



LEON CARES

HUMAN SERVICES GRANT ASSISTANCE PROGRAM SUB-GRANTEES WEBINAR

People Focused. Performance Driven.



WEBINAR OUTLINE

- Eligible Expenses
- Leon CARES Sub-agreement
- Reimbursement Process



ELIGIBLE EXPENSES

- Organizations allocated funding:
 - 501(c)(3)
 - Registered with the State of Florida as active non-profit organization
 - Demonstrated eligible expenses incurred or will be incurred providing human services in Leon County
- Eligible expenses: Unexpected expenses incurred due to COVID-19 between March 1, 2020 and December 30, 2020 (Programmatic or operational)
- **NOT FOR REVENUE REPLACEMENT!**



EXAMPLES OF ELIGIBLE & NON-ELIGIBLE EXPENSES

Eligible:

- Personal Protection Equipment
- Personnel cost not already budgeted & incurred due to COVID-19 (including hazard pay or overtime)
- Computer & technology purchases or leases
- Programs or services to individuals and/or families impacted by COVID-19 (hotels, legal services, etc.)

NOT Eligible:

- Revenue replacement/losses
- Expenses incurred before March 1, 2020 OR after December 30, 2020
- Expenses already budgeted prior to March 27, 2020
- Expenses already or will be reimbursed through other programs (PPP, LEAN, CHSP, etc.)
- Programs or services that do not assist individuals/families impacted by COVID-19
- Rent and utilities for leases/mortgages established prior to March 27, 2020
- Personnel hired prior to March 1, 2020 (not including hazard pay or overtime)



LEON CARES SUB-AGREEMENT

- A sub-agreement is required for reimbursement
- Expires December 30, 2020
- Name must match SunBiz
- Detailed Activity Report
 - Services performed, deliverables achieved, goods provided, & cost incurred
 - Client Information
- Exhibit A – Scope of Services
 - “Task to be Performed by Contractor” & “Payment Schedule”
 - “Deliverables”
- Exhibit B – Contractor’s Proposal
- Exhibit C – Certification of Payments to Subcontractors & Suppliers (applicable to some)
- Exhibit E – Certification Regarding Lobbying



LEON CARES SUB-AGREEMENT

- What to submit to LamyS@LeonCountyFl.gov:
 - Fully completed and executed Sub-agreement including:
 - Exhibit A
 - Exhibit B
 - Exhibit E
 - PDFs ONLY (no JPEGs, images, etc.)
 - New Vendor Form (if never contracted with the County)
 - **Mail** voided checks or bank information to Shington Lamy @
918 Railroad Avenue
Tallahassee, FL 32310
- Purchase Order



REIMBURSEMENT PROCESS

- FASTER Portal System
- Formal Invitation
 - 1-2 Additional Organization Representatives
 - Name (First and Last)
 - Email Address
 - Phone Number



REIMBURSEMENT PROCESS

- Supporting Documentation
 - Sub-agreement: Section 2 & Exhibit A
- Documents will be reviewed to ensure:
 - Request do not exceed total amount of the agreement
 - Aligns with the requirements of the agreement
 - Expenses align with CARES Act
- IMPORTANT: Funds available only for reimbursements, no advances



CONTACTS

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QUESTIONS?

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