in the budget)</i>	\$25,000
Organization and address of the project	St. Augustine's Episcopal Church 2920 26 th Ave. S St. Petersburg, FL 33712
Diocese	Southwest Florida
Province and country <i>(If Anglican Communion)</i>	Province IV
Name of bishop/primate	The Rt. Rev. Dabney T. Smith
Email of bishop/primate	dsmith@episcopalswfl.org
Phone number of the diocese	(941) 556-0315
Address of the diocese	8005 25 th St. E Parrish, FL 34219
Name of the primary contact for this application	The Rev. Deacon Martha Goodwill
Best phone number to reach the primary contact	(727) 639-2123
Primary contact's email address	marthag@stthomasstpete.org
Name of the person who wrote the grant	The Rev. Deacon Martha Goodwill
Best phone number to reach the grant writer	(727) 639-2123
Grant writer's email address	marthag@stthomasstpete.org
Email addresses of all those who should be notified of the status of this application <i>(Please note: we will only notify those emails listed here of the status of this application. Don't forget to include your UTO Coordinator in this list.)</i>	jrrose1204@gmail.com frryanw@stthomasstpete.org jameshcorn@yahoo.com m19ma50@verizon.net

Type of Application: *(please mark one with an "x")*

Diocese (The Episcopal Church)

If a diocese of The Episcopal Church, the applicant understands that should its local diocese fail to pay its assessment in full or to apply for and receive a waiver, the diocese and the applicant shall be ineligible to receive grants or loans from the Domestic and Foreign Missionary Society unless approved by Executive Council. In accordance with Canon I.4.6, (select the applicable response):

<input checked="" type="checkbox"/>	the diocese pays its full assessment
<input type="checkbox"/>	the diocese has been granted a waiver for years (list)
<input type="checkbox"/>	the diocese has made application for a waiver but has not been advised regarding a determination

Province (Anglican Communion)

Please provide the Archbishop or Provincial Secretary's name, email and phone number.

Section Two: Grant Project Proposal Information

1. What is your project proposal? (50 word limit)

(Please describe this project as if this were the only information you could give to someone about your project. Think of it like an elevator speech to the church because if selected this is the information that will be published in the Grants Brochure.)

Benison Farm at St. Augustine's provides fresh produce in St. Petersburg's food desert. Our mission is to give away/sell our crops in these neighborhoods. Benison Farm's feeding response will allow us to increase our capacity for processing and storing more fresh produce to feed those most affected by Covid-19.

2. How does the project serve the needs of your community stemming from the Covid-19 pandemic? (100 word limit)

Pinellas County, FL was one of the areas hardest hit by Covid-19. Within Pinellas County, the Black community suffered the most with 3 times as many diagnosed cases and 2 times as many hospitalizations as the white community. Due to quarantine and illness, unemployment has risen drastically. Our surrounding neighborhood is largely Black. This is the community we serve. Our mission is to give away 50% of what we grow and to sell the other 50% in the local neighborhood. This project increases our ability to provide low-cost, high quality food to those hit hardest by this virus.

3. How has the Covid-19 pandemic affected your ongoing ministry? (100 word limit)

Due to Covid-19, we were unable to continue our farmers market, and our local food pantry, which was our outlet for free produce, closed. When the quarantine was ordered, we could not harvest or tend the property. Youth groups and high school volunteers stopped helping. Most of our activity was put on hold. We began distributing what we could to individuals we found by word of mouth and started a new partnership with an at-home produce delivery service. A bright spot, we took this opportunity of slowed activity to prepare for our peak growing season by doubling our planting beds.

4. Who and how many will be served by this project? Include descriptive information about who belongs to the community that the project will serve. (100 word limit)

Pinellas County is Florida's most densely populated county, with 938,098 residents in 274 square miles. Despite its size, the county has many food deserts, classified by the USDA as impoverished urban areas with no access to fresh fruit, vegetables and other healthful foods, usually due to lack of grocery stores, farmer's markets and other health food providers. South St. Petersburg is a high-poverty, low-access area. This is the target area for Benison Farm. We cannot serve the entire population of approximately 150,000 people but hope to make an impact in South St. Petersburg.

5. Why should UTO fund this project proposal? (100 word limit)

UTO should fund this proposal because healthy food leads to overall health but many of those hardest hit by Covid-19 do not have access to healthy food. This project is a direct response to caring for that population. Access to quality food is strongly linked to a variety of diet-related health outcomes. Access is determined, not only by distance, but also by cost. Benison Farm's feeding response will provide twice as much healthy food as was provided before the virus hit, for free or low cost directly within the neighborhood most hard hit by Covid-19.

6. What are the goals of the project and how will their successes be measured? (100 word limit)

The goal for Benison Farm's feeding response is to harvest, process and store twice as much produce as we did just 6 months ago so we can serve those living in an area of St. Petersburg considered a food desert and hardest hit by Covid-19. To accomplish this we will have a sustainable garden for fresh produce, specifically we will:

- Give food away to food pantries, measured in pounds of produce.
- Provide access to food where fresh produce is scarce, measured in pounds of produce.

7. Do you have specific plans for sustaining your project beyond UTO funding and, if so, how? (100 word limit)

Thanks to the initial UTO grant, Benison Farm is largely 'free' to operate. We use a well for irrigation and solar power to offset our energy costs. All the work of planting, weeding, harvesting, and donating/selling the produce is done by volunteers from our churches, as well as from the community. In addition to funds raised through the farmers market, our churches also contribute financially to support the farm. Our current costs are nominal. As we grow, we will continue to seek funding through grants and community donations.

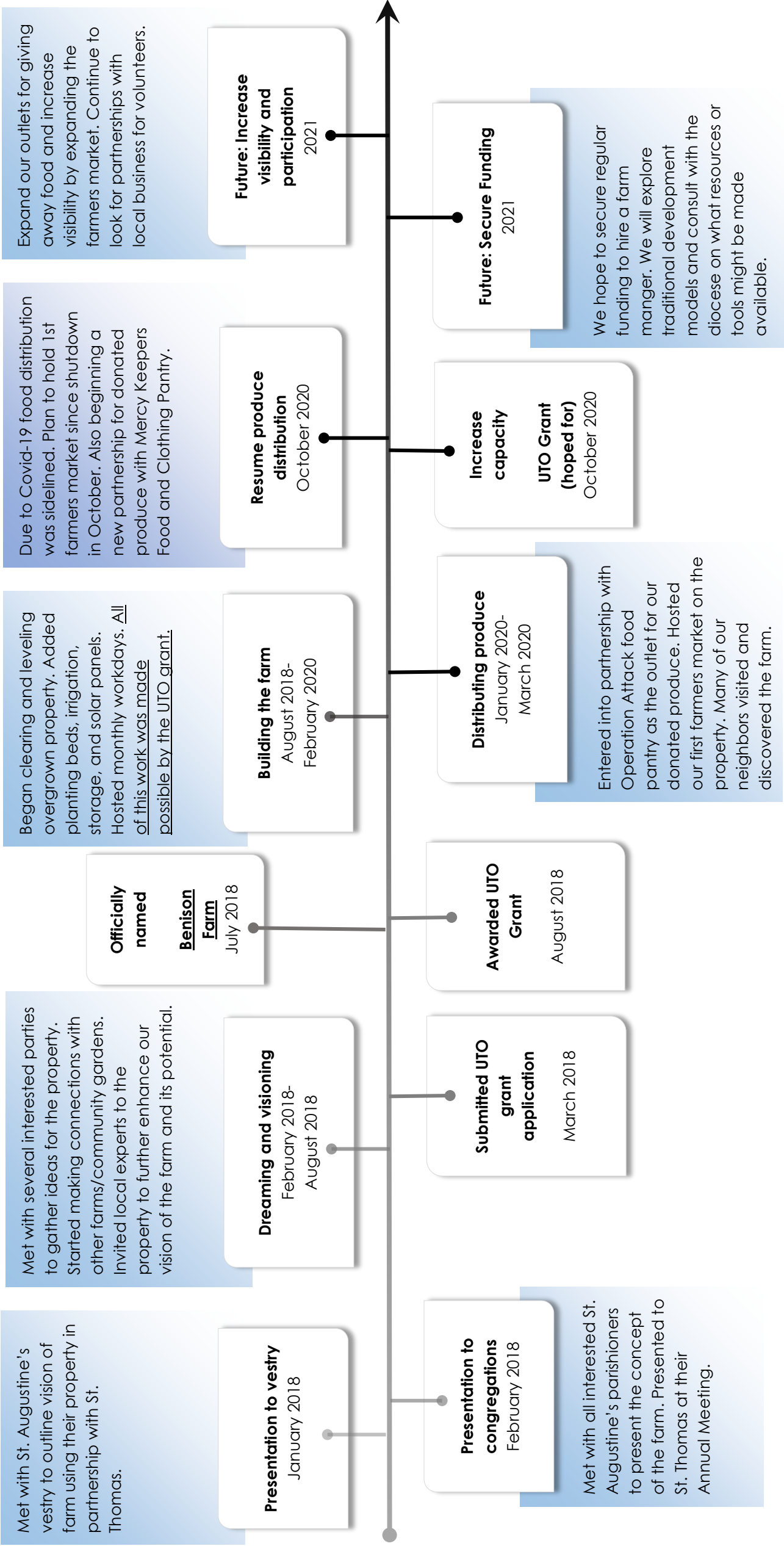
Section Three: Grant Timeline

Provide a one-page narrative timeline describing how this project came to be, how you plan to complete it within the year if awarded, and plans for continuing the project. We've created a sample timeline for you at www.episcopalchurch.org/uto. Please include the following:

- any background work that has been done, including research, networking, contacts, etc.
- any background work that will be done (meaning between the deadline to apply and when applicants are notified of the status of their request) prior to beginning the project,
- if awarded, the specific steps that will be taken to complete the project,
- and if awarded, plans for continuing the project (if applicable) after the funding year concludes.

UTO Grant Application Timeline

Grant Title: Benison Farm's feeding response



Section Four: Narrative Budget Overview

1. Briefly provide a summary of how the funds will be used. (100 word limit)

The funds received for Benison Farm's feeding response will be used to support increased harvests. We took advantage of the shutdown to double our planting space. Now we need a dedicated area to wash and process the harvest, a cooler/refrigerator for storage so we can harvest daily, and a storage shed for security. The need for healthy inexpensive food had doubled but so has our ability to provide this food. This grant will enable us minister to those in the surrounding food desert hit most hard by Covid-19.

2. Then, provide specific information in your project's narrative budget in US dollars. We've created a sample narrative budget for you at www.episcopalchurch.org/uto. Please include the following:

- Total amount requested from the United Thank Offering
- Total amount of other donations received/amount already raised
- Total amount necessary to complete the project, if more than what is available or requested
- In-kind donations (time, talent, donations of tools, etc.)

Item	Purpose	Cost	Who is funding?
Electrical power hookup (electrician cost plus supplies, trench for buried cable)	Due to increased need and our increased capacity, a cooler/refrigerator will be added for storage so we can harvest daily. Currently, there is no electric power running to the farm area of the property.	\$10,000 \$ -0-	UTO labor for digging the trench
City water hookup (City permit, plumber cost plus supplies, trench for buried pipes)	Our crops are watered by a deep well, but there is no access to potable water in the farm area. This is needed to wash the produce before storage and eventual sale/donation.	\$4,000 \$ -0-	UTO labor for digging the trench
Shade structure/concrete slab	We took advantage of the shutdown to double our planting space. Now we need a dedicated area to wash and process the harvest for sale/donation. This shade structure will cover the washing sinks.	\$5,000 \$ -0-	UTO labor for clearing and leveling site
Sinks, faucets, washing tables	Used for washing and preparing produce for sale/donation.	\$1,000	Individuals/churches
Cooler/refrigerator	A cooler/refrigerator will be added for storage so we can harvest daily. Until now, volunteers have harvested and taken the produce home for storage until sale/donation. With increased capacity, that solution is no longer efficient.	\$3,000	UTO
Storage shed/slab/shelving	A storage shed will provide a secure location for the cooler/refrigerator and be accessible to volunteers.	\$3,000 \$ -0-	UTO labor for clearing and leveling site
Total UTO request		\$25,000	
Total of other contributions		\$1,000 (plus uncalculated cost of donated labor)	
Total cost of project		\$26,000	

Section Five: Questions Regarding Property

1. Is this application for the purchase, construction, or modification of: (please mark with an "x") NO

Building/Land (if yes, please proceed to question 2 and please look at the sample construction budget when creating your narrative budget.)

Equipment or Vehicles (if yes, please proceed to question 5)

Please remember that if you are requesting the purchase of a vehicle, building or land, you must include a proposed bill of sale with your narrative budget. No purchase will be considered without a bill of sale and for vehicles, information on how the remaining funds needed to support the vehicle are shared in the budget.

2. Is the title to the land and/or building where this project is located owned by The Episcopal Church, the diocese, or other Anglican entity? (please mark one with an "x")

X Yes

No

3. Give the name, street address, and email address of the Episcopal or Anglican entity that owns the land and/or building where the project is located.

St. Augustine's Episcopal Church
2920 26th Ave. S
St. Petersburg, FL 33712

4. If this project is for a new building, an addition, or a renovation, how were the projected costs determined? (please mark with an "x") N/A

Licensed Contractor

Builder

Retailer

Other (please explain)

5. Can it be guaranteed that all property will remain in possession of the diocese, province, or Episcopal entity requesting the grant? (please mark one with an "x")

X Yes

No



2021 United Thank Offering Bishop's Endorsement Form

Please use this form for all applications.

TYPE OF APPLICATION:

Annual Grant Process: Diocese (The Episcopal Church)

If a diocese of The Episcopal Church, the applicant understands that should its local diocese fail to pay its assessment in full or to apply for and receive a waiver, the diocese and the applicant shall be ineligible to receive grants or loans from the Domestic and Foreign Missionary Society unless approved by Executive Council. In accordance with Canon I.4.6, (select the applicable response):

<input checked="" type="checkbox"/>	<i>the diocese pays its full assessment</i>
<input type="checkbox"/>	<i>the diocese has been granted a waiver for years (list)</i>
<input type="checkbox"/>	<i>the diocese has made application for a waiver but has not been advised regarding a determination</i>

Annual Grant Process: Province (Anglican Communion) also requires the signature of the Primate

APPLICATION TYPE:

Sustaining Ministry Grant

Innovative Ministry Grant

PROJECT TITLE: Benison Farm-harvest processing

FOR ALL APPLICATIONS:

1. This project demonstrates involvement by an entity of The Episcopal Church and/or the Anglican Communion.

Yes

No

2. This project shows financial support by an entity of The Episcopal Church and/or the Anglican Communion.

Yes

No

3. This project has been audited according to the Canons of The Episcopal Church and/or the Anglican Communion and found to be in compliance. **Please include a copy of the most recent audit (must be 2018 or 2019) of the site listed as the recipient of the funds on the grant processing form.**

Yes

No

4. This project has been screened within your diocese, according to your internal processes, and it has been chosen as your application for 2021.

Yes

No

5. Please share with us the name and contact information for your current Diocesan UTO Coordinator.

Michelle Schombs

824 Lakeside Terrace

Palm Harbor, FL 34683

Phone: 727-789-4619

Email: m19ma50@verizon.net

6. If this project involves a separate 501C3, please explain how that organization receives oversight and accountability by an entity of The Episcopal Church as outlined in the UTO Grant Focus and Criteria.
N/A

7. **List the corporate officers of the organization receiving the funds: NOTE: this list must match the organization on the grant processing form and the audit.**

(If this is a project at a congregation, then list the vestry members; if this is a project by the diocese, then list the Standing Committee members; if it is a separate 501(c)(3), then list the members of the Board of Directors.)

The Rev. Josie Rose, priest in charge

Mr. James Corn, senior warden

Ms. Joie' Cutliff, treasurer

Mr. Lewis Clowers, junior warden

Ms. Donna McRae, vestry

Ms. Peggy Crawford, vestry

Mr. Paul Brechue, vestry

Ms. Shirley Bauknight, vestry

Mr. Bobby Allen, vestry

Mr. Richard Alban, vestry

COMMENTS FROM THE BISHOP

1. **What excites you most about this project?**

I am excited that two of our congregations are working together to make a difference in a racially divided area of our Diocese. My hope is that this project will be a model to other congregations of working together in serving our surrounding neighborhoods, especially during times of national emergency.

2. **Identify and describe how this program/project supports the 2021 UTO grant focus.**

The 2021 theme of Recovering with Love and Gratitude is being demonstrated at Benison Farm. Due to Covid-19 restrictions, volunteers could not sell produce at the farmers market and their partner food pantry closed, so the harvests had no where to go. The volunteers looked for ways to give the produce away to individuals who had lost jobs. They also took advantage of the slower pace of planting and harvesting to add planting beds, doubling their potential for harvests once the all-clear was given to resume operations. Planting in Florida will begin in September and Benison Farm's volunteers are ready. They will provide double the amount of fresh produce to the surrounding food desert neighborhood as they did last year.

APPROVAL SIGNATURES

The Rt. Rev. Dabney T. Smith

[Handwritten Signature] *Aug. 12, 2020*

Name of Diocesan Bishop (printed or typed)

Signature of Diocesan Bishop

Date

PLEASE NOTE THAT, IF AT ANY TIME YOU DECIDE YOU NO LONGER APPROVE OF OR NEED FUNDING FOR THIS APPLICATION, CONTACT UTO STAFF IMMEDIATELY.

ACCOUNTABILITY DISCLAIMER

I agree that *St. Augustine's Episcopal Church* will use any grant that the United Thank Offering Board (Board) may award in the manner described in this application, in compliance with applicable law and will comply with the requirements of the Board and the Domestic and Foreign Missionary Society (DFMS) for accounting and final reporting. Neither the Board nor DFMS shall be liable in any way, and we agree to indemnify and hold harmless the Board and DFMS for any and all loss, claims, expenses and damages arising out of, resulting from or in connection with any actions we take or fail to take, or that may be taken or fail to be taken on our behalf, in connection with any such grant and the project(s) described in this application.

The Rt. Rev. Dabney T. Smith

[Handwritten Signature] *Aug. 12, 2020*

Name of Diocesan Bishop (printed or typed)

Signature of Diocesan Bishop

Date

ANGLICAN COMMUNION ENDORSEMENT

Endorsement is required for Anglican provinces outside of The Episcopal Church.

This 2020 United Thank Offering Grant Application has the endorsement of the Anglican Province of:

Date

Name of Provincial Secretary/Primate (printed)

Signature of Provincial Secretary/Primate

The Domestic and Foreign Missionary Society Grant Award Processing Form IF AWARDED: Grant Acknowledgement

From: **Diocese of Southwest Florida**

To Whom it May Concern,

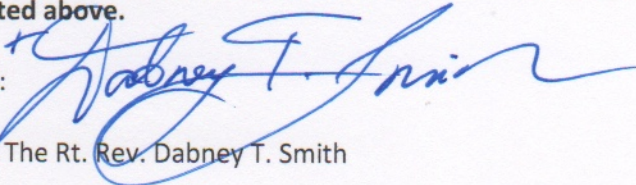
If awarded. I hereby acknowledge the terms of a grant from the (Domestic and Foreign Missionary Society) United Thank Offering. I fully understand and agree to the terms and reporting requirements outlined in the 2020 UTO Grant Focus and Criteria and in the UTO Final Grant Accounting Paperwork (available at www.unitedthankoffering.com/granting/).

If awarded, please issue the award as follows (*choose one*):

If by Check:	
Grant Recipient Name:	St. Augustine's Episcopal Church
Grant Recipient Address:	2920 26 th Ave S, St Petersburg, FL 33712
Payee:	St. Augustine's Episcopal Church
Project name:	Benison Farm-harvesting response
Amount:	\$25,000
If by Wire:	
Beneficiary Name	
Beneficiary email address	
Beneficiary's Bank Information	
Account Title	
Account Number	
Bank Name	
Bank's Swift Code	
Intermediary or Additional Banking Instructions (if any):	

This section must be filled out by a staff person at the diocese authorized to approve the payment of the grant to the site listed above.

Signed:



Name: The Rt. Rev. Dabney T. Smith

Title: Bishop

Date: 8/13/2020

Please return this form with your application so your funds can be issued if the grant is awarded.



**Reimbursement Template
Summary of Expenses**

For each unbudgeted/unplanned, but COVID-19 related expenditure, provide the following:

- Receipt or invoice for the purchase
- Method of payment for the purchase
- If paid via credit card or credit arrangement, provide a copy of the credit card statement with the appropriate charge (for security REDACT most account numbers)
- Include bank statement demonstrating paying of credit card (for security REDACT most account numbers)

You may add additional rows to the table below in order to properly document expenses. Keep items and documentation in the item order in your summary chart to easily follow the documentation.

Item Number	Quantity	Item Description	Total Cost
1	1	Tibbetts: lumber for expanding planting area, building new planting boxes	\$2,721
2	1	Carroll's Building Supply: organic garden blend topsoil used to fill new planting boxes	\$1,764
3	1	City of St. Petersburg: mulch	\$50
4	2	Sunbelt Rental: skid steer used to move the topsoil	\$1,330
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

15			
----	--	--	--

Total Reimbursement Request: \$ 5,865

Check# _____



**Saint Augustine's Episcopal Church
Payment/Reimbursement**

Date: 4/20/2020 Date Check Needed: _____

Requested By: Martha Goodwill Check Amount: \$ 3,604.24

Vendor Name/Check Payable to: Martha Goodwill

Vendor Address: 335 - 9th Ave NE, St. Petersburg, FL 33701

Vendor Phone: 727-639-2123

Description: Reimbursement for bobcat rental to move dirt pile, lumber for repairing
donated planters and for 24 new planting beds, and mulch

- I will pick up check from church office
- Send check to me via U.S. Mail
- Send check directly to vendor

Check Request or Purchase Order

FOR OFFICE USE ONLY

Approved By:

Department Head _____

Treasurer _____

Pastor/Head Elder _____

*****Receipts must be attached for all payments and/or reimbursements prior to check being issued*****

MULCH PRODUCT ORDER FORM

Mulch Product Descriptions on back of form	Price Per Cubic Yard One cubic yard will cover approximately 100 sq. ft., 3 in. deep
Regular Mulch	Free
Log Mulch	\$8
Double Ground Log Mulch	\$10
Soil Builder	\$15

Quantity	Delivery Cost Within St. Petersburg only
1-6 Cubic Yards	\$25
7-12 Cubic Yards	\$50
20 or 30 Cubic Yards	\$50

Delivery Address: 2920 26th St S, 33712 (ST. AUGUSTINE'S CHURCH)

Delivery Instructions:

drop off is behind the church. If you call, I'll meet you there. 727-639-2123

*Please call when on the way so
I can open the gate! Thanks!*

Mulch Product Requested: Regular Mulch

30 cubic yards X -0- price per cubic yard = -0-

Please be sure of amount ordered as there is a fee for removal. (a)

Delivery Cost = 50 (b)

Sub-Total: (a) + (b) = 50 (c)

Tax, if applicable (no tax on regular mulch): (c) X .07 = -0- (d)
If tax exempt, send proof with this form

Total: (c) + (d) = 50

RICHARD F GOODWILL
OR MARTHA E GOODWILL
335 9th Ave NE
St Petersburg, FL 33701
727-895-5032

2059
63-466/631

4/13/2020 DATE

PAY TO THE ORDER OF City of St. Petersburg \$ 50⁰⁰
Fifty & 00/100 DOLLARS

Continued on next page



FOR 30 CY regular mulch

Richard Goodwill RP

⑆063104668⑆ 7966787920⑆02059

Harland Clarke



Sanitation Department
727-893-7942
stpete.org/brushsites

Note: Due to COVID-19, our new store hours will be 6 am - 6 pm.



Order #WA80698916

Placed on: Mar 26, 2020

Billing Information

Martha Goodwill

335 9th Ave NE
SAINT PETERSBURG FL 33701

Payment Method: VISA ***7754

Item	Price/Item	Qty	Line Total
Store Pickup (7 items)			
2300 22nd Ave North #0257, Saint Petersburg, FL 33713			
Items picked up from store #0257			
Loctite PL Premium 10 fl. oz. Polyurethane Construction Adhesive	\$4.98	1	\$4.98
Available: Today			
2 in. x 4 in. x 10 ft. Standard and Better Kiln-Dried Heat Treated Spruce-Pine-Fir Lumber	\$6.05	1	\$6.05
Available: Today			
WeatherShield 1 in. x 6 in. x 12 ft. Ground Contact Pressure-Treated Board	\$8.37	15	\$125.55
Available: Today			
Grip-Rite #6 x 1-5/8 in. Philips Bugle-Head Coarse Thread Sharp Point Drywall Screws (5 lb.-Pack)	\$19.97	1	\$19.97
Available: Today			
Ondura 3.29 ft. x 12-1/2 in. Ridge Cap Asphalt Roof Panel in Red	\$5.47	3	\$16.41
Available: Today			
Grip-Rite #8 x 2-1/2 in. Philips Bugle-Head Coarse Thread Sharp Point Drywall Screws (1 lb.-Pack)	\$5.97	1	\$5.97
Available: Today			

planters

planters

planters

planters

Gibraltar Building Products 8 ft. Corrugated
Galvanized Steel Utility-Gauge Roof Panel

\$14.36

2

~~\$28.72~~

Available: Today

Subtotal

\$207.65

Pick Up In Store

FREE

Sales Tax

\$14.55

Total

\$222.20

Need help?

Online Customer Support:
1-800-430-3376

Call 7 days a week:
6 a.m. to 2 a.m. EST

*planters = 157.54
coop = 64.66*



PC#: 0123
6390 US HIGHWAY 19 N
PINELLAS PARK, FL 33781 6234
727-526-9133

SUNBELT RENTALS, INC.

Salesman: 092800 FLORIDA GULF DIVISIO
Typed By: ERIVERA4

Job Site:

GOODWILL, MARTHA
2920 26TH AVE S
ST, AUGASTINE EPISCOPILE
SAINT PETERSBURG, FL 33712 3328
C#: 727-639-2123 J#: 727-639-2123

RENTAL OUT



Contract #.. 100337619
Contract dt. 4/09/20
Date out.... 4/10/20 4:00 PM
Est return.. 4/11/20 1:01 PM
Job Loc..... GOODWILL, MARTH;2920 26TH AVE;SA
Job No..... 01
P.O. #..... NONE
Ordered By.. GOODWILL, MARTHA
NET DUE UPON RECEIPT

Customer: FL G340545639090

GOODWILL, MARTHA
2920 26TH AVE S
PINELLAS PARK, FL 33781 6234

For operations in Florida: Prima facie evidence of intent to defraud: Failure to return rental property or equipment upon expiration of rental period and failure to pay all amounts due (including costs for damage to the property or Equipment) are evidence of abandonment or refusal to redeliver the propeerty, punishable in accordance with Section 812.155, Florida Statutes.

Table with columns: QTY, EQUIPMENT #, Min, Day, Week, 4 Week, Amount. Includes items like SKIDSTEER and SKIDSTEER LOADER BUCKET, and a sub-total of 285.00. Also lists SALES ITEMS with prices.

PAYMENT HISTORY

Table with columns: DATE TYPE, REF #, AUTH #, TRANS TYPE, AMOUNT, APPLIED. Shows a payment on 4/09/20 Pay On Return.

Rate your rental experience www.sunbeltrentals.com/survey

IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE MULTIPLE SHIFTS OR OVERTIME RATES MAY APPLY CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES AND REPAIRS

- 1. The total charges are an estimate based on the estimated rental period and other information provided by Customer.
2. Customer assumes all risks associated with the Equipment during the Rental Period, including injury and damage to persons, property and the Equipment.
3. Customer is responsible for and shall only permit properly trained, Authorized Individuals to use the Equipment.
4. If the Equipment does not operate properly, is not suitable for Customer's intended use, does not have operating and safety instructions or Customer has any questions regarding use of the Equipment, Customer shall not use the Equipment and shall contact Sunbelt immediately.
5. Equipment misuse or using damaged or malfunctioning Equipment may result in serious bodily injury or death and Customer agrees that Customer (i) assumes all risk associated thereunder, and (ii) indemnifies Sunbelt Entities for all claims or damages as a result of misuse or use of damaged or malfunctioning Equipment.
6. Customer has received, read, understands and agrees to the estimated charges and all the terms on this page, plus all sections on the reverse side of this Contract ("Sections"), including Release and Indemnification in Section 8 and Environmental Fee in Section 16, which can also be found at www.sunbeltrentals.com/rentalcontract. * Delivery/Pickup Surcharge fee explanation is available at www.sunbeltrentals.com/surcharge.
7. Customer must contact Sunbelt to request pickup of Equipment, retain the Pick-Up Number given by Sunbelt and will be responsible for Equipment until actually retrieved by Sunbelt.
8. Customer waives its right to a jury trial in any dispute as set forth in Section 19.
9. At the election of Sunbelt or Customer, Customer agrees to submit every dispute to arbitration and waives any right to bring a class action as set forth in Section 20.

Customer is declining Rental Protection Plan (see reverse side for details) _____ (Customer Initials)

Customer Signature Date Name Printed Delivered By Date



PC#: 0123
6390 US HIGHWAY 19 N
PINELLAS PARK, FL 33781 6234
727-526-9133

SUNBELT RENTALS, INC.

Salesman: 092800 FLORIDA GULF DIVISIO
Typed By: ERIVERA4

Job Site:

GOODWILL, MARTHA
2920 26TH AVE S
ST, AUGASTINE EPISCOPILE
SAINT PETERSBURG, FL 33712 3328
C#: 727-639-2123 J#: 727-639-2123

RENTAL OUT



Customer: FL G340545639090

GOODWILL, MARTHA
2920 26TH AVE S
PINELLAS PARK, FL 33781 6234

Contract #.. 100337619
Contract dt. 4/09/20
Date out.... 4/10/20 4:00 PM
Est return.. 4/11/20 1:01 PM
Job Loc..... GOODWILL, MARTH;2920 26TH AVE;SA
Job No..... 01
P.O. #..... NONE
Ordered By.. GOODWILL, MARTHA
NET DUE UPON RECEIPT

For operations in Florida: Prima facie evidence of intent to defraud: Failure to return rental property or equipment upon expiration of rental period and failure to pay all amounts due (including costs for damage to the property or Equipment) are evidence of abandonment or refusal to redeliver the propeerty, punishable in accordance with Section 812.155, Florida Statutes.

Table with columns: QTY, EQUIPMENT #, Min, Day, Week, 4 Week, Amount. Includes line item for 4/09/20 VISA and summary totals.

Currently, Pay on Return per gallon prices are:
GAS: \$7.850, DIESEL: \$8.250, KEROSENE: \$6.100, PROPANE: \$6.500
However, Customer agrees to pay Sunbelt's Pay on Return per gallon price in place at time of return of the Equipment.

All amounts are in USD

Rate your rental experience www.sunbeltrentals.com/survey

IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE
MULTIPLE SHIFTS OR OVERTIME RATES MAY APPLY
CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES AND REPAIRS

- 1. The total charges are an estimate based on the estimated rental period and other information provided by Customer.
2. Customer assumes all risks associated with the Equipment during the Rental Period, including injury and damage to persons, property and the Equipment.
3. Customer is responsible for and shall only permit properly trained, Authorized Individuals to use the Equipment.
4. If the Equipment does not operate properly, is not suitable for Customer's intended use, does not have operating and safety instructions or Customer has any questions regarding use of the Equipment, Customer shall not use the Equipment and shall contact Sunbelt immediately.
5. Equipment misuse or using damaged or malfunctioning Equipment may result in serious bodily injury or death and Customer agrees that Customer (i) assumes all risk associated thereunder, and (ii) indemnifies Sunbelt Entities for all claims or damages as a result of misuse or use of damaged or malfunctioning Equipment.
6. Customer has received, read, understands and agrees to the estimated charges and all the terms on this page, plus all sections on the reverse side of this Contract ("Sections"), including Release and Indemnification in Section 8 and Environmental Fee in Section 16, which can also be found at www.sunbeltrentals.com/rentalcontract. * Delivery/Pickup Surcharge fee explanation is available at www.sunbeltrentals.com/surcharge.
7. Customer must contact Sunbelt to request pickup of Equipment, retain the Pick-Up Number given by Sunbelt and will be responsible for Equipment until actually retrieved by Sunbelt.
8. Customer waives its right to a jury trial in any dispute as set forth in Section 19.
9. At the election of Sunbelt or Customer, Customer agrees to submit every dispute to arbitration and waives any right to bring a class action as set forth in Section 20.

Customer is declining Rental Protection Plan (see reverse side for details) _____ (Customer Initials)

Customer Signature Date Name Printed Delivered By Date



3300 Fairfield Avenue South
 St Petersburg FL 33712
 Phone: 727-322-1403
 Fax: 727-322-1520

SOLD TO
 CASH ACCOUNT - ST PETERSBURG

SHIP TO
 Martha Goodwill
 St Augustine Church
 2920- 26th ave s
 ST PETERSBURG, FL 33712
 727-639-2123

ST PETERSBURG, FL

Shipment #: 1

ACCOUNT #	CUSTOMER P.O.#	TERMS	ORDER #	ORDER DATE	SLSREP	INVOICE #	INVOICE DATE	
CASHSP		CASH SALE	1295008	04/09/20	TL-1	1295008	04/14/20	
ORDERED	BACKORDERED	SHIPPED	U/M	DESCRIPTION	PRICE	AMOUNT		
*****	*****	*****	*****	***** * SHIPPING INSTRUCTIONS *****	*****	*****	*****	
				PLEASE DELIVER 4/14/2020				
				THANK YOU				
*****	*****	*****	*****	*****	*****	*****	*****	
252	0	252	EA	2X8X8 #2 YELLOW PINE 288YP	10.090	2542.68*		
PAYMENT BY:								
DESCRIPTION	REFERENCE/CHECK #	AUTH CODE	DATE	AMOUNT				
VISA CARD	7754	00	04/09/20	2720.68				
		CHANGE:		0.00				
April 14, 2020 15:57:20 OT:MH					2 / 3		MERCHANDISE	2542.68
*****			SHIP VIA	FILLED BY	CHK'D BY	DRIVER	OTHER	0.00
* REPRINT INVOICE *							TAX 7.000%	178.00
*****							FREIGHT	0.00
1 01			PAGE 1 OF 1				TOTAL	2720.68
X			RECEIVED ABOVE IN GOOD CONDITION				All AR invoices paid by credit/debit card will be subject to a 3% convenience fee.	

CUSTOMER RECEIPT

Past due amounts accrue interest at the rate of 1.5% per month. CUSTOMER assumes full responsibility for all Goods, including but not limited to, place and method of delivery, handling, storage and risk of loss or damage from any cause.
DISCLAIMER: The common or nominal description or Industry recognized description of Lumber and Other Products sold by Tibbetts Lumber may not represent the actual size or description of the item. **SEE REVERSE SIDE FOR TERMS OF SALE**

Check# _____



**Saint Augustine's Episcopal Church
Payment/Reimbursement**

Date: 6/23/2020 Date Check Needed: _____

Requested By: Martha Goodwill Check Amount: \$ 2417.94

Vendor Name/Check Payable to: Martha Goodwill

Vendor Address: 335 9th Ave NE, St. Petersburg, FL 33701

Vendor Phone: 727-639-2123

Description: Reimbursement for dirt, compost and skidsteer to fill phase 2
planting beds

- I will pick up check from church office
- Send check to me via U.S. Mail
- Send check directly to vendor

Check Request or Purchase Order

FOR OFFICE USE ONLY

Approved By:
 Department Head _____
 Treasurer _____
 Pastor/Head Elder _____

*****Receipts must be attached for all payments and/or reimbursements prior to check being issued*****

Carroll's

BUILDING MATERIALS

Customer Copy

Tue, Jun 2, 2020

Invoice **746533**

Bill To: 11:38:51 AM Account 31492

090064
Remit to:
Carroll's Building Materials
2001 13th Avenue, North
St. Petersburg, FL 33713
Phone (727) 822-3370
Fax (727) 822-0221

Ship To: Martha Goodwill
2920 26th ave south

St Petersburg FL 33744
727-639-2123

Cash ML
Cash ML

Terms: ?

Order Date	Ordered By	Delivery Date	Driver	Truck	PO #	Tax	Terms
6/1/2020		Tue, 6/2/2020	Wayne Kaiser	4202 Dump		Yes	Cash Check

Item ID	QTY	U.O.M.	Description		PRICE	Amount
18010	15.00	Yards	Organic Garden Blend (Organic Topsoil - Manure -	Yes	\$47.83	\$717.45
80005	1.00	Each	Dump Truck Delivery	No	\$38.60	\$38.60
80014	1.00	Each	Fuel Charge	No	\$6.43	\$6.43

Must Call when en route
Auth # 09006D ML

Warranties: Seller warrants that all goods sold are free of any security interest or other lien and will in addition make available to Buyer all transferable warranties made to Seller by the manufacture of the products. SELLER MAKES NO OTHER EXPRESSED OR IMPLIED WARRANTIES AND SPECIFICALLY MAKES NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. In addition, since color dyes may change over time, goods and materials furnished with such dyes by Seller and not warranted against nor shall they be returned or replaced because of changes in color. Buyer understands due to the nature of the product a change in color may occur. **Limitation of Liability:** Seller's liability for any defects in materials shall, at Seller's option, be limited to either repair or replacement of the goods or refund of the purchase price, and in no case shall be liable to Buyer or any other party for consequential or special damages. **Refunds:** No refunds will be made of any special order items. In addition for quality assurance reasons bagged, liquid and powdered goods, can not be returned under any circumstances. All other goods are subject to a restocking charge of 20%. Buyer further agrees that

Caution: Freshly mixed cement, mortar concrete or grout may cause skin injury. Avoid contact with skin where possible and wash exposed skin areas promptly with water. If any cement mixture gets into the eye, rinse immediately and repeatedly with water and get prompt medical attention. When sawing or grinding concrete, blocks, brick, pavers, etc wear approved respirator and goggles to prevent eye and nose irritation.

Date	Description	Reference	Type	Charge	Payment
6/1/2020		Visa 090064	Card Machine Payment— Visa		\$812.70

Handwritten note:
All 3
Combined
for
\$1763.66

Customer Signature

Date

Subtotal:	\$762.48
Tax:	\$50.22
Total:	\$812.70

Carroll's

BUILDING MATERIALS

Customer Copy

Mon, Jun 1, 2020

Invoice **746532**

Bill To: 11:35:20 AM Account 31492

Cash ML

Cash ML

Terms: ?

Remit to:
Carroll's Building Materials
2001 13th Avenue, North
St. Petersburg, FL 33713
Phone (727) 822-3370
Fax (727) 822-0221

Ship To: Martha Goodwill
2920 26th ave south

St Petersburg FL 33744
727-639-2123

Order Date	Ordered By	Delivery Date	Driver	Truck	PO #	Tax	Terms
6/1/2020		Mon, 6/1/2020	Mike Butler	F750 Dump		Yes	Cash Check

Item ID	QTY	U.O.M.	Description	PRICE	Amount
18020	7.00	Yards	SAND White Diamond DOT	Yes \$66.05	\$462.35
80005	1.00	Each	Dump Truck Delivery	No \$38.60	\$38.60
80014	1.00	Each	Fuel Charge	No \$6.43	\$6.43

Shipping Instructions

Must call when in route
Auth # 09006D

Warranties: Seller warrants that all goods sold are free of any security interest or other lien and will in addition make available to Buyer all transferable warranties made to Seller by the manufacture of the products. SELLER MAKES NO OTHER EXPRESSED OR IMPLIED WARRANTIES AND SPECIFICALLY MAKES NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. In addition, since color dyes may change over time, goods and materials furnished with such dyes by Seller and not warranted against nor shall they be returned or replaced because of changes in color. Buyer understands due to the nature of the product a change in color may occur. **Limitation of Liability:** Seller's liability for any defects in materials shall, at Seller's option, be limited to either repair or replacement of the goods or refund of the purchase price, and in no case shall be liable to Buyer or any other party for consequential or special damages. **Refunds:** No refunds will be made of any special order items. In addition for quality assurance reasons bagged, liquid and powdered goods, can not be returned under any circumstances. All other goods are subject to a restocking charge of 20%. Buyer further agrees that pallets must be returned to Seller within thirty (30) days from delivery date, unless Buyer makes other arrangements in writing to the Seller. **Modification of Terms and Conditions:** No terms and conditions other than those stated herein, and no agreement or understanding in any way purporting to modify these terms or conditions, shall be binding on seller without Seller's written consent.

Order Created by

Nate Walker

11:35:20 AM

Caution: Freshly mixed cement, mortar concrete or grout may cause skin injury. Avoid contact with skin where possible and wash exposed skin areas promptly with water. If any cement mixture gets into the eye, rinse immediately and repeatedly with water and get prompt medical attention. When sawing or grinding concrete, blocks, brick, pavers, etc wear

Subtotal

\$507.38

Tax

\$32.36

Total:

\$539.74

Carroll's

BUILDING MATERIALS

Customer Copy

Mon, Jun 1, 2020

Invoice **746534**

Bill To: 11:39:30 AM Account 31492

Cash ML

Cash ML

Terms: ?

Remit to:
Carroll's Building Materials
2001 13th Avenue, North
St. Petersburg, FL 33713
Phone (727) 822-3370
Fax (727) 822-0221

Ship To: Martha Goodwill
2920 26th ave south

St Petersburg FL 33744
727-639-2123

Order Date	Ordered By	Delivery Date	Driver	Truck	PO #	Tax	Terms
6/1/2020		Mon, 6/1/2020	Mike Butler	F750 Dump		Yes	Cash Check
Item ID	QTY	U.O.M.	Description			PRICE	Amount
18010	7.00	Yards	Organic Garden Blend (Organic Topsoil - Manure -		Yes	\$48.89	\$342.23
80005	1.00	Each	Dump Truck Delivery		No	\$38.60	\$38.60
80014	1.00	Each	Fuel Charge		No	\$6.43	\$6.43

Shipping Instructions

Paid in Full Must Call when en Route
Auth # 09006D ML

Warranties: Seller warrants that all goods sold are free of any security interest or other lien and will in addition make available to Buyer all transferable warranties made to Seller by the manufacture of the products. SELLER MAKES NO OTHER EXPRESSED OR IMPLIED WARRANTIES AND SPECIFICALLY MAKES NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. In addition, since color dyes may change over time, goods and materials furnished with such dyes by Seller and not warranted against nor shall they be returned or replaced because of changes in color. Buyer understands due to the nature of the product a change in color may occur. **Limitation of Liability:** Seller's liability for any defects in materials shall, at Seller's option, be limited to either repair or replacement of the goods or refund of the purchase price, and in no case shall be liable to Buyer or any other party for consequential or special damages. **Refunds:** No refunds will be made of any special order items. In addition for quality assurance reasons bagged, liquid and powdered goods, can not be returned under any circumstances. All other goods are subject to a restocking charge of 20%. Buyer further agrees that pallets must be returned to Seller within thirty (30) days from delivery date, unless Buyer makes other arrangements in writing to the Seller. **Modification of Terms and Conditions:** No terms and conditions other than those stated herein, and no agreement or understanding in any way purporting to modify these terms or conditions, shall be binding on seller without Seller's written consent.

Order Created by

Nate Walker

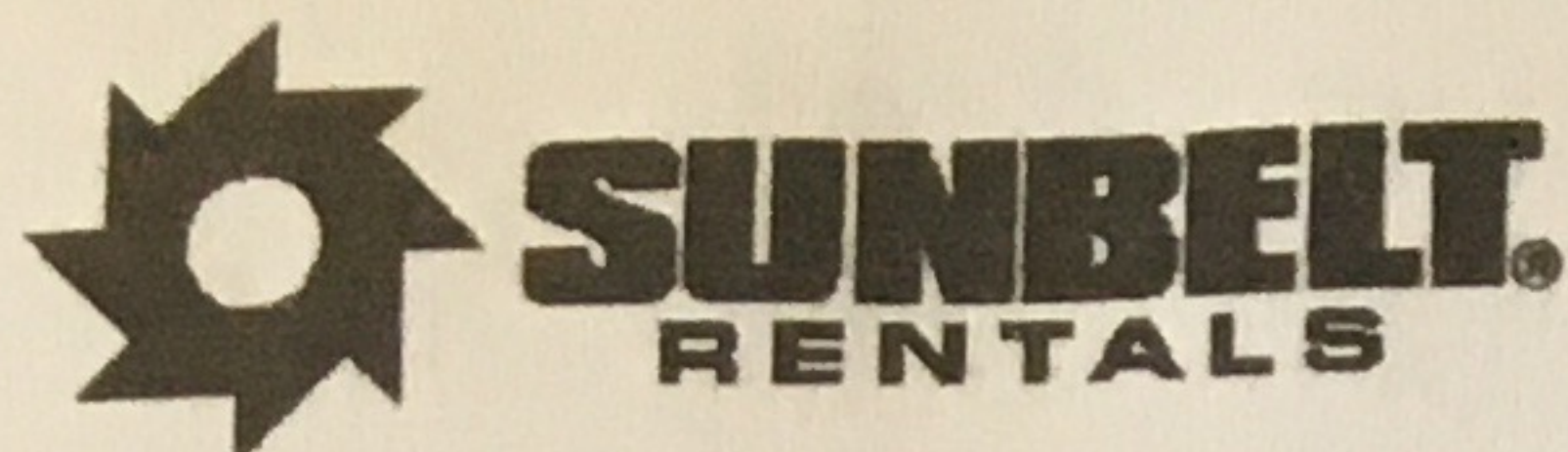
11:39:30 AM

Caution: Freshly mixed cement, mortar concrete or grout may cause skin injury. Avoid contact with skin where possible and wash exposed skin areas promptly with water. If any cement mixture gets into the eye, rinse immediately and repeatedly with water and get prompt medical attention. When sawing or grinding concrete, blocks, brick, pavers, etc wear

Subtotal \$387.26

Tax \$23.96

Total: \$411.22



PC#: 0014
 351 COMMERCE BLVD
 OLDSMAR, FL 34677 2806
 TELEPHONE: 813-854-4555

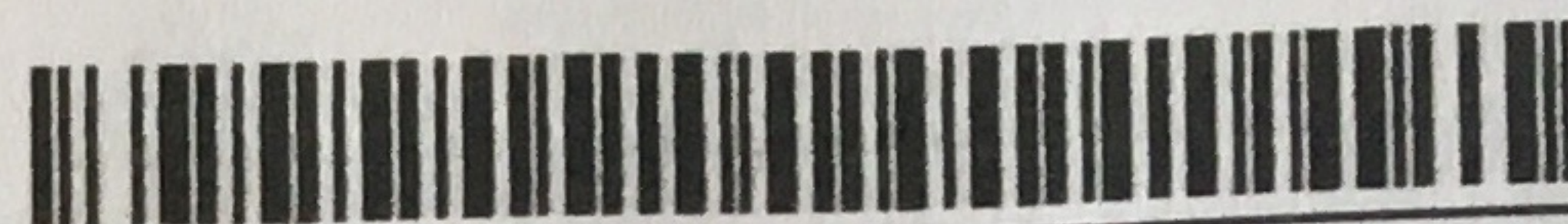
SUNBELT RENTALS, INC.
 Salesman: 001400 3LDSMAR HOUSE (014)
 Typed By: MWEINBERGE

Job Site:
 ST AUGUSTINE EPISCOPILE
 2920 26TH AVE S
 SAINT PETERSBURG, FL 33712 3328

 C#: 727-639-2123 J#: 727-639-2123

Customer: FL G340545639090
 GOODWILL, MARTHA
 2920 26TH AVE S
 PINELLAS PARK, FL 33781 6234

RENTAL OUT



Contract #.. 102131323
 Contract dt. 6/04/20
 Date out.... 6/05/20 4:00 PM
 Est return.. 6/06/20 4:00 PM
 Job Loc..... ST AUGUSTINE EP;2920 26TH AVE;SA
 Job No..... 01
 P.O. #.....
 Ordered By.. GOODWILL, MARTHA
 NET DUE UPON RECEIPT

For operations in Florida: Prima facie evidence of intent to defraud: Failure to return rental property or equipment upon expiration of rental period and failure to pay all amounts due (including costs for damage to the property or equipment) are evidence of abandonment or refusal to redeliver the property, punishable in accordance with Section 812.155, Florida Statutes.

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	750LB DSL TRACK MINI SKIDSTEER 723276 Make: VERMEER Model: S725TX Ser #: 1VRD070Y0F1000308 SKIDSTEER RIDEON, VERMEER, S725TX, DSL HR OUT: .200	245.00	245.00	740.00	2200.00	245.00
1.00	SKIDSTEER LOADER BUCKET					N/C
Rental Sub-total:						245.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	DLPKSRCHG	EA	38.750			38.75
	TRANSPORTATION SURCHARGE					
1	ENVIRONMENTAL	EA	3.920			3.92
	ENVIRONMENTAL CHARGE 2133					
	RENTAL PROTECTION PLAN					36.75
	DELIVERY CHARGE					155.00
	PICKUP CHARGE					155.00

PAYMENT HISTORY

<u>DATE</u>	<u>TYPE</u>	<u>REF #</u>	<u>AUTH #</u>	<u>TRANS</u>	<u>TYPE</u>	<u>AMOUNT</u>	<u>APPLIED</u>

IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE

MULTIPLE SHIFTS OR OVERTIME RATES MAY APPLY

CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES AND REPAIRS

Continued on the next page...



PC#: 0014
 351 COMMERCE BLVD
 OLDSMAR, FL 34677 2806
 TELEPHONE: 813-854-4555

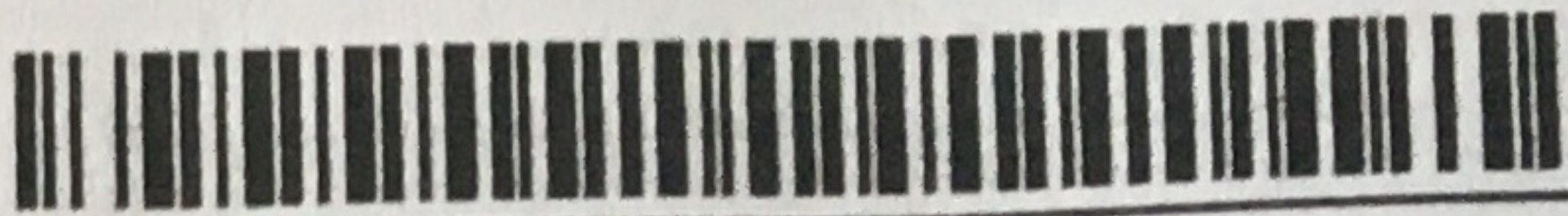
SUNBELT RENTALS, INC.
 Salesman: 001400 3LDSMAR HOUSE (014)
 Typed By: MWEINBERGE

Job Site:
 ST AUGUSTINE EPISCOPILE
 2920 26TH AVE S
 SAINT PETERSBURG, FL 33712 3328

 C#: 727-639-2123 J#: 727-639-2123

Customer: FL G340545639090
 GOODWILL, MARTHA
 2920 26TH AVE S
 PINELLAS PARK, FL 33781 6234

RENTAL OUT



Contract #.. 102131323
 Contract dt. 6/04/20
 Date out.... 6/05/20 4:00 PM
 Est return.. 6/06/20 4:00 PM
 Job Loc..... ST AUGUSTINE EP;2920 26TH AVE;SA
 Job No..... 01
 P.O. #.....
 Ordered By.. GOODWILL, MARTHA
 NET DUE UPON RECEIPT

For operations in Florida: Prima facie evidence of intent to defraud: Failure to return rental property or equipment upon expiration of rental period and failure to pay all amounts due (including costs for damage to the property or Equipment) are evidence of abandonment or refusal to redeliver the property, punishable in accordance with Section 812.155, Florida Statutes.

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
6/02/20	PAY ON RETURN					
6/04/20	VISA	**7754	07449D	CHARGED		654.28
6/04/20	Pay On Return					
	POC MARTHA 727-639-2123					
				Sub-total:		634.42
				Tax:		20.13
				Total:		654.55
				Deposit:		654.28
				Bal due:		.27

Currently, Pay on Return per gallon prices are:
 GAS: \$7.850, DIESEL: \$8.250, KEROSENE: \$6.100, PROPANE: \$6.500
 However, Customer agrees to pay Sunbelt's Pay on Return per gallon price in place at time of return of the Equipment.

All amounts are in USD

IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE

MULTIPLE SHIFTS OR OVERTIME RATES MAY APPLY

CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES AND REPAIRS

Customer has received, read, understands and agrees to the estimated charges and all the terms and conditions herein, including Release and Indemnification in Section 8 and Environmental Fee in Section 16, Rental Protection Plan in Section 10; and Transportation Surcharge in Section 11.

The terms and conditions are viewable below, from a Store or at www.sunbeltrentals.com/rentalcontract.

CUSTOMER SIGNATURE

Martha Goodwill

Martha Goodwill (Jun 5, 2020 13:08 EDT)

Sample Parish Disaster Response Plan

St. Augustine's Episcopal Church
St. Petersburg, FL
Parish Disaster Preparation
And
Response Guidelines

Natural disasters may occur at any time, thus the need to have a well-developed plan of action in place that allows the response to a disaster so that its members, church property and assets can be protected and parish services resumed as soon as practical.

Some disasters can be anticipated and preparations made, especially for disasters related to destructive weather, and these guidelines are primarily written to accommodate the threat of hurricanes and the vulnerability of to hurricane damage. However, these same preparations will also assist in response to situations which give no warning: terrorism, toxic substances, regional disease outbreaks, fire, and flood damage. ***The driving logic is that it is too late to plan and train when the disaster warning has been issued.***

The guidelines contained in this operating manual have been approved by the Vestry and shall be used to prepare for such events.

Rector
Priest-in-Charge

Copy to:
Diocese Disaster Preparedness Representative

ISSUES – Areas for planning and preparation include the following:

Organizational Preparations and Planning

The Diocese of Southwest Florida has stated every Parish needs to establish a Disaster Planning and Response Committee. Membership will be:

Rector,
Deacon
Senior Warden
Junior Warden
Individuals with special knowledge and expertise about the parish plant

Every member can and should expect designated tasks to accomplish when the Disaster Response Plan is activated. Contact information will be posted in the Church Office.

The Rector holds the main authority to activate the Plan. In his/her absence the Senior Warden has the authority to activate this plan.

Congregational Safety and Monitoring

Parish membership and participant rosters shall be kept current and accurate and include alternate points of contact for members. This information is necessary to allow us to “check on our own” in the event of a disaster.

A simple reporting system needs to be created for members to report their condition, location, and safety after the disaster occurs. This information will be developed and kept in the Church Office.

A list of parish members who have special skills that will be of assistance to protecting the church and responding in the event of a disaster will be developed and kept on file in the Church Office. However, the Church Property comes second to ensuring personal and family safety during a disaster, we can always rebuild.

A list of members with special needs that necessitate someone check on them in the after math of a disaster will be developed and maintained by the Rector and Senior Warden, and assistance provided in helping relocate them if necessary.

Financial and Administrative Items

Prepare and box up a traveling kit containing minimal supplies necessary to reestablish the Parish Office at another temporary location:

Computer storage media containing master copies of documents such as worship bulletins, newsletters, parish rosters; parish letterhead and envelopes; pens and pencils; stamps for church address and bank deposits; discretionary account, etc.

Computers should be backed up often with copies of the backup kept both on-site and off-site.

Financial records, to include pledge and payment records.

Copies of the following items will be kept via PDF file outside of the immediate area. The originals should be kept together in a safe location so that they can be gathered and moved quickly:

- Articles of Incorporation
- Parish By-Laws
- Insurance policies
- Minutes of Vestry and the Annual Meeting for the past two years
- Key files
- Parish Record Books and Service Attendance Books
- Parish Directory
- Computer passwords, communication system passwords
- Emergency contact numbers

Plant and Property

Even though the parish is located outside of a mandatory evacuation zone, flooding and wind damage may still occur to the Church Property. Therefore, annually a review will be conducted to ensure that buildings are properly insured. As part of this review, a complete inventory of the parish and its belongings needs to be accomplished so that they may be replaced. A file of still photographs and video recordings of property, buildings, and valuable contents with several copies and kept off-site.

Draw and post a chart of the facilities to show hook-up and shut-off points for all utilities:

- Water connection and shut-off valves
- Electricity service entrance and master fuse breaker box
- Telephone and computer connection service entrance
- Natural gas service connection and master valve
- Security system control connection

An instruction sheet of directions to isolate buildings from external utilities will be developed and kept with this disaster plan.

Communications Issues

All parishioners should hold a telephone number where to report their status following a disaster and should know to originate such a report. Wise planning includes an arranged alternate number out of the area to receive and tally the information if the Parish Office remains closed due to destruction, evacuation, or extended power outages.

The recording on the voice mail service to direct parishioners where to call to report their situation following the storm and other news such as relocation of parish operations will be made. Voice Mail will be less vulnerable to failure than desktop answering machines.

Since the Parish website will most likely remain active, the information will be kept current and updates will be posted. Immediately prior to the incident occurring reminders and local information will be posted. As soon as practical during the recovery phase, updates to safety, etc. will be posted. Careful coordination with the Diocese Office will be accomplished to ensure all appropriate information is provided.

Parish Disaster Response Committee/Important Telephone Numbers

Individual	Telephone Number	Remarks
		Rector/Priest-in-Charge
		Senior Warden
		Junior Warden
		Insurance Company and Policy Number
		Utility Company and Account(s) Number(s)
		City Emergency Management Office
		Country Emergency Operations Center
		FEMA REP (If applicable)
Episcopal Diocese of Southwest Florida Office	(941) 556-0315	www.episcopalswfl.org
The Rt. Rev. Dabney Smith Bishop		
The Rev. Canon for the Ordinary		
Anne Vickers Chief Financial Officer	(813) 760-4630	
The Rev. Micheal J. Sircy	(941) 779-4193	Diocese Disaster Preparedness Coordinator

City Police Department		Non-Emergency Telephone Number
County Sheriff Department		Non-Emergency Telephone Number
Hospital		General Information
Hospital		General Information

Notes:

The Rector/Priest in Charge will initiate the Parish Disaster Response Plan. In the event this individual is not available, the Senior Warden will be authorized to initiate the Parish Disaster Response Plan.

The Diocese Headquarters Office will be contacted immediately when a Parish enacts its Disaster Response Plan.

ITEMS FOR EMERGENCY EVACUATION BOX

Note: This list is not all inclusive, and each individual parish Rector/Priest in Charge may choose to add or subtract items

Packed	Item	Number to Pack
	Lectionary (current year)	1
	Bible	Dependent
	Vestments (current season)	1 set
	Church service record book	
	Archived set of Church Records to include baptism, marriage, etc.	
	Insurance Records and copy of last inventory – both actual and backup	
	Home Communion Set (to include host and wine)	
	Laptop computer and printer	1
	Financial Records to include copies of bills, account number, check book	
	Pledge cards for current year	
	Church Roster (to include listing of parish members who are special needs and will need additional assistance before, during and after the event)	
	Other items as deemed appropriate	

The purpose of this attachment is to help ensure that the parish is able to start minimal services if the Parish is destroyed by the event.

RECOMMENDED PREPARATION CHECK LIST

Purpose: To provide a basic checklist that may be used to help prepare the parish in the event of a hurricane. The principles that are associated with this list also pertain to other events, if there is time.

Reminder: At all times, the safety of "life and limb" is foremost. Though everyone wants to save material, it must be remembered that material things can be replaced. Under no circumstances should parish clergy or members remain at the parish if the order has been given to evacuate. The directions from Emergency Management personnel and law enforcement shall be followed.

Recommended items to be accomplished:

Done	Item	Responsibility
	AT 72 HOUR POINT	
	Declare and activate plan	Rector
	Notify Parish Disaster Committee	Rector
	Notify parish members that an evacuation is underway	As assigned
	Check on special needs parishioners to determine assistance that they may need	Rector/Senior Warden
	Verify actions to be completed	Rector/Senior Warden
	AT 48 HOUR POINT	
	Back up all computers – make more than one copy of items	Office staff
	Send a copy of express mail to a safe off-site location that is out of area	Office staff
	Bring all possible outside equipment into buildings	Volunteers
	Wrap alter, pews, etc. in plastic	Senior Warden/Volunteers
	Put up necessary shutters and/or window barriers.	Designated individuals
	Ensure all items are up off the floor	Designated individuals

	Check on special needs parishioners to determine what additional assistance that they may need. Ensure that progress is being made to help ensure that these individuals are moved to a safe location.	Rector/Senior Warden
	Coordinate with local emergency management personnel to determine if evacuation is going to be ordered.	Rector/Senior Warden
	Ensure Church Website is updated with information concerning the upcoming event.	Webmaster
	AT 24 HOURS	
	Rector or Senior Warden makes the final decision concerning evacuation from the area. This information is based on direction from the local emergency management personnel.	Rector/Senior Warden
	Communicate the decision to the Diocesan Office.	Rector
	Do a final walk through to ensure all preparations in the buildings have been completed.	Rector/Senior Warden
	Notify leaders of event cancellations	As directed
	Place special notices on telephone voicemail and website concerning procedures to be followed.	Webmaster
	Set thermostats on refrigerators and freezers as cold as possible.	Office staff
	AT 18 HOURS	
	If evacuating pack essential and valuable items in the designated containers and place in car.	Rector
	Do a final check on any remaining special needs parishioners.	As designated
	Disconnect all utilities and thoroughly shut down the buildings.	As designated.
	Depart area as directed by the local emergency management personnel.	ALL
	Contact Diocese Office of evacuation	Rector

RECOVERY PLAN

This will be done as soon as it is safe to return. This will be directed by the Local Emergency Management Office and personnel. Safety is a must during this time period. It is also understood that the establishment of services may be delayed due to personal recovery efforts. The Diocese Office may make the determination to have clergy from areas non-affected by the event come to assist with the re-establishment of basic services and all affected clergy to concentrate on their personal recovery efforts.

During the recovery period, the Bishop or his designated representative will make all public statements concerning the Diocese response to the disaster.

Done	Item	Responsible Individual
	Re-establish communications as soon as possible.	Rector/All
	Contact the Diocese Office	Rector/Office Staff
	Contact local emergency management point of contact to determine next steps with regards to governmental direction with disaster.	Senior Warden
	Conduct an inspection of the property to determine the extent of damage.	Rector/Senior Warden
	Begin contacting parishioners, with special emphasis on special needs individuals	All
	Contact insurance carrier, utility companies and governmental agencies as needed.	Rector/Senior Warden
	Re-establish minimum operations, as capable	Rector

UNEXPECTED DISASTERS

Terrorist Activity or Bomb Threats

Unfortunately we live in an era where we do not know what various individuals may do. Included in this statement is the possibility of a bomb threat or other targeted activity that is designed to cause damage or destroy church property. If a telephone threat is received, remain calm and gather as much specific information as the caller will give (what, when where, why), write it down for accuracy, and call the Police at once.

All personnel shall immediately leave the church building, and will not re-enter until the facility has been cleared. It must be remembered that the primary danger is an explosion. Among the effects created by the explosion are the concussion or shock wave, and flying debris. All parishes shall have a designated point for all personnel to report to so that all personnel may be accounted for.

Emergencies during Church Services or Parish Events

Remain calm, gather information, and call the Police, Fire Department, and Ambulance Squad as appropriate. Render first aid if you can or locate somebody who can do so. The Priest should not normally be expected to stop worship services unless there is a clear and present danger to those attending. As Leader of the Parish, the Priest's own reaction sets the level of calmness and good sense for all present, so other ushers and leaders do well to know they can and should resolve the emergency to the best of their ability while the Priest continues to lead worship or education. The Priest will make the decision about when to end activity and respond personally to the emergency.

Continuing Parish Operations during a Community Health Crisis

While continuing to operate the congregational program activities and scheduled worship services, the Diocese publishes this guidance for parishes and parishioners concerning the presence at the church campus and other public gatherings, steps they can take to prevent spread of infectious disease, and other public health and safety guidance that may come from public officials and our Bishop.

Planning for continued worship and program activities involves a concern that visits to the church campus not become a venue for spreading of disease. This planning document anticipates action in four areas of parish life: worship, personnel absence, pastoral care, and parish buildings. If the Bishop issues directives that relate to public health and safety in the churches beyond this document, he would publish that information for parishes by electronic means and observe it throughout the Diocese.

Hurricane Preparedness Survey Sheet for Church Members
(This should be kept on file in the Parish Office for easy reference)

HURRICANE PREPAREDNESS QUESTIONNAIRE

Name:.....

. Address:

Phone:

.....

1. Do you have special medical needs? Yes ___ No ___
..... No describe
2. Are you registered with the County Shelter System? Yes ___ No ___
3. Do you need assistance in determining your eligibility or in applying for a shelter where appropriate medical care would be provided. Yes ___ No ___
4. Do you need transportation to a shelter? Yes ___ No ___
5. Are you in a mandatory evacuation area? Yes ___ No ___
6. Would you evacuate if not mandatory? Yes ___ No ___
7. Do you have a place to evacuate to, if not going to a shelter? Yes ___ No ___
8. If you evacuate, do you have pets that need to be provided for? Yes ___ No ___
9. If going to a shelter, are you prepared to be self sufficient, i.e., sleeping bag, linens, food, water, etc?
Yes No ___
10. If evacuating, would you be able to get necessary documentation to take with you, i.e., passport, checking account number, insurance policies or numbers, names and dosages of prescription medicines, etc. Yes ___ No ___
Or would you need help obtaining these documents? Yes ___ No ___
11. Concerning your home, do you need help putting up your shutters? Yes ___ No ___
12. Would you need help bringing in outdoor furniture before the storm? Yes ___ No ___
13. During the storm would you be able to house another parishioner who needed to evacuate their home? Yes ___
No ___
14. Do you have family nearby to assist you before/during/after the storm? Yes ___ No ___

15. Do you have a car? Yes ___ No ___

16. Do you have a generator? Yes ___ No ___

17. If you have a generator, is it connected to your house panel? Yes ___ No ___

18. Do you know how to, and are you physically able to, operate your generator? Yes ___ No ___

19. If staying home, do you have adequate supplies, i.e., batteries, food, water, gas, flashlights, etc. (County is recommending 5-7 days worth) Yes ___ No ___

If no, do you need help obtaining above items? Yes ___ No ___

20. Are you aware of distribution center locations for ice, water, etc.? Yes ___ No ___

21. Do you have a way to prepare your meals? Yes ___ No ___

22. Do you take medicines that need to be refrigerated? Yes ___ No ___

23. Do you have an adequate supply of medicines on hand? Yes ___ No ___

24. If you **do not** need assistance before or after a storm, are you willing to be called upon to help others? Yes ___
No ___

25. Do you have a cell phone that we can communicate with you after the storm? Yes ___ No ___

If yes, would you give the number? _____

26. If you had yard debris, would you need help clearing it? Yes ___ No ___

27. If you had damage to your home, would you need help with minor emergency repairs? Yes ___ No ___

28. If you live in a multi-story complex, were your elevators operable during the power outage? Yes ___ No ___

Other comments or suggestions:

.....

.....

.....

.....

.....

.....

.....

.....

.....

The Church Insurance Company
of Vermont
210 South Street
P.O. Box 5000
Bennington, Vermont 05201

VPP0011707

St Augustines Episcopal Church
2920 26th Ave S
St Petersburg, FL 33712-3328

IMPORTANT

**Insurance provided by The Church Insurance
Company of Vermont is not covered by the
Property/Casualty Insurance Guaranty Fund in any
state.**

St Augustines Episcopal Church
2920 26th Ave S
St Petersburg, FL 33712-3328

08/27/2020

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

RE Policy No. : VPP0011707

Coverage for acts of terrorism is included in your policy. According to Section 102(1) of the Terrorism Risk Insurance Act, as amended: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States ---- to be an act of terrorism; to be a violent act or an act that is dangerous to human life; property; or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel; or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You should know that where coverage is provided by this policy for losses resulting from certified acts of terrorism, such losses may be partially reimbursed by the United States government under a formula established by federal law. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019; and 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

You should also know that the Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is **3%**, and does not include any charges for the portion of loss that may be covered by the federal government under the Act.

Sincerely,

**The Church Insurance Company of Vermont
P.O. Box 5000
Bennington, Vermont 05201-5000**



210 South St, Ste 2
Bennington, VT 05201
www.cpg.org/CIC

Property & Casualty Insurance Renewal

Dear Friend,

I want to personally thank you again for choosing the Church Insurance Companies (CIC) as your property & casualty insurance provider. It remains an honor and a privilege to serve you and your organization.

Enclosed you will find a copy of your property & casualty insurance renewal policy. I encourage you to store it in a safe and convenient place for future reference should the need arise. If you have any related questions, please do not hesitate to contact us at 800-293-3525.

In addition, I am pleased to let you know that your organization will receive Cyber Liability and Malicious Attack protection at no additional cost. These two items of coverage, provided by Lloyds, London/NAS Insurance and Lloyds, London/Ambant respectively, will be mailed to you separately.

For more than 90 years, we have focused on providing the Episcopal Church broad, cost-effective property and casualty coverage, and unique risk management strategies and tools, in a financially sustainable way. We are honored to provide coverage to more than 90% of all Episcopal congregations in the United States today.

I want to thank you for allowing us to serve you as we seek to provide you with the highest level of quality service that you have come to expect from CIC. You are a valued client and we are proud to serve as your insurance provider of choice.

Faithfully,

A handwritten signature in cursive script that reads "Kenneth Cody".

Vice President_Underwriting

TABLE OF CONTENTS

- Program Certificate

 - Description and Limits

 - Premises and Building Description and Limits

 - Common Policy Forms List

 - Property Policy Forms List

 - Liability Policy Forms List

 - Directors and Officers and Employment Practices Liability Forms List

 - Umbrella Forms List



**CHURCH INSURANCE
COMPANY OF VERMONT
DIOCESAN PROGRAM CERTIFICATE**

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020

To: 10/01/2021

In return for the payment of the premium and subject to all terms and conditions, we agree with you to provide the insurance as stated in your Diocesan policy.

Description:

Limit:

Blanket Buildings and Contents		\$330,653,490
Flood		Included
Foreign and Domestic Terrorism		Included
Water Backup and Overflow		\$50,000
Equipment Breakdown		Included
Earthquake Blanket		Not Applicable
Fine Arts		\$1,000,000
Ordinance or Law		\$250,000
Commercial Liability	per Occurrence	\$1,000,000
	Aggregate	\$5,000,000
Pastoral Counseling		Included
Hired and Non-Owned Auto		Included
Products/Completed Work Liability		Included
Personal Injury/Advertising Injury		\$1,000,000
Employee Benefits Liability		\$1,000,000
Fire Legal Liability		\$1,000,000
Medical Payments		\$30,000
Sexual Misconduct Liability	per Occurrence	\$1,000,000
	Aggregate	\$2,000,000
Directors' and Officers' Liability	\$1,000,000 per claim / \$1,000,000 aggregate	
(including Educator's E&O)		
and Employment Practices Liability		
Accident Medical Expense	per Occurrence	\$15,000
	Aggregate	\$60,000

(Limits continued on next page)

(See Specific Coverage sections for complete descriptions of coverage, definitions, retentions, deductible, schedules, exclusions and limits.)



**CHURCH INSURANCE
COMPANY OF VERMONT**
DIOCESAN PROGRAM CERTIFICATE

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020

To: 10/01/2021

Description:

Limit:

Crime Insuring Clauses

Employee Theft Coverage	\$50,000
Premises Coverage	\$25,000
In Transit Coverage	\$25,000
Forgery Coverage	\$50,000
Computer Fraud Coverage	\$50,000
Funds Transfer Fraud Coverage	\$50,000
Money Orders and Counterfeit	
Currency Fraud Coverage	\$25,000
Credit Card Fraud Coverage	\$25,000
Client Coverage	N/A
Expense Coverage	\$10,000

(Retention of 1% of the applicable Limit applies to all Crime Coverage)

Commercial Umbrella

	per Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Sexual Misconduct	per Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Retained Limit (applies only to Coverage U)		\$10,000

Underlying Insurance for Umbrella

Commercial Liability	Church Insurance Company
Auto Liability	Any Admitted Insurer
Employers Liability Limits	Any Admitted Insurer
Directors and Officers Liability	Church Insurance Company

(See Specific Coverage sections for complete descriptions of coverage, definitions, retentions, deductible, schedules, exclusions and limits.)



**CHURCH INSURANCE
COMPANY OF VERMONT
DIOCESAN PROGRAM CERTIFICATE**

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020

To: 10/01/2021

Premises Number: 1

Location:

Building Number: 1

2920 26th Ave S
St Petersburg, FL 33712-3328

Description:

CHURCH

Coverage Type

Limit

Building	\$916,980
Personal Property	\$188,292
Earthquake	N/A

Protective Device Credit Applies

Valuation: Replacement Cost

Deductibles:	<u>Hurricane</u>	<u>Flood</u>	<u>EQ</u>	<u>Wind/Hail (other than Hurricane)</u>	<u>Crime</u>	<u>Sinkhole Collapse</u>	<u>All Other Property</u>
	2%	2%	N/A	2%	1%	2%	\$1,000
		<u>Equipment Breakdown Spoilage</u>			<u>Equipment Breakdown Service Interruption</u>		
		24 hours			24 hours		

Percent deductible for Hurricane, Flood, Earthquake, Sinkhole Collapse or Windstorm/Hail is the indicated percentage of the building and contents limits shown on this Declarations page. If an Earthquake Sublimit is provided, the Earthquake deductible is the indicated percentage of the Earthquake Sublimit shown on this Declarations page.

Coinsurance: Coinsurance Waiver / Agreed Amount



**CHURCH INSURANCE
COMPANY OF VERMONT**
DIOCESAN PROGRAM CERTIFICATE

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020

To: 10/01/2021

Premises Number: 1

Location:

Building Number: 2

2920 26th Ave S
St Petersburg, FL 33712-3328

Description:

OFFICE

Coverage Type

Limit

Building	\$288,354
Personal Property	\$60,486
Earthquake	N/A

Protective Device Credit Applies

Valuation: Replacement Cost

Deductibles:	<u>Hurricane</u>	<u>Flood</u>	<u>EQ</u>	<u>Wind/Hail</u> (other than Hurricane)	<u>Crime</u>	<u>Sinkhole Collapse</u>	<u>All Other</u> <u>Property</u>
	2%	2%	N/A	2%	1%	2%	\$1,000
		<u>Equipment</u> <u>Breakdown</u> <u>Spoilage</u>			<u>Equipment</u> <u>Breakdown</u> <u>Service Interruption</u>		
		24 hours			24 hours		

Percent deductible for Hurricane, Flood, Earthquake, Sinkhole Collapse or Windstorm/Hail is the indicated percentage of the building and contents limits shown on this Declarations page. If an Earthquake Sublimit is provided, the Earthquake deductible is the indicated percentage of the Earthquake Sublimit shown on this Declarations page.

Coinsurance: Coinsurance Waiver / Agreed Amount



**CHURCH INSURANCE
COMPANY OF VERMONT
DIOCESAN PROGRAM CERTIFICATE**

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020 **To:** 10/01/2021

Your coverage is subject to the following forms:

- CL 0100 1.0 Common Policy Conditions
- CL 300 1.1 Amendatory Endorsement
- CRIME 0100 01 09 Crime Coverage Section
- Lib CI 01 12 Liberalization Clause



**CHURCH INSURANCE
COMPANY OF VERMONT
DIOCESAN PROGRAM CERTIFICATE**

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020 **To:** 10/01/2021

The following Commercial Property Forms apply:

- CIC BL END Church Insurance Company Blank Endorsement
- CL 0600 01 08 Certified Terrorism Loss
- CP 0510 03 17 - Property Amendments
- CP 0511 01 16 Fine Arts Coverage
- CP 0513 11 09 Green Building Coverage
- CP 0516 01 16 - Exclusion of Cosmetic Damage to Roof by Windstorm or Hail
- CP 5640 0703 Limited Fungus And Related Perils Coverage
- CP-100 1.0 Commercial Property Conditions
- CP-12 1.0 Building and Personal Property Coverage Part
- MP 0514 10 12 Equipment Breakdown Coverage
- MP 0515 10 12 Equipment Breakdown Coverage Schedule



**CHURCH INSURANCE
COMPANY OF VERMONT**

DIOCESAN PROGRAM CERTIFICATE

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020

To: 10/01/2021

Premises Number: 1

Building Number: 1

CP 5607 01 16 - Water Backup and Overflow Coverage

CP-5485 0703 Windstorm and Hail Deductible

CP-5486 0703 Hurricane Percentage Deductible

CP-85 1.0 Special Perils Part



**CHURCH INSURANCE
COMPANY OF VERMONT**

DIOCESAN PROGRAM CERTIFICATE

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020

To: 10/01/2021

Premises Number: 1

Building Number: 2

CP 5607 01 16 - Water Backup and Overflow Coverage

CP-5485 0703 Windstorm and Hail Deductible

CP-5486 0703 Hurricane Percentage Deductible

CP-85 1.0 Special Perils Part



**CHURCH INSURANCE
COMPANY OF VERMONT
DIOCESAN PROGRAM CERTIFICATE**

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020 **To:** 10/01/2021

The following Commercial Liability Forms apply:

- AMEB 01 12 Accident Medical Expense Benefit
- CIC BL END Church Insurance Company Blank Endorsement
- GL 0243 10 05 Amendment of Contractual Liability Coverage
- GL 0250 01 08 Certified Terrorism Loss
- GL 0500 01 15 Liability Amendments
- GL 0501 01 07 Sexual Misconduct Liability Coverage
- GL 0502 01 16 - Church Insurance Company Employee Benefits Liability
- GL 0504 01 14 Episcopal Entities Doctrinal Disputes Exclusion
- GL-0353 0602 Limited Coverage for Loss by Wet Rot, Dry Rot, Bacteria
- GL-0503 0703 Exclusion - Asbestos
- GL-200 1.0 Commercial Liability Coverage (Broad Form)
- GL-877 2.0 Exclusion - Real Property You Manage
- GL-890 2.0 Lead Liability Exclusion
- GL-894 1.0 Punitive Damages Exclusion
- NOHI 10 14 Non-Owned Auto Liability Coverage Hired Auto Liability Coverage

Class Code: 24525

Class Description: Churches or Other Houses Of Worship

Location: 2920 26th Ave S St Petersburg, FL 33712-3328

Premises: CHURCH (3,032 SQ FT)/OFFICE (1,176 SQ FT)



**CHURCH INSURANCE
COMPANY OF VERMONT**

DIOCESAN PROGRAM CERTIFICATE

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020 **To:** 10/01/2021

The following Directors and Officers and Employment Practices Liability Forms apply:

- GTC 0100 01 09 General Terms and Conditions
- DOEL 0100 01 16 - Directors and Officers Liability and Entity Liability
- EPL 0100 01 16 - Employment Practices Liability



**CHURCH INSURANCE
COMPANY OF VERMONT**

DIOCESAN PROGRAM CERTIFICATE

210 South Street
P.O. Box 5000
Bennington, Vermont 05201
Service: 800.293.3525
Claims: 800.223.5705

Certificate Number: VPP0011707

Master Policy Number: VPP0009816

Diocese Number: 094

Participant: St Augustines Episcopal Church

Diocese of: Diocese of Southwest Florida Inc

Mailing Address:

2920 26th Ave S
St Petersburg, FL 33712-3328

Agency: CIC of Vermont

Region: 0304

Service: 1-800-293-3525

Certificate Period: **From:** 10/01/2020

To: 10/01/2021

The following Umbrella Forms apply:

- CI 1000 07 08 Sexual Misconduct Sublimit Coverage E
- CI 1001 07 08 Exclusion - Sexual Harassment and Sexual Misconduct Cov U
- CI 1002 07 08 Exclusion - Cross Liability Coverage U
- CI 1003 07 08 Punitive Damages Exclusion Coverage U
- UM 0200 04 00 Commercial Umbrella/Excess Liability Coverage
- UM 0202 04 02 Exclusion - Wet Rot, Dry Rot, Bacteria, Fungi, or Protists
- UM 0206 05 08 Exclusion - War and Military Action Coverages E and U
- UM 0254 04 00 Exclusion - Contractual Liability Coverage U
- UM 0275 04 00 Exclusion - Professional Liability Coverage E
- UM 0277 04 00 Exclusion - Employment Related Practices Liability Cov E
- UM 0280 04 00 Exclusion - Watercraft Liability Coverage E
- UM 0319 10 05 Asbestos Exclusion Coverages E and U
- UM 0755 01 08 Certified Terrorism Loss
- UM 0785 12 02 Nucl, Biol, and Chem Non-Certified Act of Terrorism Exclusion
- CI 1006 07 08 Exclusion -- Real and Personal Property - Coverage E
- CI 1004 08 10 Episc Entities/Doctrinal Disputes Exclusion Coverage E and U
- CI 1005 01 15 Comm. Umbrella/Excess Supplemental Sched. Underlying Ins.
- UM 0284 04 00 Coverage Territory Limitation

PREMIUM SUMMARY

Total Premium for the Certificate Period

TOTAL **\$9,299.00**

This is not a request for payment. Any adjustments to your premium will be shown on the next scheduled bill which will be mailed separately.

Your participation in the Diocesan Program has been set up on a payment plan. Other payment options are available through your local service center.

BLANK ENDORSEMENT

(The entries required to complete this endorsement will be shown below or on the "declarations".)

LIMITED FLOOD COVERAGE ENDORSEMENT

Under Perils Excluded in Perils Parts CP-83 and CP-85, or Perils Parts CP 0083 and CP 0085, the following applies: To the extent that part of Exclusion g. Water might conflict with coverage provided under this endorsement, that part of the Water Exclusion does not apply.

Under Perils Covered in Perils Parts CP-83 and CP-85, or Perils Parts CP 0083 and CP 0085, the peril of Flood is added as a limited covered peril. Flood means flood, surface water, waves, tidal water, or the overflow of a body of water all whether driven by wind or not. This includes spray that results from these whether driven by wind or not.

Subject to the Flood Annual Aggregate Limit, the most we will pay for Flood loss, over the Flood Deductible in any one occurrence is the Flood Occurrence Limit of \$1,000,000. The most we pay for all Flood loss during each separate 12-month period of this policy is the Flood Annual Aggregate of \$1,000,000. The Flood Occurrence Limit and Flood Annual Aggregate Limit are part of the limits that apply to Building Property and Business Personal Property and not in addition to. Flood Deductible: We pay only that part of your loss over the Flood Deductible shown on the Declarations in any one occurrence. All other "terms" of the policy apply, except as amended by this endorsement.

BLANK ENDORSEMENT

(The entries required to complete this endorsement
will be shown below or on the "declarations".)

CYBER LOSS EXCLUSION ENDORSEMENT

This policy does not apply to any loss, injury or damages, offense, cost or expense arising out of, caused or contributed to by;

- a. theft of property as the result of or directly related to the use of any computer to fraudulently transfer property;
- b. disclosure of or access to private or confidential information belonging to any person or organization;
- c. damage to, corruption of, loss of, loss of use or function of, or inability to access, change, or manipulate "data records";
- d. expenses incurred by any insured or others arising out of a., b. or c. above, including expenses for credit monitoring, notification, forensic investigation, public relation and legal research; or
- e. any fines or penalties arising out of a., b. or c. above.

"Data records" means files, documents, information and facts in an electronic format file that are stored on instruments used with computer hardware, networks, systems, data processing devices or other computer programs and applications, including those used with electronically controlled equipment.

BLANK ENDORSEMENT

(The entries required to complete this endorsement
will be shown below or on the "declarations".)

MARGIN CLAUSE -MAXIMUM LOSS PAYABLE 115% OF PROPERTY VALUE

With respect to covered property that is subject to the Blanket Building and Contents limit of insurance shown on the Declarations, we will determine a maximum loss payable for each building and for the contents of each building or the contents at each described premises. The maximum loss payable is determined by applying the Margin Clause percentage of 115% to the stated value of each individual property at each described premises as shown in the Declarations or the latest statement of values reported to us. Actual loss payment will be determined based on the amount of loss or damage subject to all applicable policy provisions including Limits of Insurance, Conditions, Coinsurance, Deductible and Valuation Conditions but in no event will the actual loss payment for each building, or for the contents at each premises exceed the maximum loss payable as described above. The Margin Clause does not increase the Blanket limit of Insurance shown on the Declarations.

BLANK ENDORSEMENT

(The entries required to complete this endorsement will be shown below or on the "declarations".)

DEDUCTIBLE AMENDMENT ENDORSEMENT B

Item 2.Deductible of The How Much We Pay section of the Building and Personal Property Coverage Part CP-12, is deleted and replaced by the following:

2.Deductible - "We" pay only that part of "your" loss over the deductible amount stated on the "declarations" in any one occurrence. The deductible applies to the loss before application of any coinsurance or reporting provision. In the event that an occurrence causes loss to more than one insured property, the deductible applicable for all covered loss arising from the occurrence will be the highest deductible listed on the "declarations". Deductibles applicable to the following specific perils are shown in the "declarations":

- a.Wind/Hail(other than Hurricane);
- b.Hurricane(Hurricane includes Named Storm);
- c.Flood;
- d.Earthquake; and
- e.Sinkhole Collapse

The deductibles applicable to the above specific perils will be applied to all covered loss including but not limited to covered loss:

- (1) to each building, including personal property therein, Personal property in the open or in a Vehicle;
- (2) for which coverage is provided as an Additional Coverage or Supplemental Coverage under this policy; or
- (3) that is the result of loss of Business Income, Rental value, Tuition, or Extra Expense incurred.

The deductible provisions outlined above apply regardless of any other property deductible provision to the contrary.

Any deductible provisions of CP 5486 Hurricane Percentage Deductible;CP5485 Windstorm or Hail Deductible; and CI 0100EQ Earthquake Perils Part; that are contrary to the deductible provisions outlined above do not apply.

BLANK ENDORSEMENT

(The entries required to complete this endorsement
will be shown below or on the "declarations".)

VENDOR MANAGEMENT ENDORSEMENT

"You" hereby warrant that "you" will abide by the Vendor Management Program handled by the Church Insurance Company of Vermont on "your" behalf concerning the repair or replacement of "your" premises.

All other "terms" of the policy apply, except as amended by this endorsement.



For Service: (800) 293-3525
For Claims: (800) 223-5705
churchinsurance.org

**Pinellas Community Foundation
Pinellas CARES Nonprofit Partnership Fund Grant Application**

**DO NOT ADD ANY LINE ITEMS TO THIS BUDGET SUMMARY. IF YOU ARE UNSURE
OF WHERE A COST BELONGS, PLEASE CONTACT PCF STAFF.**

Organization Name: St. Augustine's Episcopal Church

Project Name: Benison Farm

FROM (date): Oct. 1, 2020 TO (date): Dec. 30, 2020

Budget Category/Line Item	Program Budget - Total	Pinellas CARES Grant
Personnel (<i>salaries, wages, benefits, payroll taxes, time allocation on the project for all personnel involved in program</i>)	49280	300
Equipment (<i>computers, furniture, etc., less than \$3,000 per item</i>)	3420	2895
Supplies (<i>office materials, program related purchases, program necessities to deliver services, etc.</i>)	11209	5865
Occupancy (<i>property rent, mortgage, utilities, telephone, internet, etc. assigned as program expenses</i>)	44679	0
Local Travel (<i>mileage, tolls, parking for regular local travel, rental/leasing cost of transportation</i>)	300	0
Training (<i>staff development, conferences, long distance travel</i>)	0	0
Design, Printing, Marketing & Postage (<i>for direct program related services only</i>)	2050	270
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>)	13948	180
TOTAL	124886	9510

Pinellas Community Foundation
PCF CARES Application
BUDGET NARRATIVE FORM

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

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

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

Organization Name: St. Augustine’s Episcopal Church

Project Name: Benison Farm

FROM (month/year): 10/1/2020

TO (month/year): 12/30/2020

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

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

Define each position and indicate how the costs you are requesting expands your COVID-19-related programming and/or how it was unbudgeted as of 3/1/2020 or later. Be sure to include as much detail as possible for each position, e.g. rate per hour and number of hours for new position due to COVID-19 or increased hours as a result of COVID-19 (see example if needed).

\$300 – This amount represents the church administrator’s time to process payments for grant related expenditures. 4 hours per month for October through December at \$25.00 per hour.

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

Define each individual piece of equipment, where it will be purchased from, how much it costs, and how the costs you are requesting expands your COVID-19-related programming. Including estimates, quotes, or print offs from a supplier website is helpful to defend these costs.

\$2,895 –

The expansion of this program requires processing of all forms of payment, including becoming a EBT retailer. This equipment was not needed prior to COVID-19 because we had not planned to double our harvesting and expand our offerings of fresh, low-cost produce to the neighborhood. (Any sales only offer enough income to cover the costs of planting and maintenance of the farm. The farmers market can be compared to a non-profit grocery store.)

- 10.2" iPad (2019) 32GB Wi-Fi Silver purchased from Square for \$329
- Square Stand Kit (can be used to accept SNAP benefits) purchased from Square for \$646

The expansion of this program requires more space for the monthly farmers’ market. We will offer twice as much fresh produce to the local neighborhood as we did pre-COVID-19

- 10x20 Canopy Tent w Wheeled Carry Bag + 6 Sandbags purchased from Amazon for \$410
- 8-Foot-Long 30x96 Folding Plastic Table purchased from BanquetPro for \$460
- Market scale purchased from Scale Galore for \$150

The expansion of the program requires adherence to safe food handling procedures, which were increased due to COVID-19.

- Portable Hand Washing Sink purchased from Sustainable Supply for \$700

- Hand Sanitizer Dispenser & Stand + 12 refills purchased from Sustainable Supply for \$200

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

Define each supply requested, where it will be purchased from, how much it costs, and how the costs you are requesting expands your COVID-19-related programming.

\$5,865 – When the effects of COVID-19 were first announced and widespread quarantines were put into place, transportation of food became a huge factor for people getting food. Food pantries could not get the food supplies they needed. We recognized this problem and used this time to double our planting beds in expectation of providing more food to the local food pantries and to our monthly farmers’ market.

- Lumber for building new planting boxes purchased from Tibbetts for \$2,721
- Garden soil for filling new planting boxes purchased from Carroll’s Building Supply for \$1,764
- Mulch purchased from City of St. Petersburg for \$50
- Skid steer used to move the topsoil rented from Sunbelt Rental for \$1,330

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

Define each occupancy-related item, the supplier of the service, how much it costs, the % which is appropriately allocated to this grant, and how the costs you are requesting expands your COVID-19-related programming.

\$ -0-

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

Define each travel item, the person who will be incurring the cost (for staff travel), the supplier of the services (for rental/leasing), and how the costs you are requesting expands your COVID-19-related programming.

\$ -0-

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

Define each item, the supplier of the services, the cost, and how the costs you are requesting expands your COVID-19-related programming.

\$270 – This amount is for two months of advertising in the Weekly Challenger newspaper.

When we recognized the food scarcity issues created by COVID-19 quarantines, we expanded our ability to produce twice as much produce as we did pre-COVID-19. Most of this produce will go to local food pantries. Some will be offered to the community through a monthly farmers market. Many of our neighbors may not necessarily need free food, but rather need healthy food options, which can be purchased at low cost with the option of using SNAP benefits. The monthly farmers market and the ability to be an EBT retailer are new for us and we do need to advertise this benefit.

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

Define each item, the vendor who will supply the capital item, or construct the item, and provide a defense for how the purchase of this item costs less than the leasing of the item for the grant period. Also explain how this item is necessary for the expansion of your COVID-19-related programming.

\$ -0-

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

Define each item, the vendor supplying the purchased services, the cost of the services per a specified period of time and explain how this is necessary for the expansion of your COVID-19-related programming.

\$180 – This amount is for three months of software costs for LocalLine e-commerce platform to enable Benison Farm to offer at-home fresh produce delivery to our neighbors in the 33712 ZIP code. We will also advertise this service in the Weekly Challenger advertisement. This service will increase our ability to get fresh produce to our neighbors who are in vulnerable health situations and should still be observing COVID-19 related quarantine. (Any sales only offer enough income to cover the costs of planting and maintenance of the farm.)

List of Logistical partner organizations (LPOs)

Organization: St. Augustine's Episcopal Church

Project: Benison Farm

- Mercy Keepers at 20th Street Church of Christ (food pantry)
2021 9th Ave. S
727-823-8795
- Operation Attack at Lakeview Presbyterian Church (food pantry)
1310 22nd Ave S
727-822-1187
- Lake Maggiore Neighborhood Assoc.
contact: Erica Hardison
727-308-1939
- St. Pete Time Bank (volunteers)
<https://stpete.timebanks.org/>
- Sustainable Urban Agriculture Coalition (education)
<http://www.suacstpete.org/>
- St Thomas Episcopal Church (volunteers)
1200 Snell Isle Blvd. N
727-896-9641

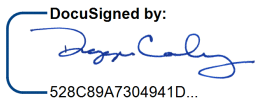
Amendment One to Grant Agreement

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 St. Augustine’s Episcopal Church, Inc., (“GRANTEE”) (AGENCY and GRANTEE collectively “the Parties”) and the Parties hereby agree as follows:

1. On or about November 4, 2020, AGENCY and GRANTEE entered into a Grant Agreement in the amount of \$9,510.00.
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 Section 2 a) shall be amended to read, “**GRANTEE** shall administer funding in an amount up to **three thousand six hundred and forty-five dollars and no 00/100 cents** for expanded local services with 0% or \$0.00 allowed for indirect costs.”
5. Also, the Parties agree that in accordance with Section 10 of the Grant Agreement that the first line of Section 4 a) shall be amended to read, “The **AGENCY** agrees to provide **GRANTEE** an amount not to exceed three thousand six hundred and forty-five dollars and no 00/100 cents (\$3,645) as an award of the Pinellas CARES Nonprofit Partnership Fund for the services described in Section 2 of this Agreement.”

Signed:

AGENCY: Pinellas Community Foundation

By:  528C89A7304941D...

Duggan Cooley
CEO

11/5/2020

Date Signed: _____

GRANTEE: Grantee Name

By:

Rev. Josie Rose, Priest In Charge
jrrose1204@gmail.com

Date Signed: _____