Through responsible budgeting and thoughtful planning, Kent County government is committed to providing resources and services that promote a high quality of life for the entire community.
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Kent County COVID Relief Subcommittee
Executive Report

Overview
Kent County was awarded a Coronavirus Relief Fund grant, as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, of $114.6 million on Friday, April 24th, 2020. This award presented the County with an opportunity to cover not only County costs incurred due to this pandemic, but to also assist our local units of government, community partners, and local small businesses who experienced unexpected costs due to the COVID-19 battle.

To that end, the Kent County Board of Commissioners Chair Mandy Bolter proposed County Administration and a subcommittee of the Board of Commissioners develop a transparent, thorough, expedited strategy to define the County’s processes and guidance for allocation and distribution of these funds.⁠¹ Pursuant to Standing Rule 6.0, Chair Bolter established a COVID Relief Subcommittee to quickly and comprehensively analyze:

a) all available funds allocated to the County and how they can be applied (FEMA, CDBG, Community Relief Fund, etc.),

b) the needs of the community and most effective strategies to allocate and disburse the CARES Act funds under the guidelines established by the Federal government, and

c) a process to quickly and transparently distribute funds to meet the needs established by the subcommittee and to inform the Board of Commissioners the activity and seek their approval for large expenditures.

A. Committee Members
The following Commissioners were appointed to serve on the Subcommittee: Commissioners Bolter, Brieve, Jones, Morgan, Talen, Skaggs, Stek, and Womack.

B. Committee Charter
The charge of the Subcommittee is to identify available funding sources and the allowable uses of each fund and to recommend to the Kent County Board of Commissioners guidelines for disbursement of the CARES funding. The timeline for the Subcommittee is as follows:

- No later than June 1, 2020, allocate funds to cover COVID-19 costs already incurred by the County and its estimate of future eligible costs.

- No later than June 1, 2020, recommend guidelines for dispersing funds to local units of government/municipalities to recover their COVID-19 emergency related costs.

- No later than July 20, 2020, recommend guidelines for fund disbursement beyond local/municipal costs (guidance of continued need of the community and usage for remaining funds under federal guidelines).

¹ COVID Relief Subcommittee Communication from Chair
• No later than December 14, 2020, recommend disbursement of any and all remaining funds that may have been held back, to ensure all possible and allowable uses and needs have been met.

Funds can be allocated until December 30, 2020 so that expected costs and estimates for anticipated COVID related costs can be considered and distributed through the end of the year. The subcommittee sought immediate information from local units of government (LUOGs) to consider their expenses as well as the County’s expenses. Additionally, consideration was given to reserve a small portion of funds in anticipation of a potential second wave of infections, should it materialize.

C. Meetings
Pursuant to Governor Whitmer’s Executive Order 2020-75, the Kent County Board of Commissioners COVID Relief Subcommittee conducted its meetings via electronic communications. All meetings of the subcommittee were open, public meetings. Any member of the public wishing to listen to the proceedings or provide public comment were able do so using the electronic meeting information and/or phone numbers posted on AccessKent.com for meeting dates May 7, 12, 14, 19, 21, 26, 28, June 2, 4, 2020.

D. CARES Fund Criteria
The CARES Act provides that payments from the Fund may only be considered 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, 2020.1

Process
A. Internal Expense Review
Multiple internal measures were put in place to track the County expenses as a result of COVID-19. Fiscal Services instituted two COVID-19 expenditure tracking processes: 1) reporting code “COVID-19” for COVID-19 expenses3 and 2) employee timesheet accounting overrides to track personnel hours directly related to COVID-19 tasks.4 Human Resources provided a “Special Compensation” for employees that do not have the option to work from home and are required to work on site5.

Additionally, Kent County Health Department (KCHD) and the Sheriff’s Office were asked to submit expense reports detailing COVID-19 related expenses. The KCHD requested funding to cover expenses associated with contact tracing, homeless isolation centers and staffing costs related to test centers. The Sheriff’s Office experienced increased costs due to additional safety measures related to COVID-19 as well as due to having to reassign deputies who could no longer perform contracted duties such as the Department of Public Works recycling center, Road Commission, School Resource and Community Service Officers. These officers were redeployed with a focus on core

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2 Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf
3 Covid-19 reporting Code AP Memo
4 COVID Timesheet Reporting.pdf
5 COVID 19 Directive 03-18-2020-1 FINAL.pdf
functions, corrections and facilities, law enforcement, and communications. Many deputies were reassigned from their normal role in order to augment their front-line mandates. The reassignments required additional training, equipment purchases, and many new protocols and procedures. These measures were intended to mitigate the risks to staff and the community.

B. Available Funding Review
The Administrator’s Office staff was charged with reviewing and assessing available funds coming into the County and the application of those funds, (Community Development Block Grant, Emergency Solutions Grant, Kent County Relief Fund, etc.), as well as assessing the needs of the community. The United Way, in partnership with local foundations and funders, established a Kent County Coronavirus Response Fund to receive donations to meet the immediate needs in the community related to the COVID-19 pandemic. The fund was intended to support nonprofits who serve vulnerable populations. Other funding included small business relief grants from the Michigan Economic Development Corporation (MEDC) that were disbursed by The Right Place and small business grants distributed by the Grand Rapids Chamber of Commerce Foundation. This work included gathering relevant information to develop a weekly “Other COVID-19 Sources and Uses of Funds” report on Federal and State government, regional economic development agencies, and private foundations. The report included agency names, total funding disbursed, total funding requested, funding amount denied, and total approved. Through this process, staff identified an additional $8,518,154 in COVID-19 related funding allocated to Kent County.

There are grant funds available from Federal Emergency Management Agency (FEMA) in Category B that can be used to support temporary isolation units to meet the needs of COVID-19 positive or exposed persons experiencing homeless or persons who do not have a safe place to isolate. The funding is available with a 25% cost share. The amount of FEMA Category B dollars available is unknown and no deadline for funding applications has yet been established by the Federal government.

Kent County Community Action received a separate allocation of CARES Act dollars in the form of Community Development Block Grant (CDBG) funding $1,023,791, Community Service Block Grant (CSBG) $606,792, Emergency Solutions Grant (ESG) $523,303, Housing Choice vouchers $61,716 and Families First Coronavirus Response Act (FFCRA) Emergency Food $31,616.

C. Invitations for Community Presentations
In addition to the estimation of available funding, Kent County community groups were invited to formally present their needs and concerns to the subcommittee. The presentations included the following areas:

- **Community Homelessness Needs Report - May 12, 2020**
  Presented by the Heart of West Michigan United Way Continuum of Care, Family Promise, and Community Rebuilders.

- **Local Business Impact Report - May 14, 2020**
  Presented by the following area Chambers of Commerce – Grand Rapids, West Michigan Hispanic, Sparta, Lowell, Grand Rapids Black, and Grand Rapids Area Black Businesses (GRABB), and Downtown Grand Rapids Inc., including the Grand Rapids Downtown Development Authority, Downtown Improvement District, and the Tax Increment Finance Authority by Tim Kelly.

- **Local Business, Area Foundations, and Local Non-Profits Impact Report - May 19, 2020**
  Presented by the following area Chambers of Commerce - Wyoming/Kentwood, Grandville/Jenison, Walker, Byron Center, Caledonia, Rockford, and Cutlerville/Gaines, a report from local Foundations and the United

- **MEDC Small Business Grant Impact Report - May 21, 2020**
  Presented by The Right Place.

- **COVID-19 and Disproportionate Impact Report - May 26, 2020**
  Presented by the Grand Rapids African American Community Task Force and LatinxGR.

- **Small Business Relief Support Program - May 28, 2020**
  Presented by the Grand Rapids Chamber of Commerce

D. **Letters Received from the Community**

The Subcommittee received and reviewed numerous letters from individuals and organizations representing wide cross-section of the Kent County community. The community letters included The Right Place, the Grand Rapids African American Community Task Force & the Boston Square Neighborhood Association, RideLink, Black Impact Collaborative, LatinxGR, Heart of West Michigan United Way, Kent Child Care Crisis Response Team, Gaines Township resident, City of Grand Rapids, Experience Grand Rapids, The Grand Rapids Organizing Team, the Kent County Sheriff’s Office, West Michigan Sports Commission, and the Grand Rapids Community Foundation. In addition, Administrator Britt and Financial Director Jeff Dood met with Asian American Business Community and the Asian Pacific Community.

E. **Local Units of Government Survey**

A survey was sent to every township, city and village requesting financial information related to current and anticipated COVID-related expenditures for March - December 2020. This allowed the subcommittee to evaluate the needs of our local units to consider allocating funds. Based on the survey results, LUOGs estimated a total of $16,000,000 in expenditures and projected costs related to COVID-19.

On June 2, 2020, updated direction from the federal government was addressed regarding guidance for the State to provide CARES Act funds to local units under a population of 500,000. As of the time of this report, no State CARES funds have been appropriated to local governments as stated in House Substitute for Senate Bill No. 690.

**Outcomes**

A. **Preliminary Initiatives**

Based on recommendations from Administration staff and presentations by community partners, and with unanimous approval of the COVID-19 Relief Subcommittee, Kent County sponsored initiatives to immediately respond to the COVID-19 public-health emergency. The initiatives were County-sponsored and utilized CARES Act Coronavirus Relief Funds.

- The Kent County Back-To-Work initiative, in partnership with Advanced Fulfillment, provides up to $2 million in PPE for for-profit businesses with 100 or fewer employees.
- The Kent County Homeless Families initiative appropriates up to $500,000 to support the continued provision of emergency non-congregate shelter care to homeless families.

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6 Kent_County_Local_Unit_of_Government_Needs_Assessment.docx
7 LUOG Results 6 2 2020.docx
8 SO1218’19 (H-1)
• The Kent County Small Business Recovery Fund, in partnership with the Grand Rapids Chamber of Commerce, authorized $25,000,000 to support for-profit businesses under 25 FTEs, with economic relief grants ranging from $5,000 to $20,000 each. The Chamber will administer this program subject to oversight by the County. Small businesses will receive wraparound support services from the Chamber as part of this program.

• The Kent County Non-Profit Relief grant, in partnership with the Heart of West Michigan United Way, is being considered to establish a program similar to the Small Business Recovery Fund to further address essential needs and non-profit assistance.

B. Recommendations for the Allocation and Disbursement of Funds

Basic Allocation – Administration staff proposed a series of categories to broadly allocate the funds by topic area. The allocations were adopted by the Subcommittee on June 2, 2020, and the approved allocations are attached hereto as Exhibit 1. The allocation buckets are:

• County Expenses: $35 million
• Business Assistance: $28 million
• Mitigation of Homelessness: $3 million
• Care for Vulnerable Populations: $12.2 million
• Compliance with COVID-19-related Public Health Measures: $1 million
• Assistance to Local Units of Government: $15 million
• Unallocated (Reserve for Possible Second Wave): $20.334 million

Specific Disbursement of Funds – Upon approval of this Report by the Kent County Board of Commissioners as set forth below, Kent County will adopt strategies for the distribution of funds within each allocation bucket to third parties subject to the following approval process:

• Any proposed distribution of less than $250,000 may be approved by the County Administrator/Controller or his delegate;

• Any proposed distribution of more than $250,000 but less than $1 million may be approved by the agreement of the Chair of the Board of Commissioners and the County Administrator/Controller,

  o For any distributions approved by the Chair and the County Administrator/Controller, prior notice will be given to the chair of the Finance and Physical Resources Committee as well as the vice-chair and minority vice-chair of the Board of Commissioners; and

• Any proposed distribution in excess of $1,000,000 shall be presented to and considered by the Kent County Finance and Physical Resources Committee with final approval by the Board of Commissioners in the accordance with normal processes.

• Internal County expenditures are subject to normal financial processes.

C. Requirements for all Disbursements

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9 Recommendations for use of second-wave funds will be made so that funds may be expended on eligible expenses by December 30, 2020, as required by the CARES Act.
• **Avoiding Redundancy:** All applications for funds will be reviewed to ensure that funds are not provided in a manner redundant with other distributions of Coronavirus Relief Funds by the County and the State of Michigan as well as other governmental and private COVID-19 relief efforts;

• **Agreement:** All recipients will be required to provide the County with an agreement that contains certifications, terms and conditions as deemed appropriate by the County; such an agreement will include certification that expenditures will be used in a manner that is fully consistent with the CARES Act, including specifically Title V of the Act relating to Coronavirus Relief Funds and related guidance from the U.S. Department of Treasury.

• **Documentation:** All recipients of funds pursuant to this Report must maintain and provide to the County upon request, documentation sufficient to prove that the application for funds was accurate and truthful, and that the funds received were used for the purposes set forth in the application. Documentation must be maintained for six years from the date of application.
  - Cooperation: All recipients must agree to fully cooperate with audit requests from the County.
  - Refund: All recipients will be required to agree to refund any funds later determined not to have been expended in a lawful manner.

• **Funding Priority:** Whenever possible, more-restricted funds provided to the County under other federal and state programs will be used before Coronavirus Relief Funds.

D. **Subcommittee & Board Approval Process**

• This report will be presented to the Subcommittee for consideration and approval on June 4, 2020.

• If approved by the Subcommittee, this report will be submitted to the full Kent County Board of Commissioners for consideration and approval on June 11, 2020.

**Next Steps**

**A. Reporting**

Monthly reports will be submitted to the Subcommittee regarding the distribution and use of the Coronavirus Relief Funds. A Coronavirus Relief Fund expense report including narrative analysis, financial tracking, and progress to-date information will be submitted to the subcommittee each month to ensure the efficient use of distributed funds. Additionally, the Subcommittee will receive periodic reports on program outcomes and auditing, as well as a financial report to review and ascertain additional needs related to a potential second wave of COVID-19 infections no later than October 1, 2020.

**B. Audit**

The County will retain a firm to perform an audit of the County’s distribution and the County’s use of the Coronavirus Relief Funds. As referenced above, all recipients must agree to cooperate with the audit as a condition to receiving funds.

**Conclusion**

The COVID Relief Subcommittee served as a mechanism to establish strategic management and urgent county-wide engagement in response to the COVID-19 Public Health Crisis utilizing Coronavirus Relief Funds in such a manner to create a positive impact by; strengthening our small businesses and our nonprofits, supporting a continuum of care
to homeless families in shelter care, leaning in with local government leadership to better understand the impact of this pandemic, and leveraging the necessary and critical resources to ensure the resiliency of our Kent County community.
# Appendix I

## Preliminary Allocation of CARES Act Title V

June 4, 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COVID-19 Relief Fund (CVR) Grant</strong></td>
<td><strong>$114,633,581</strong></td>
</tr>
<tr>
<td>County Expenses: $35,000,000</td>
<td></td>
</tr>
<tr>
<td>Emergency Operations Center costs (ICS and EOC staffing costs and supplies)</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Contact Tracing costs (staffing and some technology costs)</td>
<td>2,100,000</td>
</tr>
<tr>
<td>Homeless population response (Fulton Manor, Holding and Isolation Center at Guiding Light, temporary hotel costs)</td>
<td>4,500,000</td>
</tr>
<tr>
<td>Testing costs (staffing and lab costs)</td>
<td>4,900,000</td>
</tr>
<tr>
<td>Community relations and education</td>
<td>1,200,000</td>
</tr>
<tr>
<td>Public Safety and Correctional Facility</td>
<td>11,400,000</td>
</tr>
<tr>
<td>Return-to-work PPE</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Implementation Assistance</td>
<td>2,000,000</td>
</tr>
<tr>
<td>Economic Stabilization</td>
<td>2,000,000</td>
</tr>
<tr>
<td>Unallocated</td>
<td>4,600,000</td>
</tr>
<tr>
<td><strong>Community Investment: $59,200,000</strong></td>
<td></td>
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<tr>
<td><strong>Business Assistance</strong></td>
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</tr>
<tr>
<td>Small Business Grants/Loans and Technical Assistance</td>
<td>25,000,000</td>
</tr>
<tr>
<td>Return-to-work PPE*</td>
<td>3,000,000</td>
</tr>
<tr>
<td><strong>Mitigation of Homelessness</strong></td>
<td></td>
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<tr>
<td>Homelessness and Affordable Housing Strategy</td>
<td>1,500,000</td>
</tr>
<tr>
<td>Rent/Eviction Assistance</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Hotel/Motel Vouchers*</td>
<td>500,000</td>
</tr>
<tr>
<td><strong>Care for Vulnerable Populations</strong></td>
<td></td>
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<tr>
<td>Mental Health</td>
<td>1,000,000</td>
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<tr>
<td>Not-for-Profits Program Assistance</td>
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<tr>
<td>Needs for Childcare</td>
<td>1,200,000</td>
</tr>
<tr>
<td><strong>Compliance with COVID-19-related public health measures</strong></td>
<td></td>
</tr>
<tr>
<td>Internet Access to Facilitate Social Distancing</td>
<td>1,000,000</td>
</tr>
<tr>
<td><strong>Assistance to Local Units of Government</strong></td>
<td>15,000,000</td>
</tr>
<tr>
<td><strong>Total Allocated</strong></td>
<td>$94,200,000</td>
</tr>
<tr>
<td><strong>Unallocated</strong></td>
<td>20,433,581</td>
</tr>
<tr>
<td><strong>Reserved for Second Wave: Target</strong></td>
<td>(20,000,000)</td>
</tr>
<tr>
<td><strong>To be Allocated</strong></td>
<td>$433,581</td>
</tr>
</tbody>
</table>

$2,000,000 previously allocated by subcommittee.

Federal Guidance: Provides: 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 (45% of the local government's per capita share of the statewide allocation). Updated as of May 28, 2020.

Allocations are not a mandate to spend and are intended supplement not replace other funding sources. Restricted funding sources are to spent first where available.
Appendix II

Overview Supporting Documents
May 4, 2020

Dear Commissioners,

As you know, early last week Kent County was awarded a COVID-19 Relief Fund grant, also known as the “CARES Fund”, of $114.6 million.

While this amount sounds like a lot of money, and it is, it is still a limited resource when considering the magnitude of this crisis. Therefore, both the blessing and the burden falls on our board to QUICKLY establish a transparent, thorough, effective strategy which clearly defines a processes and guidance for the allocation and distribution of these funds.

I can share with you that this has weighed heavily on my mind and I have given much thought to the best way to meet the aforementioned criteria of the actions needed to be taken (transparent, expedited, thorough, effective process).

To that end, as Chair, pursuant to Standing Rule 6.0, I am establishing a COVID Relief Subcommittee to QUICKLY AND THOROUGHLY analyze ALL available funds coming into the County and how they are being applied (FEMA, CDBG, Relief Fund, etc.), the needs of the community and the processes and strategies to allocate and disburse the CARES funds under the guidelines established by the federal government. I am appointing the following Commissioners to serve on the Subcommittee: Commissioners Bolter, Stek, Jones, Brieve, Talen, Morgan, Skaggs, and Womack. The charge of the Subcommittee is to identify available funding sources and the allowable uses of each fund and to recommend to the Kent County Board of Commissioners guidelines for disbursement of the CARES funding. Deadlines for the Subcommittee are as follows:

- No later than June 1, 2020, allocate funds to cover COVID-19 costs already incurred by the County and its estimate of future eligible costs.
- No later than June 1, 2020, recommend guidelines for dispersing funds to local units of government/municipalities to recover their COVID-19 emergency related costs.
- No later than July 20, 2020, recommend guidelines for fund disbursement beyond local/municipal costs (guidance of continued need of the community and usage for remaining funds under federal guidelines).
- No later than December 14, 2020, recommend any and all remaining disbursement of funds that may be held back to ensure all possible and allowable uses and needs have been met.

Funds can be allocated until December 30, 2020 so expected costs and estimates for locals/municipalities through the end of the year can be considered and the subcommittee will be seeking immediate information to consider these expenses as well as the county’s expenses. The Subcommittee will utilize County staff to
assist this effort. Additionally, we must be cognizant of a potential second wave of infections for which we may want to recommend allocating some funds for a reserve should it materialize.

Lastly, I want to reiterate, and we’ve all heard it a million times, ‘we’re all in this together’. It’s not lost on any of us that this task falls on us in a very politically charged and intense environment. Those we serve have lost their businesses, jobs, may be food insecure or wondering how they are going to pay their rent. I understand we are on a very tight timeline but that is because of the importance and the urgency of our work. I have faith in all of us to work together – to listen to each other – to understand and assume positive intent in each other. We have an opportunity to set an example for the rest of the state and nation that we can work effectively and cooperatively to serve our community. I’m proud to serve with you all and look forward to working together to get this done!

Sincerely,

Mandy Bolter, Chair

Kent County Board of Commissioners
COVID RELIEF SUBCOMMITTEE MINUTES

Thursday, May 7, 2020 – 10:00 a.m.
https://kentcountymi.zoom.us/j/7625970792

MEMBERS PRESENT: Chair Mandy Bolter; Vice-Chair Stan Stek; Commissioners Emily Brieve, Diane Jones, Roger Morgan, Phil Skaggs, Jim Talen, and Robert Womack

MEMBERS ABSENT: None.

Chair Bolter called the meeting to order at 10:00 a.m.

I. WELCOME AND SUBCOMMITTEE CHARGE

Chair Bolter welcomed the group and thanked those who joined the meeting. She addressed that this subcommittee has an accelerated schedule and it will be important for the group to be aware of how much is being done and when to act on certain steps.

II. SUMMARY OF FUNDS SPENT AND COSTS ASSOCIATED WITH COVID-19 ACTIVITIES

Mr. Britt welcomed Mr. Jeff Dood, Fiscal Services Director, and Mr. Stephen Duarte, Assistant to the Administrator, to present information regarding funds spent and costs associated with COVID-19.

Mr. Duarte summarized the county’s costs and outstanding purchase orders, which form a grand total of roughly $2.5 million with more to come.

Mr. Talen asked what the difference is between payroll cost and essential worker compensation. Mr. Dood answered that essential worker compensation refers to employees who are required to work on-site.

Mr. Talen also asked if there will be a single source for reimbursement or if it will come from various sources. Mr. Britt explained that different sources of funding are being tracked, such as the CARES Act, FEMA, and other grants.

Vice-Chair Stek asked if there are expenditures the county has yet to capture, and if other departments’ information will be coming from separate reports. Mr. Dood answered they have been updating their information every week and it will capture all expenses of the county. Other specific estimates will also come, such as from the Health Department and Sheriff’s Office.

Mr. Womack asked if the money spent on wages is for new employees and/or overtime. Mr. Dood answered it is not for new employees, but there have been a few new hires that are grant funded and have been approved. There is also some overtime which mostly comes from the Health Department. Overall, the wages are mostly for existing employees.

Mr. Womack also asked how the county’s homeless response costs have been tracked. Mr. Britt answered that facilities costs, nursing staffing, professional and contracted services, and other components are all being tracked.

III. REVIEW OF AVAILABLE COVID-19 FUNDS (IE FEMA, CDBG, ETC.)

Chair Bolter explained that there has been talk of various funds available and hopefully more information will be coming in the next week or so. It will be important for the county to be able to coordinate how funds will being
spent in the right places. A worst-case scenario would be one business receiving three grants while another does not receive any. Contact might be made with different DDAs within the county as well.

Mr. Britt stated that information is being gathered from the philanthropic and community foundations. That information will be distributed in the future.

Mr. Duarte listed an overview of funding identified so far, including funds that have already been received or ones that the county is in the process of bringing to the Board. Some sources identified were ESG, CSBG, FEMA, CDBG, and the CARES Act. Mr. Duarte continued that a software called eCIVIS has been utilized that allows various available grants to be identified and sorted through filters. This program will continue to be worked with and updates provided at the next meeting.

Chair Bolter asked if business loans could be added to this list. Mr. Britt answered yes.

Vice-Chair Stek wondered if there might be a way to identify loan sources and ways to flag what recipients are receiving from other sources so that relevant and sound decisions can be made when making allocations. Mr. Britt stated that information can be compiled. Local units of government have been asked where they are receiving sources of funding, and that will be followed more closely and can include small business and non-profits as well.

Mr. Skaggs asked if the funding coming from FEMA is known, even broadly. Mr. Britt said that Lt.

Lou Hunt, Emergency Management Coordinator, might be able to answer that more precisely.

Ms. Jones asked if individuals will be considered when determining what qualifies for COVID-19 Relief. Mr. Duarte answered that the county can provide some direct aid, but first they need to know how much of these funds are needed to cover county expenses, which are currently estimated to be roughly $30 million.

Chair Bolder noted the CARES Act funding seems less restrictive. She asked if more restrictive funds will be brought down first before using CARES funds. Mr. Britt agreed with that line of thinking.

Mr. Duarte added it is better to spend more restrictive funds first, followed by the less restrictive ones.

Mr. Stek asked for a more detailed explanation from staff about who qualifies under CARES funding and for more detail on the range of needs the county can cover. It seems unclear about who qualifies. Mr. Britt answered there is an FAQ sheet and guidelines that have been established that cover these topics specifically and will work to clarify any specific questions that need to be sorted out.

Chair Bolter asked that everything be sent to the board members and if staff could provide an executive summary or briefing on it. She also asked that legal counsel be engaged as well. Looking at what other counties are doing might be helpful in finding creative ideas they haven’t thought of yet.

IV. FUTURE MEETING SCHEDULE / NEXT STEPS

Chair Bolter stated the goal is to have a plan by the end of the month. Beyond the Tuesday and Thursday meetings, various organizations should be contacted about their processes with handing out funds as well as essential needs such as food and rent assistance. Chair Bolter also cautioned the group about spending the money as soon as possible. There could be future concerns in the fall, so short-term and long-term planning will need to be discussed along with future meetings and next steps.

Mr. Womack asked if messaging concerning the CARES Act has been discussed. Though it is a fund that has been put out publicly, the details are obscure, and individuals have different ideas of the amount of funding that will be available. Mr. Britt answered yes, communication will go out covering that topic.
Vice-Chair Stek agreed that they make sure there is a news release or fixed message about the process. Many commissioners have already had inquiries about funding needs, so it will be helpful to have a clear response to those messages.

Ms. Jones clarified that the funds cannot be used for lost revenue, so that parameter will need to be made clear to people looking for relief.

Chair Bolter stated that there has been good communication with local mayors about this topic, and the county has done well with reporting information out. It will be important to get municipal costs for all of Kent County. There have been concerns about small businesses that won’t be able to open anytime soon, or if they can open, their operations will vastly change. It isn’t clear yet what that will represent, so it will be good information to have moving forward.

Mr. Talen noted Ms. Jones point that lost revenue cannot be covered for governmental units and asked for clarification if that is also true for lost revenue in small businesses. Mr. Britt answered that clarification can be provided.

Chair Bolter stated that if there is anyone the subcommittee should hear from, to let Mr. Britt know so arrangements can be made as soon as possible.

V. PUBLIC COMMENT

An individual asked how the homeless prevention funding from ESG is being spent and on what activities. Mr. Britt answered some of those dollars were spent on the homeless shelter with Guiding Light Mission, the second location at Catholic Central High School, and The Manor. Mr. Duarte added that more funds will be coming to help with overdue rent.

VI. ADJOURNMENT

There being no further business for discussion, Chair Bolter adjourned the meeting at 11:03 a.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION Pam VanKemen
COVID RELIEF SUBCOMMITTEE MINUTES

Tuesday, May 12, 2020 – 10:00 a.m.  
https://kentcountymi.zoom.us/j/7625970792

MEMBERS PRESENT: Chair Mandy Bolter; Vice-Chair Stan Stek; Commissioners Emily Brieve, Diane Jones, Roger Morgan, Phil Skaggs, Jim Talen, and Robert Womack

MEMBERS ABSENT: None.

Chair Bolter called the meeting to order at 10:00 a.m.

I. WELCOME

Chair Bolter welcomed the group and thanked those who joined the meeting.

II. APPROVAL OF THE MINUTES OF MAY 7, 2020

Mr. Talen moved to approve the minutes from May 7, 2020 as presented. Supported by Mr. Stek. Motion carried.

III. REPORT ON COMMUNITY HOMELESSNESS NEEDS

Mr. Britt welcomed Courtney Myers-Keaton, Wende Randall, Cheryl Schuch, and Vera Beech to present information they had assembled regarding community homelessness needs. The group shared processes that are helping address homelessness and mitigate the spread of COVID-19.

Ms. Brieve asked how many people are anticipated as needing these services and how much the numbers are projected to increase. Ms. Schuch answered there can be a maximum of 60 families per night at any given time and there are currently 57 in the shelter. The projections are through the end of the year, and they need to be at least that far out because there are not many other options available for people facing these challenges.

Ms. Brieve also asked what the community foundations are doing for homeless and sheltering issues at this time. Ms. Schuch answered that those foundations were able to provide the immediate support needed for sheltering because their funding is relatively flexible. However, the understanding in place was that the funding would eventually move to other sources, such as FEMA B.

Mr. Stek noted that some funding through FEMA B is direct reimbursement of actual costs, so he asked why that source would not cover more or all the actual costs.

Ms. Schuch stated that FEMA B has restrictions on their funding such as only being for people who are infected, symptomatic, or COVID high-risk. The FEMA B dollars are also a 75/25 split. They reimburse 75% of the actual cost, and a 25% match needs to be provided. Using data over the last two years, it was determined that between 45-47% of those sheltered have outlying health conditions that make them COVID high-risk, so only the costs from those families would be offset.
Mr. Stek asked if CARES Act funds can be used for that 25% match. He also asked if any of the funds will be used for costs retroactively since March. Ms. Schuch said no, another federal source cannot be used as a match. The funds can only be used from May 1 forward.

Mr. Stek also noted that $1.6 million was approved for Kent County Community Action (KCCA) recently, in part for housing assistance. He asked if there will be any overlap in that funding for these projects.

Ms. Susan Cervantes, KCCA Director, answered that approximately $217,000 is being used for homeless prevention with rent and mortgage assistance and approximately $400,000 for utility assistance. There is also about $500,000 for homeless prevention from ESG funds which are processed by KCCA.

Chair Bolter asked if the “60 families” number could be documented. She wanted to be sure the CARES Act funds are for current existing shelter issues. Chair Bolter also asked what the estimates are for the future because there could be another surge in the fall.

Ms. Schuch stated that with the traditional shelter model, there are no expenses incurred for the space because they are using existing spaces within the community. The hotel costs are 100% related to COVID-19. It is projected that a surge in the fall would not surpass the numbers they have prepared for.

Chair Bolter also asked what the liability is for the county, shelter or hotel regarding COVID-19 risks for individuals using these services. Ms. Schuch stated the issue of liability has been discussed in other major cities, so it should be reviewed with legal staff to be sure of proper action.

Chair Bolter thanked the group for their presentation.

IV. SUMMARY AND EXAMPLES OF ELIGIBLE COVID-19 COSTS

Mr. Stephen Duarte presented a summary of potential uses for CARES Act funds and examples of expenditures incurred.

Mr. Stek asked if these categories are for expenses incurred by government, nonprofits, corporations, and individuals alike? Mr. Duarte answered yes.

Mr. Stek also asked if the funds can be used to reimburse expenditures or if they are only for prospective expenses. Mr. Duarte answered the funds must follow the guidelines and take place after March 1. He also stated that the funds cannot be used for something that was already budgeted.

Chair Bolter asked if a line item was budgeted for a certain amount but then went up drastically due to COVID-19, could the funds be appropriated for that? Mr. Duarte answered that if the difference in cost meets the guidelines due to COVID-19, it is eligible.

V. REVIEW OF AVAILABLE COVID-19 FUNDS (I.E. FEMA, CDBG, ETC.)

Mr. Britt presented a summary of the different funding sources available to Kent County to date.

VI. UPDATE ON COUNTY COVID-19 COSTS

Mr. Jeff Dood, Fiscal Services Director, explained that there have been COVID-19 tracking codes set up and there are dedicated staff who watch the expenses daily.

Mr. Britt stated that they are waiting to hear back from some communities about what their current COVID-related costs are.
Chair Bolter stated there has been a lot of pressure from the community to move quickly, and it is difficult to move forward without first gathering cost information. She asked if a deadline of one week to respond would be acceptable. The subcommittee agreed.

Mr. Womack asked if the subcommittee could also receive information about the funds those groups have already received to make sure there isn’t double dipping.

Mr. Talen requested that as the cost spreadsheets continue to be updated, if there could be a column showing which funding pot these expenses are being pulled form.

Mr. Stek also said that the addition of a key to this document indicating what is included would be helpful.

VII. REPORT ON WHAT OTHER CARES COUNTIES ARE DOING

Mr. Britt presented examples of what Oakland County and Wayne County are doing with their funding.

Chair Bolter asked if information is being pulled from the Michigan Association of Counties (MAC) or National Association of Counties (NACo) as well.

Mr. Britt said yes, and information is being pulled from across the country as well. Chair Bolter asked what the plan is for future meetings.

Mr. Britt answered that on Thursday, May 14, various area Chambers in the County will provide a presentation about what they are experiencing and how they have responded to COVID-19. The Grand Rapids Downtown Development Authority will also present on Thursday. Meetings have been held with the Right Place to provide insight about what is happening in the business community. After that, the information will be built upon and assembled for the following meeting on Tuesday, May 19. Other city and county models are also being observed to look at how to use these dollars.

Chair Bolter noted that this is going to be a large undertaking and it is compartmentalized in two major sections. First is the immediate need, such as homelessness, and second is economic development when things start moving again. Kent County will need to engage with its economic partners for guidance and long-term strategies.

VIII. PUBLIC COMMENT

None.

IX. ADJOURNMENT

There being no further business for discussion, Chair Bolter adjourned the meeting at 11:11 a.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION
COVID RELIEF SUBCOMMITTEE MINUTES

Thursday, May 14, 2020 – 10:00 a.m.
https://kentcountymi.zoom.us/j/7625970792

MEMBERS PRESENT: Chair Mandy Bolter; Vice-Chair Stan Stek; Commissioners Emily Brieve, Diane Jones, Roger Morgan, Phil Skaggs, Jim Talen, and Robert Womack

MEMBERS ABSENT: None.

Chair Bolter called the meeting to order at 10:00 a.m.

I. WELCOME
Chair Bolter welcomed the group and thanked those who joined the meeting.

II. APPROVAL OF THE MINUTES OF MAY 12, 2020
Mr. Womack moved to approve the minutes from May 12, 2020 as presented. Supported by Ms. Brieve. Motion carried.

III. REPORT ON LOCAL BUSINESSES IMPACTED BY COVID – AREA CHAMBERS OF COMMERCE
Chair Bolter welcomed Rick Baker (Grand Rapids Chamber), Guillermo Cisneros (Hispanic Chamber), Elizabeth Morris (Sparta Chamber), Elizabeth Baker (Lowell Chamber), Renard Johnson (GR Black Chamber), and Jamiel Robinson (Grand Rapids Area Black Businesses). The chambers reported on their activities over the last several weeks related to COVID-19 as well as their current and future needs.

Chair Bolter asked what is being done to communicate with the Latinx community who do not have access to the website which provides many important resources. Mr. Cisneros answered that many individuals are only able to access the internet through their phones. One way they have been able to reach the Latinx community is by connecting with various Latinx media outlets to share the message. Webinars have been taking place on Facebook Live for ease of access, and even mass texts have been sent to help share the information.

Mr. Stek noted a figure that was presented which indicated 45.8% of survey respondents from the business community indicated their businesses cannot survive another 30 days of being shut down. He asked if there are specific changes in policy the Chamber suggests as possibilities to consider. Mr. Baker said that there are segments of the population who have less access to some of the funds available to businesses, and many businesses have to compete on a national level to receive funding. He expressed that with creative thinking about policies, there are several options that are non-cash related that the local government could do in order to make the path forward a little easier.

Mr. Womack mentioned a suggestion that was made to make WiFi easier to access for those without it at home, for example by adding hotspots in parks or public spaces. He also stated that businesses of five employees or fewer may be a place where they can look to help. He also was appreciative of the bipartisan
response he has seen to help the citizens of Kent County, and if there are other things that can be done to help small businesses such as by deferring taxes or helping with permits, those options should all be explored.

Mr. Baker agreed with Mr. Womack’s comments. The Grand Rapids Chamber had determined that businesses with between five and 25 employees would be where they could have the largest impact. So maybe Kent County can consider investing to make a difference for those businesses with one to five employees.

Mr. Skaggs asked what criteria was used by the Grand Rapids Chamber to determine who received grants and what accountability was required. He also asked if the businesses who were declined did not have a recovery plan. Mr. Baker answered that the criteria could be sent to the subcommittee. Some businesses who were declined did not have a recovery plan or they wanted to use resources that didn’t fit.

Ms. Jones asked if, for the restaurants who are open, they are making close to the same amount as before. She also asked why some businesses haven’t started that could have. Mr. Baker answered that the businesses have gotten creative to try and sustain themselves, and it is easier for some businesses than others, though it’s still not easy for anyone. Restaurants who specialize in high-end dining don’t fit the model to accommodate drive-thru or window pick up. Overall, those restaurants who are open are making about 20% their normal revenue. They are just doing all they can to keep their businesses alive.

Mr. Talen asked what will be done for childcare needs for businesses and their employees. Mr. Baker said that they are looking into that from a state policy level. They are working to make sure there is a safe place for children to go while parents go back to work.

Chair Bolter thanked the group for their presentations.

IV. GRAND RAPIDS DDA/DGRI RESPONSE TO COVID & IMPACT ON DOWNTOWN BUSINESSES – GRAND RAPIDS DDA/DGRI

Mr. Tim Kelly from the Grand Rapids Downtown Development Authority/Downtown Grand Rapids Inc. presented on their response to COVID-19 and the support that will be necessary to reengage downtown area businesses.

Chair Bolter asked for more information about a $200,000 grant and funding to stay in DBA parameters to help businesses. Mr. Kelly said the $200,000 was an immediate relief fund the board approved. It didn’t have a specific use at first, but they have reviewed the legislation and the needs for safety and sanitizing and also how to support restaurants and retailer’s downtown that bring people into the neighborhood.

Mr. Stek asked how the data the DDA used compared to the results from the survey Mr. Baker referenced earlier, specially the figure that noted how many businesses cannot survive another 30 days. Mr. Kelly answered that their feedback was comparable.

Chair Bolter thanked Mr. Kelly for his presentation.

V. UPDATE ON COVID-19 EXPENSES AND OTHER FUNDING SOURCES

Mr. Jeff Dood listed current sources of direct funds Kent County has received so far.

VI. OTHER (SUBCOMMITTEE DOCUMENTS/CORRESPONDENCE, HEROES ACT STIMULUS BILL, PHOENIX PLAN)
Mr. Britt presented information about what other parts of the country are doing and what is being done in other counties in Michigan.

Ms. Jones asked when the subcommittee will see a document on which entity is estimated to get what amount of dollars.

Mr. Britt answered they will receive that information in the next week.

Chair Bolter asked what will be covered in Tuesday, May 19’s upcoming meeting.

Mr. Britt answered they will be hearing from the remaining Chambers and The Right Place, Inc.

Mr. Talen asked if they could receive an update about 2-1-1 and their workload. It would be helpful for the subcommittee for hear from them.

Chair Bolter asked if that information could be included with an update from the community foundations. While the immediate concern is with the homeless population and sheltering individuals, other areas such as rent assistance and other long-term help will need to be planned.

VII. PUBLIC COMMENT
Ms. Betsy Melton stated that some areas have begun to utilize the help of college students to deliver food by bicycle. This could be a possible option for businesses.

VIII. ADJOURNMENT
There being no further business for discussion, Chair Bolter adjourned the meeting at 11:11 a.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

[Signature]
COVID RELIEF SUBCOMMITTEE MINUTES

Tuesday, May 19, 2020 – 10:00 a.m.
https://kentcountymi.zoom.us/j/7625970792

MEMBERS PRESENT: Chair Mandy Bolter; Vice-Chair Stan Stek; Commissioners Emily Brieve, Diane Jones, Roger Morgan, Phil Skaggs, Jim Talen, and Robert Womack

MEMBERS ABSENT: None.
Chair Bolter called the meeting to order at 10:04 a.m.

I. WELCOME
Chair Bolter welcomed the group and thanked those who joined the meeting.

II. APPROVAL OF THE MINUTES OF MAY 14, 2020
Mr. Stek moved to approve the minutes from May 14, 2020 as presented. Supported by Ms. Brieve. Motion carried.

III. REPORT ON BUSINESSES IMPACTED BY COVID – AREA CHAMBERS OF COMMERCE
Chair Bolter welcomed Bob O’Callaghan (Wyoming/Kentwood Chamber), Heather Schaedig (Grandville/Jenison Chamber), Margie Leanau (Walker Chamber), Jennifer Lukezich (Byron Center Chamber), Sandy Williams (Caledonia Chamber), Megan Dean (Rockford Chamber) and Amy Zeilenga (Cutlerville/Gaines). The chambers reported on their activities over the last several weeks related to COVID-19 as well as their current and future needs.

Mr. Talen asked whether there is an anticipation of need for childcare for employers. Mr. Womack asked if they have gotten funding.

Mr. Morgan stated they need to improve their networking with other chambers so that they have first line access to the help that is available.

Ms. Brieve shared information about local companies who offer PPE. She indicated further information can be found at https://kentcountybacktowork.com.

Chair Bolter thanked the group for their presentations.

IV. AREA FOUNDATIONS & UNITED WAY RESPONSE TO COVID & IMPACT ON LOCAL NON-PROFITS
Chair Bolter welcomed Julie Ridenour (Steelcase Foundation), Michelle Van Dyke (HW United Way), and Diana Sieger (Grand Rapids Community Foundation). The group reported on the impact of COVID-19 on local non-profits and how these foundations have taken action so far.
Chair Bolter noted that before the COVID-19 crisis, inventory was an issue for foundations such as these. She asked how this will be addressed moving forward. Ms. Van Dyke answered that inventory is still an issue, and unfortunately there is no one-size-fits-all solution. However, there are some units available for rapid rehousing. Chair Bolter also asked what the process is for rental assistance. Ms. Van Dyke said it depends on the need, but most will go through a coordinated entry process. Salvation Army is their entry point, and if there are other resources, they will match them.

Vice-Chair Stek thanked the group for their presentations. He noted that while this is a housing issue, this crisis also highlights an existing systemic set of issues and furthermore aggravated it. For example, mental health has been an issue for a long time, but this crisis highlights where the deficiencies are and increases the need for help. He asked how their sector has been responding to the specific and unique needs in addressing behavioral health. Ms. Sieger stated they have been focusing funding that helps those who are most vulnerable, the people who have been suffering for many years. They are focusing mental health funding and support to organizations like the Family Outreach Center. Ms. Ridenour added that the Kent Schools Services Network has shown how intricate this is to success in the school realm. Children who suffer trauma are less likely to succeed in school if there isn’t a mental health intervention. She added this is a crisis point and that crisis won’t be going away anytime soon. Ms. Van Dyke also noted that this reinforces the important work of the Kent County Family and Children’s Coordinating Council.

Mr. Talen observed that the foundations have advocated for coordination of community actions. He asked what their thoughts are about that coordinated effort. Ms. Ridenour stated that has always been an area of concern for them. For example, she hoped that KConnect will be able to address homelessness with a coordinated system of entry. Ms. Van Dyke added they are always interested in improving collaboration. She stressed the importance of the Continuum of Care and making sure the voices of those in need are heard. Ms. Sieger also added that out of crisis comes greater cooperation. The challenge for everyone now is how to maintain and strengthen bonds of collaboration.

Chair Bolter noted that when families were first being moved from shelters to hotel spaces for purposes of social distancing, these foundations were the ones covering those costs. She confirmed that there is a hard deadline for continuing to cover the costs.

V. UPDATE ON COVID-19 EXPENSES AND INTERNAL KENT COUNTY COVID-19 SOURCES & USES OF FUNDS REPORT

Mr. Jeff Dood, Fiscal Services Director, presented a report which included expenses through May 13, 2020. Further, footnotes were added as requested by Vice-Chair Stek.

Chair Bolter requested that a flowchart be provided to show what is covered by different funding sources all on one page. Vice-Chair Stek added that it would be helpful to compartmentalize this information into larger groups. The subcommittee will have to start to identify subsets, so if requests can be broken down into areas such as business, housing, mental health, etc. it would be helpful for the group.

VI. OTHER KENT COUNTY COVID-19 SOURCES & USES OF FUNDS REPORT

Mr. Dood reported on other external sources and uses of funds for COVID-19 relief funding.

VII. OTHER (SUBCOMMITTEE DOCUMENTS/CORRESPONDENCE)
Mr. Britt reviewed correspondence that has been received regarding COVID-19 relief funding. One document was a letter from the Black Impact Collaborative and another from Experience Grand Rapids.

Mr. Britt also explained that staff is exploring ways to give the Board access to various documents that are shared with subcommittee members. Further information about this will be available soon.

VIII. MISCELLANEOUS

Mr. Talen asked for a timeline of what is coming up. Chair Bolter explained that a PPE plan and the looming shelter bill will be the immediate deadlines to be addressed on Thursday, May 21, and a municipal report will also be presented on Thursday or the following Tuesday.

Vice-Chair Stek asked if there is further information on the COVID-19 Relief Fund guidelines. Mr. Britt said that an executive summary was created using the information provided from a federal level. Information is also being pulled from other counties. This information will be ready to share soon. Chair Bolter added that they have been hearing the needs of the community and need to move forward with understanding legal options and formalized agreements with different groups.

Mr. Womack asked how some of the groups have been hearing about Kent County’s action regarding the CARES Act and if they can use that to get more information. Chair Bolter said she hoped Experience Grand Rapids can help with that.

Ms. Jones asked when the group will be voting and if these items will go to the full board. Chair Bolter responded that she would like the group to vote on the PPE proposal on Thursday. She also indicated this may be the first of multiple PPE requests, though that is not known yet. The items the subcommittee votes on do not have to go forward to the full board due to the process that was approved in the late March resolution.

IX. PUBLIC COMMENT

None.

X. ADJOURNMENT

There being no further business for discussion, Chair Bolter adjourned the meeting at 11:37.
COVID RELIEF SUBCOMMITTEE MINUTES
Thursday, May 21, 2020 – 10:00 a.m.
https://kentcountymi.zoom.us/j/7625970792

MEMBERS PRESENT: Chair Mandy Bolter; Vice-Chair Stan Stek; Commissioners Emily Brieve, Diane Jones, Roger Morgan, Phil Skaggs, Jim Talen, and Robert Womack

MEMBERS ABSENT: None.

Chair Bolter called the meeting to order at 10:02 a.m.

I. WELCOME

Chair Bolter welcomed the group and thanked those who joined the meeting.

II. APPROVAL OF THE MINUTES OF MAY 19, 2020

Vice-Chair Stek noted a change in pronoun that needed to be made to the minutes.

Mr. Talen moved to approve the amended minutes from May 19, 2020. Supported by Mr. Stek.

Motion carried.

III. RIGHT PLACE RESPONSE TO COVID & MEDC SMALL BUSINESS GRANT UPDATE

Mr. Tim Mroz and Ms. Birgit Klohs reported on The Right Place’s response to COVID-19 and provided an update regarding the MEDC Small Business Grant.

Chair Bolter asked how many people were on the panel that reviewed applications and how those individuals were selected. Mr. Mroz answered 13. The Right Place partnered with many groups, including the Chambers of Commerce, and took recommendations on who should be part of the group. They also made sure to include someone from the legal field.

Vice-Chair Stek asked what the key parameters and objectives were for deciding who to fund. Mr. Mroz answered they reviewed the application which consisted of seven questions, five of which were objective and two subjective.

Mr. Skaggs noted a figure from the presentation which stated 35% of the grants went to minority- or women-owned businesses. He asked how that happened. Mr. Mroz indicated that of the seven questions on the application, none of them would have given a particular group an advantage. One question was regarding the business’ ability to survive, and another was how important or critical to the community the business is. That allowed those businesses to show where they went the extra mile with the community.

Mr. Womack noted that many minority business owners he has communicated with indicated they have not been able to receive any stimulus money. By the time they hear about a new opportunity, they will call within 24-48 hours and the funds will have already been depleted locally.
Chair Bolter asked for further advice they could provide regarding a process like this. Mr. Mroz spoke about what The Right Place has learned. Some specific pieces of advice he gave were knowing what type of business you want to help; automate the process as much as possible; seek legal guidance; be prepared to be inundated with requests; establish a clear grading rubric that is point based; and be prepared to spend a lot of time and labor hours working on it.

Mr. Skaggs requested that a memo be sent to the committee listing these lessons learned so that they may refer to it in the future. Tim Mroz said he would share this communication with the Board.

Mr. Skaggs referenced the PPE Directory that The Right Place implemented and asked if the demand for PPE is known and what it might be in the future. He asked if the County is able to use this program to bulk purchase and then distribute so that local manufacturers can be supported. Mr. Mroz stated the goal of the PPE Directory is to make sure everyone has access to at least one point of access for PPE equipment. Ms. Klohs added that the future needs are not known yet.

Mr. Morgan asked what The Right Place needs from this subcommittee in order to get people back to work. Ms. Klohs answered they need to double down on retention work. The Right Place needs to interact with businesses in order to do their work. They have pivoted their duties in order to help where it is needed, and now the need is to have good jobs, collaborations with the County, and build up programs and invest in the Right Place. Mr. Mroz added that the County can help businesses be part of industry councils that help get out important information about resources.

Vice-Chair Stek asked for advice for how to concentrate funding. Ms. Klohs answered that it is better to be narrow and deep rather than wide and shallow with help. It is important to see where the most impact can be made. She further stated the base employers, for example those who manufacture PPE or support resources are the companies that will best help the community.

Ms. Jones asked about the impact of working from home and how it may change how some businesses operate. Ms. Klohs answered it will change some working habits, but things like manufacturing cannot be done from home. Furthermore, supply changes will be re-engineered globally. For companies who have converted to making PPE, it may be important to weigh the benefits of continuing to do so even after the pandemic, that way the needs can be met locally.

Chair Bolter thanked the Right Place for their presentation and advice.

IV. PPE EFFORTS AND UPDATE ON LOCAL UNIT OF GOVERNMENTS EXPENDITURES

Mr. Calvin Brinks, Purchasing Manager, presented a proposal for small businesses facing challenges with obtaining PPE.

Vice-Chair Stek asked if this subcommittee is authorized to make this decision. Mr. Britt answered yes, with the approval of a resolution by the Board of Commissioners in March, this is authorized.

Vice-Chair Stek asked what the parameters and limitations of this program are. Mr. Brinks answered that as it is currently recommended, there are 8,000 small businesses of 50 employees or fewer who could qualify.

Vice-Chair asked, in response, what advices would be given to businesses with over 50 employees.

Mr. Brinks stated they will be referred to sources in a similar manner to The Right Place.
Chair Bolter asked if the businesses will be charged for this PPE. Mr. Brinks answered no, there will be no charge to the company, it will be charged through grants.

Mr. Talen stated concerns about adequate supply of PPE. This proposal does not address enough businesses who need it, for example childcare providers.

Ms. Brieve asked how they would limit businesses from ordering all the supplies. Mr. Brinks answered that through the relationships made with local industries, they have a good idea of what is realistic for a supply. There will be a maximum amount that can be requested, and a business cannot go over that amount.

Chair Bolter proposed this opportunity be expanded to businesses with 100 employees or fewer, and not just 50 or fewer. Mr. Talen expressed concern with this approach given the amount of supplies indicated in the proposal. Mr. Skaggs added that the budget could be doubled to make accommodations.

Mr. Morgan made a motion to double the number from 50 to 100. Supported by Mr. Skaggs. Yeas: Stek, Jones, Brieve, Talen, Morgan, Skaggs, Womack, Bolter - 8

Nays: 0.

Motion carried.

V. UPDATE ON COVID-19 EXPENSES AND OTHER FUNDING SOURCES

Mr. Jeff Dood, Fiscal Services Director, provided an update on current County COVID-19 expenses and funding sources.

VI. OTHER (SUBCOMMITTEE DOCUMENTS/CORRESPONDENCE)

The subcommittee discussed other groups they may want to hear presentations from or receive written correspondence, such as minority groups and 2-1-1.

VII. MISCELLANEOUS

Mr. Britt stated the group will need to discuss a plan for the homeless community as soon as Tuesday, May 26 if possible.

VIII. PUBLIC COMMENT

None.

IX. ADJOURNMENT

There being no further business for discussion, Chair Bolter adjourned the meeting at 12:46.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

Pam VanKempen
COVID RELIEF SUBCOMMITTEE MINUTES

Tuesday, May 26, 2020 – 10:00 a.m.
https://kentcountymi.zoom.us/j/7625970792

MEMBERS PRESENT: Chair Mandy Bolter; Vice-Chair Stan Stek; Commissioners Emily Brieve, Diane Jones, Roger Morgan, Phil Skaggs, Jim Talen, and Robert Womack

MEMBERS ABSENT: None.

Chair Bolter called the meeting to order at 10:10 a.m.

I. WELCOME

Chair Bolter welcomed the group and thanked those who joined the meeting.

II. APPROVAL OF THE MINUTES OF MAY 21, 2020

Ms. Jones moved to approve the minutes from May 21, 2020 as presented. Supported by Mr. Talen. Motion carried.

III. PRESENTATION BY GRAND RAPIDS AFRICAN AMERICAN COMMUNITY TASK FORCE

Chair Bolter welcomed the Grand Rapids African American Community Task Force. The task force presented information about the Urban COVID Response Team, a consortium that aims to assist the community by providing resources and support. Some areas of discussion included mobile testing, personal protective equipment, contact tracing, public service announcements, and a data warehouse.

Chair Bolter thanked the group for their presentation. She welcomed the opportunity to work collaboratively in order to expand the scope of help being offered.

IV. UPDATE ON LUOGS SURVEY & COVID EXPENDITURES

Ms. Marybeth VanTill presented results from a recent survey of local units of government.

V. CARES ACT ALLOCATION STRATEGY (PRELIMINARY RECOMMENDATIONS)

Mr. Stephen Duarte presented preliminary recommendations for the allocation for funds regarding COVID-19 relief.

Chair Bolter asked if these numbers were pulled together based on estimates they have been hearing. Mr. Duarte answered that the amounts are based on long-term estimates. The goal was to show some allocation recommendations and then allow the subcommittee to adjust and make modifications. Mr. Britt added that the list provided does not necessarily account for everything, and the numbers could be lower or higher. But regardless, the funds for hotel/motel are on a strict time restraint and must be acted on quickly.

Ms. Brieve asked what will happen if the money isn’t all used in a particular allocation. Mr. Duarte recognized that some allocation estimates may be too little and others too much. Those funds will be shuffled where possible and care will be taken to ensure restricted and donated funds are used first. Mr. Britt added that there is a timetable to spend the funds by December 30, 2020.
Ms. Jones asked if the bigger plan is to have community partners be the lead in allocating from the amounts given to them. Mr. Britt answered that there will be a partner helping make those allocations, and the county will remain involved as well as auditors.

Ms. Jones then asked for clarification if a partner will assist with all the monies distributed in this way. Mr. Britt answered yes.

Chair Bolter encouraged the group to start making decisions soon. There will be a presentation from the Chamber on Thursday, May 28, and after that the allocations need to begin.

Vice-Chair Stek asked if the process is to first fix the amounts of the larger “buckets” and then drill down into the specifics, or if the buckets are predictive and not necessarily how the funds will be allocated. Mr. Britt explained some items need to be moved on very soon such as PPE and the hotel bill, but each category will have a drill-down component that will be worked from based on the recommendations the subcommittee has received.

Mr. Skaggs asked what the funding for contact tracing will be used for and if it will get the county to what the CDC recommends. He wondered if it would move things from a volunteer to a paid basis. He also stated it would be helpful to see what exactly they will be getting from the different allocations. He gave the example of the Public Safety amount, which seemed large, and how the funding for PPE will be used to help for-profit and nonprofit businesses. Chair Bolter answered the intention is not to provide PPE for every person in Kent County. It is more for businesses and organizations to distribute to get back to work. The subcommittee is trusting the Kent County Health Department on where things should be sent. Mr. Talen added that the Health Department staff are currently doing most of the contact tracing, supplemented by volunteers.

Mr. Womack stated that many businesses who have been first in line to receive aid continue to be first, and those who have been last in line continue to be last, and some have received no help at all. He asked what the subcommittee can do to be inclusive to those left behind. Mr. Britt said they have received information from the Grand Rapids Chamber of Commerce and the Right Place about those who haven’t received assistance. That will be a starting point, but there have been calls coming from businesses too, and with the information being gathered, the group can do better. Chair Bolter added that the amount of funding in this category can be discussed further too. It will be vital that there be no discriminatory practices. This discussion can be continued on Thursday after the subcommittee has a chance to digest the information.

Mr. Womack requested that more information be provided about contact tracing. Specifically, he suggested getting more information about how it’s done, who is responsible, how HIPPA laws relate, and how much participation it takes from patience. There is a lot of misinformation or lack of clarify about the subject and it can lead to people being secretive or unwilling to participate. Mr. Talen stated there is a good video about contact tracing on the Kent County Health Department’s website.

The subcommittee agreed that the process of allocation needs to move forward, but further articulation of what is included in the different categories will be essential first.

Chair Bolter thanked the group for their work and advised they bring their questions and concerns to the Thursday meeting for discussion.

VI. HOMELESS FAMILIES REQUEST
Mr. Britt stated the group has heard testimony and understands the need to house homeless families dealing with COVID-19. Families currently staying in hotels for their safety and the safety of others will be evicted from the hotel by the end of the month if the funding is not continued.

Mr. Duarte gave an estimate of $280,000 to pay through mid-July, but he indicated it still doesn’t fix the problem. This will be an ongoing need and he asked if the group would prefer to have a funding bucket up to a certain amount, such as $500,000. Then, as with the PPE proposal, it would go through the same process where the chair and Administrator would approve the request with support from the vice-chair, minority vice-chair, and Fiscal Services Director. Chair Bolter stated she would like to use the same process that was used for PPE.

Mr. Duarte indicated that the issue of whether there are other funding sources available is one that hasn’t been resolved yet. For example, how FEMA V, City of Grand Rapids ESG funds, and Kent County ESG funds couple possibly be utilized. Because of that, a final number hasn’t been proposed yet. Chair Bolter agreed that a long-term housing plan will not be approved today, but the shelter bill is a need that will need to be taken care of as soon as possible.

The subcommittee unanimously agreed to increase the amount to be allocated for this issue.

Chair Bolter gave support for the Administrator to proceed with the process.

VII. SUBCOMMITTEE DOCUMENTS/CORRESPONDENCE

Mr. Britt shared documents received regarding the Latinx community and United Way/2-1-1. The plan is to have the Latinx group present to the subcommittee on Thursday.

VIII. MISCELLANEOUS

Mr. Womack thanked the organizations for speaking publicly because it is the best way for the subcommittee to learn and the best way to get requests. He stated he is thankful for the transparency. Mr. Talen followed up encouraging everyone to spend some time on the Kent County Health Department’s website. They provide a lot of information and resources and give details about how Kent County and the Health Department are responding.

Ms. Brieve asked for a status update on the PPE that is supposed to be available for businesses.

Mr. Britt stated that update will be sent out today.

Mr. Morgan advised he will be late to the meeting on Thursday due to a prior commitment.

IX. PUBLIC COMMENT

Ms. Candace Cowling of Family Futures asked, “Will the County include community-based organizations/nonprofits as eligible for access to PPE support? (beyond the handful of nonprofits that have provided presentations that do the great work of focusing on homelessness.) There are many other nonprofits that are having experiences very similar to other small businesses and are an important economic engine in our community in addition to the important impact their mission focused services have to keeping our community healthy. Thank you for your work during these challenging times.”

X. ADJOURNMENT

There being no further business for discussion, Chair Bolter adjourned the meeting at 11:40 a.m.
COVID RELIEF SUBCOMMITTEE MINUTES

May 28, 2020 – 10:00 a.m.
https://kentcountymi.zoom.us/j/7625970792

MEMBERS PRESENT: Chair Mandy Bolter; Vice-Chair Stan Stek; Commissioners Emily Brieve, Diane Jones, Phil Skaggs, Jim Talen, and Robert Womack

MEMBERS ABSENT: Commissioner Roger Morgan

Chair Bolter called the meeting to order at 10:00 a.m.

I. WELCOME

Chair Bolter welcomed the group and thanked those who joined the meeting.

II. APPROVAL OF THE MINUTES OF MAY 26, 2020

Mr. Talen moved to approve the minutes from May 26, 2020 as presented. Supported by Ms. Brieve. Motion carried.

III. PRESENTATION BY LATINXGR

Chair Bolter welcomed Guillermo Cisneros and Adnoris (Bo) Torres. Mr. Cisneros and Mr. Torres gave a presentation on COVID-19 in the Latinx community. They addressed the needs and goals of LatinxGR and explained the benefits of La Lucha Fund.

Chair Bolter offered support to ensure this organization has adequate connections with the local healthcare systems. She also asked where improvements can be made to make sure communication is happening with community action agencies. Mr. Cisneros welcomed those connections.

Vice-Chair Stek agreed that improved communication with different organizations such as the Health Department and Network180 will need to continue.

Mr. Womack noted an eligibility required for La Lucha Fund which states no adult in the household can already be receiving other federal aid. He emphasized that federal aid stretches farther than just direct financial assistance, such as insurance. Mr. Torres stated through the application process, there is a method to direct individuals to different types of assistance they qualify for.

Mr. Talen stated that the issues raised about access to resources are not new and they are ongoing, and not totally related to COVID-19. This is an opportunity to utilize the resources in the community and break through some of those access issues.

Chair Bolter asked how to make sure the messaging for assistance gets to as many individuals in the community as possible. Mr. Torres answered that it is thanks to the trust between different organizations, networks, and coalitions that they can make sure the accessibility is there. Mr. Cisneros added that there are great connections within the different groups in the community who reach out to one another.

Chair Bolter thanked Mr. Cisneros and Mr. Torres for their presentation and time to answer questions.

IV. GR AREA CHAMBER OF COMMERCE SMALL BUSINESS RELIEF SUPPORT
Chair Bolter welcomed Mr. Andy Johnston and Mr. Dante Villarreal to present more information on the Rapid Response Economic Relief Fund. They discussed some of the processes that will be needed to assist local small businesses in the near and distant future.

Chair Bolter stated that the preliminary allocation for small business assistance was $10 million.

She expressed concern that $10 million might not be enough and she asked the group for their opinions. Mr. Villarreal agreed it should be more. While there are more businesses that have access to resources now, there is still a great need for assistance. Mr. Johnston concurred and stated $15-$20 million could help the program be more impactful.

Vice-Chair Stek stated that the magnitude of need for all businesses that fit the profile seems like it far exceeds even $15 million. Mr. Johnston answered that while that may be true for all businesses, that is why it will be important to identify what businesses need it the most right now, for example the businesses working on low capacity or those that cannot open at all. Mr. Villarreal added that businesses that have already received aid cannot apply.

Mr. Villarreal also asked what needs can be addressed to make the most impact in the community. Mr. Villarreal stressed the importance of employee size. He also stated that zip codes, the lifecycle of the business, or if they were stable before COVID-19 could be useful areas to look at. They found it useful to ask business owners how vital it is their business remains open and what they do for the community.

Mr. Talen emphasized that businesses on the ground that are doing the work should be compensated.

Ms. Jones indicated that “business interruption” due to COVID-19 seems like a component that many businesses have experienced. Mr. Villarreal agreed that it is the majority of businesses, which means that it is a component that qualifies many for the utilization of such funding. The grants must be used in response to the challenges of working under COVID-19 conditions, and not for debt or existing projects.

Ms. Jones also asked how many businesses have between five and 25 employees in Kent County.

Mr. Villarreal answered he can follow up with that information.

Mr. Skaggs asked about some of the additional criteria they are considering for the application process. Mr. Villarreal stated a business size of one to five employees, because they have had more difficulty connecting to other resources. He also recommended to give fewer points to those who have already accessed other funds or PPE.

Technical assistance will also be critical. There will be 30, 60, and 90 day follow ups to establish the use of the funds. He also advised they look for individuals who broadly represent Kent County, and an equity lens should be used.

Chair Bolter asked how soon they could have that component done. Mr. Johnston said as early as Monday, June 1.

Mr. Skaggs stated that some businesses are small, but not necessarily struggling in the same way. For example, some businesses have not had to furlough employees, or they can work from home. There are some other small businesses that cannot open at all. Mr. Skaggs asked for more absolute numbers of businesses and their employees.
Chair Bolter suggested including a component asking how many employees they have had to furlough and how many they can bring back.

Chair Bolter asked if the subcommittee members would be comfortable putting in a number as a placeholder and giving the Chamber permission to proceed, then on Tuesday they can formalize the criteria.

There was unanimous approval of allowing the Chamber to proceed, but different ideas of funding numbers which would be further investigated later. $10 million was the agreed minimum funding amount.

Chair Bolter thanked Mr. Johnston and Mr. Villarreal for their presentation and time to answer questions.

V. UPDATE ON COVID EXPENDITURES

Mr. Britt presented Kent County’s expenditures related to COVID-19 to date.

VI. CARES ACT ALLOCATION STRATEGY (PRELIMINARY RECOMMENDATIONS)

The subcommittee reviewed the preliminary allocation recommendations.

Mr. Skaggs asked what specifically the $12.7 million for public safety and the correctional facility, the $2.1 for contact tracing, and $4.9 million in testing will be used for. Regarding testing, he asked if it is getting the county to the levels it needs to be. Mr. Britt answered they can provide a more detailed response at the Tuesday, June 2 meeting. Furthermore, a request will be sent to Mr. Adam London, Administrative Health Officer, and Sheriff Michelle LaJoye Young to hear more details about the requests of the Health Department, Sheriff’s Office, and the Correctional Facility.

Chair Bolter stated that many of the services being requested by the public are Health Department services. It will be important to keep track of what that department is already doing. Mr. Britt answered they will ensure there is no duplication. She also asked that further information regarding the funding amount for Return-to-Work PPE be provided to the subcommittee.

Chair Bolter noted that the funding for homelessness prevention could be captured from a source other than the CARES Act, and in that case would make more funding available within the CARES Act for other purposes. Mr. Stephen Duarte, Assistant to the Administrator, agreed after noting that as funding amounts are raised in some categories, it may take dollars away from the initial $20 million target reserve for second wave funding.

Vice-Chair Stek asked how $20 million was determined to be the recommended amount for reserves in second wave funding when there are so many immediate needs within the community. Mr. Duarte answered that the number was suggested based on what other local governments are setting aside. The number could be changed if the subcommittee would like. Vice-Chair Stek stated he would like the number in reserves to go down. He agreed it is good to be prepared, but it is essential that local businesses are stabilized.

Vice-Chair Stek also asked how many are being helped with the proposed $10 million in funding for homelessness compared to $10 million for businesses. Mr. Britt answered he will follow up with that answer.

Mr. Talen requested additional work be done with the City of Grand Rapids’ request for funding.

He agreed that they need to be reimbursed for their costs related to COVID-19. Chair Bolter answered communication is being done between the City of Grand Rapids and Kent County and more follow up will be done with the group soon.
Chair Bolter requested that more work be done on the municipality submissions and it be investigated to a more granular level.

Ms. Jones stated she would like the group to consider addressing the needs of the John Ball Zoo.

VII. **SUBCOMMITTEE DOCUMENTS/CORRESPONDENCE**

Mr. Britt shared correspondence that has been received from United Way/2-1-1, Kent Child Care Crisis Response Team, the Right Place, Gaines Township, and the City of Grand Rapids.

VIII. **MISCELLANEOUS**

Vice-Chair Stek stated if the group starts looking into the zoo, the museum should be included as well. Ms. Brieve gave support of connecting with the museum.

IX. **PUBLIC COMMENT**

Ms. Allison Colberg helped draft a letter from the Grand Rapids Organizing Team. Several institutions worked together to organize key issues and where there may be funding to cover specific costs.

Mr. Cisneros stated he would like to continue supporting the grassroots efforts of the Hispanic Chamber and Hispanic Center. He said their group would appreciate the financial support to help those in the heart of the community.

X. **ADJOURNMENT**

There being no further business for discussion, Chair Bolter adjourned the meeting at 12:44 p.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

[Signature]
COVID RELIEF SUBCOMMITTEE MINUTES

June 2, 2020 – 10:00 a.m.
https://kentcountymi.zoom.us/j/91670339486

MEMBERS PRESENT: Chair Mandy Bolter; Vice-Chair Stan Stek; Commissioners Emily Brieve, Diane Jones, Roger Morgan, Phil Skaggs, Jim Talen, and Robert Womack

MEMBERS ABSENT: None.

Chair Bolter called the meeting to order at 10:00 a.m.

I. WELCOME

Chair Bolter welcomed the group and thanked those who joined the meeting.

II. APPROVAL OF THE MINUTES OF MAY 28, 2020

Ms. Brieve moved to approve the minutes from May 28, 2020 as presented. Supported by Mr. Stek.

Mr. Talen moved to amend a sentence in section IV of the minutes. He asked that “…businesses on the ground that are doing the work,” be included. Supported by Ms. Brieve.

Motion to amend the minutes carried.

III. PRESENTATION BY GR AREA CHAMBER OF COMMERCE SMALL BUSINESS RELIEF SUPPORT

Chair Bolter welcomed Mr. Andy Johnston and Mr. Dante Villarreal from the Grand Rapids Chamber of Commerce. Mr. Johnston and Mr. Villarreal updated the subcommittee on their small business relief support efforts and provided a demonstration of the technology that will be utilized.

Chair Bolter asked if it would be possible to keep track of how many total employees a business has as well as how many full-time employees. Mr. Villarreal answered that component can be added to the application tool.

Vice-Chair Stek asked what kind of businesses will most likely apply. Mr. Villarreal stated it will likely be a wide variety. When the Grand Rapids Chamber did their work with Rapid Relief Funding, there were various types of industries represented. Even businesses that are closed have expenses they are incurring and could qualify for funding. Mr. Villarreal also emphasized the important of outreach in the front end of this project in order to make sure there is diversity in the different industries represented.

Vice-Chair Stek also asked if the businesses that receive funding will need to provide documentation or keep receipts. Ms. Linda Howell, Corporate Counsel, answered that documents will be maintained by the applicant and held for a period of time in order to be prepared for an audit. There will be a level of trust involved, but it will be verified with the application. Mr. Villarreal added that the recipients will also be asked to provide an update at their regular 30-day check-in.

Vice-Chair Stek then asked about the process of approving applicants. He asked if each of the recommendations will come to the County for final approval. Mr. Johnston answered yes, the County will need to execute the grant and agreement. Ms. Howell added that the recommendations will come from the Chamber through the selection
committee. The money will stay within the County, but the approval process will be done through the selection committee.

Vice-Chair Stek also asked if the cost to do this will be estimates or a fixed fee. Mr. Johnston answered they would propose a fixed fee.

Mr. Talen emphasized the importance of utilizing the expertise that is out there on the ground throughout this process. He stated they should affirm expertise and trust from other organizations. Some organizations are struggling, and this could be one way to utilize them in a way that helps both the process and the community. Chair Bolter stated that when they talk further about technical assistance, they can help those organizations provide it for their members. There will be mutual assistance.

Mr. Morgan asked for further details about the process of outreach. Mr. Johnston stated that the goal is to get the word out through all means necessary. Not everyone receives a certain newsletter, so it will take phone calls, people on the street and telling businesses about it. There will be a focus on training the trainer before launch, and then get the word out as best they can and then follow up.

Chair Bolter asked for more information about the outreach happening all at once. Mr. Johnston described it as an embargoed press release. The group understands there will be an avalanche of interested right away, so they want to make sure people know they don’t need to rush and apply immediately. They need to make sure the applications are filled out in the timeframe but also that they are filled out correctly. Mr. Villarreal gave additional examples of online platforms that will be utilized to communicate the information before launch.

Mr. Womack asked about equity and if there will be any role involved to be more intentional with minority and women owned businesses. He wondered if there is anything that can be done for the 49503, 49507, and 49508 zip codes that were most impacted by COVID-19. Mr. Villarreal stated their core value is equity for all. He thinks if they have strong outreach up front and make sure the staff is prepared and represents communities of color, they will be successful.

Mr. Skaggs asked for more detail about a criteria section for “goods and services.” If someone is buying a good or service, it has value to the community. He wondered if that criterion could be transformed to be more about giving back to the community in different ways, such as being clearer about going the extra mile for community engagement. He also expressed approval for the robust communication that will be done to make sure the applicant pool is a diverse reflection of the County. He wondered if there might be some intentional effort to give some preference to the geographies hit the hardest by the pandemic. It will be the hardest for those businesses to recover. Chair Bolter echoes these same sentiments and asked if there are ways to ensure they capture different demographics without violating laws or rules. Mr. Matt Nelson, from Warner, Norcross & Judd, answered they will need to ensure there aren’t barriers to entry. They will need to build out a model that is inclusive without running afoul the Constitution or Civil Rights Act. At this they believe the proposal adequately answers equity concerns.

Mr. Skaggs asked if the COVID Relief Subcommittee or Board of Commissioners can expect periodic reports from the Chamber to ensure accountability. Chair Bolter stated that the intention was for them to not only receive reports, but for this plan to go through the full board. With the 30, 60, and 90-day check-ins, she expects the Chamber will report back to the Board. She agreed with the process being transparent and stated the need to have a robust audit plan. Mr. Johnston agreed and said Kent County staff will continue to be engaged in this process moving forward. Mr. Villarreal stated they could provide updates or reports even specific to particular components, such as the demographic breakdown of applicants and the number approved.
Mr. Skaggs suggested that a question asking how many employees the business had before and how many they anticipate being able to retain be included. Mr. Villarreal said they will ask that in the application.

Ms. Brieve said that when they do their marketing and communication, she would like to see the message put out about this being for everyone, and not just for members of the different Chambers of Commerce or specific organizations. All small businesses in the County that meet the criteria should know they can apply.

Mr. Villarreal agreed. They do not reference memberships and will make sure to involve all business communities.

Mr. Womack asked if those who received Rapid Relief Funds will be eligible. Mr. Villarreal answered the first phase will be for those who haven’t received any funds, but they can apply in the second phase.

Mr. Morgan moved to partner with the Grand Rapids Chamber to provide small business relief efforts. Supported by Ms. Brieve.

Ms. Jones asked if the grant funding amounts go up, if the fee will change. Mr. Britt stated that will be negotiated.


Motion carried.

IV. REPORT ON MUNICIPALITY SURVEY RESULTS

Mr. Britt presented the survey results from local units of government regarding the expenses incurred due to COVID-19 and estimated costs for the remainder of 2020.

Mr. Skaggs asked for clarity about the State possibly providing funding to municipalities. Mr. Jeff Dood, Fiscal Services Director, stated that the CARES Act authorized the Treasury to make direct payments to local governments with populations of over 500,000, in amounts equal to 45% of the local government’s per capita share of the statewide allocation.

Mr. Morgan expressed concern that it doesn’t appear that some of the townships fully understood the terms or requirements. He asked how this will be reconciled. Mr. Britt answered that staff will go back with every municipality to make sure they aren’t duplicating efforts. Chair Bolter added she would like follow-up for the municipalities reporting a need of $0, and why they declined or why they think that is the amount needed.

Vice-Chair Stek also expressed uneasiness with the low dollar amounts requested of some local units of government. He also said he is still unclear about the direction from the State to provide funds to municipalities. He asked when they will find out if or when that distribution will happen. Mr. Britt said they have asked the Treasury and lobbyist but have not heard back yet.

Mr. Talen said he was uncomfortable putting a number on the allocation for local units of government until the City of Grand Rapids confirms their numbers. Mr. Britt stated he has had several discussions with the City of Grand Rapids and would follow up again today. Chair Bolter expressed they cannot continue to wait though. The dollar amount needs to be settled this week so the subcommittee can move forward.

V. UPDATE ON COVID EXPENDITURES

Mr. Steven Duarte, Assistant to the Administrator, provided an update on Kent County’s COVID-19 expenditures.
VI. CARES ACT ALLOCATION STRATEGY

The subcommittee reviewed the CARES Act Allocation strategy.

Ms. Jones asked if these allocations will have to go to the Finance and Physical Resources Committee and then the full Board of Commissioners. Mr. Britt stated that once the agreement is approved, it does not need to go to the full board for approval. However, for the different contracts and decisions to move money, those will need to go to the Finance Committee and full Board. There is also the ability to move allocations sooner if necessary, through the resolution that was approved in March.

Vice-Chair Stek asked what “economic stabilization” refers to. Mr. Duarte stated it has to do with working with organizations such as The Right Place or Experience Grand Rapids.

Vice-Chair Stek also referenced the allocation for second wave funding and asked what happens if a second wave does not occur. Mr. Britt stated they have been using the best data they can from the Health Department and Sheriff’s Office to make sure they are prepared. Mr. Adam London, Administrative Health Officer, agreed. There are a lot of unknowns right now as well as new testing strategies and partners available to prevent a second wave. He stated he believes the numbers are good, but he is comforted to know there is reserve available for new opportunities or problems that could arise in the next six months.

Vice-Chair Stek then asked if the allocation strategy will come back to the subcommittee once they approve it. Mr. Britt answered that once they have the “buckets” of funding approved, individual requests will be brought forward as needed. The numbers could go up or down in different areas.

Mr. Skaggs asked what their firm date could be for the second wave. Chair Bolter suggested October 1 could be the date they revisit the allocations.

Chair Bolter expressed concern about the funding amount for PPE for small businesses. Mr. Skaggs asked if the amounts suggested for testing and contact tracing are enough. Mr. London answered he believes it is enough based on the variables right now.

Mr. Skaggs also asked for more details about what funding for childcare expenses will be for. Mr. Duarte stated there were a lot of things they cannot do alone, so they could contract with various agencies to assist. Mr. Britt stated he can provide further details from the childcare community.

Mr. Skaggs stated some of the unallocated money could possibly be used to support municipal governments and the Clerk to make sure everyone has the genuine ability to exercise their right to vote in the safest way possible. He asked if that could be looked into. Chair Bolter stated she was uncomfortable earmarking unallocated funds, but if it’s something that becomes a County cost, then they could possibly apply it. She doesn’t recommend earmarking possibilities until they know further what the needs might be. Mr. Britt added they will work with local units of government about the topic and look within the Clerk’s and County’s budget to make sure it can happen.

Mr. Morgan stated he is comfortable with the allocation amounts as they currently appear, but suggested the full board have the opportunity to voice their opinion and vote on this. Chair Bolter agreed. She said if they confirm their recommendations this Thursday, the full board can have an opportunity to vote on the subcommittee report at the June 11 Board of Commissioners meeting.
There was discussion about sending additional funding requests to the Finance Committee and fill board. Chair Bolter suggested that individual distributions of over $1 million go through the board process. Ms. Howell stated those details could be provided in the subcommittee report that goes to the board.

Ms. Brieve asked how other large counties are doing this. Mr. Britt answered he can follow up with those details. Chair Bolter also stated Kent County’s situation may be different than some other large counties because they may not have approved a similar emergency resolution.

Mr. Talen asked what the reductions were in the City of Grand Rapids’ request. Mr. Dood noted some duplications in funding such as homeless prevention.

Mr. Talen said he was alarmed to hear the PPE program will only be for for-profit businesses. Ms. Howell stated there is a companion program specifically for non-profits. When applicants begin the process, they will be asked if they are a non-profit. If they are, they will be redirected to a similar but different program.

Mr. Talen noted the $2 million for Senior Citizen Assistance. He asked if there are resources in the senior millage that could be made for those needs. Mr. Britt said that there are resources there, but this is a placeholder. The number can be adjusted if necessary.

Vice-Chair Stek moved that the approved allocation be incorporated into the report. Supported by Mr. Talen.

Mr. Skaggs asked if more funds will be added for Return-to-Work PPE. Chair Bolter stated yes; it is likely. Mr. Britt added that today it is only the framework being decided upon. Chair Bolter also said it can be indicated in the report that the first available funds that aren’t used be put towards PPE.

Chair Bolter stated she would also like an independent auditor and what they are auditing to be indicated in the report.

Motion carried.

VII. SUBCOMMITTEE DOCUMENTS/CORRESPONDENCE

Documents were shared with the subcommittee from the Area Agency on Aging of West Michigan, HUD, and the John Ball Zoo.

VIII. MISCELLANEOUS

Vice-Chair Stek asked if Unity Way would be the organization assisting in the allocation of $10 million for the non-profit community. Mr. Britt answered yes, they are working through the agreement now.

Mr. Womack stated he enjoyed the way the meeting went today. With the state of smaller and greater communities right now, it is good to get out a message that is positive and being heard. They will need to do their part to make sure no community feels left behind.

Mr. Skaggs was in support of periodic reports for the subcommittee. Chair Bolter agreed and suggested the possibility of it being included in the Executive Committee’s reports and the other subcommittee members could join. They could meet once a month or whatever is agreed upon.
Mr. Womack also thanked the work of Mr. Britt, his staff and the Health Department. Chair Bolter echoed those thanks and extended thanks to the subcommittee members as well. It has been a huge commitment and expressed how important this work is to the community.

IX. PUBLIC COMMENT

None.

X. ADJOURNMENT

There being no further business for discussion, Chair Bolter adjourned the meeting at 12:34 p.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION

[Signature]
CERTIFICATION

I, Wayman P. Britt, am the chief executive of Kent County, Michigan, and I certify that:

1. I have the authority on behalf of Kent County, Michigan to request direct payment from the Department of the Treasury ("Treasury") pursuant to section 601 (b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).

2. I understand that Treasury will rely on this certification as a material representation in making a direct payment to Kent County, Michigan.

3. Kent County, Michigan's proposed uses of the funds provided as direct payment under section 601 (b) of the Social Security Act will be used only to cover those costs that-

   a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);

   b. were not accounted for in the budget most recently approved as of March 27, 2020, for Kent County, Michigan; and

   c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

By: Wayman P. Britt
Signature: ____________________________
Title: County Administrator/Controller
Date: April 14, 2020

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is two hour per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

Kent County — Where Diversity and Inclusion Matter
Coronavirus Relief Fund

Guidance for State, Territorial, Local, and Tribal Governments

April 22, 2020

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, 2020.1

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 cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost

---

1 See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.
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**

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

**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.

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 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 expenditures\(^2\)

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.\(^3\)
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.

\(^2\)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.

\(^3\)See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.
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.
Appendix III

Process Supporting Documents
## Estimate of COVID-19 Expenses
Through 06/03/2020

<table>
<thead>
<tr>
<th>Expense Account</th>
<th>Expense Amount</th>
<th>Outstanding PO Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payroll Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>171,000</td>
<td>-</td>
<td>171,000</td>
</tr>
<tr>
<td>Emergency Management (2)</td>
<td>274,000</td>
<td>-</td>
<td>274,000</td>
</tr>
<tr>
<td>Health Department</td>
<td>1,315,000</td>
<td>-</td>
<td>1,315,000</td>
</tr>
<tr>
<td>Sheriff</td>
<td>98,000</td>
<td>-</td>
<td>98,000</td>
</tr>
<tr>
<td><strong>Payroll Total</strong></td>
<td>1,858,000</td>
<td>-</td>
<td>1,858,000</td>
</tr>
<tr>
<td>Essential Workers Compensation (1)(3)</td>
<td>1,510,000</td>
<td>-</td>
<td>1,510,000</td>
</tr>
<tr>
<td>Food</td>
<td>11,000</td>
<td>-</td>
<td>11,000</td>
</tr>
<tr>
<td>Food Packaging/Kitchen Supplies</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Janitorial Supplies</td>
<td>148,000</td>
<td>144,000</td>
<td>292,000</td>
</tr>
<tr>
<td>Lodging</td>
<td>79,000</td>
<td>-</td>
<td>79,000</td>
</tr>
<tr>
<td>Medical &amp; Safety Supplies</td>
<td>1,092,000</td>
<td>472,000</td>
<td>1,564,000</td>
</tr>
<tr>
<td>Shelter Supplies</td>
<td>13,000</td>
<td>-</td>
<td>13,000</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>2,000</td>
<td>-</td>
<td>2,000</td>
</tr>
<tr>
<td>Professional &amp; Contractual Services</td>
<td>12,000</td>
<td>12,000</td>
<td>24,000</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Janitorial Service</td>
<td>-</td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Nurse Staffing</td>
<td>5,000</td>
<td>20,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Shelter Manager</td>
<td>13,000</td>
<td>-</td>
<td>13,000</td>
</tr>
<tr>
<td>Shelter Security</td>
<td>100,000</td>
<td>-</td>
<td>100,000</td>
</tr>
<tr>
<td>First Responder Housing</td>
<td>4,000</td>
<td>-</td>
<td>4,000</td>
</tr>
<tr>
<td>Meeting</td>
<td>2,000</td>
<td>-</td>
<td>2,000</td>
</tr>
<tr>
<td>Communication</td>
<td>159,000</td>
<td>108,000</td>
<td>267,000</td>
</tr>
<tr>
<td>Postage</td>
<td>24,000</td>
<td>-</td>
<td>24,000</td>
</tr>
<tr>
<td>Software (4)</td>
<td>105,000</td>
<td>9,000</td>
<td>114,000</td>
</tr>
<tr>
<td>Vehicles/Trailers</td>
<td>26,000</td>
<td>-</td>
<td>26,000</td>
</tr>
<tr>
<td>Facility Lease</td>
<td>90,000</td>
<td>-</td>
<td>90,000</td>
</tr>
<tr>
<td>Facilities and Maintenance</td>
<td>3,000</td>
<td>34,000</td>
<td>37,000</td>
</tr>
<tr>
<td>Computers</td>
<td>51,000</td>
<td>95,000</td>
<td>146,000</td>
</tr>
<tr>
<td>Medical Equipment</td>
<td>3,000</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>Telecom Equipment</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
</tr>
<tr>
<td>Other Equipment (5)</td>
<td>67,000</td>
<td>16,000</td>
<td>83,000</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>5,389,000</strong></td>
<td><strong>922,000</strong></td>
<td><strong>6,311,000</strong></td>
</tr>
</tbody>
</table>

(1) Through Pay Period End 5/17/2020

(2) Includes Health Department Command Center Staff.

(3) Additional accrued vacation time for personnel working on site because they provide services that cannot be postponed and are impossible to perform from home.
VPN, Virtualization, and Video Conferencing Software for employees working from home.

Skytron UV cleaning robot for Corrections, janitorial chemical sprayers, other misc. equipment.
## Kent County

### Internal COVID-19 Sources and Uses of Funds Report

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
<th>Allocated Expenses</th>
<th>Confirmed Yes/No</th>
<th>Match</th>
<th>County</th>
<th>State</th>
<th>Federal Passed Through State</th>
<th>Federal Gov Direct Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Byrne Memorial Justice Assistance Grant</td>
<td>$93,331</td>
<td>$77,000</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>CDBG - CARES Act</td>
<td>$1,023,791</td>
<td>$0</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Coronavirus Relief Fund - CARES Act</td>
<td>$114,640,476</td>
<td>$5,586,000</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>CSBG - CARES Act</td>
<td>$1,606,792</td>
<td>$0</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ESG - CARES Act</td>
<td>$532,303</td>
<td>$0</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>FEMA</td>
<td>TBD</td>
<td>$0</td>
<td>N</td>
<td>25%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>County Funds (1)</td>
<td>$648,000</td>
<td>$648,000</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Health Department - MDHHS</td>
<td>$50,000</td>
<td>$0</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Health Department - Public Health Emergency Preparedness Funds</td>
<td>$312,000</td>
<td>$0</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Health Department - State FEMA Match (25%)</td>
<td>TBD</td>
<td>$0</td>
<td>N</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Housing Choice Vouchers Admin Funds - CARES Act</td>
<td>$61,716</td>
<td>$0</td>
<td>Y</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>The Emergency Food Program - FFCRA</td>
<td>$31,616</td>
<td>$0</td>
<td>N</td>
<td>0%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$119,000,025</strong></td>
<td><strong>$6,311,000</strong></td>
<td><strong>$648,000</strong></td>
<td><strong>$50,000</strong></td>
<td><strong>$2,043,739</strong></td>
<td><strong>$116,196,570</strong></td>
<td><strong>X</strong></td>
<td><strong>X</strong></td>
</tr>
</tbody>
</table>

(1) Regular wages for time spent on COVID-19 by Administrator’s Office and Purchasing Staff. Remote working costs covered by Indigent Defense Grant (Computers and Webcams).
TO: All Departments

FROM: Sherah Richard, Accounting Manager

SUBJECT: COVID-19 Expenditure Tracking

DATE: March 16, 2020

The COVID-19 pandemic has given rise to a need to track expenditures that are directly related to the crisis for possible reimbursement. Fiscal Services has created a Reporting Code “COVID19” to assist with the tracking of these expenses Countywide. For those unfamiliar with reporting codes, the field can be found under the Detail Accounting tab in the Accounting Line sections of PO, GAX, PRC, and JVA documents.

Any invoice that is related to COVID-19 should use this reporting code when it is coded in A360. It should be used for all COVID-19 expenses in addition to your regular Chart of Accounts, so please continue to use your applicable chart of accounts fields like you normally do (Fund, Department, Unit, Program, Object, etc.). In addition, this reporting code should be used on all purchase requisitions submitted in the purchasing system that are COVID-19 related.

If you have COVID-19 expenses that have already been coded and you need assistance in reclassifying these expenses, please contact the Financial Analyst in Fiscal Services in charge of your fund. An up-to-date listing of Fund assignments can be found at http://kcintranet.kc.gov/forms/#AP
and is enclosed with this memo.

### Accounts Payable

1. **Who to Call List** REV 2/20  
2. **Employee Fund Listing** REV 3/19  
3. **Accounts Payable - What forms do I use for Travel & Mileage Reimbursement?** REV 1/10

If you need specific accounting overrides set up to be used on timesheets for tracking Employee Time related to the COVID-19 response, please email adam.zawisza@kentcountymi.gov with relevant information related to the home department and the required budgets for which they are needed. Employees will then be able to use these on their timesheets for all applicable future pay periods. For questions regarding COVID-19 related employee-time for prior payrolls, please contact the Financial Analyst in Fiscal Services in charge of your fund and specify the employee id, name, title, dates, and the amount of time each day. They can assist you with reclassifying this time.

The GFOA best practices require that appropriate non-financial data be collected and maintained to support potential future reimbursement claims. This is in addition to the invoice being processed and includes detailed information such as materials and supplies used, the dates used, location, etc. Please send this documentation to Fiscal Services as soon as possible, along with the A360 document ID(s) that it relates to. Please send all of this additional information, or any questions you may have, to Evan Wall (evan.wall@kentcountymi.gov).

Thank you for your assistance,
Sherah
FISCAL SERVICES DEPARTMENT
MEMORANDUM

TO: Department Directors, Supervisors
FROM: Sherah Richard, Accounting Manager
SUBJECT: COVID Timesheet Reporting
DATE: April 9, 2020

I know that emails and memos have been flying around like confetti. To over-use the tagline….this is a very fluid situation we are in. As a result, please read this memo as it will supersede timesheet-related memos that have come before………..

THIS IS FOR THE TIME PERIOD 4/06/2020 AND FORWARD

Effective this pay period beginning 4/06/2020, all Kent County employees will need to complete a timesheet in ESS. For Hourly staff, you will see only a slight change to your process. For MPP staff, this will be new for most of you.

As you are aware, there is need to track Payroll for various reasons due to the COVID crisis (i.e. working directly on COVID-related tasks, working onsite, etc.). That tracking will need to be done via A360 in the Employee Self Service (ESS) module. I have attached a sample timesheet that shows the possible codes that would be utilized by both UAW and MPP staff. It is more detailed than what will normally be used, but wanted to illustrate some different variables.

Payroll will track the following items using the listed pay codes:
1. Taking any paid time off - using codes like VLUSD (vacation), PLUSD (personal), DLUSD (doctor), etc.
2. Physically working onsite in a County Bldg. – using pay code REQOS (required onsite)
   a. REQOS will temporarily replace the REG code only
   b. Continue to use OT as you normally would
3. Working from home due to federal, state and local mandates – using pay code WRKHM (working from home)
   a. WRKHM will temporarily replace the REG code only
   b. Continue to use OT as you normally would
4. Salaried employees should not enter more than 80 hours per pay period
This will allow the County to accomplish the following:

1. Simplifying the approval process for paid time off
2. Tracking the onsite working hours that will qualify for the special compensation vacation hours.
3. The impact of working from home during the COVID crisis.

I have attached a link to the Create Timesheet instructions that are available on the A360 website. I am also available for staff training if anyone has additional questions. We have been having quite a bit of success using video chat and screen shares on Microsoft Teams application. Thank you for your continued patience during this difficult time.

https://www.accesskent.com/a360/pdf/ESS/T_Create_timesheet.pdf

Thanks,
Sherah
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https://www.accesskent.com/a360/pdf/ESS/T_Create_timesheet.pdf

Thanks,
Sherah
COVID 19 Directive 03-18-2020-1

As you know, this week some of the County’s most public, front-facing services such as the court systems, Clerk’s Office, and Treasurer’s Office modified work processes and/or suspended certain services with a goal to minimize face-to-face contact and increase social distancing.

County Administration is confirming similar measures are in place across the entire County and is implementing the following practices for all departments, effective immediately through April 5, 2020:

- Local travel should be minimized, and attendance at conferences, conventions and off-site training is suspended. Employees should cancel registrations and travel arrangements as soon as possible in order to maximize refund opportunities.
- Employees and their supervisor will reschedule face-to-face appointments with the public or implement alternative service processes that do not include face-to-face interaction whenever possible.
- County staff will provide extra cleaning supplies to each department for employee use to enhance sanitary conditions as they see need (wiping counters, knobs, phones, desks etc.).
- All employees who are potentially able to work from home should discuss this with their supervisor to determine the feasibility, and when possible, take steps to transition working from home. The Department Director shall have final decision regarding whether working from home is feasible.
- Any employee exhibiting severe cold or flu-like symptoms, or symptoms consistent with COVID-19 is required to be sent home. Supervisors may not send employees home solely if they are in a high-risk category. Any person with a specific situation should discuss it with their supervisor.

Use of Leave Time

Time off work related to COVID-19 will continue to be handled under the previously provided policy guidance listed below which was emailed to all employees on March 13.

In order to encourage employees to be safe and to keep others safe in light of the recent news of COVID-19, the County is temporarily offering additional flexibility with time off. This could be an absence that is needed due to any of the following reasons:

- The employee’s personal illness with symptoms consistent with COVID-19;
- Quarantine or observation, consistent with Health Authority guidelines, of someone in the employee’s household potentially exposed to COVID-19; or
- To care for family members in response to a COVID-19 related school or daycare shut down in situations where the employee is unable to work from home.

The following additional flexibility is being offered to cover the above-mentioned circumstances:

- Employees may use up to 120 hours more PTO or Sick time than they have in their bank (negative accrual) or
- Employees may use their reserve sick leave bank.
Employees do not have to exhaust any other banks before exercising the above-mentioned options. Depending on the situation, documentation authorizing the absence may be requested. Also, time off to care for family members as a result of a school or daycare shutdown is subject to supervisor approval. Employees with a negative bank balance will be required to sign an agreement to repay the value of the time owed from their last paychecks should they leave the organization before their balance is at or above 0 hours.

Note: Employees with both Sick and PTO banks will only be able to exercise this option with their Sick bank.

Additionally, the above policy applies for employees who meet a high-risk category\(^1\) for COVID-19 and wish to be released from on-site work responsibilities.

Payment

- **Full-Time Employees** – Whether working from home or County facilities, all active full-time employees will be paid 40 hours per week or for their regularly scheduled hours. Overtime pay principles will apply.

- **Regular Part-Time Employees** – Whether working from home or County facilities, all active regular part-time employees will be paid for their regularly scheduled hours.

- **Hourly Employees** – Hourly employees must continue to submit a time slip in A360. To log in to A360 click here.

Special Compensation

Effective, Monday March 23, employees that do not have the option to work from home and are required to work on site will receive 8 hours of banked vacation time for every 40 hours worked on-site. This includes, but is not limited, to:

- County Patrol Officers, Dispatchers, and Corrections Officers
- Emergency Management Personnel including Health Department staff responding to the pandemic
- Front-line Staff who have regular face-to-face contact with the public or institutionalized residents.

Other

- If the state or federal government implements legislation related to COVID-19 that impacts employment matters and employer obligations, the legislation will supersede this policy which will then be reevaluated.

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\(^1\) The Center for Disease Control and Prevention recommends that those at greater risk should be temporarily released from work. This includes: a) Older adults (age 60 and older); b) People who have serious chronic medical conditions such as: heart disease, diabetes, and/or lung disease. Employees should alert their supervisor if they
fall into a high-risk category and wish to be released from on-site work responsibilities. These employees will not be required to remain at work during this period. If an employee is in a high-risk category, is not ill, and can work from home, they may be asked to do so.

- The Severe Weather & Emergency Conditions Policy does not apply to the COVID-19 pandemic.
- This policy does not apply to temporary or seasonal employees.
- For the period of March 17 through April 5, this policy replaces the Kent County Administrator’s e-mail dated March 13 titled “Time Off Flexibility in Light of the COVID-19 Pandemic”.

County Administration in conjunction with our Health Department is constantly monitoring the CDC for ever-changing developments and working with state and federal government partners to respond appropriately to the COVID-19 pandemic. We will continue to provide additional policy guidance as the situation evolves.
SOLUTIONS - HOMELESSNESS, RISK, AND MITIGATING THE SPREAD OF COVID 19

Presented by:
Cheryl Shuch, Family Promise; Vera Beech, Community Rebuilders;
Courtney Myers-Keaton, CoC; Wende Randall, Essential Needs Task Force

CREATING SYSTEM FLOW TO ADDRESS HOMELESSNESS AND MITIGATE COVID 19 SPREAD

System Flow is an efficient and coordinated process that moves people from homelessness to housing as quickly as possible.

System Flow Requires Alignment of Efforts and Resources and is essential to reducing transmission of COVID 19 among persons with no safe place to stay.

SYSTEM FLOW STARTS WITH COORDINATING SYSTEM ENTRY & PRIORITIZATION

Working Together
Aligned providers and resources to ensure every person experiencing homelessness or at risk of homelessness is accounted for and helped with the most appropriate and available support...and, in the fastest way possible.

Creates System Flow by:
- Reducing first time homelessness
- Eliminating wait lists for shelter
- Reducing average length of homelessness
- Increasing exits to permanent housing
- Decreasing returns to homelessness

NEED: Implementation:
CR, Family Promise and HAP will lead in the use of Community Rebuilders new website Community Housing Connect for families to access services. No new funding is required CR is positioned to cover the cost. A COVID Screening and Workflow has been agreed upon.
PREVENTION AND RAPID REHOUSING NEED

- Prevention services assist those who are currently in housing but are at risk of becoming homeless and need short term leasing, and or utility assistance to prevent them from becoming homeless.
- Rental Arrears assistance
- Diversion/Supported Solutions Assistance to help prevent entry into homeless system.
- Can specifically target evictions, persons who have lost income due to COVID 19 – Flexibility to help resolve the housing crisis.
- Rapid Rehousing may be provided to prevent entry into homelessness, assist with relocation.

Rapid Rehousing may be 1-3 months when utilized for prevention or 2-12 months when assisting individuals or families who are homeless or at risk of homelessness.

- RRH provides longer term rental assistance to assist households to increase income with the goal of all households assisted maintaining housing permanently.

- Both prevention and rapid rehousing can provide comprehensive strengths based holistic case management services.

Anticipated community need: $3,500,000 over the next year.

EMERGENCY NON CONGREGATE SHELTER NEED

Family Promise is leading this effort to ensure emergency hotel capacity so our community members have a safe place for their family to stay.

- Current funding from private philanthropy will be depleted by the end of May.
- Needed hotel room capacity is estimated at 60 rooms at any given time.
- Hotel funding needed to ensure this capacity is available June – December 2020: $910,000.00.
Adding Only More Shelter Capacity

Unsheltered
34 Unsheltered + 45 sheltered = 79

Adding More RRH Capacity

Unsheltered
34 Unsheltered + 30 sheltered = 64

FUND SYSTEM FLOW WITH FLEXIBILITY

Direct Services With Financial Assistance – Recommend Use of Support Services for Families Model – (SSVF Model)

40% of Budget Direct Assistance

30% of direct assistance budgets for Emergency Response, Prevention services, Short term 1-3 month rent assistance, arrears

40% Direct Financial Assistance – Housing 6-12 months of assistance per household

50% Provision and Coordination of Support Services – 10% Training, Occupancy, Communication, Supplies, Other allowable supportive service Expenses, Education.
TEMPORARY EMERGENCY ACCOMMODATIONS - HOTEL

- Temporary Shelter = $910,000*
- FEMA Category B (pass through reimbursement from County) – Funding specific for COVID-related shelter needs. To remain unused, clipped off as an COVID-19 high risk households. This is designed to cover the Shelter-Maximums because the funding could also cover approx. 45% of total families served in hotels who qualify as COVID high risk. This could be retroactive to March 20th approved by FEMA. If approved retroactively there could be an opportunity to re-up the municipal dollars if not used and apply them forward on a prevention/diversion/housing efforts (Priority 1)
- Kent County Cares Act Treasury Funding ($114 Million) – for remaining 65% not covered by FEMA or if FEMA funding isn’t approved. This funding uses Bank in Delaware and only for COVID use. County decides.
- COVID ESG – Prioritized for COVID mitigation use with homeless population to DE intensify existing shelters, homelessness prevention (back rent and diversion), and Rehousing. These funds could be used for Rehousing.
- Review of 2010 Housing Crisis HPRP information, which is our most similar time frame we anticipate needing to dedicate 3,500,000 dollars to prevention and rapid rehousing.

HOMELESS PREVENTION AND RAPID REHOUSING

Housing
- Kent County Cares Act Treasury Funding ($114 Million) – This funding is very flexible. Restriction is only for COVID use. Could be used for Rehousing.
- COVID ESG – Prioritized for COVID mitigation use with homeless population to DE intensify existing shelters, homelessness prevention (back rent and diversion), and Rehousing. These funds could be used for Rehousing.
- Review of 2010 Housing Crisis HPRP information, which is our most similar time frame we anticipate needing to dedicate 3,500,000 dollars to prevention and rapid rehousing.

HOW CAN WE HELP?

- Coordinated Flow to:
  - Reduce mobility of vulnerable populations to prevent spread through prioritized screening and coordinated allocation of resources
  - Provide for emergency quarantine through housing and temporary motel
  - Reduce risk to high risk populations
- Help with identification of need and prioritization of resources
- Assist with documentation of matching funds on FEMA B dollars
- Coordinate and align with other efforts (CoC and Housing Stability Alliance)
QUESTIONS?
The Downtown Development Authority Act (formerly Act 197 of 1975, as amended, and now part of Act 57 of 2018) authorizes any municipality in the state of Michigan to establish a Downtown Development Authority (a DDA) in a designated downtown area, and to use revenue captured as part of a tax increment finance (TIF) plan to promote economic growth and halt property value deterioration.
Slide 4

Summary
- A DDA may spend funds from certain delineated sources only within its District, in accordance with DDA statutory authorization and its legally adopted Development/TIF Plan, subject to constitutional limitations on the lending of public credit.

Slide 5

Available Funding Sources for DDAs
DDAs are only authorized to fund activities that are within the DDA District and that are both (1) specifically authorized in the authorizing statute and (2) included within the DDA Development/TIF Plan. Additionally, these activities may only be funded using one of the authorized financing options:
- Tax Increment Revenues
- Mills (with local approval, up to 2 mil for municipalities with population of less than 1 million, up to 1 mil for municipalities with population over 1 million)
- Special assessments
- Revenue bonds
- Revenues from property owned or leased by the DDA
- Grants and/or donations
Statutorily Authorized Powers—Plan and Analyze

• Prepare an analysis of economic changes taking place in the downtown district.

• Study and analyze the impact of metropolitan growth upon the downtown district.

• Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling with which it may be necessary or appropriate to the execution of a plan which in the opinion of the board aids in the economic growth of the downtown district.

• Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier-free design requirements of the state construction code.

Statutorily Authorized Powers—Plan and Analyze (cont’d)

• Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such action as may be necessary to persuade property owners to implement the plans to the fullest extent possible.

• Implement any plan of development in the downtown district necessary to achieve the purposes of this act, in accordance with the powers of the authority as granted by this Act.

• Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
Statutorily Authorized Powers--Acquire & Improve Land

- Acquire by purchase or otherwise, on terms and conditions and in a manner the authority determines is necessary or desirable to achieve the purposes of this act, and to grant titles, leases, or other interests in property, which the authority determines are reasonably necessary to achieve the purposes of this act, and to grant licenses, easements, and options with respect to the property.

- Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use in whole or in part of any public or private person or corporation, or a combination thereof.

- Fix, charge, and collect fees, rents, and charges for the use of any building, property or facility under its control and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

Statutorily Authorized Powers--Public Facilities, Incubators, etc.

- Lease any building or property under its control, or any part of a building or property.
- Accept grants and donations of property, labor, or other things of value from a public or private source.
- Acquire and construct public facilities.
- Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.
- Contract for broadband service and wireless technology service in the downtown district.
- Create, fund, and operate a program to pay for improvements for existing buildings located in the DDA district in order to make them marketable for sale or lease.
Public Facilities Defined

- TIF Funds may only be used for public improvements, such as public facilities:

  - "Public facility" means a street, plaza, pedestrian mall, and any improvements to a street, plaza, or pedestrian mall including street furniture and beautification, park, parking facility, recreational facility, right-of-way, structure, waterway, bridge, lake, pond, canal, utility line or pipe, building, and access routes to any of the foregoing, designed and dedicated to use by the public generally or used by a public agency. Public facility includes an improvement to a facility used by the public or a public facility as those terms are defined in section 1 of 1966 PA 1 (MCL 125.1351), which improvement is made to comply with the barrier-free design requirements of the state construction code promulgated under the state construction code act. Public facility also includes the acquisition, construction, improvement, and operation of a building owned or leased by the authority to be used as a retail business incubator.
Downtown Grand Rapids Snapshot

- 6,500 Residents
- 40,000+ Employees
- 25,000 Students
- 2,600 Hotel Rooms
- 6M Sq Ft of Office
- 1M Sq Ft of Retail
- 259 Active Storefronts
Downtown Grand Rapids Snapshot

- 1.4 million visitors (FY19)

COVID19 Response – Cleaning, Marketing, Resource Providing
Downtown Grand Rapids is the region’s downtown and the civic heart of West Michigan. Together with the Grand River, these assets will provide a singular experience and strengthen the City’s identity as progressive, healthy and vibrant. GR Forward envisions a future where strategic action will promote job growth, stimulate private investment and provide a city center welcoming to all downtown residents, nearby neighbors and visitors. A coordinated Downtown and Grand River must be authentic to Grand Rapids and attainable by developing strategies unique to the needs of Grand Rapids. To accomplish this, we will:

**GOAL 1**
Renew the River & Riverwalk
Create a Sustainable 
Multi-Purpose River Corridor

**GOAL 2**
Connect the Downtown
Neighborhoods to a Diverse 
Fugitive Resources

**GOAL 3**
Implement a 21st Century 
Mobility Strategy

**GOAL 4**
Enhance the Public Space Character 
& Increase Public Engagement

**GOAL 5**
Restore the City’s Parks
Realize the Potential of 
Grand Rapids’ Signatures

**GOAL 6**
Retain and Attract Families, 
Talent, and Job Providers
with High Quality Public Schools

---

**Survey Responses**

Q: What technical assistance or guidance resources would be helpful right now?

- Marketing, Social Media and Ecommerce
- Safety/Fire codes
- Background for Covid-19 workplace/restaurants
- Resources or materials to ensure safety for staff and customers (shields, social distancing, etc)
- Education on up-to-date Wix/accretion elements for conducting business safely
- Navigating the changing landscape of public/private community operating guidelines
- Opening up seasonally (opening up seasonally)
- How to oversee management and production
- Cleaning protocols
- Communication of negotiated staff
- Strategies for businesses currently operating (masks, delivery), also the new protocols for safely operating during the next phases
- Information about how to conduct business in the months ahead
- Strategies for businesses currently operating (masks, delivery), also the new protocols for safely operating during the next phases
- Information on how to safely open/reopen businesses
- Information on how to safely open/reopen businesses
- Information on how to safely open/reopen businesses
- Information on how to safely open/reopen businesses
- Information on how to safely open/reopen businesses
Slide 18

**Survey Responses**
Q: What is the most important support your business needs today in order to reopen?
- We just need to not only be open but feel safe going out.
- Consumer with discretionary income that want to spend.
- Aid for PPE and for layout modifications. Links to buy necessary that will be required.
- Financial rent, utilities and other monthly expenses/Marketing assistance.
- We've secured PPP loan but this covers mostly Payroll costs and not rent, utilities, interest. We have a lot of unpaid invoices to our vendors and will need to place orders to ramp up our business to reopen. This will put a huge strain on our cash flow.
- Moving into July PPP runs out and without PPP income, restaurants are going to die hard fast.
- Continued private and public investment in infrastructure and businesses.
- Any financial help with getting the cleaning supplies and PPE for our customers. Its really hard to find hand sanitizers and masks right now.
- One cohesive message about what we need and consistency between businesses for operations - i.e. requirement of masks, parity to business etc.

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**Survey Responses**
Q: Have you received funding support from Federal, State or Local programs?
- Yes - 65%
- No - 35%
Q: What do you see as your biggest challenge to re-opening once the Stay Home Order is lifted?

- Carryout business model instead of in-store sales
- Finding a way to offer safe, social-distance shopping in the re-opened store without changing our operations
- Ensuring we maintain necessary social-distance while doing business
- Finding ways to fully utilize our space while offering "social" shopping
- Getting people to feel safe and secure while shopping
- Getting customers to remember we are a clean restaurant and it’s safe to eat out again
- Nothing really...we are ready to go as soon as we can!
- Convincing the general public it’s safe to re-engage.
- Getting through the tape
- Getting people to come out and shop.
- Customers returning downtown
- Operating our business at a limited capacity that will not allow us to cover our overhead.
- Paying off debt and making sure customers feel safe while shopping.
- Public perception of our staff
- Having employees that are still struggling with childcare and other responsibilities.
- The restrictions put on the restaurants. Zero events in downtown.
- Our biggest challenge will be if people will want to be "social" and attend a class with others. Keeping everyone 6 feet apart will be a challenge.
- Having people feel safe, secure, and easy to come down again and do business.
- Need to help put their fears away by making transit to our store easy and appealing.
- Our biggest challenge will be if people will want to be "social" and attend a class with others. Keeping everyone 6 feet apart will be a challenge.
- Having people feel safe, secure, and easy to come down again and do business.
- Need to help put their fears away by making transit to our store easy and appealing.
Testimonials for MOVE Mobile Food

Tamale Mary
Grand Rapids
Minority Owned Business

"I can reach beyond my base with access to downtown for the first time."

Sir Ramsington
Manhattan

"One of the most invaluable ways to get our brand recognized offsite. Without first using the MOVE mobile food solution."

Dunkin’ Franchisees
Brooklyn

"We have the ability to generate up to half of the daily revenue of our average brick & mortar store."
Slide 25
Investment to Support Economic Development and Recovery

Slide 26
REINFORCE THE GRAND RAPIDS' WHITETWATER INITIATIVE

Slide 27
REGIONAL VISION | A new riverfront trail connecting Millennium to Riverside Park will link urban and rural destinations across West Michigan within a larger regional trail network.
ESTABLISH GRAND RAPIDS AS THE HUB IN A REGIONAL TRAIL SYSTEM

CREATE A ROBUST TRAIL SYSTEM ON BOTH THE EAST AND WEST SIDES OF THE RIVER

THANK YOU!
## Kent County

**Other COVID-19 Sources and Uses of Funds Report**

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Total $ Distributed</th>
<th># Requests</th>
<th># Approval/Awards</th>
<th># Denials</th>
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<td>United Way CRF</td>
<td>$2,692,290</td>
<td>233</td>
<td>176</td>
<td>67</td>
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<tr>
<td>Michigan Health Endowment</td>
<td>$2,950,153</td>
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<td>61</td>
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<tr>
<td>Michigan Small Business Relief - Grants</td>
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<td>62</td>
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<td>Michigan Small Business Relief - Loans</td>
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<tr>
<td>Coronavirus Emergency Supplemental Funding</td>
<td>Grant</td>
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<td>Grand Rapids Chamber of Commerce</td>
<td>Grants</td>
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<td>44</td>
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<tr>
<td>Start Garden</td>
<td>Grants</td>
<td>$300,000</td>
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<tr>
<td>* Grand Rapids Opportunities for Women</td>
<td>Loans</td>
<td>$300,000</td>
<td></td>
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<tr>
<td></td>
<td><strong>$8,518,154</strong></td>
<td></td>
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</tr>
</tbody>
</table>

* Includes Muskegon County & Kent County
Collaboration + Collective Action

Diana Sieger
President at Grand Rapids Community Foundation

Coronavirus Response Fund
Heart of West Michigan United Way & Kent County Essential Needs Task Force (ENTF)

A THRIVING COMMUNITY FOR ALL
hwmuw.org
In response to the COVID-19 pandemic in Kent County, Heart of West Michigan United Way, in partnership with local foundations and funders and the Kent County Essential Needs Task Force (ENTF), implemented the Coronavirus Response Fund. The fund has supported nonprofits in Kent County who continue to serve vulnerable populations through the pandemic.

We also sought donations from the community, leveraged with match dollars, to raise over $3.2 million for the Coronavirus Response Fund.

The CRF grant application went live to the public on March 23, and grants began being issued on March 24th.

CRF Overview:

Call for Donations & Establishment of Grant Application

CRF Process:

From a donor’s gift to the client in need…

Non-profit organizations and agencies continuing to serve Kent County apply for CRF funds for increased services in basic needs related directly to COVID-19

Within 24 hours, the Community Impact Team and ENTF Director collect, review, and award or deny requests.

501c3 status is determined & EFT information established by Finance Team

Award or Denial of CRF funds sent to non-profits via email

Denied agencies are provided with a list of local, state, and national resources, including 2-1-1.

CRF grant recipient list is continually updated on HWMUW website and promoted on social media by Marketing Dept.

Work accomplished to date:

As of May 14, 2020:

$2,583,290

Granted

176

Awards

140

Non-profit organizations
Slide 6

**Funding per Area of Need:**

<table>
<thead>
<tr>
<th>Area of Need</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$939,200</td>
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<tr>
<td>Housing</td>
<td>$357,305</td>
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<tr>
<td>Transportation</td>
<td>$52,320</td>
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<tr>
<td>Combination*</td>
<td>$990,504</td>
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<tr>
<td>PPE/Safety</td>
<td>$243,961</td>
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*Includes combined services in food, housing, transportation, utilities, hygiene, diapers, mental health services, etc.

Slide 7

**Coronavirus Response Fund**

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<th>Period</th>
<th>Total Amount Awarded</th>
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<tbody>
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<td>3/28-4/3</td>
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<td>4/4-4/9</td>
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<tr>
<td>4/10-4/17</td>
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<td>4/25-5/1</td>
<td>$227,461</td>
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<tr>
<td>5/2-5/8</td>
<td>$61,000</td>
</tr>
<tr>
<td>5/9-5/13</td>
<td>$74,000</td>
</tr>
</tbody>
</table>

**Total Amount Awarded per Week with Average Award Amount**

<table>
<thead>
<tr>
<th>Period</th>
<th>Total Amount Awarded</th>
<th>Avg Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/23-3/27</td>
<td>$834,595</td>
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<tr>
<td>3/28-4/3</td>
<td>$369,492</td>
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<tr>
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<tr>
<td>5/9-5/13</td>
<td>$74,000</td>
<td></td>
</tr>
</tbody>
</table>

Slide 8

**Long-term, systemic solutions**

- Respond to shifting conditions
- Leverage community expertise
- Build on successful models
- Invest in equitable solutions

Julie Ridenour
President, Steelcase Foundation
MEDC Small Business Relief Program (MSBRP)
Program Debrief

About the Program
- MEDC required regional Economic Development organizations to apply for and administer MSBRP funds.
- The Right Place applied for $1.5 million for an 11-county region (Ottawa and Allegan applied separately)
  - Received $1 million in grant funds to distribute.
- MEDC provided allocation by county based on amount of small businesses directly impacted at the time.
- Kent County received an allocation of: $615,700 (62% of funding).

The Response
- Program was launched publicly on: 3/27/20
- The Right Place received applications through Wednesday, April 1, 2020 (5:00 p.m.). NOTE: other counties remained open through Friday, April 3, 2020 (5:00 p.m.).
- Applications received: 3,300+.
- Total amount requested: $71+ million.
- Kent County received over 3,500 emails in 4 days, totaling over 2,600 applications.

The Process
- The Right Place and its regional partners had 4 days to stand up an application receipt process.
- Each county set up and email address to send applications (Kent County: covidrelief@rightplace.org).
- MEDC provided Excel-based application.
- Applicants were required to also submit three years of financial information on their business.
- Applicants were required to complete the application and email it, and their financial information to the designated email address.

The Evaluation
- Each county established an independent review committee of board members, business leaders, and community leaders.
Kent County’s review committee included:

1. Dante Villereal, Grand Rapids Chamber (COMMITTEE CHAIR)
2. Richard App, Grand Rapids Chamber
3. Steve Assarian, Grand Rapids Public Library
4. Brent Case, The Right Place, Inc.
5. Tim Doyle, Macatawa Bank
6. Doug Dozeman, Warner Law
7. Bing Goei, Asian Pacific American Chamber of Commerce (APACC)
8. Ana Jose, West Michigan Hispanic Chamber of Commerce (WMHCC)
10. Tim Mroz, The Right Place, Inc.
11. Angela Nelson, Experience Grand Rapids
12. Jamiel Robinson, Grand Rapids Area Black Businesses
13. Darel Ross, Start Garden
14. Hannah Schulze, Local First

A grading rubric was developed by the committee, consisting of seven questions.

Questions were weighted based on input from the committee.

An online educational grading platform, Gradescope.com, was used for evaluating each application.

Each application was evaluated by at least two committee members to eliminate bias in evaluation.

Committee members were grouped into teams of 2-3 members.

Each committee member reviewed at least 275 applications.

The Results

After evaluations were complete, the top applicant scores for each team were combined to create the final list of awardees.

Kent County awardee results:

- 62 total grant awards
- $615,000 in funding
- 22 (35%) minority and/or woman-owned
- 13 (21%) non-profits

Grant awards were announced on May 1, 2020.

Total time from application deadline to awards: 30 days.

Total time allocated to the program: 650+ hours (approx. $72,500).

Total internal project team: 11 (2 primary, 9 secondary resources).
Michigan Small Business Relief Program: Grants

Goal: Provide immediate grant support for businesses hardest hit by COVID-19.

Funding: Michigan Small Business Relief Program

Funding Amount: $10 million

Funding Availability: On or about April 1, 2020

Overview: Provide up to $10 million in grant funding to one or more local economic development organizations or nonprofit economic development organizations to provide grants up to $10,000 to support certain small businesses statewide that have realized a significant financial hardship as a result of the COVID-19 outbreak. Amount per lead local economic development partner will be determined based on potential impact per region.

Eligible Businesses: Eligible Business means a business that:

- The company is in an industry outlined in Executive Order 2020-9, or any subsequent Executive Order of similar intent (“EO”), or demonstrates it is otherwise affected by the COVID-19 outbreak, that meets one or more of the following: provides support to impacted employees, is located in a downtown district or high impact corridor or has 50 employees or less, or is a company that provides services to companies outlined in the EO and requires additional employees to support to companies or employees impacted by EO;
- The company has 50 employees or less;
- The company needs working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business; and
- The company is able to demonstrate an income loss as a result of the EO, or the COVID-19 outbreak.

Eligible Uses: Grants may be used for working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business

Additional Information can be found online at michiganbusiness.org/covid19/
All Groups - Grants (finalists) (map) - by Zip Code

All Groups - Grants (finalists) (table) - by Zip Code

<table>
<thead>
<tr>
<th>Zipcode</th>
<th>Sum of Amounts</th>
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LatinxGR

COVID-19 in the Latinx Community

Slide 2

Who is LatinxGR?

- LatinxGR was originally convened in 2018 as a way for five of the major Latinx leadership organizations in Grand Rapids to use their collective voice to strategize and advocate for our community.
- Meet on an as needed or events-based timeline--COVID-19 has brought us together.

Slide 3

LatinxGR During COVID-19

- We are here to build alliances, build trust, making significant gains
- Language services
- Infection rates-- information sharing, testing, access to hospital care
- Business owners
- La Lucha Fund
COVID Infection Rates in Kent County

- Disproportionate → Nearly 40% of those testing positive for COVID are Latinx, but we are only 10% of the county population as a whole
- Historically our neighborhoods and communities of color haven’t had a proper communication with municipalities and other entities which has prevented resources to get to those disadvantage areas.
- Needs:
  - PPE
  - Testing -- accessible, widespread messaging
  - Support applying for emergency Medicaid + navigation of healthcare system
  - Guarantee of care at hospitals regardless of insurance status or socioeconomic status

Analysis of Causes

- Historical lack of investment
- Lines of communication have not been strong, sometimes non existent
- Language barriers both in the Latino community and in systems to which they are constituents
- Socioeconomic causes linked to: access to PPE, access to technology and internet connection, basic needs not able to be met now
- All of these are the foundation on which systems rely on in moments of crisis.
- We are having to scramble to cover lost ground
  - Relying on our built relationship, trust, and understanding of our community

Latinx Business Owners

- The Latinx business community is in need of PPE
- Over 90% of Latinx businesses in Kent County haven’t received any financial support
- There is a need for funds for Latinx businesses to make sure they can survive
- Our Latinx business community will need technical assistance and wrap-around services in the next 6-18 months to rebuild their businesses and make sure they are in a position that allow them thrive
- The WMHCC is poised to provide technical assistance since we have programming in place and also a direct connection with our Latinx community but we need more resources to build capacity within our organization to be able to work with the business community as we reopen the economy
La Lucha Fund

- LatinxGR, Grand Rapids Area Mutual Aid Network, Movimiento Cosecha, and the Grand Rapids Community Foundation
- Received 1,200 applications in two weeks--mostly word of mouth
- Raised appx $340,000 in a month (GRCF, Kellogg, individual gifts and pledges)
- Have reviewed nearly all the applications, and have approved nearly 800 families for almost $300,000
- Continue receiving requests--we plan to reopen once round one reviews are complete
- We have set a total fundraising goal of $750,000, which would allow us to serve between 1500 and 2500 families in Kent County

La Lucha Fund Eligibility

- Live in Kent County
- No adults in the household eligible for federal aid
- Awards on a one time basis, one per family, up to $500
- Funds available as a check or a Visa gift card through the Hispanic Center
- Fund is Latinx led, but anyone who qualifies may be awarded

Families are using money for rent, utilities, food, medicine, and other basic needs

Current Needs and Next Steps

- Draft budget shared Tuesday includes line items for most of this--but the funds need to be distributed to organizations that can ensure support reaches Latinx families who need it most
  - PPE, access to testing
  - Funds for WMHCC businesses to combat the crisis
  - Funds general use at organizational levels for COVID-19 needs
  - Support to La Lucha Fund, for the basic needs of families who haven't received any relief from the federal government

We are here to support Kent County. We can be a bridge to community members who need support, and have historically been excluded.
GRAND RAPIDS CHAMBER

COVID-19 RELIEF
SUBCOMMITTEE

ANDY JOHNSTON
Vice President of Government Affairs

DANTE VILLARREAL
Vice President of Business and Talent Development

AGENDA

• Why
• Greater Grand Rapids Chamber Foundation
  • Rapid Response Relief Fund
• Recommendations
• Feedback & Next Steps
Could your business survive another month of the current stay at home order?

- 53% Could
- 32% Unsure
- 15% Could not

How long do you think it will take before our local economy is back near pre-crisis levels of economic activity?

- 1.18% It is now
- 3.54% By July 2020
- 16.54% By December 2020
- 48.82% Sometime in 2021
- 27.17% Between 2022-2024
- 2.36% After 2025
- 0.39% Other
A SMART RESTART AGENDA
The Grand Rapids Chamber’s Government Affairs Work serves an important role supporting and advocating for our business community. This is as valuable as ever as we focus on returning to work safely so Michigan can rebuild.

- Cash Flow Support
- Property Tax Deferment
- Social Districts
- PPE Accessibility
- Employer Liability Protections and Controlling Lawsuits
- State Budget
- Sales, Use and Withholding Tax Deferment
- Regulatory Flexibility and Common-Sense Compliance
- Fix the Unemployment System and Protect Employer Relief
- Talent Continuity and Outcomes – A-F Letter Grading
- Reconnect & Connecting Displaced Workers with Jobs
- Going Pro
- Childcare – Tri-Share

GREATER GRAND RAPIDS CHAMBER FOUNDATION
The Grand Rapids Chamber Foundation works to provide programming and funding that encourages free enterprise, enhances the quality of life in the Greater Grand Rapids Area, and otherwise serves as a charitable, scientific, literary, or educational source for the community.

RAPID RESPONSE ECONOMIC RELIEF FUND
The COVID-19 crisis poses a severe threat to both our local economy and business community. West Michigan is built on the backbone of entrepreneurship and small business, and the Rapid Response Economic Relief Fund is aimed at delivering short-term financial support to small businesses in need.

WHO IS THE FUND INTENDED FOR?
The fund is focused on supporting small, for-profit businesses with 5-25 full-time employees located in Kent County.

WHAT DOES THE FUND PROVIDE?
- A short-term economic relief grant ranging from $5,000 - $10,000
- Technical assistance
  - Cost cutting measures
  - Reviewing creditor/obligation recommendations (deferrals and loan re-aging)
  - Connections to other resources
- Six-month cashflow projection and analysis with a business consultant
RAPID RESPONSE ECONOMIC RELIEF FUND

PEOPLE

PROCESS

TECHNOLOGY

www.grchamberfoundation.org

Slide 10

Slide 11

Slide 12

RAPID RESPONSE ECONOMIC RELIEF FUND

56 Women Owned = 45%
74 Minority Owned = 59%
2 Veteran Owned = 1%
1,235 Jobs Saved.

$963,000 Granted.

125 Businesses Supported.

ETHNICITY

African American/Black | 25
Asian | 8
Caucasian/White | 48
Hispanic/Latino | 34
Middle Eastern | 3
Native American | 3
Not Disclosed | 3

www.grchamberfoundation.org
RAPID RESPONSE  ECONOMIC RELIEF FUND | Zip Codes
49315 | 4 49506 | 10 49544 | 1
49321 | 2 49507 | 13 49546 | 10
49341 | 3 49508 | 8 49548 | 7
49345 | 1 49509 | 14
49418 | 1 49512 | 2
49464 | 1 49514 | 1
49503 | 17 49519 | 4
49504 | 11 49525 | 6
49505 | 5 49534 | 7

www.grchamberfoundation.org

RECOMMENDATION
Kent County Cares Small Business Fund Proposal
Managed by the Greater Grand Rapids Chamber Foundation

SEPARATE FUNDS
• Outreach Process
• Selection Committee(s)
• Metrics & Scoring
• Trello Platform
• Qualtrics Intake Process

INCLUSIVE OUTREACH WITH EQUITY LENS
Collaborate with all ESOs (Entrepreneurial Support Organizations), Chambers of Commerce, and all local governments on outreach.
GOAL | Removing Barriers to Access.
Hello Commissioners,

Thank you for the work you have been doing as part of the COVID Relief Subcommittee. We have been following your meetings, and yesterday, recognized an interest expressed to hear from groups working with communities of color who are being disproportionately impacted by this pandemic.

LatinxGR is a collaborative of five Latinx leadership organizations in the Grand Rapids area: the Hispanic Center of Western Michigan, Latino Community Coalition, Latina Network of West Michigan, West Michigan Hispanic Chamber of Commerce, and the West Michigan Latino Network. These organizations convene on an as needed basis to advocate on behalf of our community, and have been activated during this pandemic. We have been involved in conversations about language accessibility for COVID information, support for small businesses, food distribution, COVID testing and medical care and navigation for those who may be infected.

LatinxGR also partnered with the Grand Rapids Area Mutual Aid Network, Movimiento Cosecha, and the Grand Rapids Community Foundation to launch La Lucha Fund, which provides direct cash assistance to Kent County families who are not eligible for unemployment, CARES Act relief, or other state and federal assistance (more information here).

We would welcome the opportunity to come before the subcommittee next week to provide a brief presentation on the lessons we are learning, and the needs we see still existing for our Latinx community. Please let us know if this is something you could arrange.

Thank you for your consideration,
LatinxGR
Greetings, Commissioner Bolter and Administrator Mr. Britt,

We are seeking an opportunity to meet and present to you and the subcommittee for Kent County’s planning, response and recovery efforts related to the Covid-19 crises and the disbursement of resources into the neighborhoods.

Our neighborhood based organizing strategies fit ideally into the work necessary to support our neighbors and residents, primarily in the core or inner city of Grand Rapids, particularly in the 49507, 49506, 49508 and 49503 zip codes and throughout urban communities in Kent County, Michigan.

Our hope is that we can work with Kent County Government, to help our community respond to and recover from this pandemic and to build our capacities together, to provide the necessary services to neighborhood residents beleaguered by the impacts of this health pandemic.

Through the implementation of a Quality of Life Initiative and some of the other strategies we are proposing through our Neighborhood Associations and the collaborators with the Grand Rapids African American Community Task Force, we intend to interrupt the spread of Covid 19 and help aid our community that has been adversely impacted.

Please let us know when is the best time and date that we can present an overview to you and the Subcommittee for Kent County’s response and recovery planning and share our plans and work objectives.

Take a look at the link below to explore one of our initiatives:

https://urbancovidresponseteam.com

Through the “Urban Covid Response Team”, our work will include:

**MOBILE TESTING (ON SITE)** – We will build our capacity to test residents “block by block” throughout the highest impacted areas...individuals who sign up and request
testing through our Urban Covid Response Team mobile app. We understand that the state has a goal set to test 1-2% of the population, our strategy would drastically increase our rate of success towards achieving that goal.
Please see the link below. We will partner with health care providers to develop these types of mobile testing platforms.


PERSONAL PROTECTIVE EQUIPMENT – We understand and support the need for everyone to have access to PPE during COVID-19. Many residents don’t have resources to purchase PPE, neither do they know where to get PPE. Education and reliable information as to where to acquire these resources has proven to be detrimental to large swaths of our community. We are offering direct services through our mobile unit, making it easier for residents to access Face Masks and Hand Sanitizer.

CONTACT TRACING – Through our website/app, we are able to survey residents, collecting data, creating a database of impacted individuals and providing testing and mitigation education to the affected. This contact tracing work must be scaled-up to have the maximum impact through community engagement strategies and tracing work that can be successful within public and private industry.


“Tell It Like It Is!”- P.S.A’s –

Authentic communication with residents, timely and reliable information and a multi-pronged approach to deliver Public Service Announcements.

We will use our website and App for the Urban Covid Response Team to share inspirational and personal stories of how individuals and families are overcoming the Covid-19 Crises. Our collaboration and promotional and media partnerships with multi-disciplinary platforms will allow for dynamic messages to be sustained in the neighborhoods and through mainstream and social media.

We will offer online mental health counseling, renters assistance and food assistance on request.
The Grand Rapids Hip Hop Coalition and other local arts organizations with musicians and storytellers will work collaboratively to craft impactful messaging that targets hard to reach communities.
DATA WAREHOUSE

The data warehouse will allow our community to gather at a shared space to inventory and access data relative to the health and wealth conditions of the Black community in Kent County.

We look forward to engaging with Kent County Government in helping our community and thank you for your time, considerations and serious deliberations about these matters.

Yours In Community,

-Victor Williams, President
Boston Square Neighborhood Association

-Rodney Brown, Community Organizer
Grand Rapids African American Community Task Force

GRAACTF Collaborators

Elder TA ELMIN - Michigan Black Expo
Commissioner Nathaniel Moody - City Of Grand Rapids
Dr. Brandi LoveLady - KISD
Kimberley Williams - GRPS Board Member
Dr. Rae Ann Booker - Metro Health
Miriam Barrera - President Michigan State Wide Neighborhood Association / Baxter Neighborhood Association
Commissioner Robert S. Womack - President SECA Neighborhood Association
Victor J. Williams - President Boston Square Neighborhood Association / President Grand Rapids HipHop Coalition
Tino Scott - President MLK Neighborhood Association
Synia and Johnnie Jordan - Legacy & Love, LLC, Neighborhood Association Volunteers at Roosevelt Park N.A.
Jermone Glenn - Pastor Revolution Christian Ministries
Jerry Bishop - Pastor Lifequest Ministries
Dr. Cole Williams - Cole Speaks
Terrell Daniels - Pride Construction

Rhondo Cooper - Therapist/Consultant (SEL)
Lyonel Lagrone - Social Impact Policy Institute (SIPI)
Rudy Treece - President Michigan Black Expo

Cory McIchiey - Director Descendants of the Truth (Sojourner Truth Foundation 501C-3)

Tavian Moore - Former NAACP Youth Council President
To: Rosalynn Bliss, City of Grand Rapids, Mayor  
Mandy Bolter, Chair, Kent County Board of Commissioners  
Wayman Britt, County Administrator, County of Kent  
Mark Washington, City of Grand Rapids, City Manager  

From: Carrie Boer, Peter C. and Emajean Cook Foundation  
Bill Lawrence, Jandernoa Foundation  
Julie Ridenour, Steelcase Foundation  
Diana Sieger, Grand Rapids Community Foundation  
Michelle Van Dyke, Heart of West Michigan United Way  
Mark Van Putten, The Wege Foundation  
Kate Wolters, KRW Foundation  
W.K. Kellogg Foundation  

Date: May 11, 2020  

RE: Emergency Funding distribution from the Federal Government – City of Grand Rapids and the County of Kent

Our community’s response to the devastation caused by COVID-19 needs to be a strong, coordinated effort. That means understanding how the dollars earmarked to provide support necessary to lessen the pain can best be distributed, a process which should involve those voices representing all sectors in our community with an emphasis on transparency.

Philanthropic leaders have been meeting regularly for the past few weeks to coordinate our funding and leadership to aid in this crisis. The philanthropic response was never meant to be the near and long-term solution to our community’s efforts. While philanthropic resources are critical, they do not approach the scope of CARES funding, FEMA funding and other resources funneled into Kent County and the City of Grand Rapids for further distribution.

Philanthropy is eager to work hand in hand with the public sector – our partners – while recognizing our inability to replace the magnitude of the dollars now in your hands. We strongly encourage the County and City both to include in your decision-making processes the Continuum of Care and other knowledgeable and engaged partners, including philanthropy. This is an opportunity to demonstrate this community’s coordinated approach and strength in collaboration. We implore you to include those partners closer to providing services to the most vulnerable in our community. It is critical that our entire community be able to receive needed support regardless of racial background, language spoken, status, technological access, literacy, and any other demographic dimensions.

More specifically, while the Heart of West Michigan United Way has created the Coronavirus Response Fund, those resources will not be available to effectively respond to rapid and ever-growing needs as we move into a more critical phase of this crisis. In addition, while other funds have been created, they are only meant to bridge to the larger pools of funding now coming into the community through state and federal sources.
Collective involvement in the decisions of strategic fund use for the community is critical to effective deployment. We thank you in advance for the opportunity to have all voices at the table. Your leadership is truly appreciated.
The mission of Experience Grand Rapids is to strengthen the region’s economic vitality and quality of life by marketing Grand Rapids/Kent County as a preferred visitor destination.
PROMOTING OUR DESTINATION

Every place in the world must compete against other places to attract attention, visitors and investment. Experience Grand Rapids is uniquely qualified and singularly focused on the task of making our destination stand out from the competition.

We develop, articulate and manage the story-brand of Grand Rapids and Kent County – and we collaborate with a broad range of community resources to ensure that the destination fulfills our brand promise to visitors.

In the process, we advance opportunities for local businesses and improve the quality of life for local residents. This elevates the common good.
SITUATION COVID-19 has decimated the hospitality and tourism industry and in turn, the Experience Grand Rapid marketing budget. Coupled with the de-funding of Pure Michigan, Grand Rapids and Kent County are at risk of losing recent branding momentum.

The COVID-19 health crisis has essentially stopped the destination’s momentum and no industry has been harder hit than the hotel and hospitality industry. Almost overnight hotel revenue declined 90% and 15 Kent County hotels closed their doors until the economy improves.

Restaurants, breweries, music venues, cultural attractions and performances were forced to close and furlough thousands of team members. Essentially the entire hospitality industry has been forced to alter or cease operations. Already by April 30 the impact on convention business has resulted in 94 convention group cancellations with almost 33,000 contracted hotel rooms resulting in a loss of $21.6 million. Groups scheduled for mid-summer and fall are unsure if they too will need to cancel or postpone. Leisure travel has essentially been halted by the Governor’s executive orders.

Experience Grand Rapids has expanded its marketing and sales efforts over the past ten years supported by taxes and assessments charged on overnight hotel room sales. The huge hit on hotel business in turn impacts EXGR’s ability to function. To adjust to grim forecasts, expenses were cut, and 19 full time and 15 part time team members were furloughed in hopes of reserving resources to sustain operations leaving very little for marketing efforts. Unfortunately, there is no relief available in the CARES act for Experience Grand Rapids, organized as a 501c6 organizations.

Making matters more dire the award-winning state marketing campaign, Pure MI, has been completely cut from Michigan’s budget. This campaign has been huge for advancing our brand nationally and allowed for an annual match of $1 million of marketing, resulting in a marketing investment of over $2 million annually specific for Grand Rapids and Kent County. Without national advertising we step back to 2010 or 2011 exposure. It very unlikely Pure MI will be included in the upcoming 2021 calendar year budget due to reductions in the state’s revenue forecast due to the virus.

Over the past 25 years, the Kent County area has become Michigan’s most vibrant destination and an example of how a place can compete with places of much larger size. This happened through collaboration, forward thinking, hard work, local business investment and millions of dollars invested by the local philanthropic community. Grand Rapids and Kent County has proven it can attract investment, residents and visitors.

REQUEST Experience Grand Rapids is seeking additional funds to create and execute a national marketing campaign to reignite the Grand Rapids and Kent County community.

Our request is for $1 million to create and execute a national marketing plan that will reignite the community. This pandemic and its impact on people’s psyche make the need for an effective messaging strategy greater and it also makes it more difficult to develop. This requires a strategic and professionally developed campaign. Experience Grand Rapids is asking for financial support to move forward with the development of this plan.

Components of the plan will likely include creative message development, video and photography creation, and a media plan with a heavy focus on digital investments. The plan would be structured to extend over a significant period of months. The timing will need to be flexible to adjust to the COVID-19 crisis, re-opening constraints, Presidential election, and the sentiment of Americans.

This national marketing effort will transcend tourism and it will attract business investment, air travelers, college students and talent to Grand Rapids and Kent County.
FUTURE MARKETING STAGES

Starting local leverages community members and businesses to amplify marketing messages and balances the sentiment towards travel within the destination.

Financial assistance will be needed to shift messaging regionally and nationally.

COMPARISON OF MARKETING EXPENSES
2019 VS 2020

MARKETING ADVERTISING EXPENDITURES

EXPERIENCE GR PRE-COVID FUNDING SOURCES

KENT COUNTY HOTEL ROOM REVENUE

EXPERIENCE GRAND RAPIDS BUDGET
Executive orders restricting travel and gatherings will dramatically reduce 2020 hotel revenue impacting Experience Grand Rapids 2020 budget, reducing resources to reignite travel to the area.
Dear Subcommittee on COVID Relief:

Thank you for your work on the Kent County subcommittee on COVID relief. We are a group of representatives from Grand Rapids area congregations and community institutions working together to build relationships across lines that divide our community and engage families meaningfully in decisions that affect them. Recently we have conducted more than 500 conversations with a diverse array of community members within our institutions and neighborhoods about the challenges they are facing in the wake of the pandemic. Based on our conversations and subsequent research, we would like to bring to your attention key issues that have arisen and proposed allocations of funds from the COVID Relief Fund to address these.

As we understand it, the COVID County budget has $12 million un-allocated dollars, with $82 million already allocated and $20 million to be put in reserve for a potential second wave. We respectfully submit the following proposal for additional allocations:

**Workplace safety support: $204,000**

For County Health Department inspections to proactively ensure local businesses are following COVID safety precautions and understand what is required of them. We recognize that there are a number of new requirements to navigate. We have also heard from many frontline workers, especially workers in lower wage jobs, medical facilities, and nursing homes, who fear for their jobs if they register a complaint about workplace safety. These include a worker at Roskam Baking who has seen no sign of any screening and who has been told he may not take a leave for his safety concerns without a note from his doctor, and a nursing home attendant who has been ordered to remove her mask because it is scaring the confused residents. This also includes workers who are aware of MIOSHA and their right to make complaints. They have suggested that a proactive approach by the County Health Department would be of significant benefit.

Expenditure calculations are as follows:

10 staff inspectors at $25/hour, 40 hours/week
2 weeks of training & preparation
12 weeks of inspection work
Total: $140,000

2 supervisors at $30/hour, 40 hours/week
2 weeks of training & preparation for themselves
2 weeks of training & preparation for inspectors
12 weeks of inspection work

Total: $38,400
Equipment (12 laptops, 12 phones, etc.)
Total: $20,000

Mileage (57.5 cents/mile, 50 miles/day, 14 weeks, 12 people)
Total: $5000

**Testing: $11,300,000 (increase over current proposal: $6,400,000)**

According to modeling done by the Safra Center for Ethics at Harvard and its “Roadmap to Pandemic Resilience,” more funding than the currently proposed $4,900,000 for testing would be needed for a county our size.* We note that the Grand Rapids African American Community Task Force is seeking additional funding for mobile testing and LatinxGR is also concerned about adequate testing funds.

Expenditure calculations for testing are as follows, per Harvard recommendations:

Number of tests/day = 2500 x number of COVID deaths/day

Testing cost = $25/test including kit, processing, etc.

Assuming an average of 2 deaths/day:

(5000 tests/day x $25/test) 90 days of testing = $11,250,000

Per Harvard’s “Roadmap to Pandemic Resilience,” “Diagnostic tests are used for those who are symptomatic, for those with reasons to presume exposure based on community spread (e.g., health care workers), and for symptomatic and asymptomatic contacts of those in the first two groups, but also in broadly applicable mandatory employer, school, and benefits-based testing programs” (p.12).

We would urge the Health Department to make universal testing available at these levels, per this recommendation, and to ensure testing is made available at sites that are trusted in the most vulnerable communities.

**Contact Tracing: $5,200,000 (increase over current proposal: $3,100,000)**

Estimates by Harvard’s Safra Center for Ethics for funding for a county our size are more than twice as much as the currently proposed $2,100,000.*

The recommended contact tracing level for areas with moderate case level, per
Harvard’s Safra Center, is 60 teams of 5 tracers for every death/day.

Expenditure calculations for testing are as follows, per Harvard recommendations:

Assuming an average of 2 deaths/day:
60 teams of 5 tracers x 2 deaths/day = 600 tracers

600 tracers x $18/hr x 40 hrs/week x 12 weeks = $5,184,000

It will also be key to ensure that tracers are hired from the most vulnerable communities that are familiar with and deeply understand these communities to facilitate more effective tracing. Potential ideas for creating tracing jobs are partnering with the Kent County Jail’s returning citizens and/or Family Outreach Center’s “Seeking Safety” program for young men recovering from abuse. We recommend a living wage of at least $15/hour and including some Spanish-speaking tracers to build trust with the immigrant community.

**Supported isolation: $5,250,000**

This is an essential part of the Testing, Tracing, and Supported Isolation (TTSI) strategy for more effective containment of the virus going forward.*

Some individuals are unable to safely quarantine at home due to number of people in the home, family members with underlying conditions placing them at higher risk of infection, etc.

Expenditure calculations for supported isolation are as follows, assuming a 14-day quarantine period:

$75/night hotel x 14 nights = $1,050

Supported isolation for 5,000 people x $1,050/person = $5,250,000

**Rent/eviction assistance: $3,000,000 (increase over current proposal: $2,000,000)**

This need continues to grow as the economy contracts. Our proposal adds $2 million to the currently allocated amount, recognizing how rapidly funds like Up Together Kent County have been expended and the growing number of people behind on rent/housing costs. Funds unexpended as community members return to work over the next several weeks could be made available for other uses.

**Translation of COVID information materials: $96,000**
As LatinxGR also notes, information in languages other than English is sorely needed to reach the diverse populations within Kent County. Expenditure calculations are as follows:

10 translators x $20/hour x 40 hours/week x 12 weeks = $96,000

This includes captions for daily Kent County Health Department videos.
This proposal represents a total of $17,050,000 in increased expenditures. The majority of this could come from the currently unallocated $12 million. The additional $5,050,000, if used from the proposed $20 million reserve, could be significantly helpful in preventing a second wave and the need for such a reserve.

We appreciate your crucial work, and look forward to hearing your thoughts on this proposal. Thank you for this opportunity to voice our concerns and for your consideration of the needs and challenges faced by so many members of our community.

Respectfully,

The Grand Rapids Organizing Team

Leslie Redmon, New Life Church of God in Christ
Jazmyne Fuentes, Oakdale Park Church
Sue Ellis, Oakdale Park Church
Rev. Jan Gockerman, St. Mark's Episcopal Church
Catherine Frerichs, St. Mark's Episcopal Church
Jeanne Elders DeWaard, Westminster Presbyterian Church
Gordon Griffin, Westminster Presbyterian Church
McKenzie Jackson, Access of West Michigan
Alvaro Gonzalez, Micah Center
Allison Colberg, Micah Center
Tabitha Williams, Parents for Healthy Homes
Carol Rienstra, Restorative Justice Coalition of W. MI; Church of the Servant
Tomas Ibarra, Coordinator, Esperanza En Cristo

*Sources cited:

Danielle Allen, et al., “Roadmap to Pandemic Resilience”
https://ethics.harvard.edu/files/center-for-ethics/files/roadmaptopandemicresilience_final_o.pdf

More information, including calculation formulas for numbers of tests and tracers, can be found at https://www.pandemictesting.org/
A shorter article can be found here:
DATE: May 27, 2020

TO: Mayor and City Commission

FROM: Mark Washington, City Manager

SUBJECT: Request to Kent County for CARES Act allocation

During Kent County’s COVID-19 Committee meeting yesterday, there was a brief discussion regarding the City’s request for CARES funding through December, 2020. Questions and comments centered around three issues:

1) the relative size of Grand Rapids’ request as compared to other cities/townships in the county;
2) the difference between monthly expenditure estimates from May through December as compared to actual expenditures in March and April; and
3) whether proposed expenditures were effectively making up for “lost revenue” as opposed to actual costs related to COVID-19.

Because of the legal importance of the question, I think it’s important that we address question #3 before getting into the detail of questions #1 and #2. The actual and proposed expenditures are all directly related to COVID-19 response and recovery efforts. Proposals that would act as “revenue replacement” are explicitly prohibited in the CARES Act.

Departmental leaders were asked to be thoughtful and comprehensive in what they believed their costs would be to achieve several outcomes:

1) Fund documented costs through the first months of this COVID-19 response. This has included PPE, preliminary technology/facility costs, supplemental compensation for first responders and costs committed to providing support to our homeless population.

2) Ensure that both staff and the public would feel safe visiting and interacting in
public spaces and offices. This includes:
   a. Sufficient PPE, signage, screening and visitor management measures
b. Necessary building, offing and customer service area modifications to ensure appropriate physical distancing and barriers at points-of-transaction

c. Appropriate resources as required for cleaning and sanitation of work and common areas in facilities

d. Temporary personnel to help manage building security and provide assistance to visitors upon full reopening of customer-facing operations

e. Costs to support increases in by-mail voting, tax appeals/litigation and other shifts in operations anticipated as a result of the COVID-19 pandemic

3) **Ensure that our technology systems are supportive of a modified workplace for the foreseeable future.** This includes:

a. Costs associated with telecommuting infrastructure that ensures employees can be productive while working from remote locations

b. Costs associated with remote board/commission meetings and community engagement activities

c. Costs associated with enhanced visitor management technology to ensure that building are secure and appropriate contact tracing can be achieved when necessary

4) **Ensure that the City is well-prepared to support both individual and business recovery efforts through the end of the year.** This includes:

a. Cost of temporary personnel that can support our efforts to effectively communicate with residents and businesses, as well as personnel to provide focused support for homeless outreach and business/resident recovery and resiliency

b. A focused investment in resiliency activities allowable by the CARES Act, including rental assistance, bill payment assistance, support to local businesses and ongoing sheltering/support for our homeless population

c. Investments required to facilitate the opening of local businesses and execution of special events by opening up public spaces and rights-of-way for use in physical distancing and sanitation/protective strategies

d. Investments to support digital inclusion and equitable access to digital resources for parents, students and our workforce as we plan for what schooling, training and workforce development will look like post-COVID

The primary difference between actual expenditures in March/April and anticipated expenditures through December comes down to several factors:

1) **Returning employees to a regular officing/working environment.** At this time, the City has employed telecommuting (~450 employees) and shift/rotational schedules to protect employees and respond to stay-at-home orders. As we begin to reopen facilities there are additional costs to do so safely as outlined in #2 and #3 above.
2) **Investments in helping the community recover in an equitable and sustainable way.** This is reflected in #4 above.

We cannot speak to the relative expenditure estimates of our neighboring townships and cities. Our estimates were provided using the same standard survey/worksheet provided by Kent County and we sought to be comprehensive in our response. The CARES allocation was limited to communities with a population of 500,000 or more, which left out most local governments that are also providing critical support. If you evaluate CARES allocations made to cities on a per-capita basis, our request is consistent with those of cities who received direct allocations, as outlined below (Grand Rapids’ total request to Kent County was $37.3 million, or approximately $184.65 per resident):

<table>
<thead>
<tr>
<th>City</th>
<th>Approximate Population</th>
<th>CARES Allocation</th>
<th>Avg. Per Resident</th>
<th>Avg. Applied to GR Population (202,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mesa, AZ</td>
<td>527,000</td>
<td>$90,389,099</td>
<td>$171.52</td>
<td>$34,647,040</td>
</tr>
<tr>
<td>Fresno, CA</td>
<td>538,000</td>
<td>$92,755,912</td>
<td>$172.41</td>
<td>$34,826,820</td>
</tr>
<tr>
<td>Detroit, MI</td>
<td>677,000</td>
<td>$116,915,242</td>
<td>$172.70</td>
<td>$34,885,400</td>
</tr>
<tr>
<td>Milwaukee, WI</td>
<td>585,000</td>
<td>$102,977,845</td>
<td>$176.03</td>
<td>$35,558,060</td>
</tr>
</tbody>
</table>

As you know, businesses and individuals have been severely impacted by the closures required during this COVID-19 response. Failure to plan for supportive activities that help them recover would be inconsistent with the intent of the CARES Act and would result in significant longer-term recession of the local economy. As the economic, financial, tourism and commercial center of the region, we have a responsibility to plan thoughtfully and comprehensively for resiliency and recovery. Grand Rapids represents nearly 1/3 of the Kent County population and our proposed CARES investments are reflective of our efforts to best support the needs of our residents and businesses.

Attachments:

1) Original submission to Kent County
2) Detail spreadsheet of City/departmental requests

cc: Eric DeLong
    Doug Matthews
    Allison Farole
Dear Commissioner Brieve,

My name is Sue Ellis and I’m a resident of Gaines Township. I want to thank you for your work as Vice Chair on the Kent County Finance and Physical Resources subcommittee. I am part of a group of representatives from Grand Rapids area congregations and community institutions working together to build relationships across lines that divide our community. Recently we have conducted 500 conversations with a diverse array of community members about the challenges they are facing in the wake of the pandemic. Based on our research, we would like to bring to your attention needs that would benefit from additional allocations of funds from the COVID Relief Fund grant.

As we understand it, the COVID County budget has $12 million un-allocated dollars. We respectfully submit the following proposal for additional allocations:

1. **Workplace safety support: $100,000**
   
   For Health Department inspections to ensure local businesses are following COVID safety precautions. We have heard from many employees who fear for their jobs if they make a complaint about workplace safety.

2. **Testing: $11,300,000**

   According to modeling done by the Safra Center for Ethics at Harvard and its “Roadmap to Pandemic Resilience” paper,* more funding than the currently proposed $4,900,000 for testing would be needed for a county our size. We note that the Grand Rapids African American Community Task Force is seeking additional funding for mobile testing and LatinxGR is also concerned about adequate testing funds.

3. **Contact Tracing: $5,200,000**

   Estimates by Harvard’s Safra Center for Ethics for funding for a county our size are more than twice as much as the currently proposed $2,100,000.* This additional funding would support the Grand Rapids African American Community Task Force's proposals as well. We suggest that tracing jobs could be created in partnership with the Kent County Jail’s returning citizens and/or Family Outreach Center’s “Seeking Safety” program for young men recovering from abuse.

4. **Supported isolation: $2,500,000**
This is an essential part of the Testing, Tracing, and Supported Isolation (TTSI) strategy for more effective containment of the virus going forward.* This amount would cover 5000 people staying 5 nights in a hotel at $100/night.

5. **Rent/housing assistance: $5,500,000**
   This need continues to grow as the economy contracts. Our proposal adds $2 million to the currently allocated amount.

6. **Translation of COVID information materials: $96,000**
   As LatinxGR also notes, information in languages other than English is sorely needed to reach the diverse populations within Kent County.

Thank you for this opportunity to voice our concerns and for your consideration of the needs and challenges faced by so many members of our community.

Respectfully,

Sue Ellis

1595 Penncross Dr. SE
Caledonia MI 49316

*Sources cited:

“Roadmap to Pandemic Resilience”:
https://ethics.harvard.edu/files/center-for-ethics/files/roadmaptopandemicresilience_final_o.pdf

More information, including calculation formulas for numbers of tests and tracers, can be found at https://www.pandemictesting.org/

A shorter article can be found here:
Executive Summary

Kent County Child Care Industry Needs

Impact of COVID-19

Prior to COVID-19, more than 600 licensed child care providers/programs were operating in Kent County. Governor Whitmer’s COVID-19 Child Care Executive Order (2020-16) and the Stay at Home Executive Order (2020-21) that followed, required child care providers/programs to close unless they were providing care for children of the essential workforce. The child care sector was already at a crisis point in Kent County. The additional impact of the abrupt closings and the drastic reduction of income for child care providers as small business owners have been devastating for the industry.

Crisis Response

On March 20, 2020, the Kent Child Care Crisis Response Team was established to coordinate efforts and align activities in order to provide comprehensive service and support to Kent County child care providers and essential workforce families in need of child care. The team includes representatives from:

- Camp Fire West Michigan 4C
- Early Learning Neighborhood Collaborative (ELNC)
- First Steps Kent
- Great Start Collaborative
- Hands Connected (Refugee Child Care Providers)
- Head Start for Kent County
- KConnect
- Kent County Shared Services Alliance (Pilot Project)
- Kent ISD
- Kent Resource Center – Great Start to Quality
- LARA
- Local Child Care Providers
- Talent 2025

The State of Michigan partnered with Intermediate School Districts, including Kent ISD, to provide a centralized intake process to match essential workforce families with open emergency child care providers in their local communities. To date, Kent ISD has referred 185 children from 114 families to emergency child care placements. Currently, there are 179 licensed child care programs open in Kent County to provide emergency child care with 89 providers still accepting referrals. In partnership with the Kent County Shared Services Pilot Project, the Kent Child Care Crisis Response Team coordinates a weekly supply distribution for open providers to ensure that they have access to the critical items that open providers were having difficulty obtaining – such as food, cleaning supplies and paper products. These supplies are purchased directly from a wholesale supplier using funds that were granted to First Steps Kent from the Coronavirus Relief Fund at Heart of West Michigan United Way. So far, 128 providers have received supplies through this distribution (16 child care centers and 112 home-based providers).

Prepared by Anissa Eddie

Pritzker Fellow – KConnect and First Steps Kent

May 21, 2020
The Kent Child Care Crisis Response Team has also curated information connecting both open and closed child care providers to local, state and federal financial supports. The National Association for the Education of Young Children conducted a survey March 12-16 and 30% of providers surveyed reported that they would not survive a closure of more than two weeks without significant public investment and support that would allow them to compensate and retain staff, pay rent or mortgages, and cover other fixed costs. Although funding opportunities and financial support does exist through programs such as unemployment, the Payroll Protection Program and the SBA, many local child care providers report that they have been unsuccessful in their attempts to apply for funding through these sources. The recently established Federal Child Care Relief Fund will help, but payments have yet to be distributed and the majority of closed child care providers have been without income for more than eight weeks.

**Considerations for Reopening**

As the state prepares to reopen the economy, there is concern that the child care need will be greater than the supply. Child Care providers will require additional financial support due to the fact that they have been without income for weeks and also because they will need to purchase specific items to ensure the highest standards for health and safety are implemented. Although official state guidance for child care reopening has yet to be released for Michigan, it is understood the personal protection equipment (PPE) will be required and many providers will not have the funds to purchase the needed items. With families and child care providers desperate to get back to work, they may be tempted to compromise safety standards. However, funding to assist child care providers with the purchase of PPE equipment will mitigate that risk.

**Anticipated PPE Needs for Child Care**

- Thermometers
- Face Masks
- Gloves
- Disinfectant Cleaners
- Smocks
- Disposable gowns and goggles (for those who will conduct health screenings required for entry)

**Funding Request**

Kent County’s economic recovery depends on residents getting back to work. This cannot happen unless child care is available and able to operate in accordance with all recommended safety standards. First Steps Kent has secured funding to purchase 200 infrared (no-touch) thermometers for the child care providers who are currently open and serving the essential workforce. However, many more thermometers will be needed (along with the other PPE items listed above) as child care begins to reopen so that Kent County residents can return to work when it is safe to do so. A county investment of $1.2 Million would provide capacity for the Kent Child Care Crisis Response Team to leverage collective buying power to purchase PPE at a reduced cost. The crisis team can assess the needs across the Kent County child care landscape to ensure equitable distribution of these critical supplies.
From: Michelle Van Dyke <mvandyke@hwmuw.org>  
Date: May 27, 2020 at 2:03:12 PM EDT  
To: "Britt, Wayman" <wayman.britt@kentcountymi.gov>  
Cc: "Vankeuren, Pamela" <pam.vankeuren@kentcountymi.gov>  
Subject: COVID Emergency Sub-Committee Update/Request from 2-1-1

Wayman,

Attached is an update on 2-1-1 COVID activity as well as a request for reimbursement of COVID-related 2-1-1 expenses. Thank you for sharing this with the sub-committee, and please let me know if there is additional information needed.

On a separate note, if Heart of West Michigan United Way can be helpful in any way in the distribution/allocation of CARES Act dollars to non-profits, please let me know. In Oakland County, United Way of Southeast Michigan will be responsible for distributing $10 million that the county is allocating to non-profits for emergency response. We would be happy to support Kent County in these efforts, if needed.

Thanks again for the opportunity to submit this information. Have a great week!

Michelle Van Dyke
TO: Kent County COVID Emergency Sub-Committee

FROM: Michelle Van Dyke, President & CEO
Heart of West Michigan United Way

DATE: May 27, 2020

RE: 2-1-1 COVID Response

Heart of West Michigan United Way’s 2-1-1 is Kent County’s comprehensive information and referral service. 2-1-1 is the primary starting point for individuals, families, and professionals seeking information to meet their basic needs and access critical programs and services. United Way’s 2-1-1 provides information about community resources to inquirers seeking help for a variety of needs, including food, shelter, medical care, and housing. Since its inception in 2002, United Way’s 2-1-1 has assisted over 900,000 people in West Michigan with accessing services to meet their most basic, essential needs.

As you can imagine, 2-1-1 has played an important role in responding to the COVID pandemic. Recently, 2-1-1 entered into a partnership with the Emergency Management Division of the Kent County Sheriff’s Office, and there has been excellent coordination between these teams.

Since March, 2-1-1 has been answering COVID-related calls, including those calling the Kent County Health Department with general COVID questions. From March 1- May 25, we have answered 11,807 calls to 2-1-1. The number of calls in April 2020 was up 52% from April 2019 due to the COVID crisis.

2-1-1 tracks the purpose of each call. See below for the top reasons for a Kent County resident to call 2-1-1 during the crisis:

- Food Assistance/Access 20.07%
- Housing Assistance 17.8%
- Income Support 16.5%
- Utility Assistance 12.4%

United Way monitors the reasons for calling 2-1-1 to ensure that the Coronavirus Response Fund dollars are going to the agencies providing these services. To date, United Way has raised over $3.3 million for the Coronavirus Response Fund and has granted $2.7 million in 185 grants to 134 different agencies. Grants are decisioned and funded within 48 hours of the request.

Because of the increased number of COVID-related calls to 2-1-1, Heart of West Michigan United Way has had to provide additional staff to this effort. The cost for these services directly related to COVID in Kent County will be $11,410. I respectfully request that the COVID Emergency Subcommittee considers reimbursement of these expenses to Heart of West Michigan United Way.

Thank you.
Request for Kent County CARES Funds to respond to Older Adult Transportation needs during COVID19 Pandemic

Overview:

AAAWM funds a program called RideLink with Kent County Senior Millage funds. RideLink provides affordable and reliable transportation options for older adults, 60+ in age, throughout Kent County. What makes RideLink unique is that it operates off of a suggested $2 donation each way. You will not be denied a ride if you are unable to make the full donation. The demographics for RideLink are as follows; 23% are people of color with 7% being Hispanic, 45% of the riders are over the age of 75. Of those individuals who answered the question, 83% indicated they were low income. Of those individuals who answered the question about “Living Alone”; 62% said “yes” they do live alone. Donations go directly back into the program to provide more rides for older adults. Contracted partners that collaborate together to provide rides through RideLink are Hope Network, Kent County Community Action, The Rapid, Senior Neighbors Inc., and United Methodist Community House. Currently, RideLink operates on a paper manifest dispatch system. All of the rides are scheduled out of the RideLink dispatch office, which is located at the Rapid. The Rapid schedules rides until noon the day before trips are to take place. They then send the manifest to the RideLink partners to use for the next day’s rides.

Covid-19 has forced RideLink to look at its weaknesses and look to the future on how we are going to provide more service. We have seen that RideLink needs to move away from paper manifest, it is inefficient and does not allow people to easily access them from home. RideLink is capable of providing more than the standard person to destination ride, it has been delivering goods and services to clients so that they do not need to leave their homes. If we look to continue this, because of its success, we need to do more to streamline our operations. If RideLink wants meet the possible influx of demand that could come post the stay-at-home order, we need to have better tracking of our vehicles and be able to grant more rides to older adults that need them.

Request:

Ecolane is a fleet management software system that will allow the contracted partners or users to; provide on-demand transportation, change schedules in real-time, provide drivers with the fastest routes to destinations, and take advantage of algorithms which streamline scheduling routes. To purchase and implement Ecolane’s software, it would cost $163,600. My request is $163,600 to purchase the Ecolane software. With this software, RideLink would be able to reduce the amount of denials and increase the number of trips given. The yearly monitoring costs are $23,998, this will be paid for through the Kent Count Senior Millage to insure sustainability for RideLink and the Ecolane program. The need for safe affordable transportation for older adults is increasing daily, Ecolane would give RideLink the ability to meet that need and provide quality service.
John Ball Zoo
Covid-19 Net Income Impact Model (as of 5/30/20)
Assume June 13, 2020 Opening

<table>
<thead>
<tr>
<th>Period</th>
<th>Covid-19 Loss Sustained</th>
<th>Budget Net Income</th>
<th>$ Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Income ($)</td>
<td>Expense ($)</td>
<td>Net Income</td>
</tr>
<tr>
<td>4/1/20-4/30/20 (actual)</td>
<td>522,196</td>
<td>848,125</td>
<td>(325,929)</td>
</tr>
<tr>
<td>5/1/20-5/31/20 (projected - monthly closing on 6/5)</td>
<td>688,811</td>
<td>1,088,812</td>
<td>(400,001)</td>
</tr>
<tr>
<td>6/1/20-6/12/2020 (projected)</td>
<td>503,258</td>
<td>578,717</td>
<td>(75,459)</td>
</tr>
<tr>
<td>Total Covid-19 Losses (Projected)</td>
<td>1,714,265</td>
<td>2,515,654</td>
<td>(801,389)</td>
</tr>
</tbody>
</table>

Expense Already Removed from Plan (through June 12):
- Unfilled Vacant Positions Salary + Benefits (staff reductions): 148,494
- Seasonal Labor (staff reductions): 361,467
- Cost of Goods Sold (savings due to no sales from closure): 340,883
- Employee Travel and Professional Development: 30,694
- Total: 881,538

Additional Annual Expense Savings (through December 31):
- Unfilled Vacant Positions Salary + Benefits: (156,444)
- Deferred Maintenance & Capital Projects (not CIP):
  - Guest pathway railing repair: (10,000)
  - Forest Realm animal habitat enhancement: (1,500)
  - New animal habitat (porcupines): (3,500)
  - Animal Habitat Improvement (Wild Way Trail): (3,500)
  - Primate habitat modifications: (14,000)
  - Animal building improvements (Treasures Bldg.): (24,000)
  - Freezer Replacement: (90,000)
  - Replacement of aging indoor animal containment: (25,000)
  - Administration Building repair/upgrade: (130,000)
  - Employee Travel and Professional Development: (73,820)
  - Conservation Research: (65,000)
- Total: (596,764)

*Total Surplus (Deficit) to NOI
- (204,625) | 1,030,704 | (1,235,328)

NOTES
1. $441,000 monthly is millage revenue spread equally over 12 months
**John Ball Zoo 2020**  
*Covid-19 - Full Year Potential Impact (as of 5/30/20)*  
*Assumes June 13th Opening Date*

<table>
<thead>
<tr>
<th>Variance from Plan</th>
<th>Variance from Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Closed</strong></td>
<td></td>
</tr>
<tr>
<td>4/1-04/30/20 (actual)</td>
<td>(369,419)</td>
</tr>
<tr>
<td>5/1/20-5/31/20 (projected)</td>
<td>(942,879)</td>
</tr>
<tr>
<td>6/1/20-6/12/2020 (projected)</td>
<td>(519,794)</td>
</tr>
<tr>
<td><strong>Total Variance from Plan due to Covid-19 Closure (projected)</strong></td>
<td><strong>(1,832,092)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possible Revenue Reduction Scenarios - Forecasted Variance from Plan</th>
<th>25% Revenue Reduction Scenario</th>
<th>50% Revenue Reduction Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13th - June 30th Forecast Variance from Plan</td>
<td>(191,591)</td>
<td>(575,747)</td>
</tr>
<tr>
<td>July Forecast Variance from Plan</td>
<td>(332,748)</td>
<td>(693,238)</td>
</tr>
<tr>
<td>August Forecast Variance from Plan</td>
<td>(334,017)</td>
<td>(709,502)</td>
</tr>
<tr>
<td>September Forecast Variance from Plan</td>
<td>(91,172)</td>
<td>(261,415)</td>
</tr>
<tr>
<td>October Forecast Variance from Plan</td>
<td>(62,593)</td>
<td>(174,712)</td>
</tr>
<tr>
<td>November Forecast Variance from Plan</td>
<td>13,306</td>
<td>(35,620)</td>
</tr>
<tr>
<td>December Forecast Variance from Plan</td>
<td>(58,048)</td>
<td>(134,822)</td>
</tr>
<tr>
<td><strong>Total Possible Revenue Reduction Scenario - Forecasted Variance from Plan</strong></td>
<td><strong>(1,056,863)</strong></td>
<td><strong>(2,585,056)</strong></td>
</tr>
</tbody>
</table>

| Total Possible Variance from Plan due to Covid-19 Closure (projected) | **(2,888,956)** | **(4,417,148)** |
| Additional Annual Expense Savings through December 31st (1) | 596,764 | 596,764 |

**NOTES**
1. $596,764 Savings detail is on Actual Losses Summary
### John Ball Zoo

**Covid-19 Related Additional Expenses (as of 5/30/20)**

Assume June 13, 2020 Opening

<table>
<thead>
<tr>
<th>Expense Type:</th>
<th>Year-to-Date Actual</th>
<th>Ongoing Forecast</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disinfecting</td>
<td>8,120</td>
<td>73,326</td>
<td>81,446</td>
</tr>
<tr>
<td>Crowd control/timed ticketing (social distancing and no contact)</td>
<td>-</td>
<td>14,850</td>
<td>14,850</td>
</tr>
<tr>
<td>Covid Related PTO (e.g. symptoms, family COVID related, etc.)</td>
<td>12,174</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid Quarantine/Covid time (required quarantine)</td>
<td>1,431</td>
<td>-</td>
<td>1,431</td>
</tr>
<tr>
<td><strong>Supplies:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety related (PPE purchase)</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
</tr>
<tr>
<td>Maintenance related (fabrication of PPE)</td>
<td>12,647</td>
<td>19,200</td>
<td>31,847</td>
</tr>
<tr>
<td>Hand washing/Sanitizer Stations</td>
<td>14,761</td>
<td>-</td>
<td>14,761</td>
</tr>
<tr>
<td>Social Distancing related</td>
<td>4,310</td>
<td>7,440</td>
<td>11,750</td>
</tr>
<tr>
<td>Construction delays due to COVID (General Conditions added costs)</td>
<td>21,838</td>
<td>-</td>
<td>21,838</td>
</tr>
<tr>
<td>Additional Signage for social distancing/hand washing/safety</td>
<td>4,990</td>
<td>-</td>
<td>4,990</td>
</tr>
<tr>
<td>Covid Response video/members survey</td>
<td>5,384</td>
<td>-</td>
<td>5,384</td>
</tr>
<tr>
<td>Legal Fees/Consultation</td>
<td>3,000</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>96,155</strong></td>
<td><strong>114,816</strong></td>
<td><strong>198,797</strong></td>
</tr>
</tbody>
</table>
June 1, 2020

Dear COVID Relief Subcommittee Members,

In response to your request, we are pleased to provide you a narrative and spreadsheet detailing the costs that the Sheriff’s Office has incurred and is anticipated to incur reference the COVID pandemic. Very early on, even before the announcement of federal funds, we developed a plan to respond to the emerging crisis. As we have a public safety responsibility for our community we needed to ensure continuity of service. This plan entailed focusing all staff into core functions, namely corrections and facilities, law enforcement, and communications. Many deputies were reassigned from their normal role in order to augment our front-line mandates. This reassignment required additional training, equipment purchases, and many new protocols and procedures. These measures were intended to mitigate the risks to our staff and community.

An important consideration as you are reviewing the costs reported by the Sheriff’s Office is that a large number of our people are not typically paid out of the general fund. Instead, they are contracted for services such as the School Resource Officers, Community Policing Officers, Road Commission Deputy, DPW Deputies, townships, and the cities for dispatch services. When we reassigned staff to our core mandated services we were no longer fulfilling our requirements under those contracts and cannot bill for those services. Although our contracts include language that allows for these acts in an emergency, it is not intended to allow for this to occur over a long term. Therefore, this an unbudgeted burden on the general fund due to our COVID pandemic.

As you are aware we operate the only jail in the community. As such we book over 20,000 inmates in a typical year and have a daily average population of 1100. When COVID became a factor in our community, we made recommendations to all area judges and law enforcement agencies intended to reduce the number of bookings and the overall jail population. This resulted in the release of hundreds of inmates and a substantial reduction in bookings. The remaining population in our jail is considered to be a risk to the community because of their charges. The very nature of incarceration typically has individuals in close proximity and can make difficult to social distance. It was our responsibility to reassess our entire classification system and housing scheme to accommodate the necessary distancing for our entire populations, this reduced our overall capacity for the facility. We also were required to create an isolation pod and a quarantine pod at the jail. This allows us to minimize the risk that someone newly incarcerated could infect our general population. We are now testing all individuals who will remain in jail following their arraignment to minimize the risk of spread.

The efforts to keep the facility sanitized has substantially increases using traditional chemicals as well as UVC technology. This effort is accomplished through a combination of housekeeping staff as well as correctional staff within the jail. We have also incorporated a substantial number of inmates into this process. They have been cooperative and appreciate that they are being considered in our efforts.
As we continue to work through some of the longer term issues related to staffing during the COVID pandemic we must begin to mitigate the vacation benefits that our staff is entitled to. We have vacation banks that have maximum values that staff must manage. To meet our minimum staffing requirements we have relief factors in place allow for a limited number of staff to be off. These relief numbers must be increased to accommodate the backlog of vacation time that has resulted from our COVID staffing changes. This is exacerbated by additional COVID vacation time that is now available for staff to use. I need to emphasis that we believe that if at all possible staff should be allowed to take off rather than force them to take a payout of the time. We have planned overtime from July through October to increase the relief factor and allow staff to take time off.

We would like to note that the estimated amounts are, in fact, only estimates. We have submitted for your review a total of $11,406,990 as of this date. Our estimates are continuously updated as more clear CARES Act guidance becomes available and estimated costs are replaced with actual costs.

We have a very detailed scheduling software program where all hours worked due to COVID are documented. While this documentation applies to much of the estimated costs, there are a few items where we will be taking a percentage of the personnel costs instead of tracking direct hours. This is the case where we will be taking 15% of all correction officers personnel costs incurred between March 16 and December 30, 2020, 12% of the law enforcement officers time during the same period, and 21.5% of the dispatchers time incurred during this period as well. The justification for these percentages is as follows:

**Corrections COVID-19 Related Activities**

The Kent County Sheriff's Office estimates that on average 15% (108 minutes) of a Corrections Deputy 12-hour shift is spent doing additional duties as a result of COVID-19.

- Screen staff prior to start of shift
- Don/Duff PPE
- Required to assist decontaminating work areas
- Decontaminate cruisers prior to each use
- Review of executive orders and new policies and procedures related to COVID-19
- Inventory equipment to ensure adequate PPE for officer and inmate and adequate cleaning supplies
- Escort medical staff to intake lobby to medically screen inmates (questions and temperature) prior to presenting the inmate at the booking window
- Per inmate, initial medical screening questions of every arrestee at the intake window
- Escort symptomatic or COVID positive inmates to isolation area in jail instead of intake
- Increased laundering due to symptomatic and COVID-19 positive inmates
- Decontamination of cells post movement of inmates that were being quarantined or isolated due to COVID-19
- Increased classification staff time due to monitoring of inmates for COVID-19
- Additional time for related to medical screening questions of inmates prior to release
- Training of staff and then execution of contact tracing for inmates that test positive while in jail
- Increased documentation required for dayroom activities as a result of the Executive Orders
• Increased moves of smaller groups of inmates for arraignment purposes
• Need to bring polycom carts throughout jail for court hearings to take place for inmates that are being quarantined and/or isolated due to COVID-19
• Change uniform after potential exposure to COVID-19 individual

Law Enforcement COVID-19 Related Activities

The Kent County Sheriffs Office estimates that on average 12% (86 minutes) of a Law Enforcement Deputy 12-hour shift is spent doing additional duties as a result of COVID-19. To date, approximately 7.6% of the incidents per day are related to the investigation of Executive Order violations. In addition to this time, our law enforcement officers are required to do the following COVID-19 activities.

• Screen staff prior to start of shift
• Don/duff PPE
• Required to assist decontaminating work areas
• Decontaminate cruisers prior to each use
• Review Executive Orders and new policies and procedures related to COVID-19
• Inventory equipment to ensure have adequate PPE for officer and inmate as well as adequate cleaning supplies
• Conduct any follow-up from initial investigation of alleged Executive Order violations
• Change uniform after potential exposure to COVID-19 individual
• Decontaminate cruisers after arrest of individual symptomatic or COVID-19 positive

Communications COVID-19 Related Activities

In terms of reporting the percentage of dispatch staff work effort on COVID-19, several samplings have been taken of time from various parts of the day and week, and it has been determined that on average, 21.5% of the work being done in dispatch throughout the duration of the coronavirus pandemic is attributed to COVID-19.

Sample dates/times:

April 11th, 2020-15:35-15:42 - 134 seconds out of 420 seconds total were related to COVID-19 (31%)
April 17th, 2020-22:08-22:15 - 101 seconds out of 420 seconds total were related to COVID-19 (24%)
April 21st, 2020-07:50-07:57 - 54 seconds out of 420 seconds total were related to COVID-19 (12%)
April 30th, 2020-10:51-10:58 - 83 seconds out of 420 seconds total were related to COVID-19 (19%)

There are four employees working a substantial percentage of their time on COVID and their hours are being tracked in Kronos scheduling software program. Their estimated percentage is as follows:

1. Matt Groesser (87%)
2. Brett Hulliberger (100%)
3. Eric Hutchinson (96%)
4. Jerry Yntema (100%)

The costs associated with the Sheriffs Office response to the COVID-19 pandemic is anticipated to be substantial. Although not directly related to the work of this subcommittee I want to highlight in our response to this pandemic, it was very clear that people are our most important resource. The personnel that are a result of our contracts allowed for surge capacity during critical incidents. To illustrate, School Resources Officers, Community Policing Officers, and Township Deputies all played a critical role in the pandemic response as well as the city of Grand Rapids during the protest turned riot. Without these contracted deputies, our ability to respond would have been severely hampered.

I appreciate the complicated and difficult work of this committee and stand ready to assist in your work.

Sincerely,

Sheriff Michelle LaJoye-Young
June 3, 2020

Board of Commissioners

c/o Administrator Britt & Chair Bolter
County Administration Building

300 Monroe Avenue NW
Grand Rapids MI 49503

Dear Administrator Britt and Chair Bolter –

I want to begin this communication to thank you both, and the entire Kent County Commission, for your leadership during these trying times. The West Michigan Sports Commission continues to benefit from your support, and in turn, we remain ready to impact our county through a quick re-start of sports tourism and the economic benefit it brings to our lodging tax and ancillary spending in our many restaurants and other small businesses.

We remain hopeful, with the declining number of new cases of the novel coronavirus and fewer hospitalizations; along with the increase of testing with dropping rates of positive outcomes, that the economy will be ready to fully re-open. We know that there will continue to be the need to put COVID response plans and practices in place to ensure the safety of our residents and of those visiting to prevent any new outbreak of this virus. Having just served on a statewide workgroup toward re- opening amateur sports, our comprehensive plan has gone to the Governor’s office this week for review.

I was made aware of the Kent County COVID relief fund provided through the CARES Act to assist local governments and their many small businesses with efforts to implement practices to help prevent further COVID-19 cases. I am requesting assistance from you, through this fund, to assist the West Michigan Sports Commission and our operations (Art Van Sports Complex, State Games of Michigan) to put into place proper COVID-19 prevention practices to safely execute youth and amateur sporting events and once again impact our county with the associated tourism spending.

The spending would be used toward equipment to ensure social distancing (i.e. portable player benches to increase safe seating distances of our dugouts), cleaning supplies and equipment, signage and social distance markings, and proper PPE for staff and volunteers. My estimate of these expenses is in the range of $15,000-$20,000. Please advise as the potential to support these measures as we look to re- open our many efforts.

Sincerely,

Mike Guswiler
President
To: Wayman Britt, Kent County Administrator and Mandy Bolter, Chair of Kent County Board of Commission

From: Black Impact Collaborative

Date: May 8, 2020

Regarding: COVID-19 in the Black community within Kent County

Thank you for taking time to read this communication that is being sent on behalf of the Black Impact Collaborative (BIC), a group of organizations with the goal of identifying and illuminating some of the needs of Black people in Kent County in light of the COVID-19 pandemic and beyond. BIC was convened and is being powered by the Institute of Ubuntu (IOU), a 501(c)(3) think tank focused on enhancing the lives of people of African descent in Grand Rapids, Michigan, by cultivating community and healing; and promoting intellectual, cultural and thought leadership.

Incorporated almost three years ago, IOU has been in the background, planning to launch on Juneteenth, 2020. COVID19 hit the world, disproportionately impacting the Black community nationally, and in Grand Rapids to such an extent that IOU was catapulted to the fore to galvanize Black leadership in greater Grand Rapids to create a collective response. BIC is a collective of leaders across organizations led by and serving African Americans in greater Grand Rapids. BIC has been meeting daily since April 25th in response to COVID19, working to gather information on what leaders are hearing and seeing; how they are positioned and responding to the crisis; and what are their ongoing, immediate, and long-term needs. Since, they have committed to moving in solidarity and collective support of the African American community and the short- and long-term needs of African Americans in greater Grand Rapids. The vision is to garner the human and financial support to ensure the safety and well-being of African Americans in greater Grand Rapids. BIC is in the process of finalizing a position paper that spans 7 issue areas:

1. Establish a COVID19 Response Fund for Black Greater GR
2. Develop a responsive communications platform
3. **Ensure the health and well-being of Black people in greater GR.** (immediate focus of this correspondence)
4. Ensure the financial security for Black people in greater GR
5. Ensure the well-being and education of Black children & youth
6. Ensure that Black persons who are incarcerated are protected and have the supports for reintegration
7. Ensure that Black elders of greater GR are cared for, safe and protected

We are all aware that COVID19 did not create the current disparities, but these disparities were illuminated and magnified, mostly by those working in and across systems, and not so much by families and community members experiencing them. The City of Grand Rapids has been lauded as one of the best places to live in the country; one of the safest places to live; the best place to live in Michigan; one of the cheapest places to live; and one of the best places to live for quality of life. However, the data also shows that not everyone has access to that same level of “best.” In a city and region with so much progress, prosperity, and access, that same level of opportunity and outcomes has not been realized for
The State of Black Greater Grand Rapids has often experienced abysmal conditions. This is no accident. These issues trace back far before the current pandemic. And, in fact, the makings for these conditions were baked into the nation’s founding, our DNA, and carry forward today in the form of structural racism. In Grand Rapids, that has been made manifest through the use of managerial racism, which has been crystallized in the governance of Black people and poverty in Grand Rapids. For instance, data from 2017 notes a full 73% of Black Grand Rapidians are not able to afford to meet their basic needs of food, including water, shelter, utilities and clothing well, with 5% of those unable to meet them at all, compared to 52% of whites. 73% of Black Grand Rapidians earn less than $30,000/year, more than any other group, including whites, based on 2017 data. 39% of Blacks in Grand Rapids have a high school diploma or less, compared to 19% of whites. Sixty-three percent disagree or strongly disagree with having access to enough fruits and vegetables. Twenty-two percent of African Americans feel somewhat or very unsafe in their neighborhoods, compared to 9% of whites.

While the aforementioned data is a snapshot from 2017, more recent data collected by organizational leaders serving the Black community, in response to COVID19 found that of 244 respondents, rent and utilities were named as their top two needs (60.2% and 53.7% respectively). Food is ranked third as a need in the Black community, at almost 42%. Last, cleaning and hygiene supplies ranked fourth at 29.5%. Out of the 244 respondents, only 99 provided their zip codes, with those in most need living in 49507, followed by 49508 and 49503 respectively, and spanning Grand Rapids, Kentwood, and Wyoming. According to the Kent Co. Health Department COVID-19 Dashboard, African Americans represent about 18.5% of COVID19 cases; however, over 50% identify as “other” or “unknown”, leaving a wonder about increased cases within the Black community in Greater Grand Rapids.

Hence, the formation and collective work of the Black Impact Collective. BIC is working together to share those needs with one another, legislators, nonprofits, businesses, philanthropic organizations, and others to reduce the negative impact of the pandemic and increase positive outcomes for Black people.

Many members of our group have been in contact with different members of your organization over the past several weeks to share ideas, concerns and suggestions about addressing COVID-19 in the Black community within Kent County. We’ve also appreciated the targeted Zoom call you hosted to help Black leaders to stay informed of the County’s efforts.

It is through your data, statewide data, concerned citizens and businesses that we send this communication; with hopes of sharing our recommendations and seeking your support to address them. We ask that you immediately share this with the Health Department administrators, the countywide health care provider group with whom you are meeting regularly and the newly created COVID Relief Subcommittee established by Commissioner Mandy Bolter. We will also send a similar letter to the Michigan Coronavirus Taskforce on Racial Disparities, established by Governor Whitmer and led by Lt. Governor Gilchrist.

1. **TESTING SITES EXPANSION** – We are seeking immediate expansion of testing sites throughout the community, but especially in 49507 and 49508 zip codes, where incidents of positive COVID-19 cases are of the highest in the County. There are existing clinical facilities in 49507 and 49508 that we would recommend expanding their services to include testing:
   a. Browning Claytor Health Center, 1246 Madison Ave. SE
   b. Exalta, 2060 Division Ave.
   c. South Clinic WIC, 4700 Kalamazoo Ave., Kentwood
   d. Family and Pediatric Medicine of GR, 4130 Breton Ave. SE
   e. Additionally, there are nearby facilities at Baxter Community Center, 935 Baxter St. SE,
49506 and Clinica Santa Maria, 730 Grandville Ave. SW, 49503 that we would recommend as alternative sites for testing. We recognize that the Health Department has been doing their testing off-site and have the tools to set up testing in remote locations. With these facilities already providing health care, it is our hope that the set up would be minimal.

Also, as it pertains to testing it is our understanding that the newly formed Kent County Back to Work initiative includes collecting data from employees as they return to the workplace. We would like to recommend for those who test positive for COVID-19 that their positive status be counted as part of their residential zip code and not only their workplace zip code. We believe this further disaggregation is critical in the ongoing collection of data and the potential impacts of COVID-19 on African American county residents.

2. **TESTING DAY** – We are seeking a testing day, held across multiple sites in the County that would allow anyone who is at risk to have access to a test. The sites could be existing testing sites, after the expansion recommended in #1, in addition to the Health Department. We agree to direct targeted promotion to reach the Black community for this testing day, in order to get the turnout needed. It will assist you in getting to the 1-2% of the population testing goal that the state is aiming to reach. It will also provide an opportunity to test, with lowered barriers, those who have been turned away and at higher risk.

3. **PERSONAL PROTECTIVE EQUIPMENT** – We support the Michigan Executive order that requires all operable businesses to provide PPE for their employees. We also support the Center for Disease Control’s (CDC) guidelines for businesses and employers. However, we are finding that many businesses are not fulfilling this requirement, which ultimately puts the employees, their families and the customers who may frequent their establishments or utilize their products, at risk. We want the County to blanket the business and employer community with a notification about this executive order, learn more about the needs of businesses and employers, and enforce the order consistently. This includes Kent County Correctional Facilities. We are strongly recommending that employers implement reporting protocols on the incidences of COVID-19 cases and on returning employees post a COVID-19 event. Reporting to County authorities, other employees, and the community-at-large is the recommendation. The GR Area Chamber of Commerce recently conducted a survey asking about the needs of businesses; perhaps they can provide you with data on the question about PPE. We are in favor of our economy returning, but not at the risk of losing any more lives. We also would like the County to consider purchasing the PPE, in larger quantities, that would then allow the business community to purchase from your stockpile, which may reduce costs. Additionally, you may want to reduce the cost further for small businesses of a pre-determined size who may be struggling financially during this time.

4. **CONTACT TRACING** – We know that there is a need to conduct contact tracing inquiries to help reduce the spread of the virus. With that, we recommend the County contract with organizations who can coordinate this effort. This will provide the County with the support they need, while allowing meaningful work to take place in the community. We have a variety of organizations that would be willing to serve in this capacity.

5. **PUBLIC SERVICE ANNOUNCEMENTS** – In light of the risks and outcomes of COVID-19, it is important to diversify means for communicating public service announcements. On our own, many of our
organizations have put together communications for the broader community. We would like to expand these communications with your help. There are groups, such as young adults and teens, which we would like to target with peer-to-peer outreach.

6. **RESOURCE HUB** - The BIC is developing a website that will serve as a central resource hub that will target the Black population in Kent County. This website will be one of the ways that our partner organizations will share their individual initiatives as well as our collective action. And, it will allow us to share resources from the County such as testing and contract tracing opportunities.

You should know that many of the co-signers of this letter have worked tirelessly to provide direct services in the community:

- Spreading positive messaging and public support of the Stay Home, Stay Safe order.
- Providing financial resources directly to residents and businesses.
- Distributing care packages that includes PPE.
- Hosting food drives.
- Using our respective platforms to inform, educate, and assess needs.

Based on organizational survey results, we recognize the needs of the Black residents and businesses in Kent County are vast. It is our hope, with some of the proposed recommendations, along with the support federally, that the blow to our community will be lessened. As you are considering options for how to allocate the $114.6 million CARES dollars, we request you implement these recommendations. A sub-committee of the BIC would welcome the opportunity to meet with the two of you to explain these recommendations in more detail and to share cost estimates of the recommendations.

**Black Impact Collaborative**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Nelson</td>
<td>Experience GR.</td>
</tr>
<tr>
<td></td>
<td>Proactive</td>
</tr>
<tr>
<td>Alvin &amp; Tanell Hills, IV</td>
<td>Endless Opportunities</td>
</tr>
<tr>
<td>Attah Obande</td>
<td>Spring GR</td>
</tr>
<tr>
<td>Cle Jackson</td>
<td>Greater Grand Rapids Branch NAACP</td>
</tr>
<tr>
<td>Ja'Von Fields</td>
<td></td>
</tr>
<tr>
<td>Rob S. Womack</td>
<td>WYGR</td>
</tr>
<tr>
<td></td>
<td>Kent County Black Elected Officials</td>
</tr>
<tr>
<td>Dallas Lenear</td>
<td>Institute of Ubuntu</td>
</tr>
<tr>
<td>Darel Ross</td>
<td>Start Garden/Forty Acres Enterprises</td>
</tr>
<tr>
<td>Dr. Walter Brame</td>
<td>Concerned Citizen</td>
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<tr>
<td>Rev. Eula Gaddis</td>
<td>Baptist Fellowship</td>
</tr>
<tr>
<td>Garrett &amp; Regis Fox</td>
<td>Institute of Ubuntu</td>
</tr>
<tr>
<td>Jamiel Robinson</td>
<td>GRABB</td>
</tr>
<tr>
<td>Jimmy Taylor</td>
<td>Prince Hall Masons</td>
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<tr>
<td>Jessie Jones</td>
<td>Institute of Ubuntu</td>
</tr>
<tr>
<td>Name</td>
<td>Organization</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Joe Jones</td>
<td>Grand Rapids Urban League</td>
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<tr>
<td>Kenisha Dorsey</td>
<td>Greater Grand Rapids National Panhellenic Council</td>
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<tr>
<td>Nadia Brigham</td>
<td>Brigham Consulting, LLC</td>
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<td>Senita Lenear</td>
<td>Kent Co. Black Elected Officials</td>
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<td>Shatawn Brigham</td>
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<tr>
<td>Sonja Forte</td>
<td>Baxter Community Center</td>
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<tr>
<td>Sultan Zayd Muhammad</td>
<td>Muhammad Study Group of Grand Rapids-Nation of Islam</td>
</tr>
<tr>
<td>Tasha Blackmon</td>
<td>Cherry Health</td>
</tr>
<tr>
<td>Teresa Weatherall Neal</td>
<td>Lead 616</td>
</tr>
<tr>
<td>Veneese Chandler</td>
<td>Family Outreach Center</td>
</tr>
</tbody>
</table>
Kent County Local Unit of Government Needs Assessment

Start of Block: Default Question Block

Q9 Kent County is working to better understand the needs of Local Units of Government (LUOG) as it relates to the impact of the COVID-19 Pandemic. The intent of this survey is to assist us in understanding how you are currently responding to the needs and what you are considering for the future. This survey should be completed by city, village & township officials with direct insight on your unit’s finances and budgets. If you are not the correct contact, please forward this survey to the most appropriate employee. The survey will take approximately five minutes to complete.

Thank you in advance for your time.

Q1 Please fill in the following information:

- Local Unit: (4) ____________________________

- Name: (5) ____________________________

- Position/Title: (6) ____________________________

- Email: (8) ____________________________
Q2
What are your current necessary expenditures **INCURRED** due to the public health emergency with respect to COVID-19 in the following categories?

<table>
<thead>
<tr>
<th>Category</th>
<th>March 2020 (1)</th>
<th>April 2020 (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (18)</td>
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<td></td>
</tr>
<tr>
<td>Overtime (19)</td>
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<td></td>
</tr>
<tr>
<td>Hazard Pay/Special Compensation (20)</td>
<td></td>
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<tr>
<td>Equipment (21)</td>
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</tr>
<tr>
<td>Supplies (22)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPE (23)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (24)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Q22
What are your **PROJECTED** necessary expenditures May 1, 2020 – Dec 30, 2020 due to the public health emergency with respect to COVID-19 in the following categories?

<table>
<thead>
<tr>
<th>Category</th>
<th>May (1)</th>
<th>June (2)</th>
<th>July (4)</th>
<th>August (5)</th>
<th>September (6)</th>
<th>October (7)</th>
<th>November (8)</th>
<th>December (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (18)</td>
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<td>Overtime (19)</td>
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<td>Hazard Pay/Special Compensation (20)</td>
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<td>Supplies (22)</td>
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<tr>
<td>PPE (23)</td>
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<td>Other (24)</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Q23 What current reaction or planned responses have you implemented or are considering to offset these costs?

☐ Layoffs, Furloughs or terminating employees (1)

☐ Reductions in compensation or employee benefits (2)

☐ Delays or Cancellations of Capital Projects (3)

☐ Use of reserve or budget stabilization funds (4)

☐ Short-term loans (5)

☐ Tax anticipation notes (6)

☐ Other (please describe) (7)

Q24 What is the greatest COVID-19 challenge facing your community?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Q25 Do you have any additional notes or comments regarding the impact of COVID19 to your municipality’s financial situation?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Q26 Please add any other comments you have to get us safely moving again.
## Local Units of Government Survey Summary

<table>
<thead>
<tr>
<th>Local Unit:</th>
<th>Mar-April Expenditures</th>
<th>May-Dec Projection</th>
<th>Greatest Challenges</th>
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</thead>
<tbody>
<tr>
<td>Ada Township</td>
<td>$3,000</td>
<td>$0</td>
<td>Program Cancellations</td>
</tr>
<tr>
<td>Algoma Township</td>
<td>$95,368</td>
<td>$525,745</td>
<td>Loss of revenue sharing</td>
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<tr>
<td>Alpine Township</td>
<td>$4,000</td>
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<td>Loss of revenue sharing</td>
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<tr>
<td>Bowne Township</td>
<td>$0</td>
<td>$0</td>
<td>No expenditures incurred or projected</td>
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<tr>
<td>Byron Township</td>
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<tr>
<td>Caledonia Township</td>
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<td>$114,000*</td>
<td>*Amended 6.3.20</td>
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<tr>
<td>Cannon Township</td>
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<td></td>
<td>Not seeking reimbursement</td>
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<tr>
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<td>Loss of revenue</td>
</tr>
<tr>
<td>City of Kentwood</td>
<td>$36,022</td>
<td>$272,200</td>
<td>PPE, Loss of revenue</td>
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<tr>
<td>City of Lowell</td>
<td>$1,320</td>
<td>$15,125</td>
<td>Loss of revenue</td>
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<tr>
<td>City of Grand Rapids</td>
<td>* $11,138,131*</td>
<td>*Amended 6.1.20</td>
<td>Loss of revenue</td>
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<tr>
<td>City of Grandville</td>
<td>$12,800</td>
<td>$80,500</td>
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<tr>
<td>City of Wyoming</td>
<td>$809,191</td>
<td>$1,800,000</td>
<td>Loss of revenue</td>
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<tr>
<td>Courtland Township</td>
<td>$0</td>
<td>$0</td>
<td>Cited using reserve or budget stabilization funds</td>
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<tr>
<td>East Grand Rapids</td>
<td>$11,500</td>
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<td>Loss of revenue sharing</td>
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<tr>
<td>Gaines Charter Township</td>
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<td>No comment</td>
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<td>Loss of revenue sharing</td>
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<tr>
<td>Nelson Township</td>
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<td>Loss of revenue sharing</td>
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<tr>
<td>Plainfield Township</td>
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<tr>
<td>Solon Township</td>
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<td>Sparta Township</td>
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<td>Tyrone Township</td>
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<td>Vergennes Township</td>
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<td>Village of Caledonia</td>
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<tr>
<td>Village of Casnovia</td>
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<tr>
<td>Village of Kent City</td>
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<td>$60</td>
<td>Loss of revenue</td>
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<td>$8,000</td>
<td>PPE</td>
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<td>Walker</td>
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<td>Rockford</td>
<td>$17,634</td>
<td>$18,567</td>
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<td><strong>Total</strong></td>
<td><strong>$1,280,530</strong></td>
<td><strong>$14,268,443</strong></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: Wayman Britt, County Administrator/Controller
From: Calvin Brinks, Purchasing Manager
Cc: Steve Duarte, Jeff Dood, Lou Hunt, Jennifer Robinson, MaryBeth Vantill
Reg: Back to Work Small Business Initiative Recommendation
Date: May 16, 2020

The purpose of this correspondence is to recommend a County sponsored back to work support initiative for Kent County small businesses. There are approximately 8,000 Kent County small businesses defined by 50 employees or less.

The recommendation is Kent County will seed local small businesses with predetermined Personal Protection Equipment (“PPE”) and janitorial products over a two-month period from June through July 2020. The PPE will be distributed by a contracted logistics company based on a first come, first serve basis and at no cost to the business. The projected launch date is June 1. The proposed one million dollar initiative will be funded by the Coronavirus Relief Fund (“CRF”) grant.

The process is for the Kent County Purchasing Division to secure $425,000 difficult to obtain PPE and janitorial inventory at bulk pricing to seed the program. The inventory will be transferred to a contracted logistics company to accept orders and distribute product. The estimated distribution cost is $75,000. The Purchasing Division will oversee the program and replenish the inventory as it is withdrawn (managed inventory based on pull methodology logistics) with the remaining $500,000 to ensure we replenish inventory with the highest priority products.

The recommended budget and items are:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Inventory</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Protection: Face Shields</td>
<td>Each</td>
<td>$3.75</td>
<td>950</td>
<td>$3,566</td>
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<tr>
<td>Eye Protection: Goggles</td>
<td>Each</td>
<td>$6.90</td>
<td>100</td>
<td>$690</td>
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<tr>
<td>Gowns (one size fits most)</td>
<td>Each</td>
<td>$8.80</td>
<td>1200</td>
<td>$10,560</td>
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<tr>
<td>Gloves – Medium</td>
<td>Pair</td>
<td>$0.10</td>
<td>30,500</td>
<td>$3,050</td>
</tr>
<tr>
<td>Gloves – Large</td>
<td>Pair</td>
<td>$0.10</td>
<td>51,000</td>
<td>$5,100</td>
</tr>
<tr>
<td>Gloves – X-Large</td>
<td>Pair</td>
<td>$0.10</td>
<td>30,500</td>
<td>$3,050</td>
</tr>
<tr>
<td>Janitorial: Hand Sanitizer (gel)</td>
<td>Each</td>
<td>$4.69</td>
<td>5,040</td>
<td>$23,637</td>
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<tr>
<td>Janitorial: Toilet Paper</td>
<td>Case</td>
<td>$32.95</td>
<td>100</td>
<td>$3,295</td>
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<tr>
<td>Mask: 3-ply</td>
<td>Each</td>
<td>$0.70</td>
<td>350,000</td>
<td>$245,000</td>
</tr>
<tr>
<td>Mask: Cloth</td>
<td>Each</td>
<td>$5.25</td>
<td>5,000</td>
<td>$26,250</td>
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<tr>
<td>Thermometers</td>
<td>Each</td>
<td>$70.00</td>
<td>1,440</td>
<td>$100,800</td>
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<tr>
<td>Contracted Services</td>
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<td></td>
<td></td>
<td>$75,000</td>
</tr>
<tr>
<td>Inventory Replenishment</td>
<td></td>
<td></td>
<td></td>
<td>$500,000</td>
</tr>
<tr>
<td>Total Proposed Budget</td>
<td></td>
<td></td>
<td></td>
<td>$999,998</td>
</tr>
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</table>
The order process allows for small businesses to submit orders either electronically or by telephone. Electronic orders will be submitted by a County provided order application (Qualtrics survey) and automatically forwarded by email to the logistics company. The application link will be posted on the “Kent County: Back to Work Safely” website. Verbal applications are placed directly with the logistics company either in English or Spanish. Orders placed are available for pick-up the following business day between 6 am and 3 pm Monday – Friday. Out of stock items are backordered. Legal liability disclaimers will either be printed on the packing slip or a printed copy included with the product.

Program eligibility documentation will be provided by Steve Duarte, working in conjunction with the COVID Subcommittee. Orders are taken on a “honors” system based on eligibility but will not be pre-validated. The small business will be asked to sign an affidavit acknowledging eligibility at time they pick-up the donation. The Kent County Purchasing Division will work with Emergency Management to pursue PPE from State emergency programs if qualified.

There are risks associated with the recommendation. The County does not have forecast or usage and is making an educated guess on high priority items required by small businesses. We could seed the program with incorrect inventory. There are also concerns the demand is so high County purchasing staff become overwhelmed or we are unable to replenish inventory in a timely matter. This may frustrate the business community. There is also risk of program misuse and financial liability if later grant auditors disqualify the expenses.

The following action items must happen to implement the recommendation:

1. Allocation of funds and confirm grant eligibility.
2. Contract with logistics company & finalize program details.
3. Transfer available emergency “stockpile” inventory to logistics company.
4. Purchase PPE inventory to seed program.
5. Formalize eligibility, legal documentation and affidavit of eligibility.
6. Develop Qualtrics electronic application.
7. Develop a marketing plan designed to raise program awareness communitywide and link to “Kent County: Back to Work Safely” website.
8. Assignment of a Fiscal Services’ Financial Analyst to manage oversee all financial aspects and grant supporting documents.

The program shutdown is twofold. First, once the Financial Analyst advises we are near the maximum 1 million dollars allocation, procurement is turned off and inventory no longer replenished. Businesses may continue to withdraw stock inventory until July 31. On August 1, the program is shut down and all remaining inventory transferred back to the Kent County emergency management stockpiled inventory unless otherwise directed.

Respectively,

Calvin Brinks

Calvin Brinks
Kent County Small Business Recovery Fund

Overview: The COVID-19 crisis is devasting the fabric of our local business community. Kent County is built on the backbone of entrepreneurship and small business, and the Kent County Small Business Recovery Fund is aimed at delivering short-term financial support to small businesses with the goal of supporting a strong economic recovery.

Who is the fund intended for?

This fund is focused on using Coronavirus Relief Funds provided under the CARES Act to support for-profit businesses with 0-25 full-time employees located in Kent County.

What is the purpose of the fund?

This fund helps businesses that have not been able to access, or have been declined for local, state, or federal relief funds, or need additional support to weather this crisis. We are focused on businesses that may be dealing with additional barriers including but not limited to language, financial acumen, and from underserved communities. Consistent with the limitations of the CARES Act, these businesses also must have been directly impacted and experienced a loss of income due to COVID-19. All distributions of funds are subject to the requirements of the CARES Act and Treasury Department guidance on the use of Coronavirus Relief Funds.

What does the fund provide?

Businesses that qualify for this fund will receive:

- A short-term economic relief grant ranging from $5,000, $10,000, $15,000 or $20,000 depending on size of business, operating costs, and the scoring metrics below.
  - Business size will be categorized as:
    - 0-5 employees
    - 6-15 employees
    - 16-25 employees

- Technical assistance
  - Cost cutting measures
  - Reviewing creditor/obligation recommendations (deferments and loan re-aging)
  - Connections to other resources

- Six-month cashflow projection and analysis with a business consultant
Eligibility

- Must be a private, for-profit business located and registered in Kent County with 25 employees (FTEs) or fewer
- Must have been directly impacted and experienced a loss of income due to COVID-19
- Must have a business start date prior to 2/15/2020

Scoring Metrics

- Is the business able to operate currently? (Not at all, partial operations, fully operational)
- Has the business already received PPP, SBA, MEDC or other COVID support grant dollars?
  - If yes, why are additional dollars needed?
- How many employees live in Kent County?
- Is the owner a resident of Kent County?
- Business life cycle. How long have they been around? Have they been around at least 3 years?
- Stability of the business. Were they losing money, on the upswing, stable prior to March 2020?
- Do the goods/service provided by applicant positively contribute to the community’s fabric, culture, or unique sense of place?
- Does it appear the company will be solvent at the end of the COVID-19 Crisis?

Allowable Uses for Grant

Allowable: COVID-19-related expenses, including but not limited to, costs of business interruption caused by the Coronavirus public-health emergency. Examples could include PPE, required facility modifications, wages, rent, utilities, and other fixed costs.
Not allowed: Expenses that are not caused by the Coronavirus public-health emergency, including but not limited to refinancing debt and capital improvements not necessitated by COVID-19. Expenses or costs covered by other sources of aid, including but not limited to insurance and the PPP program.

**Outreach Efforts**

To identify possible recipients and ensure that all impacted business are aware of this resource, especially those from underserved and underrepresented groups, the Chamber will execute a thorough and extensive outreach effort, in collaboration with local governments and the entrepreneur support organizations that have presented to the County's COVID Relief Subcommittee including:

- West Michigan Hispanic Chamber
- West Michigan Hispanic Center
- Experience Grand Raids
- Grand Rapids Black Chamber
- GRABB
- Lowell Chamber of Commerce
- Sparta Chamber of Commerce
- DGRI
- Wyoming/Kentwood Chamber of Commerce
- Grandville Jenison Chamber of Commerce
- Walker Chamber of Commerce
- Byron Center Chamber of Commerce
- Caledonia Chamber of Commerce
- Rockford Chamber of Commerce
- Culterville-Gaines Chamber of Commerce
- The Right Place, Inc.
- NAACP
- ALL MUNICIPAL GOVERNMENTS
- Amplify GR
- Start-Garden
- GROW
- SpringGR
- Ferris Emprende
- Local First
- SBDC
- Neighborhood Business Associations
- Asian Professional Organization
- SCORE
- Michigan Women Forward
- Corridor Improvement Districts (CID)s
- Neighborhood Business Alliance
- LINC Up
- Downtown District Authorities (DDAs)
- West Michigan Latino Network
- West Michigan Latina Network
A memorandum of understanding/commitment form will be developed to articulate expectations, deliverables, contact and promotional information.

Outreach organizations will receive embargoed materials to promote this resource a week prior to launch date. This will include an orientation/training for all participating organizations prior to the official launch.
A strong outreach program will ensure diverse applicants, representing business type, ownership, and geography.

**What does the grant process look like?**

- **Application**
  - Streamlined application
  - Basic financial documentation required (2 documents)
    - Either a tax return, bank statement, P&L, cash flow or other documents such as invoices, rental agreements, etc. that prove business existence and operation
    - Balance sheet highly encouraged
  - Proof of financial impact
  - Statement from owner describing impact of COVID and that they have complied with Executive Orders to the best of their ability
  - Demographic information
    - Business ownership
    - Average hourly wage
  - Signed certification by an officer of the company
  - Applicants will be notified that all awards will be made public
  - Translation/Interpretation services will be made available

- **Orientation and Technical Assistance** (once selected)
  - Approved recipients agree to a one-on-one consultation
  - Review or create six-month cash flow projection
  - Review requirements on allowable use of funds
  - Business support webinars

- **Execution**
  - Applicant information packets recommended for funding will be sent to Kent County by the Chamber
  - Complete agreement/contract with Kent County
    - Claw back requirements for recipients included in the grant agreement
  - Kent County delivers check or ACH transfer to business

- **Follow-Up**
  - 30-day review evaluating the use of funds with associated documentation
  - 60-day business wellness check
    - Review adherence to cash-flow projections
Recommend other course of action such as business model change, marketing, etc.
  o 90-day check-in

Timeline Review following Closing of Online Application:

Day 1 | Complete applications with required documentation will begin review process
Day 7 | Application review and approval/denial
Day 14| Orientation and execution of grant
Day 30 | Business wellness check, review fund usage
Day 60 | Follow up appointment with a business consultant
Day 90 | Addition follow up appointment with a business consultant

Transparent Outcomes

The online platform will allow for tracking and cataloging business feedback. Outcomes will include:

- Sectors served: retail, restaurant, manufacturing
- Geographic distribution
- Size of business
- Aggerated feedback and success/failure of grantees
- Total number of jobs retained
- Number of businesses served
- Publicize recipient list in batches

Selection Committees

A selection committee will be comprised of five members. A minimum of five selection committees will be established and increased depending on the size of the applicant pool.

Partner organizations will nominate a board or community member to serve.

Participants will sign conflict of interest, confidentiality statements and commitment form.

Participants need to have skill sets in financial background, business acumen and experience, community understanding, in addition to time availability.
Time commitment to serve is approximately 16-20 hours.

Each selection committee will have broad representation to ensure a strong equity lens, business acumen, and community understanding.

Each committee will review a mix of business types and sizes.

Each application will have the same number of reviewers.

An application needs with 3 reviewers not recommending funding will be denied.

The pool of participants will be generated from the following organizations:

Kent County Staff
City of Grand Rapids Staff
Experience Grand Rapids
West Michigan Works!
Union representation
Urban League
NAACP
Better Business Bureau of West Michigan
Jandernoa Entrepreneurial Mentoring
West Michigan Hispanic Chamber
West Michigan Hispanic Center
Grand Rapids Black Chamber
GRABBB
Lowell Chamber of Commerce
Sparta Chamber of Commerce
DGRI
Wyoming/Kentwood Chamber of Commerce
Grandville Jenison Chamber
Walker Chamber of Commerce
Byron Center Chamber of Commerce
Caledonia Chamber of Commerce
Rockford Chamber of Commerce
Culterville-Gaines Chamber of Commerce
The Right Place, Inc.
NAACP
ALL MUNICIPAL GOVERNMENTS
Amplify GR
Start-Garden
GROW
SpringGR
Ferris Emprende
Local First
SBDC
Neighborhood Business Associations
Asian Professional Organization
Review Process:

Once selected to participate on a selection committee, participants will attend an orientation/training outlining expectations, responsibilities, metrics rubric, review process, Trello Board sign in and application review.

Each participant will be assigned to a review team and be given a batch of applications to review within 3 to 4 business days. They will score these applications and provide a
recommendation to fund or not to fund the business. If they recommend the business be funded, they will recommend an amount.

Chamber staff will coordinate the review process and tally up the points/recommendations for funding and provide initial approval.

Applicant information packets with recommendations for funding will be sent to Kent County by the Chamber for final approval and contract execution.

**Administration and Budget**

Aligned with the industry standard in program management’s 11% indirect rate, general and administrative costs run about 10% of total budget. Costs related to the project vary depending on the work involved, dollar amount of grants and number of awardees. The Chamber bills time at an hourly rate of $125-$225 depending on the expertise level of the staff performing the work.

With grants awarded in the amounts of $5,000, $10,000, $15,000, and $20,000, we anticipate the following costs related to the Kent County Small Business Recovery Fund:

**Program Management**

<table>
<thead>
<tr>
<th>Grants</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>$10M</td>
<td>$600,000</td>
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<tr>
<td>$20M</td>
<td>$750,000</td>
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</table>

Services include:

- Outreach Coordination with ESOs and Local Governments
- Application and Process Development
- Application Review and Follow Up
- Translation/Interpretation Services
- Wrap-Around Technical Assistance and Follow Up
- Reporting
- PR
- Technology Platform
- Postage & Printing
- Information Systems
Appendices (to be drafted)

MOU Form to be drafted in collaboration with Kent County

Grant Agreement to be drafted in

collaboration with Kent County Score Sheet

Trello Screen Shot

Outreach Plan

  Window for application

  Team assists and supports completion of applications Reaplication
Appendix IV

Outcomes Supporting Documents
June 4, 2020

<table>
<thead>
<tr>
<th>Business Assistance $20,000,000</th>
<th>Compliance with COVID-19-related public health measures $1,000,000</th>
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<tbody>
<tr>
<td>Small Business Grants/Loans</td>
<td>$25,000,000</td>
</tr>
<tr>
<td>Return-to-work PPE*</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Internet Access to Facilitate Social Distancing</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mitigation of Homelessness $3,000,000</th>
<th>Local Units of Government $15,000,000</th>
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<tbody>
<tr>
<td>Homelessness and Affordable Housing Strategy</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Rent/Eviction Assistance</td>
<td>$1,000,000</td>
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<tr>
<td>Hotel/Motel Vouchers*</td>
<td>$500,000</td>
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<tr>
<td>Assistance to Local Units of Government**</td>
<td>$15,000,000</td>
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<table>
<thead>
<tr>
<th>Care for Vulnerable Populations $12,700,000</th>
<th>Unallocated $20,433,583</th>
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<tbody>
<tr>
<td>Mental Health</td>
<td>$5,000,000</td>
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<tr>
<td>Not-for-Profit Program Assistance</td>
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<tr>
<td>Needs for Childcare</td>
<td>$200,000</td>
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<tr>
<td>Reserved for Second Wave - Target</td>
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<tr>
<td>Currently Available to be Allocated</td>
<td>$433,583</td>
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<table>
<thead>
<tr>
<th>County Expenses $35,000,000</th>
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<tbody>
<tr>
<td>Emergency Operations Center</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Contact Tracing costs (staffing and some technology costs)</td>
<td>$2,100,000</td>
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<tr>
<td>Homeless population response (Fulton, Manor, Holding, and Isolation) at Building Light</td>
<td>$2,200,000</td>
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<tr>
<td>Testing costs (staffing and lab costs)</td>
<td>$2,800,000</td>
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<td>Community relations and education</td>
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<tr>
<td>Public Safety and Correctional Facility</td>
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<td>Return-to-work PPE</td>
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<tr>
<td>Implementation Assistance</td>
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<tr>
<td>Economic Stabilization</td>
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<tr>
<td>Unallocated</td>
<td>$4,600,000</td>
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* $2,000,000 previously allocated by subcommittee.

** Federal Guidance Provides: 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 (40% of the local government's per capita share of the statewide allocation). Updated as of May 28, 2020.

 Allocations are not a mandate to spend and are intended supplement not replace other funding sources.

** Restricted funding sources are to spent first where available.