


County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: JUNE 28, 2021

TO: DEPARTMENT HEADS

FROM: MONICA NINO, County Administrator 

SUBJECT: AMERICAN RESCUE PLAN WORKSHOP AND ONGOING REPORTING GUIDANCE

The County Administrator's Office is working with the Board of Supervisors in preparation for the American Rescue Plan (ARP) Workshop currently scheduled for the August 3, 2021 regular meeting of the Board. At the ARP Workshop, it will be necessary to present a countywide picture of ARP funding streams being directed to County departments.

This document provides an update on preparations for the ARP Workshop along with guidance on future department reporting requirements on the use of ARP funds to the County Administrator's Office in preparation for future quarterly reports to the Board. The following components are covered in more detail below:

- August 3, 2021 ARP Workshop Agenda (*tentative*)
- ARP Allocation Reporting – Due July 19, 2021
- One-Time Needs Survey – Due July 19, 2021
- Quarterly ARP Reporting – Due 30 days following the end of each quarter, commencing on October 31, 2021

ARP Workshop Agenda (*tentative*)

The ARP Workshop agenda will highlight our continuing efforts at cost recovery related to the pandemic in addition to major funding streams associated with ARP; most notably the Coronavirus State and Local Fiscal Relief Fund (CSLFRF) for which the County will receive \$224 million over the next two years. On May 18, 2021, the County received \$112,029,451, or 50% of the allocation. The remainder will be distributed to the County in May 2022. In addition, we need to include specific ARP funding being allocated directly to County departments. Below is a tentative agenda for the Workshop:

**American Rescue Plan Workshop Agenda
August 3, 2021**

1. Current Status of Cost Recovery – *County Administrator*
2. Overview of American Rescue Plan – *County Administrator*
3. Major ARP Revenue Streams Impacting the County – *County Administrator*
 - a. Coronavirus State and Local Fiscal Relief Fund
 - b. Emergency Rental Assistance Program
 - c. Other Revenue Streams Identified by the Board
4. Health Services Department Presentation – *Health Services Director*
 - a. Current Status of COVID-19 response
 - b. Recap of COVID-19 Funding Streams to HSD
 - c. Need for additional ARP Funding
5. Other County Departments – *County Department Heads*
 - a. Current and ongoing unrecovered COVID-19 expenses and revenue shortfall
6. Board Questions and Public Comment
7. Board Discussion of Priority for Use of Funds
8. Closing Comments – *County Administrator*

ARP Allocation Reporting

In preparation for the ARP Workshop, departments will be required to conduct an analysis of the ARP and report any revenues and planned expenditures to the County Administrator’s Office. Over the last three months since adoption, departments have likely received information directly from federal agencies or professional organizations regarding allocation criteria, amounts or have received ARP allocations. To further assist in this analysis, attached is a summary of funding allocations made to federal programs by the ARP (*Attachment A – Funding Summary*).

In completing your analysis, please complete the attached spreadsheet to log allocation information (*Attachment B – Department Impact Worksheet*). These are the amounts your Department is anticipating to receive from the American Rescue Plan outside of the County’s direct allocation of CSLFRF stated on page 1. The County Administrator’s Office will compile responses from departments and integrate into materials for the workshop. Departments may also be asked to participate in the workshop based on the information received.

Please remit to Senior Deputy County Administrator Dennis Bozanich at Dennis.Bozanich@cao.cccounty.us no later than close of business Monday, July 19, 2021.

Unfunded COVID-19 Impacts & One-Time Needs Survey

The CSLFRF portion of the ARP provides the County with a significant amount of one-time funding to address the impacts of COVID-19 and its negative economic impact on our County. As we have identified in the FY 2021/22 Recommended Budget and in subsequent presentations to the Board, this funding will largely be required to cover expenditures associated with the pandemic response in the Health Services department. The Board took action on that recommendation during the budget adoption process for the first allocation of CSLFRF dollars, equal to 50% of the total allocation.

Over the past 15 months since declaring the local, state and national emergencies, departments may have incurred costs or lost revenue related to COVID-19 that has not been backfilled by previous Federal or State financial assistance, such as the CARES Act. Similarly, projects and other efforts underway in departments may have been delayed or canceled due to availability of resources, cost escalation or other variables outside of our collective control.

For this reason, in the case that Health Services Department pandemic response expenditures are covered through ARP funds other than the CSLFRF, or are not as significant as currently projected, it will be important to illustrate County costs or revenue losses incurred by other Departments that were COVID-19 related that have not been previously reimbursed as well as one-time needs of all departments.

Departments are requested to analyze their unfunded COVID-19 impacts and one-time needs for potential funding by the CSLFRF portion of ARP. To assist, we have provided the attached worksheet (*Attachment C – Unfunded COVID-19 Impacts & One Time Needs Survey*) with required elements for reporting this information. Examples of each scenario are identified below:

Scenario 1: Unfunded COVID-19 Costs

A County department incurred costs outside of its budget allocation for additional personnel required to respond to the COVID-19 pandemic. The costs were incurred within the department, were not transferred to any of the countywide COVID-19 response orgs. (i.e. Org. 1565, 6911 or 5822) and the department did not receive outside revenue to offset the increased costs.

Scenario 2: One-Time Needs

The County currently has a significant deferred maintenance liability. A specific department may be in the planning stages for a parking lot replacement, including the addition of solar panels consistent with Board policy on sustainability measures, but has not yet identified funding for the project.

Survey information will be integrated into the ARP Workshop presentation. Note that one-time expenditures should not have an ongoing cost component associated with them.

**AMERICAN RESCUE PLAN WORKSHOP AND ONGOING REPORTING
GUIDANCE**

June 28, 2021

Please remit to Senior Deputy County Administrator Dennis Bozanich at Dennis.Bozanich@cao.cccounty.us no later than close of business Monday, July 19, 2021.

Quarterly Reporting Requirements

The County Administrator’s Office will be providing comprehensive reports to the Board of Supervisors related to the use of ARP revenue streams on a quarterly basis. To facilitate this, it will be necessary to collect information from departments on the use of ARP funds over the next several years until those funds are fully expended.

To standardize the collection of this information, the attached spreadsheet (*Attachment D – Quarterly Report Template*) will be required for submission to the County Administrator’s Office 30 days following the end of each quarter. The County Administrator’s Office will review and compile department information for presentation to the Board the following month. Below is a table outlining each reporting period, the reporting deadline to the County Administrator and the anticipated month that the countywide report will be presented to the Board of Supervisors:

**American Rescue Plan
Department Quarterly Report Deadlines**

Report	Year	Quarter	Period Covered	Quarterly Report Due to County Administrator	Board of Supervisors Report Date
1	2021	2 and 3	Passage of ARP - September 30	October 31, 2021	November 2021
2	2021	4	October 1 - December 31	January 31, 2022	February 2022
3	2022	1	January 1 - March 31	April 30, 2022	May 2022
4	2022	2	April 1 - June 30	July 31, 2022	August 2022
5	2022	3	July 1 - September 30	October 31, 2022	November 2022
6	2022	4	October 1 - December 31	January 31, 2023	February 2023
7	2023	1	January 1 - March 31	April 30, 2023	May 2023
8	2023	2	April 1 - June 30	July 31, 2023	August 2023
9	2023	3	July 1 - September 30	October 31, 2023	November 2023
10	2023	4	October 1 - December 31	January 31, 2024	February 2024
11	2024	1	January 1 - March 31	April 30, 2024	May 2024
12	2024	2	April 1 - June 30	July 31, 2024	August 2024
13	2024	3	July 1 - September 30	October 31, 2024	November 2024
14	2024	4	October 1 - December 31	January 31, 2025	February 2025
15	2025	1	January 1 - March 31	April 30, 2025	May 2025
16	2025	2	April 1 - June 30	July 31, 2025	August 2025

**AMERICAN RESCUE PLAN WORKSHOP AND ONGOING REPORTING
GUIDANCE**

June 28, 2021

Report	Year	Quarter	Period Covered	Quarterly Report Due to County Administrator	Board of Supervisors Report Date
17	2025	3	July 1 - September 30	October 31, 2025	November 2025
18	2025	4	October 1 - December 31	January 31, 2026	February 2026

Reports should be submitted electronically to ARP.Reports@cao.cccounty.us on the date specified above. Reports will be acknowledged as received for file.

Thank you for your continued efforts to serve our residents during the pandemic and as we fully reopen our County for business. Should you have any questions, please do not hesitate to contact me directly.

Attachment A – Funding Summary

Attachment B – Department Impact Worksheet

Attachment C – Unfunded COVID-19 Impacts & One-Time Needs Survey

Attachment D – Quarterly Report Template

CC: CAO Budget

AMERICAN RESCUE PLAN - FUNDING SUMMARY

ATTACHMENT A

Program Area	Program Title	Federal Budget Augmentation	Summary Description
Fiscal Recovery Funds	State & Local Fiscal Recovery Funds	\$130.2B	Contra Costa will receive \$224M
Fiscal Recovery Funds		\$2B	This only applies if a jurisdiction gets Payment in Lieu of taxes (PILT): Provides an additional \$1.5 billion, split evenly over FY 2022 and 2023, for eligible revenue share counties (i.e., public land counties)
Assistance to Individuals and Families	Supplemental Nutrition Assistance Program (SNAP) Administration	\$1.1B	Pass through from the state for local SNAP administration and supplemental costs of running the program
Assistance to Individuals and Families	SNAP 15% Benefit Extension	\$3.5B	Extends the benefit increase through 9/30/2021
Assistance to Individuals and Families	Women, Infant, Child (WIC) Program	\$0.9B	Emergency funds which will enhance benefits for four months plus \$390 million of which will support outreach innovation and program modernization funding.
Assistance to Individuals and Families	Pandemic Electronic Benefits Transfer (EBT)	\$5.6B	Provides +15% monthly SNAP benefits to low-income children (including under 6 years old) who have lost access to free/reduced price meals at school or child care due to the pandemic; May not apply in CA
Assistance to Individuals and Families	Commodity Supplemental Food Program	\$37M	Funds supplementing low-income, 60+ individuals with healthy food commodities
Assistance to Individuals and Families	Family Violence Prevention and Services	\$0.5B	Formula grants may be available to counties for Domestic Violence hotlines and survivor support programs
Assistance to Individuals and Families	Community-based Child Abuse Prevention	\$0.3B	Through 9/30/2023; Going to state lead entities but may be available to counties through competitive sub-awards
Assistance to Individuals and Families	Pandemic Emergency Assistance	\$1.0B	Targeted cash assistance supplement
Assistance to Individuals and Families	Older Americans Act (OAA) Programs	\$1.4B	Additional funds for nutrition, community support and ombudsperson services provided directly to local Area Agencies on Aging (Triple A)
Assistance to Individuals and Families	Elder Justice Act Programs	\$276M	Funding through Federal FY 2022 to prevent elder fraud and abuse
Assistance to Individuals and Families	Early Childhood Home Visiting	\$150M	States receive these funds and may subaward to county entities providing services
Assistance to Individuals and Families	Family Planning	\$50M	Federal grant program providing low-income and adolescent patients with essential family planning and preventative health services. County health departments are eligible applicants of these grants.
Assistance to Individuals and Families	Tenant-Based Rental Assistance	\$5B	Provides housing choice vouchers, with funds available through September 30, 2030.
Assistance to Individuals and Families	Homelessness Assistance	\$5B	Provides rental assistance, provides supportive services and development of affordable housing through acquisition or creation of non-congregate shelter units. Funding will be allocated using the HOME Investment Partnerships Program.
Assistance to Individuals and Families	Emergency Rental Assistance	\$21.6B	Provides an additional round of funding for the Emergency Rental Assistance Program. Funding is distributed to counties with 200,000 residents or more, to help keep residents stably housed during the COVID-19 pandemic.
Education and Childcare	Child Care and Development Block Grants (CCDBG)	\$15B	Administered by state in CA, but may be available as a subaward to counties
Education and Childcare	Child Care Entitlements to States	\$633M	Permanent increase in funding to states and State match waiver through end of FFY 2022. These changes should make more money available to counties
Education and Childcare	Low Income Household Drinking Water and Wastewater Assistance Program (LIHWAP)	\$4.5B	County administered program has a flexible structure and can support household heating and cooling expenses, weatherization assistance, crisis assistance, and services such as counseling.
Education and Childcare	Low Income Home Energy Assistance Program (LIHEAP)	\$0.5B	Federal government is directing states to model LIHWAP after LIHEAP, it is possible that county governments functioning as a local LIHEAP agency will be responsible for administering this new program as well and may receive funds.
Education and Childcare	Head Start	\$1.0B	Emergency funding to be distributed across existing Head Start agencies according to their share of total enrolled children.
Health	Certified Community Behavioral Health Clinic Expansion Grant Program	\$420M	Grants aimed to increase access to, and improve the quality of community mental and substance use disorder treatment through the expansion of CCBHCs
Health	Youth Suicide Prevention Programs	\$20M	Counties that are public organizations designated by a state to develop or direct the youth suicide early intervention and prevention strategy are eligible to receive funds.
Health	Community Mental Health Services Block Grant	\$1.5B	Counties may use block grant dollars to provide a range of services for adults and children with serious mental illnesses.
Health	Substance Abuse Prevention and Treatment Block Grant	\$1.5B	Funding for county behavioral health authorities to serve vulnerable, low-income populations, such as those with HIV/AIDS, pregnant and parenting women, youth and others by ensuring access to substance abuse services.

AMERICAN RESCUE PLAN - FUNDING SUMMARY

ATTACHMENT A

Program Area	Program Title	Federal Budget Augmentation	Summary Description
Health	Community-based Funding for Local Substance Use Disorder Services	\$30M	Provides grants to local governments for community-based overdose prevention programs, syringe services programs and other harm reduction services in light of increased pandemic related drug-misuse
Health	Community-based Funding for Local Behavioral Health Needs	\$50M	Provides grants to local governments to address increased community behavioral health needs worsened by the COVID-19 pandemic.
Health	Project Aware	\$30M	Provides grants, contracts and cooperative agreements to entities to advance wellness and resiliency in education.
Health	Community Health Centers	\$7.6B	Provides grants to Federally Qualified Health Centers (FQHCs) to respond to the COVID-19 pandemic
Health	Public Health Workforce	\$7.66B	Provides funding to establish, expand and sustain a public health workforce including grants to local public health departments
Health	National Health Services Corps	\$800M	Provides funding for the scholarship as well as federal and state loan repayment programs for the healthcare workforce
Health	Nurse Corp	\$200M	Provides funding for the federal loan repayment programs for nurses
Health	Mental and Behavioral Health Professionals Training	\$80M	Provides funding for grants or contracts to local governments and other entities, to run training programs in strategies for reducing and addressing suicide, burnout, mental health conditions and substance use disorders among health care professionals.
Health	Grants for Health Care Providers to Promote Mental and Behavioral Health	\$80M	Provides funding to award grants or contracts to entities providing health care, including federal qualified health centers, to establish or expand programs to promote mental health among their providers and others
Health	Pediatric Mental Health Care Access	\$40M	Provides funding to award grants to counties to promote behavioral health integration in pediatric primary care through the development and support pediatric mental health care telehealth access programs
Health	Grants for Testing	\$47.8B	Provides funding for COVID-19 testing, contact tracing and mitigation activities. Note that this funding will be distributed to local jurisdictions through existing cooperative agreements
Health	Grants for Vaccines	\$7.5B	Provides funding for COVID-19 vaccine activities. Note that this funding will be distributed to local jurisdictions through existing cooperative agreements
Other	FEMA Disaster Relief Funds	\$50B	Provides additional funds to meet the immediate needs of local governments
Other	Emergency Food and Shelter Program	\$400M	Local governmental entities that provided food, shelter and supportive services to people with economic emergencies services in their communities are eligible to apply for this supplemental funding
Other	Emergency Food and Shelter Program - Humanitarian Relief	\$110M	Local governmental entities that provided food, shelter and supportive services to people with economic emergencies services in their communities are eligible to apply for this supplemental funding through the National Board for the Emergency Food and Shelter Program
Other	Assistance to Firefighter Grants (AFG)	\$100M	Fire agencies can apply for supplemental funds to purchase PPE for first responders
Other	Staffing for Adequate Fire and Emergency Response (SAFER) Grants	\$200M	Funding for local fire and emergency response teams to help them increase or maintain the number of trained, "front line" firefighters available in their communities
Other	Emergency Management Performance Grants	\$100M	Grant funding for local emergency management agencies for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation.
Other	Economic Development Assistance (EDA) Programs	\$3.0B	Local government is eligible to apply for the EDA program and can use the funding for economic recovery projects. 25% of the funds are reserved for communities that have suffered economic injury due to job losses in the travel, tourism or outdoor recreation sectors.
Other	Categorical Grants - Air Pollution	\$50M	Local government can apply for grants and activities related to air quality monitoring and the prevention and control of air pollution
Other	Emergency Connectivity Fund for Libraries (and schools)	\$7.2B	This competitive grant funding provides a 100% reimbursement to schools and libraries for internet access and connected devices for students and teachers for remote learning and library services.

**AMERICAN RESCUE PLAN
DEPARTMENT IMPACT WORKSHEET**

DEPARTMENT: *[Department Name]*

ATTACHMENT B

PROGRAM INFORMATION					FINANCIAL INFORMATION		
CFDA	Federal Grantor Agency	State Passthrough Agency Name (if any) <i>(Leave blank if received directly from Federal agency)</i>	Program Title <i>(Federal Grant Name)</i>	Program Description	Est. Federal Grant Allocation to County	Federal Grant Allocation Received <i>(as of July 19, 2021)</i>	Federal Grant Allocation Expended <i>(as of July 19, 2021)</i>
10.000	US Department of Interior	State Department of Forestry	Volunteer Fire Assistance Program	Federal financial assistance passed through the state for firefighting assistance in rural areas.	\$1,000,000	\$500,000	\$100,000

AMERICAN RESCUE PLAN
UNFUNDED COVID-19 IMPACTS & ONE TIME NEEDS SURVEY

DEPARTMENT: [Department Name]

ATTACHMENT C

UNFUNDED COVID-19 IMPACTS					FINANCIAL INFORMATION		
No.	COVID-19 Impact	Department/Org	Program	Additional Information	Unbudgeted Costs	Lost Revenue	Total Unfunded COVID-19 Impacts
1	Temporary Personnel for COVID-19 response	0003/1200	General Administration	1. Temporary personnel necessary to process emergency contracts, file federal and state reimbursement claims and other emergency operations activities.	\$80,000	\$0	\$80,000

ONE-TIME NEEDS SURVEY					FINANCIAL INFORMATION		
No.	Name	Location	Description	Benefit Metrics	Proposed ARP Cost Share	Other Funding for Project	Total Project Cost
1	Parking Lot Replacement Project	651 Pine Street, Martinez	Replacement of parking lot and installation of solar panels	1. Reduction of deferred maintenance liability. 2. Reduces County's carbon footprint consistent with sustainability goals adopted by the Board.	\$8,000,000	\$2,000,000	\$10,000,000

**AMERICAN RESCUE PLAN
QUARTERLY REPORT**

DEPARTMENT: [Department Name]
REPORTING PERIOD: FY 202X/2X - QX

ATTACHMENT D

PROGRAM INFORMATION					FINANCIAL INFORMATION			
CFDA	Federal Grantor Agency	State Passthrough Agency Name (if any) <i>(Leave blank if received directly from Federal agency)</i>	Program Title <i>(Federal Grant Name)</i>	Program Description	Est. Federal Grant Allocation to County <i>(Total Grant Amount)</i>	Federal Grant Allocation Received <i>(as of end of Quarter)</i>	Federal Grant Allocation Expended <i>(as of end of Quarter)</i>	Federal Grant Allocation Remaining <i>(as of end of Quarter)</i>
					A	B	C	= A-C
10.000	US Department of Interior	State Department of Forestry	Volunteer Fire Assistance Program	Federal financial assistance passed through the state for firefighting assistance in rural areas.	\$1,000,000	\$500,000	\$100,000	\$900,000