

**SPARK ROUND 1 - LOCAL GOVERNMENT
 REIMBURSEMENT & DIRECT AID REVIEW
 MEMORANDUM**

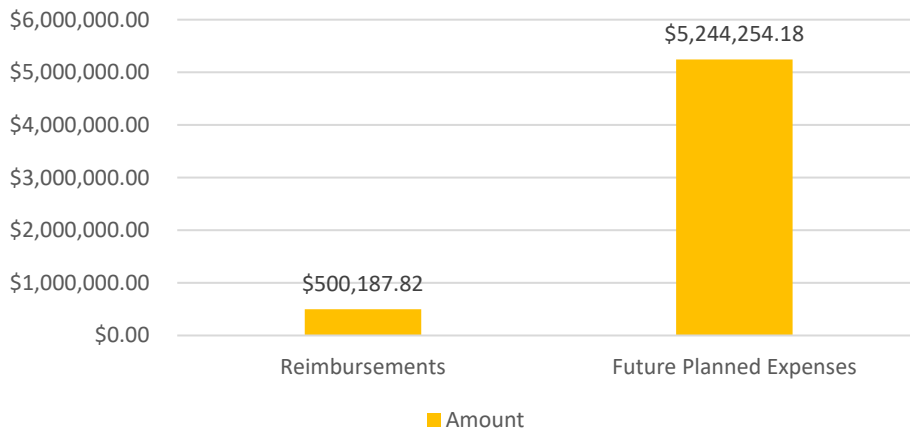
Date September 3, 2020
Re Review of Reimbursement and Direct Aid Spending Plan for Ellis County

General Information

Population: 28,553
 COVID-19 Cases 08/17/2020: 179

Total Allocation Amount: \$5,744,441.78
 Total Submitted for Reimbursement: \$500,187.82
 Total Submitted for Future Planned Expenditures: \$5,244,254.18

SPENDING PLAN OVERVIEW



Reimbursement Request Overview

Total Amount for County Expenditures: \$116,464.58
 Total Amount for Subrecipients: \$383,723.24

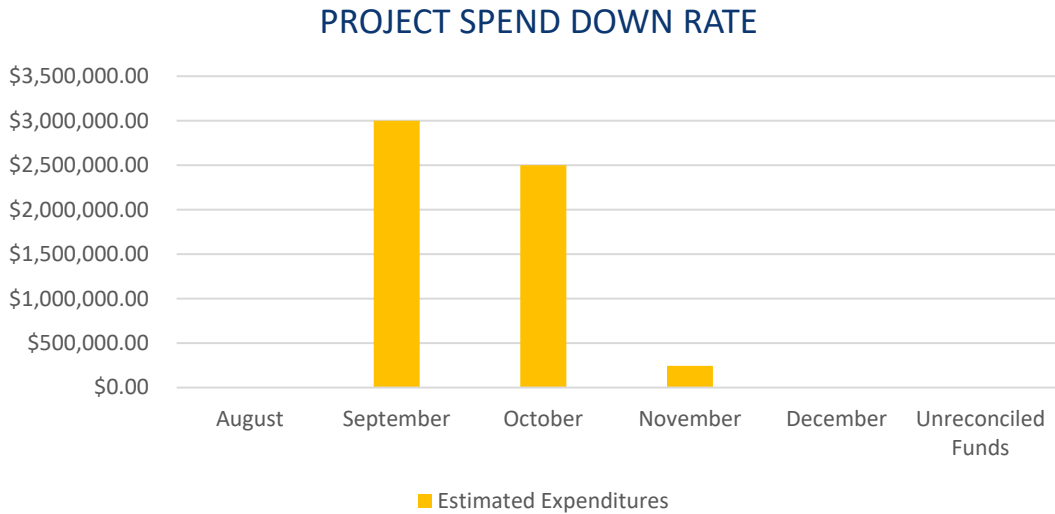
Subrecipients and Amounts

| Subrecipient | Type | Amount |
|------------------------------------|---------------------------------|--------------|
| City of Ellis | City | \$8,233.00 |
| City of Hays | City | \$55,918.44 |
| City of Victoria | City | \$351.56 |
| USD 388 | Educational Institution(s) | \$42,925.66 |
| USD 489 | Educational Institution(s) | \$179,300.07 |
| North Central KS Technical College | Higher Education Institution(s) | \$94,383.92 |
| Hays Public Library | Library | \$2,610.59 |

Total \$383,723.24

Direct Aid Overview – Future Spending Plan

Total Amount for County Expenditures: \$2,021,565.94
 Total Amount for Transfers: \$991,723.43
 Total Amount for Programs: \$2,230,964.81



Subrecipients/Transfers and Amounts

| Subrecipient | Type | Amount |
|----------------------------|---------------------------------|---------------------|
| City of Hays | City | \$234,800.00 |
| City of Ellis | City | \$15,299.00 |
| City of Victoria | City | \$66,765.00 |
| City of Schoenchen | City | \$83,600.00 |
| Fort Hays State University | Higher Education Institution(s) | \$209,146.00 |
| Thomas More Prep | Educational Institution(s) | \$283,504.43 |
| USD 432 Victoria | Educational Institution(s) | \$93,609.00 |
| Holy Family Elementary | Educational Institution(s) | \$5,000.00 |
| Total | | \$991,723.43 |

Proposed Programs

| # | Organization | Program Title | Description | CRF Total |
|----|---------------------|----------------------------------|--|-------------|
| 1 | Foster the Cause | Foster the Cause launch in NW KS | Support churches in establishing Christian foster homes | \$34,700.00 |
| 2 | Elements of Massage | Massage therapy | Primarily business revenue replacement for payroll with some operating cost expenses. | \$2,700.00 |
| 4 | BOS Motorsports | COVID-19 Relief Funding | Funds for day-to-day expenses of keeping the business open, however, budget is blank other than the total. | \$18,016.48 |
| 5 | Ellis Co. Fair | 0 | The Ellis County fair had a decrease in attendance directly due to COVID-19. We also were not able to have the prisoners come help us pick up trash and set up like they do every year because of COVID-19. We had to hire additional staff to work the carnival so that kids hands could be sanitized before and after playing in each carnival bounce house and game. The Ellis County fair had expenditures to purchase PPE items so we could disinfect tables often, clean bathrooms, have sanitizer stations, gloves, face masks, etc. to use. Insurance costs increased dramatically this year too due to COVID-19. A large portion of the budgeted expenditures are for revenue loss. | \$56,905.93 |
| 11 | Ellis Rec. Commis. | Refund COVID-19 Expenditures | The Ellis Recreation Commission has incurred numerous expenses due to COVID-19 and making sure our participants and spectators were safe, and all possible precautions were implemented. Reimbursements for PPE and cleaning supplies, sports gear, and professional service fees. | \$2,475.08 |
| 13 | KVC Hospitals | Cares Covid-19 Provider Relief | Funds for the expense for ongoing PPE (masks, gloves, booties, sanitizer, antibacterial gel) thermometers, a Clorox 360 disinfectant machine and disinfectant, and two additional washers (in order to have washer/dryer for each unit) to allow us to wash clothing more often while reducing travel between units. The largest expenditure is for an isolation block of beds where new patients await results of a COVID-19 test at \$600/night for 120 days. | \$26,421.00 |

| | | | | |
|----|---------------------------|------------------------------------|---|-------------|
| 14 | 489 Foundation | Project 489 | Foundation that raises funds for USD 489. Fundraisers were canceled and they are seeking funds to cover the costs of their projects, which are installing secured entrances at the schools (\$65,000) and providing grants to teachers and administrators, and schools within USD 489 (\$10,000). | \$75,000.00 |
| 15 | MCH Home Visiting | Ellis County Help Me Grow and IRIS | The program focuses on establishing a network of community resources for children and families. Funds received would be utilized to support the Community Manager of the program, support materials, expansion-support technical assistance from the University of Kansas CPPR IRIS Team, and contracted IRIS maintenance costs. This is an excellent opportunity to make our community more connected during stressful times. | \$4,450.00 |
| 16 | High Plains Mental Health | Healthy Minds Community Outreach | It is expected the incidence of mental illness could significantly increase during and after the Covid-19 pandemic. This project is intended to be preventive by providing a quality self-care resource and teaching community members to recognize early warning signs of a possible mental health problem and how to get help. Specifically, the project will include an annual community membership to 7 Cups, a secure online emotional support program for teens and adults, and hiring a full-time staff person to provide Mental Health First Aid and community mental health education for one year amidst the covid-19 crisis. Mental Health First Aid is an evidence-based training program that teaches community members how to help a person developing a mental health problem, experiencing worsening of an existing mental health problem or in a mental health crisis. We are requesting a total of \$44,000 in salary and benefits for the full-time, one-year contract for a mental health educator; \$4,150 to fully train this staff member to teach adult, youth and virtual Mental Health First Aid (by the end of 2020); \$6,800 to provide free, enhanced public access to 7 Cups online for one year beginning in January 2021; and \$5,000 to purchase Mental Health First Aid textbooks (\$20 each), which would make this valuable training available at no cost to Ellis County agencies (up to 250 individuals). | \$11,800.00 |

| | | | | |
|----|-----------------------------|--|--|-------------|
| 17 | W. KS Child Advocacy Center | COVID-19 Relief for Kids in Ellis County | Front line organization supporting victims of child abuse. Seeking funds for additional staffing, technology costs, remote work costs, cleaning and sanitation supplies, and operating costs due to their annual fundraiser's cancellation. | \$74,659.00 |
| 18 | Midland Marketing | COVID-19 Changes | We are investing in digital infrastructure improvements to allow our employees to be spread out as we work through the pandemic. We have also purchased equipment and technology to allow for delivery of products and information to producers, as we need to keep operating as part of the food production and distribution chain. | \$18,016.48 |
| 19 | Hays Mall | Small Business Relief | Due to the recent state closings during April, a number of our tenants are in default on their leases and are on the verge of bankruptcy and closing. We are looking for relief to help resolve their defaulted leases and preserve jobs and tax revenue that our tenants create for this county. | \$18,016.48 |
| 20 | Kendal Krug | Personal Protective Equipment Funding | Funds will be used in the office to offset the previously un-needed expenses of PPE. Goal of PPE is to prevent further spread in the community while still providing Primary Eyecare services to the community, including emergent and urgent eye care (which is not available at the local hospital ER). Enhance protection for our employees who are risking infection themselves by serving the public. | \$2,700.00 |
| 21 | Centennial Towers | Centennial Towers | Senior Housing | \$1,038.96 |
| 22 | Gutch's Bar & Grill | Gutch's revenue loss | Requesting aid for revenue loss during business disruption. | \$36,032.96 |
| 23 | Wild Rose | Wild Rose revenue loss | Requesting financial aid for revenue lost during business disruption. | \$18,016.48 |
| 24 | Econolodge | Economic Relief for EconoLodge Hays | Loss of Revenue, new sanitizer, new equipment at EconoLodge Hays. We are not getting any corporate help. This I have to come on my own. Seeking loss of revenue , it is over \$120,000 | \$15,494.17 |
| 25 | Super 8 | Economic Relief for Super 8 Hays | New sanitizer, new equipment, mask, and loss of revenue. Seeking loss of revenue which is over \$220,000.00 | \$27,385.05 |

| | | | | |
|----|---------------------------|--|---|-------------|
| 26 | Fairfield Inn | Economic Relief for Fairfield Inn Hays | Our need is to keep our business open and operating. Our business stimulates the local economy as well as provides jobs to those locally. Our business brings outside business that will turnaround and bring benefits to our local community. Keeping our door open is a vital part of our community. | \$21,980.11 |
| 27 | Clarity Consul. Group | Kuhn's Market | Hydroponic system and building renovations for a small grocery store. | \$36,032.96 |
| 28 | RSD Fairfield | Reimbursement for COVID-19 Supplies | We have to continuously provide each guest with individually wrapped disinfecting wipes. We had to purchase an electrostatic sprayer for disinfecting. We have to provide gloves and masks for each guest and staff. We invested in sanitizing stations throughout the hotel. We have to purchase special cleaning supplies for COVID-19. | \$14,413.18 |
| 29 | Baymont Inn | ECONOMIC RELIEF FOR BAYMONT INN AND SUITES | LOSS OF REVENUE, | \$36,032.96 |
| 30 | Rose Garden | Economic Aid | We were impacted negatively by the coronavirus (COVID-19) in many ways, we were forced to close our doors from mid-March to approximately mid-June and lost many scheduled events and caterings. We also lost staff, as a result of the closing mandated by COVID-19. Our business day-to-day operations were impacted as well by the loss of events and caterings, as the lost profit resulted in our business accounts to go unpaid during that time, with the loss of revenue to our business. | \$36,032.96 |
| 31 | Homestead Nutrition Proj. | Home Delivered and Congregate Meal Service | We are requesting hand sanitizer for each of our locations. Should one of our sites be affected by the pandemic, we are also requesting emergency meals for 5 days for each customer to be purchased from a local contracted restaurant in each of the communities. Last but certainly not least, we are requesting the purchase of three new delivery vehicles. In addition to the delivery van needed to transport the bulk meals to the senior center in Hays, two vehicles are needed to deliver meals to home-bound seniors. | \$79,248.00 |
| 32 | Ellis K of C | K of C Hall Rental | K of C Hall is rented out for weddings and meetings as well as monthly CYO chicken dinners. Our rental receipts have suffered with the COVID-19 Virus and social distancing | \$8,160.00 |

| | | | | |
|----|---------------------|---|---|-------------|
| 33 | Garden City Inv. | Keep Employees Employed | Our sales are way down and we've had to cut back on staffing. We would like to retain our employees and pay them a wage they can live on. Our focus is employees which trickles down to the community in many other ways. Help us and we in turn help the community. | \$27,024.72 |
| 34 | Wild West Fest | Wild West Festival, Inc | Regular event was initially canceled, then put on as a free concert for the community. If we receive any monies from the EllisCares - we will put it straight into our bank, and use it beginning this fall as we prepare for our next years event, and use it only for our upcoming event. | \$75,000.00 |
| 36 | Paisley Pear | Events Aid for the Paisley Pear | Revenue replacement, staff payroll, reopening, cleaning supplies, PPE | \$20,000.00 |
| 37 | DSNWK | DSNWK COVID-19 Related PPE | PPE, cleaning supplies | \$28,500.00 |
| 39 | First Call for Help | First Step Income Loss | The funds \$20,000 lost from both of the above, would have been a part of our First Step Housing Campaign, a remodeling project to provide rooms, and living area for individuals who are homeless and seeking a fresh start. The contractor is ready to start Phase II with concrete work and plumbing next month. The total cost for this part of the remodel is bid at \$39,000. We need the additional \$20,000 to make up the difference of \$14,000 plus \$6,00 for unexpected expenses or increases. If the entire \$20,000 is not used in the initial work described here, it will be used to continue the remodeling through December 2020. Expected opening is the end of 2020. First Step Housing Building Project will allow the completion of concrete work and set up for sewer, drains, and other plumbing | \$20,000.00 |
| 40 | Hays Chamber | The Chamber in Hays, Kansas COVID-19 Relief | Revenue replacement for canceled events and membership dues | \$41,286.15 |
| 43 | United Way | Business Disruption Revenue Loss | Revenue replacement for canceled event to fundraise for operating costs | \$15,000.00 |
| 44 | United Way #2 | United Way Telework Improvements | Purchase computers for staff remote work | \$11,500.00 |
| 45 | Good Samaritan #1 | GSS Ellis COVID-19 Relief | \$12,365 for PPE (gowns, face shields, masks, mask clips, eye shields), hand sanitizer, thermometers, and sanitizing wipes; \$190 for UV Cleaning Light; \$2,190 for 2 Cambro food warmers; \$385 for Wireless Headsets | \$15,130.00 |

Laura Kelly, Governor

| | | | | |
|----|---------------------------|-----------------------------------|--|-------------|
| 46 | Precision Valley | COVID-19 relief | COVID-19 funding relief for expenses. Communications, Printing and Advertising, rents, repairing and servicing, fees - other services, new water well, stationary and office supplies, grants to businesses | \$18,016.48 |
| 47 | Good Samaritan #2 | GSS Hays COVID-19 Relief | Cleaning supplies, privacy curtains, PPE, payroll for new staff member | \$64,103.00 |
| 48 | Couture for Men | Local small business relief | Relief for loss revenue during shut down and since re-opening with loss of cancelled events including prom and weddings. Payroll and rent. | \$18,016.48 |
| 49 | Mega K LLC | local hotel relief. | Because of this covid-19 impact on our business we have substantial amount of revenue loss. We are trying to get the relief to keep the business open safely and pay the employees payroll and other bills that support the business. | \$37,474.28 |
| 50 | Defiance Brewery | Defiance Revenue Loss | Requesting aid for revenue loss during business interruption | \$36,032.96 |
| 51 | Hays Rec. Commission | Relief for recovery of Recreation | Government entity. Interruption of business and loss of revenue from programs that were cancelled due to COVID-19. All spring sports and late spring activities and programs lost. Also, cost of PPE for the safety of patrons and staff during COVID-19. | \$47,550.00 |
| 52 | First Call for Help #2 | Telework Upgrade | Technology upgrades include 3 desktop computers \$1,968, 3 Monitors \$315, 1 Lenovo ThinkPad \$1,590, Microsoft Office Home & Business 4 copies \$964, 3 electric backups \$147, misc. cables, etc \$65, Nex Tech certified installation \$2,400, Server and all required licenses, equipment, & certified installation \$8748, Sonic Wall, license & Installation \$1,363 | \$17,560.00 |
| 53 | Grand True Value | small business relief | preserve jobs in my industry | \$18,016.48 |
| 56 | Victoria HS Alumni | Lost Homecoming 2020 Income | Requesting funding for income lost due to not being able to hold all Homecoming functions in 2020. | \$5,584.25 |
| 57 | Comm. Foundation of Ellis | Ellis Food Boxes | Ellis Food Boxes will provide hygiene products for the health and safety of our clientele. Our plan from August through December 2020 is to provide hygiene products along with our monthly food distribution. We believe this project qualifies because it benefits those in our community who are in need of help. | \$5,136.00 |
| 58 | Kiwanis | Kiwanis Relief | Revenue replacement for canceled fundraisers. | \$23,000.00 |

| | | | | |
|----|---------------------------|---|---|-------------|
| 59 | NWKS Area Agency on Aging | Enhancing the Ability to Physically Distance and Stay Socially Connected Through Technology | Construction to extend conference room, technology, security, infrastructure upgrade, IT support, new computers | \$69,781.00 |
| 62 | Smoky Hill Education | SHESC Educational Support for Reopening Schools | Printing and advertising, repairing and servicing, professional development for Ellis County Schools, computer monitors, swivel camera systems, PPE, cleaning supplies, touch free fixtures | \$39,790.40 |
| 64 | Thirsty's | Thirsty's Loss | Revenue replacement, staff payroll, cleaning supplies, PPE | \$36,032.96 |
| 67 | Inn at 117 | Downtown Inns | To provide historic lodging in the historic downtown of Hays Kansas. This brings tourism to the downtown areas, the city and the county. Salaries and wages, printing and advertising, rents, repairing and servicing, maintenance supplies, stationery and office supplies. | \$2,000.00 |
| 68 | Project Dream | Outpatient alcohol/drug treatment services | Salaries and wages. We are asking for \$15,000 that we have placed in the staffing salary category as staffing is a precious resource to providing services. | \$15,000.00 |
| 69 | Gellas Diner | Local Restaurant Relief | Potentially revenue replacement or current operating costs | \$36,032.96 |
| 70 | Southwind Crossfit | Project SWCF Rebuild During Pandemic | 1. Purchasing Sanitizing Stations 2. Covering costs for the dramatic increase in monthly clean supply expenses. 3. Purchasing the minimal extra equipment needed so members don't have to share equipment. | \$10,100.00 |
| 72 | St. Boniface | Building and grounds improvements at St. Boniface Church | Revenue replacement from canceled fundraiser and reduced giving to fund physical improvements to church facilities: Steeple residing, extend handicap concrete parking area, video streaming equipment | \$13,500.00 |
| 74 | Hess Medical | Hess Clinic COVID-19 Response | Communication technology equipment will be needed to improve telemedicine access, patient education and staff communication. Technology equipment will be used for contact tracing, required reporting to KDHE, tracking and managing COVID-19 test results. Budget includes salaries and wages, printing and advertising, professional services fees, maintenance supplies, PPE, Weather resistant outdoor patient care structure, Covid tests/Quidel Sofia 2 rapid antigen COVID-19 Analyzer and test kits. | \$40,000.00 |

Laura Kelly, Governor

| | | | | |
|----|-------------------------------|---|--|-------------|
| 76 | Heritage Eatery | Community Entertainment | Budget includes: rent, food, maintenance supplies, stationary and office supplies, | \$18,016.48 |
| 77 | Center for Life Exp. | Facilitating/ Coordinating/Sustaining CFLE Core Support Groups | Loss of revenue from private donations and grants. Budget for salaries, communications, freight and postage, printing and advertising, rent, and general supplies. | \$10,000.00 |
| 78 | Jensen Farms | Mushroom growing and outdoor seating payroll | Budget includes: rent, travel and subsistence, cement, fence, outdoor furniture, grants to businesses | \$10,000.00 |
| 80 | H&J Productions | Small business/ Karaoke Business | Revenue replacement. We have lost \$4000.00 dollars from not being at the Golden Q and \$800.00 dollars from two cancelled weddings that we were scheduled to DJ. If this program can help us, I am only requesting the amount we have currently lost \$4800.00. Budget includes additional items of salaries, and grants to businesses. | \$4,800.00 |
| 81 | Hays Senior Center | COVID-19 Relief Funding | Estimates for salaries related to the meal site kitchen help and janitorial duties to the end of the year is estimated at \$2,800.00 plus the \$1781.50. This would bring the subtotal to \$4,581.50. Add in the cost of gloves, masks, full face shields and sanitizing bleach of \$386.00 for a grand total of \$4,967.50 and we would hope for a rounded figure of a total allocation of \$5,000.00 to cover unforeseen incidentals. | \$4,967.50 |
| 82 | St. Joes Food Pantry | St. Joseph Food Pantry | To repair/restore the aged failing Step-In Freezer Space that is needed to securely maintain frozen meats and breads that are donated locally as well as purchased through the Kansas FoodBank for St. Joseph Food Pantry to distribute to those with food insecurity in Ellis County twice monthly. | \$10,000.00 |
| 83 | Downtown Hays Dev. Corp #1 | DHDC Sanitation Station Request | DHDC would like to request funding to provide durable and economical hand sanitizer stands with hands-free dispensers to help prevent the spread of germs. We seek the funds to provide 100 stands to our downtown businesses, at no cost to them. Each Downtown businesses could request a maximum of two stands. They would be asked to supply the hand sanitizer to fill the stands. We are requesting approximately \$22,149.00 to purchase 100 stands. \$20,700 for the stands, \$1,449 in taxes. | \$22,149.00 |
| 84 | Downtown Hays Dev. Corp #2 | DHDC Business Disruption Reimbursement | Revenue replacement for canceled fundraiser. | \$59,000.00 |

| | | | | |
|----|------------------------------|---|---|--------------|
| 85 | Options Dom. & Sex. Violence | COVID-19 Response Project | Some revenue replacement, as well as purchasing new computers, IT support to set up those computers, subscriptions to Telemedicine accounts, Board Portal, and Zoom Pro, and software purchases. | \$66,876.00 |
| 86 | United Way #3 | Virtual Campaign and Agency Support Specialist | With this grant we would create a part-time temporary position. They would have the title of Virtual Campaign and Agency Support Specialist. This employee would maintain constant virtual communication with the community and agencies through marketing and design efforts, email, social media and website development. | \$4,650.48 |
| 87 | Premier Business Manage. | COVID-19 Relief | New Computers for easier travel to work from home, new phones to allow for work from home, rent, cell phone costs for employees to work from home. Appears to be reimbursements. Budget also includes revenue replacement | \$18,016.48 |
| 88 | Celebration Comm. Church | Church Sanitation Station Request | Celebration Community Church (C3) and the Ellis County Ministerial Alliance (ECMA) would like to request funding to provide durable and economical hand sanitizer stands with hands-free dispensers to help prevent the spread of germs. We seek the funds to provide 100 stands to our Hays churches at no cost to them. Each church could request a maximum of three stands and a gallon of sanitizer to fill the stands. | \$24,700.00 |
| 89 | First Care Clinic | Dental Clinic Lost Revenue | Revenue replacement | \$143,177.00 |
| 90 | Cancer Council | Cancer Council of Ellis County, Inc. Lost Revenue | CCEC was unable to hold fundraiser events due to COVID-19. This funding helps pay for financial services and nutritional supplements for cancer patients in Ellis County. | \$6,000.00 |
| 92 | Big Brother Big Sisters #1 | KSBBBS COVID-19 Business Disruption Relief | Revenue replacement from canceled fundraiser. | \$20,775.00 |
| 94 | Big Brothers Big Sisters #2 | KSBBBS serving Ellis County PPE Supplies for Bigs and Littles | PPE, cleaning supplies, thermometer, social distancing stickers. Total PPE Supply List: \$4,491.10 | \$4,491.10 |
| 95 | Jana's Campaign | Leading to Prevent: Virtual Teen Dating Violence Prevention Education | Salaries and wages for Executive Director, Education and Prevention Specialist, and Assessment Specialist. Purchase computers and other technology to create virtual programming materials. | \$9,987.97 |

| | | | | |
|-----|-----------------------------|---|---|--------------|
| 97 | RD Graphics | Covid19 | Doing PPE production in house, instead of waiting on other vendors out of state. Production of PPE Sneeze Guards, Face Shields & masks | \$18,016.48 |
| 98 | Hays 1st Presbyterian #1 | Remote learning site for Students | Funds to create an alternative to home-based remote learning with a socially-distanced work location for students in the church's Social Hall. Budget includes rent, payroll, cleaning, PPE, and other supplies. | \$17,342.00 |
| 100 | Hays 1st Presbyterian #3 | Expanded Preschool and Infant Care | Funds for staff payroll, operating costs, and minor renovation of daycare facility | \$80,000.00 |
| 101 | Kat's Hallmark | Small Business Relief | Funds to recoup losses due to COVID-19 | \$18,016.48 |
| 102 | Hays Area Children's Center | Safety & Continued Access to Early Intervention Services for Families in Ellis County | Funds to continue operations (remote and in-person) and replace lost revenue for an upcoming holiday fundraiser. | \$22,990.00 |
| 105 | Simply Charmed | Business Closure Relief Fund | Seeking funds to recoup losses due to COVID-19 | \$18,016.48 |
| 106 | Heartland Gymnastics | Heartland Academy of Gymnastics & Heartland Booster Club | We were greatly impacted by COVID 19 and were shut down for 3 months. We lost revenues, and clients during this time period. | \$10,000.00 |
| 108 | Grow Hays | BriefSpace 2020 | Upgrade BriefSpace to better facilitate social distancing, while increasing use via availability of conference/training rooms, separate offices. This program specifically impacts our community's economic needs in response to COVID-19. BriefSpace is the hub for revitalizing, sustaining, and creating business. It gives business owners, employees, educators, and students a safe place with access to high speed internet and space for virtual training and meetings with its digital infrastructure. With the requested funds BriefSpace will be able to properly social distance and allow more people to work remotely and upgrade technology to provide better service and interactions amongst businesses, employees, teachers and students. | \$127,080.00 |

Total \$2,230,964.81

Definitions

General Considerations – Summarizes county expenditure data.

Technical Understanding of SPARK Process – Assesses compliance of applicant expenditure information with SPARK guidance.

Identified Compliance Considerations – Highlights requested items that may present potential complications for CRF support eligibility.

Spending Plan Request for Additional Information – Specifies what information is still needed from the recipients.

Modifications Required – Requests any changes still needed to a Reimbursement or Direct Aid plan for proper review.

Conclusion – Gauges whether the county's plan has sufficient information to move forward in the eligibility review process and highlights any remaining concerns.

General Considerations

Of the seventy-nine direct aid programs submitted, forty-eight programs included budgets that reflected different values from the total CRF funds listed on the Summary Page of the Direct Aid Plan. No indication is provided as to how the final CRF totals were determined for each entity included. Additionally, given the large discrepancies, it is unclear what the purposes of the CRF funds are in cases where the County plans to provide only a portion of the requested budget.

Several programs that indicate one-time purchases would be better listed as transfers, as there would be no ongoing administration needs for those situations. Thirty-five of the programs listed incorporated some amount of revenue replacement for local businesses. In one instance, it seems that a government entity, the Hays Recreation Commission, is also requesting revenue replacement, which is likely ineligible under the CRF guidance.

The program proposals range from providing detailed descriptions to giving very limited descriptions of how the funds will be spent. Additionally, some expenditures listed as programs may in fact have already been purchased and should be classified as reimbursements. Where entities are purchasing, for example sanitizing stations, for use by other businesses/churches, there are programs listed where businesses/churches have made separate requests for that equipment. Ellis County will need to oversee the distribution of such equipment to ensure costs incurred are necessary and that there is equal access to COVID-19 response equipment by community service providers.

The County should ensure that all expenses respond clearly to purpose and intent of CRF funding, meets all eligibility criteria and will be documented to the county file to support the expense incurred before December 30, 2020.

Technical Understanding of SPARK Process

Ellis County may benefit from additional technical expertise in navigating the SPARK eligibility process. Many of the proposals submitted as programs would be better reflected as transfers, have conflicting budgets, provide limited information on expenditures, or indicate direct payments to businesses outside of a formal grant review process.

Identified Considerations

1. Payroll Expenses

The matter of reimbursement for previously budgeted but substantially dedicated public safety and public health staff to COVID-19 related responsibilities remains an item of subjective interpretation. The Office of Recovery understands that many Counties and Cities are intending to utilize funding provided through CRF to account for this staff time. At this time, consistent with recently released guidance, the Office of Recovery has determined that the County may proceed with reimbursing the following payroll expenses:

- COVID-19 related FFCRA and FMLA leave costs
- Payroll for budgeted personnel and services diverted to a substantially different use than previously budgeted position (example: utility clerk re-assigned to support contact tracing)
- Previously unbudgeted staff hired to assist with COVID-19 related response or mitigation.
- Payroll for budgeted public safety and public health personnel that are considered substantially dedicated to preparing for, mitigating against or responding to COVID-19, and whose actions can be clearly documented. Public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel.
- Overtime cost burden associated with public safety, public health, health care, human services, or other employees experienced by the County, Cities or Schools as a result of increased workload associated with mitigating or responding to COVID-19 -or- backfill coverage as a result of staffing shortages tied to COVID-19 (including as a result of staff out due to a qualifying FFCRA or FMLA leave).

The U.S. Treasury's Office of Inspector General recently released additional guidance on how payroll expenses should be documented (OIG-CA-20-028; #62, 69-71). The County should ensure that all payroll is documented compliant to the OIG Guidance.

2. Ellis County Direct Aid Programs Budget Discrepancies

\$1,207,711.74

Direct Aid

The following programs provided budgets that do not match the totals provided on the Summary Page of the Direct Aid Plan. Due to these discrepancies, it is not possible to determine the aspects of the programs that the County plans to fund with CRF. Additionally, it is unclear why certain programs are designated for reduced amounts of CRF as compared to other programs that the County plans to fund at the requested level, and how the differences in requested versus planned funding were determined. Discrepancies are described below. "CRF Totals" reflect the figures presented in the Summary Page of Ellis County's Direct Aid Plan, while "Amount in Budget" figures reflect the information provided in program tabs included in the Plan.

| # | Organization | Program Title | CRF Total | Amount in Budget | Difference |
|----|-----------------------|---|-------------|------------------|---------------|
| 1 | Foster the Cause | Foster the Cause launch in NW KS | \$34,700.00 | \$40,416.00 | -\$5,716.00 |
| 2 | Elements of Massage | Massage therapy | \$2,700.00 | \$16,135.95 | -\$13,435.95 |
| 4 | BOS Motorsports | COVID Relief Funding | \$18,016.48 | \$0.00 | \$18,016.48 |
| 13 | KVC Hospitals | Cares Covid-19 Provider Relief | \$26,421.00 | \$315,825.00 | -\$289,404.00 |
| 18 | Midland Marketing | Covid-19 Changes | \$18,016.48 | \$74,526.71 | -\$56,510.23 |
| 19 | Hays Mall | Small Business Relief | \$18,016.48 | \$730,000.00 | -\$711,983.52 |
| 20 | Kendal Krug | Personal Protective Equipment Funding | \$2,700.00 | \$2,704.74 | -\$4.74 |
| 22 | Gutch's Bar & Grill | Gutch's revenue loss | \$36,032.96 | \$0.00 | \$36,032.96 |
| 23 | Wild Rose | Wild Rose revenue loss | \$18,016.48 | \$0.00 | \$18,016.48 |
| 24 | Econolodge | Economic Relief for EconoLodge Hays | \$15,494.17 | \$0.00 | \$15,494.17 |
| 25 | Super 8 | Economic Relief for Super 8 Hays | \$27,385.05 | \$0.00 | \$27,385.05 |
| 26 | Fairfield Inn | Economic Relief for Fairfield Inn Hays | \$21,980.11 | \$0.00 | \$21,980.11 |
| 27 | Clarity Consul. Group | Kuhn's Market | \$36,032.96 | \$361,000.00 | -\$324,967.04 |
| 28 | RSD Fairfield | Reimbursement for Covid Supplies | \$14,413.18 | \$0.00 | \$14,413.18 |
| 29 | Baymont Inn | ECONOMIC RELIEF FOR BAYMONT INN AND SUITES | \$36,032.96 | \$0.00 | \$36,032.96 |
| 30 | Rose Garden | Economic Aid | \$36,032.96 | \$0.00 | \$36,032.96 |
| 33 | Garden City Inv. | Keep Employees Employed | \$27,024.72 | \$140,000.00 | -\$112,975.28 |
| 34 | Wild West Fest | Wild West Festival, Inc | \$75,000.00 | \$0.00 | \$75,000.00 |
| 36 | Paisley Pear | Events Aid for the Paisley Pear | \$20,000.00 | \$0.00 | \$20,000.00 |
| 40 | Hays Chamber | The Chamber in Hays, Kansas COVID-19 Relief | \$41,286.15 | \$0.00 | \$41,286.15 |
| 46 | Precision Valley | Covid releif | \$18,016.48 | \$57,845.00 | -\$39,828.52 |
| 48 | Couture for Men | Local small business relief | \$18,016.48 | \$54,750.00 | -\$36,733.52 |
| 49 | Mega K LLC | local hotel relief. | \$37,474.28 | \$0.00 | \$37,474.28 |
| 50 | Defiance Brewery | Defiance Revenue Loss | \$36,032.96 | \$0.00 | \$36,032.96 |
| 53 | Grand True Value | small business relief | \$18,016.48 | \$80,045.00 | -\$62,028.52 |
| 58 | Kiwanis | Kiwanis Relief | \$23,000.00 | \$0.00 | \$23,000.00 |
| 64 | Thirsty's | Thirsty's Loss | \$36,032.96 | \$0.00 | \$36,032.96 |
| 67 | Inn at 117 | Downtown Inns | \$2,000.00 | \$56,600.00 | -\$54,600.00 |
| 69 | Gellas Diner | Local Restaurant Relief | \$36,032.96 | \$0.00 | \$36,032.96 |
| 70 | Southwind Crossfit | Project SWCF Rebuild During Pandemic | \$10,100.00 | \$0.00 | \$10,100.00 |
| 74 | Hess Medical | Hess Clinic COVID Response | \$40,000.00 | \$115,660.00 | -\$75,660.00 |
| 76 | Heritage Eatery | Community Entertainment | \$18,016.48 | \$4,600.00 | \$13,416.48 |

| | | | | | |
|-----|-------------------------------|---|--------------|--------------|---------------|
| 77 | Center for Life Exp. | Facilitating/ Coordinating/Sustaining CFLE Core Support Groups | \$10,000.00 | \$33,830.00 | -\$23,830.00 |
| 78 | Jensen Farms | Mushroom growing and outdoor seating payroll | \$10,000.00 | \$22,500.00 | -\$12,500.00 |
| 80 | H&J Productions | Small business/ Karaoke Business | \$4,800.00 | \$9,600.00 | -\$4,800.00 |
| 81 | Hays Senior Center | Covid Relief Funding | \$4,967.50 | \$9,935.00 | -\$4,967.50 |
| 83 | Downtown Hays Dev. Corp #1 | DHDC Sanitation Station Request | \$22,149.00 | \$0.00 | \$22,149.00 |
| 87 | Premier Business Manage. | COVID-19 Relief | \$18,016.48 | \$52,267.75 | -\$34,251.27 |
| 90 | Cancer Council | Cancer Council of Ellis County, Inc. Lost Revenue | \$6,000.00 | \$0.00 | \$6,000.00 |
| 92 | Big Brother Big Sisters #1 | KSBBS COVID-19 Business Disruption Relief | \$20,775.00 | \$0.00 | \$20,775.00 |
| 94 | Big Brothers Big Sisters #2 | KSBBS serving Ellis County PPE Supplies for Bigs and Littles | \$4,491.10 | \$0.00 | \$4,491.10 |
| 97 | RD Graphics | Covid19 | \$18,016.48 | \$0.00 | \$18,016.48 |
| 98 | Hays 1st Presbyterian #1 | Remote learning site for Students | \$17,342.00 | \$52,517.00 | -\$35,175.00 |
| 100 | Hays 1st Presbyterian #3 | Expanded Preschool and Infant Care | \$80,000.00 | \$236,569.68 | -\$156,569.68 |
| 101 | Kat's Hallmark | Small Business Relief | \$18,016.48 | \$80,563.00 | -\$62,546.52 |
| 105 | Simply Charmed | Business Closure Relief Fund | \$18,016.48 | \$0.00 | \$18,016.48 |
| 106 | Heartland Gymnastics | Heartland Academy of Gymnastics & Heartland Booster Club | \$10,000.00 | \$33,140.00 | -\$23,140.00 |
| 108 | Grow Hays | BriefSpace 2020 | \$127,080.00 | \$110,680.00 | \$16,400.00 |

3. Programs for Business Revenue Loss

\$1,087,403.38

Direct Aid

The following programs reflect proposals that either in total or in part include revenue replacement for local businesses. While costs associated with business interruption are potentially allowable with CRF funds, some of these programs seem to be designated to receive the full amount requested, whereas other programs have a discrepancy between the line items included in the budget and the planned CRF totals. It is not clear what the process was to determine which businesses would receive the full amount of funding and which would not. Should the county choose to continue participating in direct payments to area businesses, a formal grant program with an application process and review committee is recommended. The scoring criteria and method of evaluation should be advertised and available for careful consideration by potential applicants.

| # | Organization | Program Title | CRF Total |
|---|---------------------|-----------------|------------|
| 2 | Elements of Massage | Massage therapy | \$2,700.00 |

| | | | |
|----|------------------------------|--|--------------|
| 5 | Ellis Co. Fair | 0 | \$56,905.93 |
| 14 | 489 Foundation | Project 489 | \$75,000.00 |
| 22 | Gutch's Bar & Grill | Gutch's revenue loss | \$36,032.96 |
| 23 | Wild Rose | Wild Rose revenue loss | \$18,016.48 |
| 24 | Econolodge | Economic Relief for EconoLodge Hays | \$15,494.17 |
| 25 | Super 8 | Economic Relief for Super 8 Hays | \$27,385.05 |
| 26 | Fairfield Inn | Economic Relief for Fairfield Inn Hays | \$21,980.11 |
| 29 | Baymont Inn | ECONOMIC RELIEF FOR BAYMONT INN AND SUITES | \$36,032.96 |
| 32 | Ellis K of C | K of C Hall Rental | \$8,160.00 |
| 33 | Garden City Inv. | Keep Employees Employed | \$27,024.72 |
| 34 | Wild West Fest | Wild West Festival, Inc | \$75,000.00 |
| 36 | Paisley Pear | Events Aid for the Paisley Pear | \$20,000.00 |
| 40 | Hays Chamber | The Chamber in Hays, Kansas COVID-19 Relief | \$41,286.15 |
| 43 | United Way | Business Disruption Revenue Loss | \$15,000.00 |
| 44 | United Way #2 | United Way Telework Improvements | \$11,500.00 |
| 46 | Precision Valley | Covid relief | \$18,016.48 |
| 48 | Couture for Men | Local small business relief | \$18,016.48 |
| 49 | Mega K LLC | local hotel relief. | \$37,474.28 |
| 50 | Defiance Brewery | Defiance Revenue Loss | \$36,032.96 |
| 51 | Hays Rec. Commission | Relief for recovery of Recreation | \$47,550.00 |
| 56 | Victoria HS Alumni | Lost Homecoming 2020 Income | \$5,584.25 |
| 58 | Kiwanis | Kiwanis Relief | \$23,000.00 |
| 69 | Gellas Diner | Local Restaurant Relief | \$36,032.96 |
| 72 | St. Boniface | Building and grounds improvements at St. Boniface Church | \$13,500.00 |
| 80 | H&J Productions | Small business/ Karaoke Business | \$4,800.00 |
| 84 | Downtown Hays Dev. Corp #2 | DHDC Business Disruption Reimbursement | \$59,000.00 |
| 85 | Options Dom. & Sex. Violence | COVID Response Project | \$66,876.00 |
| 87 | Premier Business Manage. | COVID-19 Relief | \$18,016.48 |
| 89 | First Care Clinic | Dental Clinic Lost Revenue | \$143,177.00 |
| 90 | Cancer Council | Cancer Council of Ellis County, Inc. Lost Revenue | \$6,000.00 |

| | | | |
|-----|----------------------------|--|-------------|
| 92 | Big Brother Big Sisters #1 | KSBBBS COVID-19 Business Disruption Relief | \$20,775.00 |
| 101 | Kat's Hallmark | Small Business Relief | \$18,016.48 |
| 105 | Simply Charmed | Business Closure Relief Fund | \$18,016.48 |
| 106 | Heartland Gymnastics | Heartland Academy of Gymnastics & Heartland Booster Club | \$10,000.00 |

4. Hays Recreation Commission

\$47,550
 Direct Aid

This program is described as requesting funds for the “interruption of business and loss of revenue from programs that were cancelled due to COVID-19.” As Hays Recreation Commission is a government entity, this proposed expense does not clearly appear to be eligible for COVID-19 related purposes. The County should review the expense again to ensure that it does meet the purpose and intent of CRF funding.

5. Fort Hayes State University Transfer

\$209,146
 Direct Aid

As is the case with its distribution of funds to school districts, the County should take into consideration funding already received by qualifying educational institutions and ensure that planned funding does not duplicate existing benefits. Additionally, \$146,500 of the total transfer amount is for meal and hotel vouchers for students for quarantine. It is unclear how this figure was generated. The County should ensure that this transfer responds clearly to purpose and intent of CRF funding, meets all eligibility criteria and will be documented to the county file to support the expenses were incurred before December 30, 2020.

6. City of Schoenchen City Hall Infrastructure Cost

\$50,000
 Direct Aid

One expenditure for the City of Schoenchen is designated for infrastructure related to the City Hall building. As this represents a capital improvement, the County should ensure that the proposed project is bid appropriately, meets uniform guidance standards outlined in 2CFR 200, is cost reasonable, and can be substantially completed prior to December 30, 2020.

7. City of Hays Building Improvements

\$20,000
 Direct Aid

The City of Hays is requesting funds for two different building improvement projects at \$10,000 each. The first is for an expansion of the PD Datacenter and the second for a City Hall server room. As this represents a capital improvement, the County should ensure that the proposed project is bid

appropriately, meets uniform guidance standards outlined in 2CFR 200, is cost reasonable, and can be substantially completed prior to December 30, 2020.

8. City of Ellis Area Business Reimbursements

\$6,343.22

Reimbursements

The City of Ellis has indicated that they have made direct payments to area businesses to reimburse costs for PPE, cleaning supplies, etc. It is not clear what the process was for businesses to request and then receive approval for these funds. Should the county choose to continue participating in direct payments to area businesses a formal grant program with an application process and review committee is recommended.

9. Ellis County Ambulance

\$200,000

Direct Aid

This expenditure is expected on December 15, 2020, only fifteen days before the close of the CRF eligibility period. As this represents a significant purchase, the County should ensure that the proposed project is bid appropriately, meets uniform guidance standards outlined in 2CFR 200, is cost reasonable, and can be acquired prior to December 30, 2020.

10. Ellis County Fair

\$56,905.83

Direct Aid

The Ellis County Fair requests funds to offset lost revenue and for reopening measures. The County should ensure that any reopening of mass events follows State and local guidelines. Additionally, there appear to be inaccuracies within the submitted budget. The Capital Outlay expenditures indicate funds for revenue loss, however, one is labeled as "Total" and two others are specified as "Carnival" and "Food and drink." All these items are totaled at a cost of \$41,875.72, but it's unclear if the carnival and food and drink totals were included in the "Total revenue lost." The budget also lists insurance costs at \$2,508. The County should ensure that these expenses align clearly to the purpose and intent of CRF funding, meet all eligibility criteria and will be documented to the county file to support the expenses were incurred before December 30, 2020.

11. Clarity Consulting Group Grocery Store

\$36,032.96

Direct Aid

This program describes a building renovation and hydroponic system development that would provide food to be sold to local restaurants and the community at large. The budget supplied for this project is substantially larger than the CRF funding allocated, therefore, the County should seek further information to determine how the CRF funding will be used for this project and ensure that planned expenditures respond clearly to purpose and intent of CRF funding, meet all eligibility criteria and will be documented to the county file to support the expenses were incurred before December 30, 2020.

12. Homestead Nutrition Project – Meals from Local Restaurants

\$5,173
 Direct Aid

Part of the program titled the Homestead Nutrition Project is described as the potential purchase of replacement meals from local restaurants should their own facilities experience a COVID-19 outbreak. The three restaurants chosen include Pheasant Run, The Library, and Gigi's Café. No information is provided outlining how these restaurants were selected to provide this service for the specific amounts included in the budget. Should the county choose to support direct payments to area businesses, it is recommended the business selection process be documented and support equal access to funding by similar businesses in the community.

Spending Plan Request for Additional Information

The following items require additional information for the State to feel comfortable with proceeding

| Item | Recipient | Amount | Comment |
|--------------------------------------|--|--------------------------|---|
| City Hall Infrastructure Cost | City of Schoenchen | \$50,000 | More information is needed to demonstrate the nexus been this expenditure and the COVID-19 pandemic and if the cost will be incurred during the eligibility period. |
| Building Improvements | City of Hays | \$20,000 | More information is needed to demonstrate the nexus been this expenditure and the COVID-19 pandemic and if the cost will be incurred during the eligibility period. |
| Area Business Reimbursements | City of Ellis48 Homestead Nutrition Project | \$6,343.22 \$5,173.00 | More information is needed regarding how the specific businesses/restaurants were chosen. |

Modifications Required

The following modifications are requested to the provided Reimbursement or Direct Aid Plan in future reporting:

- In the Direct Aid Plan, for programs listed under Identified Consideration #2 above, revise planned program tab totals to align with total CRF funds requested for each program on the Summary Page of the Direct Aid Plan.
- Where program tabs include expenditures that are not being supported with CRF funds, remove these line-items from the submitted Direct Aid Plan.
- Document the process used to determine which requested expenditures were selected for inclusion in the Direct Aid Plan.

- Review programs that represent one-time purchases and consider reclassifying as transfers where there is no ongoing administration needed. Ensure that all totals are adjusted to reflect any changes from programs to transfers.

Conclusion

1. Based on the documents provided, Ellis County does have a generally adequate understanding of eligible use of CRF proceeds. However, many items outlined in their spending plan have been identified as compliance concerns.
2. Ellis County has an appropriate Project Spend Down Rate in accordance with program guidelines and eligibility
3. Ellis County has proposed many potential subrecipient arrangements. The County should ensure they have the appropriate level of administrative capacity to effectively monitor these subrecipients.
4. Ellis County should consider developing a templated sub-recipient monitoring plan to ensure consistent monitoring of subrecipients (cities, schools, non-profits) for compliance use of funds.
5. For all programs distributing funds to community businesses/churches, if not already in place, Ellis County should consider development of an application process and establish a review committee to ensure equal access to funds from potential qualified entities. The County should also appropriately advertise these programs within the community.
6. The County should ensure that all expenses respond clearly to purpose and intent of CRF funding, meet all eligibility criteria and will be documented to the county file to support the expenses incurred before December 30, 2020.

Ellis County needs to provide responses and documentation for the above Requests for Additional Information. Due to the nature and complexity of the proposed use of funds, the Office of Recovery seeks additional consultation with the County and will be contacting you soon to schedule a working session regarding the items noted in this memo.