



ATTACHMENT A

Pasco County CARES Act Funding Request
Agency Request Form – Scope of Work

Agency Name:		Date	
Address		Contact Name	
City		Contact Title	
Zip		Contact Phone Number	
Federal ID No.		Contact e-mail	

Amount Requested:	\$	Description of Goods/Services:	
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JUSTIFICATION:

Provide narrative describing how this expenditure is necessary for the public health emergency (COVID-19).

Was this item included in FY20's adopted budget?

Will this expenditure be incurred during the period that begins on March 1, 2020, and ends on December 30, 2020?



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Please verify that this expenditure is not eligible for any other federal fund source (including FEMA reimbursement).

Attachments:

- Pasco County CARES Act Funding Request – Itemized Budget Detail Form
- IRS 501(c)(3) Tax Determination Letter (if applicable)

I certify all information provided in this application is true to the best of my knowledge and belief,

Print Name

Telephone

Signature of Provider Agency Official

Date



Pasco County CARES Act Funding Request
Agency Request Form – Scope of Work

Instructions for completing CARES Act Funding Request Form

Request Form

Requests for any CARES Funding from Pasco County must adhere to the Dept. of Treasury guidance. 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;
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Complete all requested fields

Must print, sign and date prior to submission

All attachments are **required** to be submitted together in order for the request to be considered complete-

- Pasco County CARES Act Funding Request – Itemized Budget Detail Form
- Attach 501c3 letter (if applicable)
- Attach any additional justification with the submission in the form of charts/graphs etc. that assists with the justification of the funding request

Submit request via email to Public Services Administration - Kristina McGonigal kmcgonigal@pascocountyfl.net



Pasco County CARES Act Funding Request
Agency Itemized Budget Detail Form

Agency Name	
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Category (1-6)	Expense Item	Additional Info	Quantity	Amount (\$)
				\$
Total				\$



Pasco County CARES Act Funding Request
Agency Itemized Budget Detail Form

Instructions for completing CARES Act Funding Request Forms

Itemized Budget Detail Form

Provide detail listing of anticipated budget for CARES Act Funding Request. This must match to requested amount in total.

Category - #1 through #6 are listed below with Treasury guidance for eligible expenses of the category. Choose the category for the expenditure item that's applicable

1. Medical Expenses
2. Public Health Expenses
3. Payroll Expenses
4. Public Health Measures Compliance Expenses
5. Economic Support Expenses
6. Other COVID19 Expenses

Expense Item - Description of the item/services/expenditure that funding is being requested for

Additional Information - space for any additional justification or information to provide in relation to the specific expenditure

Quantity - enter the number being purchased/expended for (if applicable)

Amount - enter the total amount anticipated expending on the item/service/expenditure

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Pasco County CARES Act Funding Request
Agency Itemized Budget Detail Form

Nonexclusive examples of eligible expenditures by category -

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:



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Agency Itemized Budget Detail Form

- 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.