

**EXHIBIT A**  
**SCHEDULE OF PROJECTS**

***\*(Example Exhibits. Please note that the examples provided are not of any real programming but provided to demonstrate projects. In each instance, indicate how the Municipality's proposed use is tied to addressing the COVID-19 Pandemic)***

<b>Category</b>	<b>Project Description</b>
ALF Nursing Home Monitoring	<p><b>[Description of monitoring plan, including anticipated dedicated staff members, list of facilities].</b></p> <p><i>County to provide check list to municipalities to be completed for each facility within its boundaries for prospective and retrospective visits.</i></p>
PPE Expenses	<p><b>[Describe planned use and basic process city expects to use, i.e., City or County process examples below]</b></p> <ol style="list-style-type: none"> <li>1. Reimbursement of PPE Purchases before June 30<sup>th</sup> for City Employees</li> <li>2. Purchase PPE equipment for City Employees through County program.</li> <li>3. Purchase PPE Equipment for City BSO Staff through BSO Program</li> </ol>
CLEANING/ DISINFECTION	<p><b>[Describe planned use and basic process city expects to use]</b></p> <ol style="list-style-type: none"> <li>1. Reimbursement of Sanitation of City Facilities prior to June 30<sup>th</sup>: Contracted Cleaning Services, Supplies; signage.</li> <li>2. Sanitation of City Expenses: Contracted Cleaning Services, Supplies; signage.</li> </ol>
PUBLIC INFO	<p><b>[Describe campaign, medium, basic message, tie to COVID-19]</b></p> <ol style="list-style-type: none"> <li>1. Public information campaign and related expenses apportioned by the committee regarding COVID-19 safety.</li> <li>2. Documentation of expenses related to campaign that fall outside of the main program</li> </ol>
PUBLIC SAFETY PAYROLL	<p><b>[Indicate how City will allocate Costs, fire? Police? Special events? BSO allocation? ]</b></p> <ol style="list-style-type: none"> <li>1. Fire Rescue Responses for Code 36 Responses within City.</li> <li>2. Police costs for Feeding Programs to people experiencing food shortage as a result of economic fallout of COVID-19</li> <li>3. Health care worker costs for testing for COVID within City.</li> </ol>
FACILITATE COMPLIANCE	<p><b>[Describe projects and why this use is related to COVID-19]</b></p> <ol style="list-style-type: none"> <li>1. Purchase of 100 laptops to facilitate remote work to minimize number of employees in building to facilitate social distancing.</li> <li>2. Establish networking system to allow remote work to minimize number of employees in building to facilitate social distancing.</li> <li>3. Purchase additional licenses for productivity software for employees working remotely to minimize number of employees in building to facilitate social distancing.</li> </ol>

RESIDENTIAL ASSISTANCE	<p><b>[Describe projects and why this use is related to COVID-19]</b></p> <ol style="list-style-type: none"> <li>1. Mortgage assistance program for residents who earn less 100% AMI, have lost a job or earnings as a result of COVID-19.</li> <li>2. Utility Pay (cannot reimburse governmental utilities such as water and sewer)</li> </ol>
SMALL BUSINESS ASSISTANCE	<p><b>[Describe projects and why this use is related to COVID-19]</b></p> <p>Small business program for business in City with no more than 10 employees, providing some evidence of being impacted by COVID-19, and not previously having received assistance from other special COVID-19 programs, such as the federal Paycheck Protection Program, County program. Grants up to \$10,000 per company.</p>
COMMUNITY PROGRAMMING	<p><b>[Describe projects, use of funds, and why this use is related to COVID-19]</b></p> <ol style="list-style-type: none"> <li>1. Monthly Food Distribution Program to City Residents at City Hall for residents experiencing hardship from COVID-19. Purchase of food, supplies, and personnel time.</li> </ol>
NON-ENTITLEMENT CITIES	<p><b>[Describe projects, use of funds, and why this use is related to COVID-19]</b></p> <p>Each city will propose how it intends to allocate its share of the \$5 Million related to COVID-19.</p>

**EXHIBIT B  
BUDGET**

***\*(Example Exhibits. Please note that the examples provided are not of any real programming but provided to demonstrate projects. Provide planned break down for all expenditures in the Projects provides in Exhibit A. Below is an example of a few of the categories)***

**Total CARES Funds: \$[insert City's total funds]**

**BSO Cities only \*BSO PPE Allocation: \$[Insert BSO allocation for city]**

SMALL BUSINESS ASSISTANCE	Small business program for business in City: [Provide overview of Program and criteria for providing support with nexus to COVID Pandemic. Example: Grants to be provided to businesses in city with no more than 10 employees, providing evidence of being impacted by COVID-19, and not previously having received assistance from other special COVID-19 programs, such as the federal Paycheck Protection Program, County program. Grants up to \$10,000 per company.	\$1,000,000: 100 grants; \$200,000: 4 additional temporary staff positions to process requests;
COMMUNITY PROGRAMMING	Monthly Food Distribution Program to City Residents at City Hall.	\$500,000: Food supplies \$100,000: Staff overtime/ unbudgeted time. \$10,000 in distribution supplies, signs, tables.

**EXHIBIT C**  
**PROJECT TIMELINES**

***\*(Example Exhibits. Provide expectation for use of funds and progress on programs listed in Exhibit A. For some programs it will be simple deadline of December 10th. Programs that have ramp up will need to have steps to demonstrate viability of project. Below are 2 examples.)***

***PPE Program***

Deadline: September 15, 2020- Initial orders of PPE (25% allocation)

Deadline: October 15, 2020-Supplemental order of PPE (50% of allocation)

Deadline: November 30, 2020-Final Order of PPE (Remaining Allocation)

***Small Business Program***

	<b>Start</b>	<b>Completion</b>
Program Design	Effective Date	September 30, 2020
Outreach to Business	September 30, 2020	November 30, 2020
Intake/Process Applications	October 1, 2020	November 30, 2020
Award Funds	October 10, 2020	December 5, 2020

**EXHIBIT D**  
**REQUEST FOR PAYMENT DOCUMENTATION REQUIREMENTS**

**Required Documentation**

Municipality shall submit the documentation, where applicable, itemized below ("Required Documentation") with each invoice for CARES Funds.

Required Documentation includes:

1. Completed Request for Payment in the form approved by the Contract Administrator;
2. A certification in accordance with Section 5.2 that all funds received and utilized to date under this Agreement were utilized only for Eligible Expenditures;
3. A certification from Municipality's administrator or the administrator's authorized representative that the work, services, or activities, or materials being invoiced have been received or completed;
4. Documentation of costs associated with any Municipality personnel providing any services for the Project, if applicable;
5. An executed copy of each subcontractor contract authorizing work, services, or activities to be performed for the Project, if applicable and not previously submitted to County;
6. A certified copy of the purchase order or other Municipality document authorizing the work, services, activities, or materials for which Municipality is invoicing;
7. A copy of all subcontractor invoices for the Project indicating the work, services, or activities rendered or materials purchased and the dates for same, certified by Municipality's administrator or manager of the Project, as applicable;
8. Any additional documentation required by any additional provision of Federal Law; and
9. Any additional documentation that may be reasonably requested by Contract Administrator.
10. Approved budget for the expense prior to March 27 and the budget subsequent to approval of the CARES Act, with explanation of the budget was adjusted, or how the requested reimbursements represent substantially different use toward COVID-19 expenses from that anticipated when the budget was adopted.

**EXHIBIT E**  
**FEDERAL PROVISIONS**

1. Municipality shall comply with the following Federal provisions, if applicable, and shall include such applicable Federal provisions in Clerk's contracts with Subcontractors, including all applicable provisions set forth in 2 C.F.R. Appendix II to Part 200:

a. Municipality agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387), and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

b. Municipality shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. § 6201).

c. Municipality agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C until the termination or expiration of this Agreement. Municipality further agrees to include a provision requiring such compliance in its lower tier covered transactions relating to this Agreement. Municipality affirms and verifies that neither Municipality, nor any of its principals (defined at 2 C.F.R. § 180.995) or affiliates (defined at 2 C.F.R. § 180.905), are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

d. The foregoing subsections are material representations of fact relied upon by County. If it is later determined that Municipality did not comply with 2 C.F.R. Part 180, subpart C or 2 C.F.R. Part 3000, subpart C, in addition to remedies available to County, the federal government may pursue available remedies, including, but not limited to suspension and/or debarment.

e. Municipality shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. Among other things, Municipality shall procure only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recover materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000.00; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

2. By execution of this Agreement, Municipality certifies that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a

member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. Municipality shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

d. This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Municipality certifies or affirms the truthfulness and accuracy of each statement of the foregoing certification and disclosure, if any. In addition, Municipality understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

**EXHIBIT F**  
**SCHEDULE OF ELIGIBLE EXPENDITURES**

A. Categories of Eligible Expenditures:

1. Medical expenses such as:

- a) COVID-19-related expenses of public hospitals, clinics, and similar facilities.
- b) Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
- c) Costs of providing COVID-19 testing, including serological testing.
- d) Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- e) Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.

2. Public health expenses such as:

- a) Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- b) 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.
- c) Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
- d) Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
- e) Expenses for public safety measures undertaken in response to COVID-19.
- f) 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:
  - a) Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - b) Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - c) Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - d) Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - e) 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.
  - f) 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:
  - a) Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
  - b) Expenditures related to a State, territorial, local, or Tribal government payroll support program.
  - c) 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 CARES Act eligibility criteria.