

Detailed Eligibility Requirements - Proposed
 Alachua County CARES Act Program
 Individual Assistance

| Requirement | Documentation Required |
|--|---|
| 1 Alachua County permanent resident For entire period May 1, 2020 to application date Does not exclude college students if otherwise eligible. | Utility bill subsequent to May 1, 2020 showing applicant's name or listed related resident If unavailable, rental agreement or property tax bill with homestead exemption Address will be linked to GIS data to determine jurisdiction for funding allocation |
| 2 One application per household Defined as legally related individuals at one address | Names and ages of legally related residents and unrelated residents at address required Need to determine if registered domestic partners are "legally related" for this purpose |
| 3 US Citizen or legal resident alien. | Citizenship statement AND driver's license, State ID, passport, or immigration papers |
| 4 Estimated 2020 household income less than or equal to 120% of HUD published Alachua County median income | Estimation and documentation of current income (unemployment documentation, pay stubs, etc; annualized for the remainder of the year). |
| 5 Impact to income and/or expenses due to COVID-19 Adjust for other COVID-19 assistance received. Federal per capita stimulus payments are excluded | Description of impact for household and quantification of amount from 3/1-7/31/2020 For income impacts, correspondence from employer, paystubs, prior year W-2, etc. For additional expenses, invoices or cancelled checks. |
| 6 Difficulty making required rent or mortgage, utilities, internet, phone, childcare, car payments, and/or other basic living expenses. | Description of types of expenses having difficulty paying. Quantification of amounts late at 7/31 and also those having difficulty paying as of 7/31. For late or delinquent amounts, monthly invoices or statements. |
| 7 Attestations and certifications: Complete and accurate In compliance with the public safety ordinance Accept awards are first come first served, dependent on determination of eligibility requirements that are subject to change and dependent on funding that may be stopped at any time. Release of Information; approval of HMIS data collection; authorization of SSN collection after award and prior to distribution. Certify they are eligible for funding and that it will be returned to the County if awarded due to fraud or error. | |
| <p>Award</p> <p>Amount awarded is the lesser of the three following amounts:</p> <ol style="list-style-type: none"> Maximum grant \$2,500 (in first round of awards) Impact to income and/or expenses due to COVID-19 as of July 31, 2020, less other COVID -19 assistance received. Total living expenses late/delinquent plus total living expenses having difficulty paying as of July 31, 2020. <p>If the lesser of b) and c) is greater than \$2,500, that amount MAY be eligible for future rounds of funding through a simpler application process or an automatic second distribution if funding is available and if the County Commission makes that direction.</p> <p>Awarded on first come first served basis, processed in weekly batches where late amounts are prioritized in the week that funding runs out in any area.</p> <p>Awards are also limited by jurisdiction based on population for first 30 days. The Board will reallocate between jurisdictions, as needed.</p> <p>Applicant may select distribution by EFT, check (by mail) or preloaded debit card (by mail).</p> <p>Social security numbers for all household members will be required subsequent to approval and prior to award for entry into HMIS by CSS staff.</p> <p>CSS staff will provide hard copies and allow physical dropoff of applications and documentation if applicant does not have internet access.</p> | |

Note: bolded purple sections are required per the CARES Act.

Landing Page:

Alachua County CARES Act Program
Coronavirus Aid, Relief, and Economic Assistance

As part of the Federal CARES Act, Alachua County received \$46.9 million in federal funding, through the State of Florida for relief assistance. Alachua County has preliminarily allocated the funding across the following six main categories:

| | |
|---|---------------|
| Category 1 - Medical Expenses | \$ 2,000,000 |
| Category 2 - Public Health Expenses | 2,000,000 |
| Category 3 - Payroll Expenses | 1,000,000 |
| Category 4 - Compliance with Public Health Measures | 3,300,000 |
| Category 5 - Economic Support: | |
| Small Business Relief Grants | 7,500,000 |
| Medium Business Relief Grants | 7,500,000 |
| Individual Assistance | 21,100,000 |
| Category 6 - Other Assistance | 2,500,000 |
| | <hr/> |
| | \$ 46,900,000 |

To learn if you are eligible for assistance, click the box below that best describes you:

Individuals, including home based businesses

[Links to Individual Landing Page](#)

Small or medium businesses, including not for profits

[Links to Business Landing Page](#)

Government agencies

[Links to Government Agency Landing Page](#)

Alachua County CARES Act Program Individual Assistance

Alachua County has allocated \$21.1 million of the CARES Act federal funding award to be used for individual assistance for Alachua County residents. Each eligible household may be awarded up to \$2,500 in assistance in the initial round of distributions.

Brief Description of Primary Eligibility Requirements:

- Alachua County Resident
 - Primary residence for the entire period from May 1, 2020 through the date of application.
 - Address is within Alachua County (including municipalities within Alachua County) [List out AC municipalities](#)
- One application per household.
 - Household is defined as all legally related individuals residing at a single address.
- US Citizen or Legal Resident Alien as of date of application.
- Maximum income limits for household at or below 120% of the Alachua County Area Median Income
 - Limit is based on estimated 2020 total income, including COVID-19 health emergency impacts. [Add table of limits](#)
- Documentation of economic impact due to COVID-19 public health emergency
 - Loss of income and/or increased expenses less other COVID-19 assistance received
- Documentation of Financial Difficulty
 - Rent or Mortgage, Utilities, Cell/Phone/Internet, Vehicle, Childcare, and/or other basic living expenses difficulty making payments or currently late/delinquent
- Compliance with Alachua County Emergency Orders related to COVID-19 [Link to Emergency Orders](#)

Brief Description of Documentation Needed

A recent utility bill showing the name of the applicant and their address as proof of Alachua County Residency.
Driver's license, State ID, passport, or immigration papers
Proof of current annual household income (e.g., most recent pay stub, unemployment report)
Proof of reduction in income, if applicable (e.g., letter from employer, pre and post-impact pay stubs, prior year's tax returns)
Proof in increased expenses, if applicable (e.g., receipts, invoices, bills, cancelled checks, bank statements)
Proof of late/delinquent bills, if applicable
Social security numbers for all household members will be required to be submitted after approval of application but prior to payment of award.

[Video embedded with screenshots and instructions](#)

Important items to note

The application may not be saved. If you exit your browser or use the back button, your data will need to be reentered.
All documentation must be uploaded as a part of the initial application. Missing documentation will delay your award and or result in application denial, requiring resubmittal of entire application.
The funding awarded is Federal Grant Funding and as such, misuse or abuse of this application may result in legal consequences including prosecution and fines.

Application is being updated daily online. All fields are described in instructions tab.

INDIVIDUAL ASSISTANCE INSTRUCTIONS

ELIGIBILITY CRITERIA

Individuals are eligible if they meet **all** of the following:

- They are an Alachua County, Florida permanent resident,
- They are a US citizen or legal US resident
- Their current annual household income is less than 120% of the median income in Alachua County (see link for income levels),
- They have suffered an economic loss due to the pandemic (either reduction in income or increase in expenses),
- They are experiencing difficulty paying bills and/or living expenses, and
- They are in compliance with Alachua County Emergency Orders related to COVID-19

NOTE: only one application can be submitted per household for legally related individuals.

STEP-BY-STEP INSTRUCTIONS

Step 1: Check for Eligibility and Gather Required Documents

Please read the Eligibility Criteria above as well as the Frequently Asked Questions to ensure you qualify for this assistance and have the required documents. We recommend you do not start the application until you have all of your required documents available as the application cannot be saved.

Step 2: Complete the Application

Complete the online application form using the instructions provided below. Applicants are required to affirm and upload relevant documents to be considered for individual assistance through Alachua County's CARES Act program. Below is a detailed description of each line on the application.

Step 3: Application Review

A review committee will evaluate the application, including all uploaded documents, for eligibility. Applications will be automatically rejected if documents are missing, falsified or illegible. Applications will be reviewed on a first-come, first served basis. This review process is expected to take at least two weeks once all information is provided.

Step 4: Notice to Applicant

After completion of the review process, applicants will receive an email notifying them as to whether their online application has been accepted or denied or whether additional information is required.

Step 5: Processing and Distribution

Approved applications will be processed for grant distribution. Social security numbers for all household members will be required prior to the distribution of the grant. The distribution process timing depends on which format you requested for distribution (EFT, check or debit card) as well as how long it takes to receive your household social security numbers.

[Apply Here](#) (link)

APPLICATION INSTRUCTIONS

Name

Include your last name, middle name(s) if applicable, and first name. Please include your full, legal name as it appears on your driver's license, passport, or other identification.

Eligible Criteria

Applicants are eligible if: they are an Alachua County resident, a US Citizen or legal US resident, incurred an economic loss due to COVID-19, are having difficulty paying bills, and are in compliance with the County's Emergency Orders related to COVID-19.

Applicants should review each statement in the application and check the box if the statement is true.

If a statement is not true for the applicant, then they are not eligible for Individual Assistance under this program and they should not complete the form.

Date of Birth

Accurately include the date of birth of the named applicant by selecting from the drop down calendar options.

Contact information

Applicants should include **both** a telephone number and email address, **if possible**. All applicants are required to provide a telephone number. Applicants are strongly encouraged to also include an email address and if one cannot be provided, it may significantly delay the processing of your application.

For phone numbers, please include the full 10-digit number including the area code.

Address and Documentation of Residence

To enter an address, an applicant should start typing their address into the "Address" box and address options will appear from official records. An applicant should select the applicable option to ensure the address matches exactly with the official records.

Applicants must also provide proof of their address in the form of a current (subsequent to May 1, 2020) utility bill showing the applicant's name and address. The name and address listed on the bill must be the same as the name and address listed on the application form. If a utility bill cannot be provided, then a copy of a lease/rental agreement showing the name and address listed on the application can be provided.

Driver's license, State ID, passport, or immigration papers

Applicants must provide a copy of one of the above items to show proof of US residency status.

Related individuals in a household

Related individuals living at the same address may submit one application for the entire household. Each related individual **may not** apply separately.

The applicant must specify the number of related individuals living within their household and in a separate box provide 1) the name, 2) age, and 3) the relationship to the named applicant for each related individual in the household. Examples of relationships include: spouse, children, parents, siblings, cousins, aunt, uncle, grandparents, etc.

If multiple applications are submitted from the same household, it may cause all of those applications to be denied.

Unrelated individuals in a household

Unrelated individuals living at the same address may submit one application each.

The applicant must specify the number of unrelated individuals living within their household and in a separate box provide the name and age of each unrelated individual.

Description of financial impact of COVID-19

Applicants should provide a short description of the financial impact they have experienced due to COVID-19. This description should cover any loss of income or increase in expenses experienced by the applicant as a result of the COVID-19 pandemic.

If the application covers multiple people in a household, the description should include the financial impact experienced by all related members within the household.

Examples of loss of income would include (other eligible scenarios may apply): reduced wages due to fewer hours worked, reduced income due to pay-cut, reduced income due to furlough, income stopped due to being laid-off, income stopped due to business temporary or permanent closure.

Examples of increases in expenses would include (other eligible expenses may have been incurred): COVID-19 related medical expenses, childcare required due to school closures, purchases of additional personal protective equipment or face masks, purchase of additional cleaning supplies or

Estimated loss of income

The applicant should determine the total amount of income that has been lost as a result of the COVID-19 pandemic during the period from March 1, 2020 to July 31, 2020 and include the total amount in the box provided. This should be the total for all of the impacted related persons within the household.

Estimated increase in expenses

The applicant should determine the total increase in expenses as a result of COVID-19 during the period from March 1, 2020 to July 31, 2020 and include the total amount in the box provided. This should be the total for all of the impacted related persons within the household.

Estimate of 2020 household income

Estimate the 2020 gross income of the household by adding each household member's 2020 annual income after the COVID-19 impact. Calculate each household member's estimated 2020 income by multiplying the person's gross salary/wages from their most recent pay stub times how many times they get paid in a year. If you get paid every week, you would multiply your gross wages times 52. If you get paid every other week, you would multiply your gross wages times 26. If you get paid monthly, you would multiply your gross wages times 12.

Financial impact supporting documentation

Documentation must be attached that supports the total amount of lost income and increased expenses.

Examples of documentation to support loss of income include: Letter from employer to verify pay cut, furlough, or layoff with effective dates. If income loss is being claimed, last paystub prior to loss, or prior year W-2, or letter from employer certifying prior pay levels is required to show prior income levels. If you still have some income after COVID-19 impact, please provide a paystub after the loss, which will show the decrease in income. Please ensure that any letter from the employer is specific to an individual employee and not a general letter.

Examples of documentation to support increased expenses include: invoices, receipts, cancelled checks.

Description of payment delinquencies or difficulties making required payments

The applicant should provide a short description of the any required household payments which are delinquent or are difficult to pay.

Examples include: Mortgage/rent payment missed/difficult to pay, utility payment missed/difficult to pay, grocery bills are difficult to pay.

Amount of expenses that are delinquent/past-due or are difficult to pay and supporting documentation

The applicant should determine the amount of the expenses which are delinquent and/or difficult to pay after March 1, 2020 through July 31, 2020 and include the amount in the corresponding box on the application form.

For all amounts included that relate to delinquent amounts, the applicant should provide supporting evidence that the amount is delinquent. If multiple months are delinquent, please include all month invoices. Please note that supporting documentation is not required for amounts that are not delinquent but are difficult for applicants to pay.

Examples: Monthly invoices for late/delinquent payments, showing period of time covered and late amounts. Monthly invoices for payments that applicant is having financial difficulty making. Invoices/bills/rental agreements must be in applicant's name or name of legal relation residing at same address. Invoices/bills/rental agreements must have address reported above as the billing address. Invoices/bills/rental agreements must be for periods between March 1, 2020 and July 31, 2020.

Other COVID-19 assistance

Please provide the amounts and names of other COVID-19 assistance received. Please note that any CARES Act Economic Impact Payments received directly from the federal government do not need to be reported. Also, the EBT debit card for Alachua County Title 1 students also does not need to be reported.

Attestations

Applicants must attest that: the information provided in the application form is accurate, they are compliant with the County's Emergency Orders related to COVID-19, they understand the assistance will be distributed on a first-come first-served basis, they understand that they must meet the eligible criteria and these criteria may change, they understand that awards are subject to funding availability, they are eligible for an award and if their application is found to be fraudulent or misleading they may be required to repay the award, they understand that if an award is granted to them in error they may be required to repay the award, and they understand that their information will be entered into the HMSI database.

Applicants should review each statement in the application and check the box to attest to the statement and confirm that it is true. All boxes must be checked in order to submit the application.

Signature

Applicants are required to type their name in the final box on the application and this will serve as the applicant's signature.

[Add a link to the Alachua County income table](#)

[Make this a link to the Public Safety Ordinance](#)

[Link to FAQ document](#)

[Link to application](#)

Q: How do I apply for the Alachua County CARES Act Individual Assistance Program?

A: Alachua County residents can apply by completing an online application. If you are unable to access the Internet, please call XXX-XXX-XXXX

[Add link to a](#)

Q: Who is eligible to receive financial assistance from the Alachua County CARES Act Individual Assistance Program?

A: Individuals are eligible if they meet all of the following:

- They are an Alachua County, Florida permanent resident,
- They are a US citizen or legal US resident
- Their current annual household income is less than 120% of the median income in Alachua County (see link for income levels),
- They have suffered an economic loss due to the pandemic (either reduction in income or increase in expenses),
- They are experiencing difficulty paying bills and/or living expenses, and
- They are in compliance with Alachua County's Emergency Orders related to COVID-19

Q: How much money will I receive?

A: You will be eligible to receive the lesser of: 1) \$2,500; 2) your total economic impact of the COVID-19 pandemic; and 3) your financial difficulty due to the COVID-19 pandemic. Your economic impact of COVID-19 is the total of any lost income or increase in expenses as a result of the COVID-19 pandemic. Your financial difficulty is the total amount of living expenses you are having difficulty paying due to the COVID-19 pandemic. The amount you will receive is subject to funding availability and approval.

Q. When will I receive my money?

A. Applications are expected to take at least two weeks to process after the complete package with all necessary documentation is provided.

Q. How will I receive the money?

A: Payments will be made via one of the following methods: Direct Bank (EFT/ACH); Mailed Check; or, Mailed Preloaded Debit Card. When completing the application, you will be given the opportunity to choose your payment method. Checks and prepaid debit cards will be mailed out to the address provided in the application and may take longer to process.

Q: May multiple individuals in my household apply for assistance?

A: Only unrelated individuals living in the same address may submit individual applications. If the individuals within the address are legally related, then they can only submit one application. Examples of legally related individuals include: spouse, daughter, son, mother, father, parents, siblings, cousins, aunt, uncle, grandparents, etc.

Q: What is the deadline for me to submit my application?

A: Applications will not be accepted after December 30, 2020, or when the funds are depleted, whichever comes first.

Q: What documents do I need in order to apply?

A: The following documents will need to be uploaded to the application:

- A recent utility bill showing the name of the applicant and their address as proof of Alachua County Residency.
- Driver's license, State ID, passport, or immigration papers
- Proof of current annual household income (e.g., most recent pay stub, unemployment report)
- Proof of reduction in income, if applicable (e.g., letter from employer, pre and post-impact pay stubs, prior year's tax returns)
- Proof in increased expenses, if applicable (e.g., receipts, invoices, bills, cancelled checks, bank statements)
- Proof of late/delinquent bills, if applicable
- Social security numbers for all household members will be required to be submitted after approval of application but prior to payment of award.

Q: Why do I need to provide my phone number and/or email address?

A: The review committee may need to contact you with questions regarding your application. Also, we need to be able to contact you regarding whether your application is approved or denied.

Q: I currently rent an apartment and the utility bill is in my roommate's name. What do I upload for my documentation of residence?

A: You can upload a copy of your rental agreement, which will show your name and the address of the apartment.

Q: Why do I have to provide a list of the unrelated individuals living with me?

A: This information will help the review committee to determine individuals at the same address who are eligible for separate awards. If this information is not provided, then applications with the same address may get denied even though the unrelated individual is eligible for a separate award.

Q: What does "financial impact" mean?

A: This relates to the negative financial impact incurred by an applicant as a result of the COVID-19 pandemic. There are two potential types of COVID-19 financial impacts: 1) a reduction in income, or 2) an increase in expenses. Examples of loss of income would include (other eligible scenarios may apply): reduced wages due to fewer hours worked, reduced income due to pay-cut, reduced income due to furlough, income stopped due to being laid-off, income stopped due to business temporary or permanent closure. Examples of increases in expenses would include (other eligible expenses may have been incurred): COVID-19 related medical expenses, childcare required due to school closures, purchases of additional personal protective equipment or face masks, purchase of additional cleaning supplies or sanitizer.

Q: If I'm not delinquent on any of my bills, but am having difficulty making payments, do I still qualify?

A: Yes. You do not need to be delinquent on any bills to qualify for assistance.

Q: Why do I have to split my bills between delinquent and difficult to pay if both are qualified expenses?

A: Delinquent bills will be given priority over difficult to pay bills on a weekly basis.

Q: How is "difficulty making payments" defined?

A: Difficulty making payments is based on whether the applicants have sufficient funds available to maintain their normal standard of living. If an applicant is only able to pay for the basic essential services because they have cut out other normal living costs then they are having difficulty making payments.

Q: What evidence do I need to provide to support the expenses that are not delinquent but I'm having difficulty paying?

A: To submit their application, applicants do not need to provide evidence to support the expenses that they are having difficulty paying; however, applicants must attest to the fact that the information included in the application is true and accurate and the county may request additional evidence after the application has been submitted when it is being reviewed.

Q: Where can I get a copy of my paystubs?

A: Employees receive their paystubs through the mail or online during their typical pay period. Workers can also contact their employer directly for a copy of their paystubs.

Q: Will certain residents be prioritized?

A: Funding will be provided to applicants on a first-come, first-served basis for eligible residents until the funds are depleted. Funding will be distributed weekly and priority will be given to delinquent payments within each weekly batch.

Q: Am I able to save and come back to my application?

A: No. The website platform being used does not allow for saving or changing the application. Please have all information and documentation available before you start the application process.

Q: May I edit my documents after I submit my application?

A: No. Documents cannot be edited after the application has been submitted. If you need to make changes to your application after it has been submitted, please email the details to _____

Q: Do I have to repay the money to the County?

A: Eligible residents do not have to pay back the money. However, if funding is provided to an individual who is later found to be ineligible (whether due to fraud or error) some/all of the funding is

Q: What is the approval process?

A: A review committee will evaluate the application, including all uploaded documents, for eligibility to make sure they are complete and accurate. Applicants will be notified by email if their application has been approved or denied or if they are required to provide additional information.

Q: Who can I contact if I have any questions?

A: If you have questions that are not covered in these Frequently Asked Questions or the Applicant Instructions you can call xxx-xxx-xxxx or email email@email.com.

Q: How do you provide proof of reduction in hours if you are self-employed?

A: Self-employed residents can provide their bank statements to prove their reduced income. Additionally, self-employed residents can show their documentation for their award of unemployment assistance. Also, your business may be eligible for the Alachua County CARES Act Business Relief Grants if you conduct business at a location other than the owner home. Please check out the eligibility criteria and FAQs at [LINK](#).

Q: My income comes from rental properties and my tenants have been unable to pay me. How do I show proof of reduction in income?

A: Landlords can provide bank statements to prove their reduction in income.

Q: If my application is approved or denied, will I get a notification?

A: Yes, you will receive an email to notify you if your application has been approved or denied or if you are required to provide additional information.

Q: What if I am exempt from public records?

A: If you believe you are exempt from public records pursuant to Florida Statute 119.071, please contact XXX-XXX-XXXX or email@email.com, only after you have successfully submitted your application and received your confirmation code. Program staff will mark your record exempt from public record requests.

Q: Is there a way for me to track the status of the application?

A: If you have inquiries about the status of your application please contact xxx-xxx-xxxx. Please note that applications are expected to take at least two weeks to process after the complete package with all necessary documentation is provided. You will receive an email to notify you if your application has been approved or denied or if you are required to provide additional information.

Q: What are the income limits for this program?

A: The maximum income limits for the entire household must be at or below 120% of the Alachua County Area Median Income. The income is based on estimated 2020 total household income, 120% of the Alachua County Area Median Income is found in the following chart:

| Household size | Income Limitation |
|----------------|-------------------|
| 1 | \$58,680 |
| 2 | \$67,080 |
| 3 | \$75,480 |
| 4 | \$83,760 |
| 5 | \$90,480 |
| 6 | \$97,200 |
| 7 | \$103,920 |
| 8 or more | \$110,640 |

Q: How do I calculate my 2020 total household income?

A: First, you calculate each household members estimated 2020 income by multiplying the person's gross salary/wages from their most recent pay stub times how many times they get paid in a year. If you get paid every week, you would multiply your gross wages times 52. If you get paid every other week, you would multiply your gross wages times 26. If you get paid monthly, you would multiply your gross wages times 12. Next, you add each household members estimated 2020 gross income together to calculate the 2020 total household income.

Q: I was laid off due to COVID-19 and am currently collecting unemployment. Do I include the unemployment payments in my 2020 household income?

A: Yes, include any income received post-COVID-19, including unemployment payments, when estimating 2020 household income.

Q: How do I prove I lost my job or experienced a reduction in hours at work?

A: Applicants must submit one form of documentation showing a loss of income (only one is required), such as:

Employer notice of reduced hours, furlough, or layoff

Two paystubs that show reduction in income, one (1) 2020 paystub to show your pay prior to impact, and one (1) paystub to show a reduction in pay

Unemployment letter showing award or other information related to COVID-19

Any other document that shows a reduction of income related to COVID-19

Q: If I'm behind on multiple bills and having difficulty paying even more, do I need to include all of them if I'm well over the maximum grant amount?

A: No, applicants are not required to provide all of the bills they are having difficulty paying if the total amount exceeds the maximum assistance amount; however it is encouraged to do so in the event some of the bills provided are deemed ineligible or if the funding maximum is increased at a later date.

Q: Am I still eligible to receive assistance if I've received other pandemic-related funding?

Yes, if you have received other pandemic-related funding you are still eligible to apply for assistance; however, you must disclose the other funding you have received and it may impact the amount of assistance you are eligible for. Please note that any CARES Act Economic Impact Payments received directly from the federal government will not impact the amount of assistance you are eligible for. Similarly, if you received the EBT debit card for Alachua County students, this will not impact the amount of assistance you are eligible for.

Q: I received my prepaid debit card, but have questions about it. Who should I contact?

A: The debit cards are provided through Bank of America and questions should be directed to them using the contact information on the back of the card.

Alachua County Department of Community Support Services/Housing Programs

Income Guidelines

Current as of 4/10/2020

| Household Size | Moderate Income (120% AMI) |
|----------------|----------------------------|
| 1 | \$58,680 |
| 2 | \$67,080 |
| 3 | \$75,480 |
| 4 | \$83,760 |
| 5 | \$90,480 |
| 6 | \$97,200 |
| 7 | \$103,920 |
| 8 or more | \$110,640 |

CARES Act Category 5: Expenses Associated with the Provision of Economic Support
Only up to 20% to be available until the County has spent the first installment of 25%

| Area | Population | Percentage | Small Business Grant Relief Up to \$10,000 | Medium Business Grant Relief Up to \$15,000 | Individual Assistance up to \$2,500 per household | Total Assistance Available |
|---------------------|------------|------------|--|---|---|----------------------------|
| Unincorporated Area | 106,299 | 39.770% | \$ 2,982,750 | \$2,982,750 | \$ 8,391,470 | \$14,356,970 |
| Gainesville | 133,068 | 49.780% | 3,733,500 | 3,733,500 | 10,503,580 | 17,970,580 |
| Alachua | 10,298 | 3.850% | 288,750 | 288,750 | 812,350 | 1,389,850 |
| Newberry | 6,573 | 2.460% | 184,500 | 184,500 | 519,060 | 888,060 |
| High Springs | 6,444 | 2.410% | 180,750 | 180,750 | 508,510 | 870,010 |
| Hawthorne | 1,456 | 0.540% | 40,500 | 40,500 | 113,940 | 194,940 |
| Archer | 1,201 | 0.450% | 33,750 | 33,750 | 94,950 | 162,450 |
| Waldo | 960 | 0.360% | 27,000 | 27,000 | 75,960 | 129,960 |
| Micanopy | 615 | 0.230% | 17,250 | 17,250 | 48,530 | 83,030 |
| Lacrosse | 392 | 0.150% | 11,250 | 11,250 | 31,650 | 54,150 |
| Total | 267,306 | 100.000% | \$ 7,500,000 | \$7,500,000 | \$21,100,000 | \$36,100,000 |

Detailed Eligibility Requirements - Proposed
 Alachua County CARES Act Program
 Small and Medium Business-Relief Grant

| Requirement | Documentation Required |
|--|--|
| 1 Alachua County headquarters address For entire period May 1, 2020 to application date | Tax return address in most cases Sunbiz is an alternate option Address will be linked to GIS data to determine jurisdiction for funding allocations |
| 2 One application per business entity May be multiple awards for one owner | Will gather name and ownership percentage of all owners If multiple business entities share one address, will be investigated to ensure it is valid |
| 3 Type of business entity Not for profits, sole proprietorships (excluding home based businesses and landlords), partnerships, S Corps, C Corps | Not-for-profits (Form 990); Sole proprietorships/LLC (Sch C or F - specifically excludes Sch E - landlords and home based businesses); Partnerships (Form 1065); S corporations (Form 1120S); C corporations (Form 1120); Drop down with these options to choose; Home based businesses are not eligible |
| 4 Number of employees: 0-25 = small 26-50 = medium >50, not eligible | Payroll report including March 1, 2020 by employee (redact any SSN and payment amounts, only need to see names)(flexibility to use pay stubs or cancelled checks if no official report) |
| 5 Compliance with all local and state requirements Business taxes, state professional licensure, state business registration | Business tax receipt, current state license, current state business registration. |
| 6 Estimated net loss from COVID-19 pandemic Cumulative impact during March 1- July 31, 2020 & description of circumstances | Financial statements or profit/loss reports on a monthly basis. |
| 7 Projected net loss from COVID-19 pandemic Cumulative impact projected during August 1-December 30, 2020 & description of circumstances | Documentation of significant increases in projected net loss over amounts actually incurred through July 31, 2020. |
| 8 Other COVID-19 Assistance received split into PPP and "other" | Documentation of assistance received. |
| 9 Attestations and certifications: Complete and accurate In compliance with the County's Emergency Orders related to COVID-19 Certify in compliance with all local and state regulations. | |

Accept awards are first come first served, dependent on determination of eligibility requirements that are subject to change and dependent on funding that may be stopped at any time.

Release of Information

Certify they are eligible for funding and that it will be returned to the County if awarded due to fraud or error.

Award

Amount awarded is the lesser of the following amounts:

- a) Maximum grant \$10,000 (small business) or \$15,000 (medium business)
- b) Net loss estimated March 1, 2020 through July 31, 2020 adjusted for PPP and other COVID-19 funding received by the business.

If b) is greater than a), that amount MAY be eligible for future rounds of funding through a simpler application process or an automatic second distribution if funding is available and if the County Commission makes that direction.

The projected future loss MAY be eligible for future rounds of funding through a simpler application process or an automatic second distribution if funding is available and if the County Commission makes that direction.

Awarded on first come first served basis, processed in weekly batches; limited by per capita allocations by jurisdiction for first 30 days.

Applicant may select distribution by EFT or check (by mail)

CSS staff will provide hard copies and allow physical dropoff of applications and documentation if applicant does not have internet access.

Note: bolded purple sections are required per the CARES Act.

Note: red are key eligibility decisions.

Landing Page:

Alachua County CARES Act Program
Coronavirus Aid, Relief, and Economic Assistance

As part of the Federal CARES Act, Alachua County received \$46.9 million in federal funding, through the State of Florida for relief assistance. Alachua County has preliminarily allocated the funding across the following six main categories:

| | |
|---|---------------|
| Category 1 - Medical Expenses | \$ 2,000,000 |
| Category 2 - Public Health Expenses | 2,000,000 |
| Category 3 - Payroll Expenses | 1,000,000 |
| Category 4 - Compliance with Public Health Measures | 3,300,000 |
| Category 5 - Economic Support: | |
| Small Business Relief Grants | 7,500,000 |
| Medium Business Relief Grants | 7,500,000 |
| Individual Assistance | 21,100,000 |
| Category 6 - Other Assistance | 2,500,000 |
| | <hr/> |
| | \$ 46,900,000 |

To learn if you are eligible for assistance, click the box below that best describes you:

Individuals, including home based businesses

[Links to Individual Landing Page](#)

Small or medium businesses, including not for profits

[Links to Business Landing Page](#)

Government agencies

[Links to Government Agency Landing Page](#)

Alachua County CARES Act Program
Small and Medium Business Relief Grant

Alachua County has allocated \$15 million of the CARES Act federal funding award to be used for small and medium business relief grants for Alachua County businesses. Each eligible small business (25 or fewer employees) may be awarded up to \$10,000 and each eligible medium business (26-50 employees) may be awarded up to \$15,000 in assistance in the initial round of distributions.

Brief Description of Primary Eligibility Requirements:

- Alachua County headquarters
Headquarter's address is within Alachua County
- Business filed one of these tax forms in 2019
 - Form 990 for Not-for-profits
 - Schedule C or F attached to Form 1040 for sole proprietorships or LLCs
 - Form 1065 for Partnerships
 - Form 1120S for S Corporations
 - Form 1120 for C Corporations
- Business must have physical address outside of owner's home (not a home-based business)
- 50 or fewer employees on March 1, 2020
 - Small businesses have 25 or fewer employees and medium businesses have 26-50 employees
 - Independent contractors do not count towards employee count
- Documented economic loss due to COVID-19 public health emergency
 - Net loss during period impacted by COVID-19 (but not before March 1, 2020) through July 31, 2020
- Business is compliant with all city/county/state business taxes, licenses, or registrations.
- Business is in compliance with Alachua County's Emergency Orders related to COVID-19

Brief Description of Documentation Needed

- Completed and signed Form W9
- Filed 2019 tax return
- Payroll report including March 1, 2020 by employee with SSNs redacted
- Monthly Profit and Loss statements for March 1, 2020 through July 31, 2020
- Required business tax receipt(s) and/or licenses
- Documentation of PPP loan or other federal/state/local grants or assistance specific to COVID-19

Video embedded with screenshots and instructions

Important items to note

The application may not be saved. If you exit your browser or use the back button, your data will need to be reentered.

All documentation must be uploaded as a part of the initial application. Missing documentation will delay your award and or result in application denial, requiring resubmittal of entire application.

The funding awarded is Federal Grant Funding and as such, misuse or abuse of this application may result in legal consequences including prosecution and fines.

Per IRS instructions, the grant is a taxable grant and a Form 1099G will be issued to the IRS and the business.

Alachua County CARES Act Small and Medium Business Relief Grant Instructions

Step 1: Check for Eligibility and Gather Required Documents

Please read the Frequently Asked Questions to review all required documents and eligibility criteria to determine whether your business qualifies for this relief grant. We recommend you do not start the application until you have all your required documents available as the application cannot be saved.

Step 2: Complete the Application

Complete the online application form using the instructions provided below. Applicants are required to affirm and upload relevant documentation to be considered for the Alachua County CARES Act Small and Medium Business Grant Program. Below is a detailed description of each line on the application.

Step 3: Application Review

A review committee will evaluate the application, including all uploaded documents, for eligibility. Applications will be automatically rejected if documents are missing, falsified or illegible. Applications will be reviewed on a first-come, first-served basis with per capita jurisdiction allocation limits. This review process is expected to take at least 2 weeks once all information is provided.

Step 4: Notice to Applicant

After completion of the review process, applicants will receive an email notifying them as to whether their online application has been accepted or denied or if additional information or documentation is required.

Step 5: Processing and Distribution

Accepted applications will be processed for grant distribution.

[Apply Here](#)

Alachua County CARES Act Small and Medium Business Relief Grant application detailed instructions

My business is headquartered in Alachua County, Florida.

Only check this box if your business is headquartered in Alachua County, Florida. If your business headquarters are in another FL county or another state, your business is not eligible for this program.

My business filed one of the eligible tax forms for 2019.

Only check this box if your business filed one of the following tax forms for 2019:

- Form 990 for Not-for-profits
- Schedule C or Schedule F attached to Form 1040 for sole proprietorships or LLCs
- Form 1065 for Partnerships
- Form 1120S for S Corporations
- Form 1120 for C Corporations

My business is not a home-based business (i.e. it has a physical address outside of my home).

Only check this box if your business has a physical location besides the owner's home. Make sure to provide the physical business address on the application. If your business does not have a physical address other than the owner's home, then it is considered a home-based business and is therefore not eligible for assistance under this grant program. However, you may be eligible to qualify under the Alachua County CAREs Act Individual Assistance program. Please see eligibility qualifications [here](#).

My business is compliant with all required city business taxes and/or state, professional licenses and all other applicable laws and regulations, including Alachua County's Emergency Orders related to COVID-19.

Only check this box if your business has met all business tax, professional licensure, and other regulatory requirements.

My business had 50 or fewer employees on March 1, 2020.

Only check this box if your business has 50 or fewer employees during the payroll cycle which includes March 1, 2020. If you are unsure of how to properly determine your employee headcount, please see the [FAQ](#).

My business incurred a net loss related to COVID-19 between March 1, 2020 and July 31, 2020.

Only check this box if your business has incurred a net loss due to COVID-19 from the time period between March 1, 2020 and July 31, 2020. This net loss should be calculated monthly during the time period when the business was affected by COVID-19 through July 31, 2020. The net loss is calculated as the revenue received less business expenses incurred during that period.

I understand that this is a taxable grant and a Form 1099G will be filed with the IRS reporting it as such.

According to the IRS, this grant is taxable income for businesses. <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions> Therefore, a Form 1099G will be issued to the business entity at the end of the year and will be filed with the IRS.

Business Legal Name

This is the legal name of the business when it was set up. It should match your Employer Identification Number ("EIN") application, state registration, and tax return.

EIN, if applicable

Most business entities, with the exception of some sole proprietorships or LLCs, should have an EIN. Your EIN should be included on your state registration and/or tax return.

Physical Business Address

This should be the physical location where your business is headquartered. If you solely conduct your business out of your home, you are not eligible for the grant, but may be eligible for the Alachua County CARES Act individual assistance grant. Please see eligibility qualifications [here](#).

Contact person's name, phone number, and email address

Provide the person's name and contact information who can answer questions about the application and/or about the COVID-19 impact on the business.

2019 tax return form filed

Please choose the form from the dropdown that your business filed in 2019. If your business did not file one of the forms listed in the dropdown for 2019, your business is not eligible to apply.

Upload 2019 tax return

Attach a copy of the 2019 tax return that was filed for your company. The form number should match the form chosen in the question above.

Upload business tax receipt(s) and current professional license(s), if required

Upload your required professional license(s) and/or business tax receipt(s) for the current period, if applicable to your locale and business type.

Upload Form W9

Upload a completed and signed Form W9. You can find a blank Form W9 on the IRS website at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

List name and ownership percentage of each owner of the company

List the names of each owner, with their ownership percentage.

Number of employees paid during the pay period that includes March 1, 2020

Count each employee paid during the pay period that includes March 1, 2020 as 1 employee, whether they are part time or full time. For example, if you run your payroll every week on Wednesday for the previous Sunday to Saturday, your paychecks paid on Wednesday, March 11, 2020 would have been for the pay period March 1, 2020 to March 7, 2020, which includes March 1, 2020. The number of employees paid on that pay run is the number of employees to enter on the application. For more details, please see the [FAQ](#).

Upload payroll report, showing detail by employee that includes March 1, 2020 with social security numbers (SSNs) redacted so that they are illegible.

Upload the payroll report used to calculate the number of employees in the previous question. This payroll report should include the date March 1, 2020 during the pay period and should show a list of the employees paid. Please redact (black out so they can no longer be seen) any SSNs on the report for privacy purposes.

Describe the circumstances and impact COVID-19 had on your business.

Please provide any impact that COVID-19 had on your business. This could include mandatory closures, reason for voluntary closures, decreases in revenue, and/or additional expenses. Provide a detailed description, including dates of closures or reasons for change.

Estimated net loss from the date of COVID-19 impact (no earlier than March 1) through July 31, 2020

First, calculate the business's monthly net income or loss, using the company's normal method of accounting, from March 1, 2020 to July 31, 2020. The monthly income or loss is calculated by taking the revenue received less the business expenses incurred. The revenue should include any insurance proceeds received, or expected to be received, due to business interruption losses or casualty losses. Do not include any PPP funds or other grants specific to COVID-19 received. Combine the net income or loss for the period when you started noticing the impact of COVID-19 to your business through July 31, 2020. If your cumulative answer is a net income position, you are not eligible for the grant. If you have a cumulative net loss position, enter the amount in this field.

Estimated net loss from August 1, 2020 through December 30, 2020

If you anticipate that you will continue to incur losses in the future months in 2020, please estimate the net loss you expect to have for the remainder of the calendar year. While these losses are not currently eligible for grant funds, the Board of County Commissioners may choose to extend this program to cover future losses, depending on availability of funding. Providing this information may simplify any future application processes in that event.

If your forecasted net loss is significantly different from actual documented monthly net loss to date, please describe why

It is anticipated that your future losses would be consistent with the losses seen during March 1, 2020 through July 31, 2020. If there is a reason why the losses will be significantly different in the future, please explain the reasons for the differences here.

Please upload monthly income statements or profit and loss statements for March through July 2020

Upload the monthly statements used to calculate the cumulative loss. The expenses should be broken down into categories similar to what can be found on the tax return expense categories. Each month can be a separate document or you can provide one document, which includes all months.

Has the business received PPP funds? If yes, provide the amount of PPP funds received and attach supporting documentation.

The amount of PPP funds will reduce the amount of the cumulative net loss that is eligible for this grant. For example, if you are an eligible small business and your net loss related to COVID-19 is a total of \$100,000 but you received \$95,000 in PPP funds, your net loss eligible for the grant is \$5,000 ($\$100,000 - \$95,000 = \$5,000$). The \$5,000 net loss is compared to the \$10,000 maximum grant and your business would receive a \$5,000 small business grant.

Has the business received any other federal, state, or local grants or assistance specific to COVID-19? If yes, provide the amount received and attach supporting documentation.

The amount of other grants will reduce the cumulative net loss eligible for this grant. For example, if you are a medium business and your net loss related to COVID-19 is a total of \$100,000 but you received \$15,000 in other state grants, your net loss eligible for the grant is \$85,000 ($\$100,000 - \$15,000 = \$85,000$). The \$85,000 net loss is compared to the \$15,000 maximum grant and your business would receive a \$15,000 medium business grant.

Funding distribution format requested

Please choose one of the following methods for receiving your grant – EFT or check. The electronic transfer will be deposited directly into the business's bank account information provided. If you choose the check option, the check will be mailed to the business address provided on the application.

Attestations and certifications

Please read each attestation and only check the box next to each statement that is true. If any of the statements are not true, your business is not eligible to receive funding. Sign by typing your full name attesting that you agree with all of the above statements. This signature should be by an individual who has legal authority to request financial assistance.

Signature Authority Resolution

Please upload a signature authority resolution that documents who may sign on behalf of your business entity. If you are a corporation (LLC, S corporation, or C corporation) and do not have a current signature authority resolution, please complete one of the attached resolutions. If you are a sole proprietorship doing business under your individual SSN, the owner must sign the application. If the business is a partnership, one of the partners must sign the application, unless you have a signature authority resolution documenting someone else can sign.

Submit

You will not be able to submit the application unless all required fields are completed. If you are unable to submit, please go back through the application to determine what information is missing.

1) How do I apply for the business relief grant from the Alachua County CARES Act Program?

Alachua County small and medium businesses can apply to the program by completing an online application at www.XXXX. If you are unable to access the Internet or have a language barrier, please contact XXX.

2) When does the application process begin?

The application process will begin 7am on August 10, 2020.

3) When does the application process end?

Alachua County Board of Commissions will evaluate the application process periodically to determine whether it will temporarily close and reopen. The application process will end December 30, 2020, unless all of the funds are distributed prior to that date.

4) What businesses are eligible for the Alachua County CARES Act Business relief grants?

Businesses must meet the following criteria to be considered for the Alachua County Business Relief Grant Program.

- Headquartered in Alachua County, FL
- Filed one of the following 2019 tax returns:
 - Form 990 series for Not-for-profits
 - Schedule C or Schedule F attached to Form 1040 for sole proprietorships or LLCs
 - Form 1065 for Partnerships
 - Form 1120S for S Corporations
 - Form 1120 for C Corporations
- Business has a physical address outside of owner's home (not a home-based business)
- 50 or fewer employees on March 1, 2020
- Documented economic net loss due to COVID-19 public health emergency during the period March 1, 2020 through July 31, 2020.
- Business is compliant with all city/county/state business taxes, licenses, or registrations.
- Business is in compliance with Alachua County's Emergency Orders related to COVID-19.

5) Am I eligible to apply if I live in another County, but my business is located in Alachua County?

Yes, if the business headquarters is physically in Alachua County, Florida and meets all of the other eligibility requirements, your business may apply.

6) Am I eligible to apply if I am a landlord and filed a Schedule E with my Form 1040?

No, you do not qualify for this program. However, you may be eligible to qualify for individual assistance under the Alachua County CARES Act program. Please see eligibility qualifications [here - XXX](#)

7) I am a sole proprietor who conducts my business from my home. Do I qualify?

No, you do not qualify for this program. However, you may be eligible to qualify for individual assistance under the Alachua County CARES Act program. Please see eligibility qualifications [here - XXX](#)

8) I am a hair dresser (sole proprietor) who files a Schedule C and I use my home address as my business mailing address. However, I pay rent at a salon and conduct all of my business at the salon. Am I considered a home based business?

No, you are not considered a home based business as you have a physical location outside of your home where you conduct your business. Assuming you meet all other qualifications, you would qualify for this program.

9) Are independent contractors eligible to receive grant funds?

Yes, if an independent contractor meets the eligibility requirements, they are eligible to receive grant funds.

10) Are churches eligible?

Yes, churches are considered not-for-profits and eligible if they meet all other requirements.

11) How do I determine how many employees I have as of March 1, 2020?

Obtain a payroll report or ledger for the pay period that includes March 1, 2020. For example, if you run your payroll every week on Wednesday for the previous Sunday to Saturday, your paychecks paid on Wednesday March 11, 2020 would have been for the pay period March 1, 2020 to March 7, 2020, which includes March 1, 2020. The number of employees paid on that pay run is the number of employees to enter on the application. Please save a copy of that payroll report by employee as you will need to upload it to the application to support the amount of employees claimed as of March 1, 2020.

12) Who counts as an employee?

If at the end of the year, you will issue a Form W-2 to the person paid, then they are an employee. Each employee paid for the pay period that includes March 1, 2020 is counted as one employee. If an employee only works one hour that pay period, they are counted as one employee. If an employee is full-time, they are counted as one employee. If you issue a Form 1099 at the end of the year for that person, they are an independent contractor. Independent contractors are not counted as employees.

13) My company pays payroll bi-weekly (every 2 weeks). Can you give an example of which pay period I would use?

If your company ran payroll on Monday March 9, 2020 for the pay period February 23, 2020 to March 7, 2020, you would count the number of employees paid during those 2 weeks, which includes March 1, 2020 and enter that on your application. You would also upload that payroll report to the application.

14) I am a small business and do not use a payroll system or provider to process payroll. Therefore, I don't have a payroll report to provide. What do I upload as proof of number of employees paid?

If you don't use a payroll system or provider, you can upload a copy of the manual checks that were written for the pay period that includes March 1, 2020. Please also provide your Q1 2020 Form RT-6 (quarterly FL re-employment return) as it will show how many employees were paid during the quarter. Please redact or remove the SSNs from the Form RT-6 before uploading.

15) I am a sole proprietor and do not have any employees, do I qualify under the 50 or fewer employees?

Yes, you qualify for the employee eligibility criteria as you have fewer than 50 employees. However, as noted above, if your business is home-based, you will not qualify under this program.

16) Do independent contractors count as employees for the 50 or fewer employee qualification?

No, independent contractors are not considered when calculating the 50 or fewer employees.

17) All of the labor for my business is through independent contractors. Do I still qualify for the 50 or fewer employees?

Yes, if you only use independent contractors, then you have 0 employees, which is fewer than 50, so you meet that requirement.

18) How do I calculate my economic net loss due to COVID-19?

First, calculate the business's monthly net income or loss, using the company's normal method of accounting, from March 1, 2020 to July 31, 2020. The monthly income or loss is calculated by taking the revenue received less the business expenses incurred. The revenue should include any insurance proceeds received, or expected to receive, due to business interruption losses or casualty losses. Do not include any PPP funds or other federal/state/local grants specific to COVID-19 received. Then add together the net income or loss for the period when you started noticing the impact of COVID-19 to your business through July 31, 2020. If your cumulative answer is a net income position, you are not eligible for the grant. If you have a cumulative net loss position, enter the amount on the application.

19) My business is a small restaurant which was closed due to COVID-19. We have still been allowed to have take-out so we do have some revenue coming in during the period, which has covered our expenses. However, our profit is below our pre-COVID-19 levels. Do we still qualify?

No, since you are not operating at a loss, the business does not qualify.

20) I currently rent my business location but have not been able to pay this rent due to our closure. Can I include this business expense in my net loss calculation?

Yes, if you have a signed rental agreement for the period March 1, 2020 to July 31, 2020 and owe the landlord money, you can use these business expenses to offset your revenue to calculate whether you are in a net loss position.

21) The business owner chose not to pay himself a salary during March 1, 2020 through July 31, 2020. Can we include the amount that would have been paid to the owner as expense in the net loss calculation?

No, if the business owner chose not to take a salary then you cannot deduct the expense in the net loss calculation. However, they may be eligible to apply for individual assistance under the Alachua County CARES Act program as they had a decrease in salary. Please see eligibility qualifications [here - XXX](#)

22) I am a medium business had have a net loss of \$12,000 during March 1, 2020 to July 31, 2020. If I meet all of the other qualifications, how much grant money will I receive? If my net loss was \$24k, would the answer be different?

A medium business is eligible for a maximum grant of \$15,000 during the preliminary round of funding. Therefore, if your loss is \$12,000 during the eligible period and you meet all other qualifications, you would receive a \$12,000 grant. However, if your loss was \$24,000 during the period, you would receive the max grant of \$15,000, during the preliminary round of funding.

23) Do I still qualify if I have received PPP, other CARES Act funding, other state grants, or insurance money?

Yes, you can still qualify even if you have received money from PPP, other CARES Act funding, other state grants, or insurance money. If the business is still in a net loss after the above funding, you can still qualify for the grant. For example, if you are a small business and your net loss related to COVID19 is a total of \$100,000, and you received \$95,000 in PPP funds, your Net Loss eligible for the grant is \$5,000 ($\$100,000 - \$95,000 = \$5,000$). The \$5,000 net loss is compared to the \$10,000 max grant and you would qualify for a \$5,000 small business grant.

24) What is the difference between small and medium business grants?

The max amount of the grant for small businesses is \$10,000 and for medium businesses is \$15,000. The application and process is the same for small and medium businesses. The only difference is the determination of whether the business is small or medium based on the number of employees that the business has as of March 1, 2020. A small business has 25 or fewer employees and a medium business has 26-50 employees.

25) What documents do I need in order to apply?

Business owners will need the following documents before they fill out the application:

- Completed and signed [W-9 Form](#)
- Active state business registration, professional license and/or business tax receipt (if applicable)
- Filed 2019 Business Income Tax Return
- Payroll report by employee for the pay period including March 1, 2020 with SSNs redacted
- Monthly income or profit and loss statements for March 2020 through July 2020
- If the business received [Federal PPP funding](#), provide proof such as a confirmation from your lending institution, or a copy of your PPP executed note.
- If the business received other federal/state/local grant or assistance funding, provide proof such as a deposit or copy of the check.

26) If I just renewed my state or professional license and just paid my local business taxes because I realized I was not compliant, am I now considered compliant?

Yes, if you are compliant at the time you submit your application, then your certification is accurate.

27) Where can I find my active state business registration?

Business owners can find the most recent filing for their active state business registration from the [Florida Division of Corporations](#) by searching the full, legal business name. If your business is not required to register with the Florida Division of Corporations, other documents may include certification from the Florida Department of Business and Professional Regulation, certification from the Department of Health, and a business tax receipt from applicable jurisdiction.

28) What tax return do I need in order to apply?

Depending on the business' legal structure, business owners will be required to provide:

- Not-for-Profit: must submit their 2019 Return of Organization Exempt From Income Tax (Form 990)
- Individual (Sole Proprietors and individual/single-owner LLCs): must submit their 2019 Schedule C (Form 1040) or 2019 Schedule F (Form 1040).
- Corporations (C-Corps, S-Corps, corporate Limited Liability Corporations (LLCs)): must submit their 2019 Corporation Income Tax Return (Form 1120/Form 1120-S).
- Partnerships: must submit their 2019 Return of Partnership Income (Form 1065).

29) What if I extended my 2019 tax return and have not yet filed?

Please apply to the Alachua County CARES Act Business Relief grant program once you have filed your 2019 tax return.

30) Which types of businesses will be prioritized?

Applications for the Alachua County Business Relief Grant Program are first-come, first-served until the funds are depleted. The first round will only be based on documented losses through July 31, 2020. If there are still funds available, then another round, at the discretion of the Board, may be done for other distributions, including the estimated losses through December 30, 2020. Funding is also allocated to jurisdictions within Alachua County based on population to ensure one jurisdiction does not receive all of the funding.

31) Is there a stipulation on how I can spend the grant funds?

Funds will cover normal and necessary business expenses, such as employee wages, vendor bills, and rent to help offset the significant temporary loss of revenue due to COVID-19 to qualified small and medium businesses and/or increases in expenses due to COVID-19.

32) I own multiple businesses. Can each business apply for the business grant?

Yes, if each business separately meets the eligibility requirements then they can each apply and are eligible for separate grants. However, if there are multiple businesses, in name only, at the same physical location, only one business per physical location will be eligible.

33) Why does the application ask for ownership information when the grant is by business and not owner?

The ownership information will help us identify duplicate applications.

34) Am I able to save and come back to my application?

No. The website platform being used does not allow for saving or changing the application. Please have all information and documentation available before you start the application process.

35) May I edit my documents after I submit my application?

No. Documents cannot be edited after the application has been submitted. If you determine that you have omitted documentation or made an error in your application, please contact email@email.com.

36) What if my application is incomplete?

Applications will be automatically rejected if documents or other required information is missing, falsified, or illegible.

37) How many businesses will Alachua County assist?

Alachua County's allocation to this program is sufficient to provide grants to approximately 750 small and 500 medium businesses.

38) Do I have to pay the money back?

No. Small and medium businesses will not have to pay back the grant, unless the application is later found to be fraudulent or falsified or the grant is awarded in error. Please note that these grants are taxable and will be reported as such to the IRS.

39) Where is this money coming from?

The funds for the Alachua County CARES Act Business Relief Grant Program are part of the County's Federal CARES Act funding, through Federal funding passed through the State of Florida.

40) How much money will I receive?

Small businesses approved for the grant will receive the lesser of the eligible net loss during the covered period or \$10,000. Medium businesses approved for the grant will receive the lesser of the eligible net loss during the period or \$15,000.

41) What is the approval process?

A review committee will evaluate the application, including all uploaded documents, for eligibility. Applicants will be notified by email as to whether their application has been approved or denied.

42) Who makes up the Review Committee?

The review committee is comprised of staff members from an independent local accounting firm and County management.

43) How long will the approval process take?

The review process is expected to take at least two weeks once all information is provided.

44) Who will provide the funds if my business is approved?

The County will provide funds in the requested distribution format. Your choices are electronic payment (EFT) or check.

45) How will I know my application has been successfully submitted?

After you submit your application, you will see a confirmation screen. If all required fields are not filled out, you will not be able to submit the application.

46) What do I do if I can't submit my application?

If you are unable to submit the application, then you are missing some of the required information. Please go back through the application to determine what piece of required information is missing.

47) Who can I contact if I have any questions?

Businesses can call **XXX** for more information regarding the Alachua County CARES Act Program.

48) Who do I contact with questions about my payment?

Businesses can call **XXX** for more information regarding the Alachua County CARES Act Program.

[Link to application](#)

[Link to Individual info](#)

CARES Act Category 5: Expenses Associated with the Provision of Economic Support
Only up to 20% to be available until the County has spent the first installment of 25%

| Area | Population | Percentage | Small Business Grant Relief Up to \$10,000 | Medium Business Grant Relief Up to \$15,000 | Individual Assistance up to \$2,500 per household | Total Assistance Available |
|---------------------|------------|------------|--|---|---|----------------------------|
| Unincorporated Area | 106,299 | 39.770% | \$ 2,982,750 | \$ 2,982,750 | \$ 8,391,470 | \$ 14,356,970 |
| Gainesville | 133,068 | 49.780% | 3,733,500 | 3,733,500 | 10,503,580 | 17,970,580 |
| Alachua | 10,298 | 3.850% | 288,750 | 288,750 | 812,350 | 1,389,850 |
| Newberry | 6,573 | 2.460% | 184,500 | 184,500 | 519,060 | 888,060 |
| High Springs | 6,444 | 2.410% | 180,750 | 180,750 | 508,510 | 870,010 |
| Hawthorne | 1,456 | 0.540% | 40,500 | 40,500 | 113,940 | 194,940 |
| Archer | 1,201 | 0.450% | 33,750 | 33,750 | 94,950 | 162,450 |
| Waldo | 960 | 0.360% | 27,000 | 27,000 | 75,960 | 129,960 |
| Micanopy | 615 | 0.230% | 17,250 | 17,250 | 48,530 | 83,030 |
| Lacrosse | 392 | 0.150% | 11,250 | 11,250 | 31,650 | 54,150 |
| Total | 267,306 | 100.000% | \$ 7,500,000 | \$ 7,500,000 | \$ 21,100,000 | \$ 36,100,000 |

Detailed Eligibility Requirements - Proposed
 Alachua County CARES Act Program
 Government Assistance (Categories 1-4)

| Requirement | Documentation Required |
|---|--|
| 1 Alachua County, Municipalities within Alachua County, Alachua County Constitutional Officers, Alachua County Library, and Alachua County Health Department. | Other than listed entities, eligibility will be on a case-by-case basis, determined by Alachua County management if another entity can provide services more efficiently. Subrecipient agreements required |
| 2 Compliance with Alachua County Emergency Orders related to COVID-19 | Attestation of compliance. |
| 3 Costs incurred due to COVID-19 pandemic in categories and sub categories in County approved plan only | Invoices with services/goods March 1-December 30, 2020. Attestation that such expenses were not in the entity's budget as of March 27, 2020. Attestation that such expenses were necessary and due to the COVID-19 pandemic. Attestation that such expenses were not reimbursed by any other COVID-19 assistance. |
| 4 Other attestations and certifications: Complete and accurate Accept awards are first come first served, dependent on determination of eligibility requirements that are subject to change and dependent on funding that may be stopped at any time. Release of Information Certify they are eligible for funding and that it will be returned to the County if awarded due to fraud or error. | |
| Award Amount awarded is actual eligible costs, on a reimbursement basis, limited by the entity's per capita share of the total approved allocation by sub category (see allocation tab) | |

Note: bolded purple sections are required per the CARES Act.

Landing Page:

Alachua County CARES Act Program
Coronavirus Aid, Relief, and Economic Assistance

As part of the Federal CARES Act, Alachua County received \$46.9 million in federal funding, through the State of Florida for relief assistance. Alachua County has preliminarily allocated the funding across the following six main categories:

| | |
|---|---------------|
| Category 1 - Medical Expenses | \$ 2,000,000 |
| Category 2 - Public Health Expenses | 2,000,000 |
| Category 3 - Payroll Expenses | 1,000,000 |
| Category 4 - Compliance with Public Health Measures | 3,300,000 |
| Category 5 - Economic Support: | |
| Small Business Relief Grants | 7,500,000 |
| Medium Business Relief Grants | 7,500,000 |
| Individual Assistance | 21,100,000 |
| Category 6 - Other Assistance | 2,500,000 |
| | <hr/> |
| | \$ 46,900,000 |

To learn if you are eligible for assistance, click the box below that best describes you:

Individuals, including home based businesses

[Links to Individual Landing Page](#)

Small or medium businesses, including not for profits

[Links to Business Landing Page](#)

Government agencies

[Links to Government Agency Landing Page](#)

Alachua County CARES Act Program
Government Assistance (Categories 1-4)

Alachua County has allocated \$8.3 million of the CARES Act federal funding award to be used for government assistance for Alachua County governments and constitutional officers. Funding is allocated in four main categories and then is allocated to "sub categories" within the categories. The separate jurisdictions in Alachua County will have a cap on funding in certain categories and sub categories based on their share of County population.

Brief Description of Primary Eligibility Requirements:

- Alachua County, Alachua County Constitutional Officers, Municipalities within Alachua County, Alachua County Library, and the Alachua County Health Department.
- Government is in compliance with Alachua County's Emergency Orders related to COVID-19
- Costs were incurred due to COVID-19 pandemic between March 1, 2020 and December 30, 2020 and:
Claimed expenses were not in the entity's budget as of March 27, 2020, and
Claimed expenses were necessary and due to the COVID-19 pandemic, and
Claimed expenses were not reimbursed by any other COVID-19 assistance.

Brief Description of Documentation Needed

- Vendor application form (if not already on file)
- Invoices supporting all costs.
- Subrecipient monitoring agreement.

Important items to note

The application may not be saved. If you exit your browser or use the back button, your data will need to be reentered.

All documentation must be uploaded as a part of the initial application. Missing documentation will delay your award and or result in application denial, requiring resubmittal of entire application.

The funding awarded is Federal Grant Funding and as such, misuse or abuse of this application may result in legal consequences including prosecution and fines.

Alachua County CARES Act Government Assistance Instructions

Government Name

Please choose from the drop down which eligible government entity is applying for reimbursement of expenses. The choices include:

- * Alachua County
- * Alachua
- * Archer
- * Gainesville
- * Hawthorne
- * High Springs
- * La Crosse
- * Micanopy
- * Newberry
- * Waldo
- * Alachua County Department of Health
- * Alachua County Library
- * Supervisor of Elections
- * Property Appraiser
- * Sheriff
- * Tax Collector
- * Clerk of Circuit Court

EIN

Please enter your EIN.

Physical Address

Please enter your physical address.

Contact person's name, phone number, and email address

Please enter the contact person's name, phone number and email address.

Upload vendor package

If you are not already a vendor, please upload the vendor package. The vendor package can be found at [XXX](#).

Subrecipient monitoring agreement

If you do not have a Subrecipient monitoring agreement on file for previous CARES Act submissions, please upload a completed and signed agreement.

Costs Incurred

All Alachua County CARES Act government assistance funding is on a reimbursement basis. Eligible expenses must meet the following requirements:

- * Expenses were incurred for one of the specific County categories outlined below
- * Expenses were incurred between March 1, 2020 and December 30, 2020
- * Expenses were not in the entity's budget as of March 27, 2020
- * Expenses were necessary and due to the COVID-19 pandemic
- * Expenses were not reimbursed by any other COVID-19 assistance

The specific County categories are outlined as follows:

Category 1.1 DOH Medical Expenses is available to the Alachua County Department of Health for contact tracing specialists, epidemiologists and related support staff for purpose of testing, tracing, case management and containment of COVID-19. Examples of documentation related to this category could include payroll reports for newly hired positions and invoices for operating expenses of newly hired positions.

Category 1.2 Other Medical Expenses is available to Alachua County for other medical expenses, including expansion of testing sites and capabilities, increased emergency transport cost, and decontamination. Examples of documentation related to this category could include invoices for tents with climate mitigation, testing kids, decontamination units or drug costs or payroll reports for emergency transport overtime due COVID-19.

Category 2.1 PPE and medical supplies is available to any eligible government unit listed above and includes protective equipment and medical supplies for public health and safety workers. Examples of documentation related to this category could include invoices for masks, face shields, gowns or similar items.

Category 2.2 Disinfecting of public areas is available to any eligible government unit listed above and includes costs associated with disinfecting public areas and facilities, such as nursing homes. Examples of documentation related to this category could include invoices for aerosol units, spray systems and disinfecting products or payroll reports for newly hired positions needed to clean these public areas or overtime needed for existing staff.

Category 2.3 Quarantining health care and public safety officers is available to any eligible government unit listed above and includes payroll costs for first responders, law enforcement officers and health personnel who are required to quarantine. Examples of documentation related to this category could include payroll reports documenting required time off for quarantine for health care and public safety officers.

Category 2.4 Preparing public buildings to serve customers is available to any eligible government unit listed above and includes costs incurred for social distancing markers, signage, modifying counter areas or other costs incurred to allow for serving customers safely. Examples of documentation related to this category could include invoices for modifying counter areas, tape, or signage or payroll reports for newly hired positions needed to prepare the public buildings or overtime needed for existing staff.

Category 2.5 Crisis Intervention is available to any eligible government unit listed above and includes costs incurred for crisis intervention from trauma as a result of COVID-19. Examples of documentation related to this category could include invoices for additional supplies needed or payroll reports for newly hired positions needed for crisis intervention.

Category 3 Payroll expenses is available to any eligible government unit listed above and includes the local share of FEMA expenses for county, municipalities, and constitutional officer employees responding to COVID-19. Examples of documentation related to this category could include FEMA submitted Project Worksheets (PW) and all supporting documentation.

Category 4.1 County Jail is available to Alachua County and includes costs incurred to maintain the county jail, as it relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions. Examples of documentation related to this category could include invoices for modification to air handling systems or payroll reports for newly hired positions or overtime for existing staff to allow for less inmates per pod/cell.

Category 4.2 Non-payroll FEMA match is available to any eligible government unit listed above and includes the local share of FEMA expenses for county, municipalities, and constitutional officers non-payroll expenses responding to COVID-19. Examples of documentation related to this category could include FEMA submitted PWs and all supporting documentation.

Category 4.3 Public ordinance enforcement is available to any eligible government unit listed above and includes costs incurred to enforce public ordinances in place to prevent the transmission of COVID-19. Examples of documentation related to this category could include invoices for supplies associated with enforcement or payroll reports for newly hired positions or overtime for existing staff enforcing the public ordinances.

Category 4.4 Homeless care is available to any eligible government unit listed above and includes costs incurred for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions. Examples of documentation related to this category could include invoices for quarantine/non-congregate housing or medical needs or payroll reports for newly hired positions or overtime for existing staff.

Category 4.5 Telework is available to any eligible government unit listed above and includes costs incurred to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions. Examples of documentation related to this category could include invoices for virtual meetings spaces or workflow process software or payroll reports for newly hired positions or overtime for existing staff to help with customer service or workflow process.

Category 4.6 Future food is available to any eligible government unit listed above and includes costs incurred for future food delivery to residents (for example, senior citizens or other vulnerable populations) to enable compliance with COVID-19 public health precautions. Examples of documentation related to this category could include invoices for food and delivery or payroll reports for newly hired positions or overtime for existing staff to deliver food to residents.

For each eligible invoice that you are requesting reimbursement for, please provide the following information:

- 1) Description of why this good or service was necessary for COVID-19
- 2) Date of invoice
- 3) Invoice amount
- 4) Description of good or service
- 5) Vendor
- 6) County category - see descriptions of each category above
- 7) State category - see state categories below
- 8) Upload a copy of the invoice

For each eligible payroll report that you are requesting reimbursement for, please provide the following information:

- 1) Description of why this payroll was necessary for COVID-19
- 2) Time period covered
- 3) Payroll amount
- 4) Description of time incurred
- 5) County category - see descriptions of each category above
- 6) State category - see state categories below
- 7) Upload a copy of the invoice

The expenses are required to be grouped into the following **State Categories**:

- a. Amount transferred to other governments;
- b. Amount spent on payroll for public health and safety employees;
- c. Amount spent on budgeted personnel and services diverted to a substantially different use;
- d. Amount spent to improve telework capabilities of public employees;
- e. Amount spent on medical expenses;
- f. Amount spent on public health expenses;
- g. Amount spent to facilitate distance learning;
- h. Amount spent providing economic support;
- i. Amount spent on expenses associated with the issuance of tax anticipation notes; and
- j. Amount spent on items not listed above.

Funding distribution format requested

Please choose one of the following methods for receiving your reimbursement – EFT or check. The electronic transfer will be deposited directly into the government's bank account information provided. If you choose the check option, the check will be mailed to the address provided on the application.

Attestations and certifications

Please read each attestation and only check the box next to each statement that is true. If any of the statements are not true, you are not eligible to receive funding.

1) How do I apply for the government assistance from the Alachua County CARES Act Program?

Alachua County municipalities and constitutional officers can apply to the program by completing an online application at www.XXXX.

2) When does the application process begin?

The application process will begin 7am on August 17, 2020.

3) When does the application process end?

Alachua County Board of Commissions will evaluate the application process periodically to determine whether it will temporarily close and reopen. The application process will end December 30, 2020, unless all of the funds are distributed prior to that date.

4) Who is eligible for the Alachua County CARES Act government assistance program?

Please see the full list of eligible government units in the instructions.

[Link to instructions](#)

5) What costs are eligible for reimbursement?

Please see the full list of eligible costs in the instructions.

[Link to instructions](#)

6) Which government entities will be prioritized?

Applications for the Alachua County CARES Act programs are first-come, first served until the funds in each category are depleted. Each jurisdiction is allocated a portion of the applicable categories based on population. These allocations will be reviewed monthly at the Board meetings and reallocation will occur as needed.

7) We plan to incur a large COVID-19 related cost next month. Can I go ahead and request funds to cover this expense?

No, funds will be distributed on a reimbursement basis only.

8) We are a not-for-profit who leases a building owned by the County. Are we eligible to receive reimbursement of costs we incurred to get the building ready to serve customers?

No, only eligible government units listed in the instructions are eligible for reimbursement. A not-for-profit is not an eligible government unit.

9) We received separate CARES Act funding. Are we still eligible to apply for this reimbursement?

Expenses that are covered by other CARES Act funding are not eligible for reimbursement. However, if you are an eligible government unit and have additional COVID-19 expenses in excess of your separate CARES Act funding, then you may apply for the excess costs.

10) Am I able to save and come back to my application?

No. The website platform being used does not allow for saving or changing the application. Please have all information and documentation available before you start the application process.

11) May I edit my documents after I submit my application?

No. Documents cannot be edited after the application has been submitted. If you determine that you have omitted documentation or made an error in your application, please contact email@email.com.

12) What if my application is incomplete?

You will be contacted by email or phone for additional required documentation.

13) What is the approval process?

A review committee will evaluate the application, including all uploaded documents, for eligibility. Applicants will be notified by email as to whether their application has been approved or denied.

14) Who makes up the Review Committee?

The review committee is comprised of staff members from an independent local accounting firm and County management.

15) How long will the approval process take?

The review process is expected to take at least two weeks once all information is provided. However, distributions are dependent on funding being available and provided by the State. Distributions may be delayed until funding is available.

16) Who will provide the funds if my application is approved?

The County will provide funds in the requested distribution format. Your choices are electronic payment (EFT) or check.

17) How will I know my application has been successfully submitted?

After you submit your application, you will see a confirmation screen. If all required fields are not filled out, you will not be able to submit the application.

18) What do I do if I can't submit my application?

If you are unable to submit the application, then you are missing some of the required information. Please go back through the application to determine what piece of required information is missing.

19) Who can I contact if I have any questions?

You can call **XXX** for more information regarding the Alachua County CARES Act Program.

20) Who do I contact with questions about my payment?

You can call **XXX** for more information regarding the Alachua County CARES Act Program.

| CARES Act Categories | | | | | | | | |
|---|----------------|-------------|--------------------------------|---------------------------------------|--|--|---|--|
| | Population | Percentage | Dept of Health Category 1.1 | Other Med Expenses Category 1.2 | PPE & Med. Supplies Category 2.1 | Disinfecting public areas & facilities Category 2.2 | Quarantining health and pub safety Category 2.3* | Preparing Public Bldgs for custmrs Category 2.4 |
| Totals | | | 1,250,000 | 750,000 | 1,000,000 | 250,000 | 250,000 | 250,000 |
| Library District & Constitutional Officers & Children's Trust | n/a | n/a | - | - | 80,000 | 60,000 | - | 60,000 |
| Alachua Co Dept of Health | n/a | n/a | 1,250,000 | 500,000 | 100,000 | - | - | - |
| Alachua County Direct | n/a | n/a | - | 250,000 | - | - | - | - |
| To Be Allocated | 267,306 | 100% | - | - | 820,000 | 190,000 | 250,000 | 190,000 |
| Unincorporated Area | 106,299 | 39.770% | - | - | 326,114 | 75,563 | 116,250 | 75,563 |
| Gainesville | 133,068 | 49.780% | - | - | 408,196 | 94,582 | 116,250 | 94,582 |
| Alachua | 10,298 | 3.850% | - | - | 31,570 | 7,315 | 5,000 | 7,315 |
| Newberry | 6,573 | 2.460% | - | - | 20,172 | 4,674 | 5,000 | 4,674 |
| High Springs | 6,444 | 2.410% | - | - | 19,762 | 4,579 | 5,000 | 4,579 |
| Hawthorne | 1,456 | 0.540% | - | - | 4,428 | 1,026 | - | 1,026 |
| Archer | 1,201 | 0.450% | - | - | 3,690 | 855 | - | 855 |
| Waldo | 960 | 0.360% | - | - | 2,952 | 684 | - | 684 |
| Micanopy | 615 | 0.230% | - | - | 1,886 | 437 | - | 437 |
| La Crosse | 392 | 0.150% | - | - | 1,230 | 285 | 2,500 | 285 |

* Certain allocations were made based on estimated need instead of a straight population share. For example, jurisdictions without public safety |

| es 1 to 4 | | | | | | | | |
|---|----------------|-------------|--|---|--------------------------|---|---|-----------------------------|
| | Population | Percentage | Crisis Intervention from trauma Category 2.5 | Local Share of FEMA - Payroll Only Category 3 | County Jail Category 4.1 | Local Share of FEMA - Nonpayroll Category 4.2 | Public Ordinance Enforcement Category 4.3 | Homeless Care Category 4.4* |
| Totals | | | 250,000 | 1,000,000 | 800,000 | 500,000 | 500,000 | 500,000 |
| Library District & Constitutional Officers & Children's Trust | n/a | n/a | - | 80,000 | - | 40,000 | - | - |
| Alachua Co Dept of Health | n/a | n/a | - | - | - | - | - | - |
| Alachua County Direct | n/a | n/a | 250,000 | - | 800,000 | - | - | - |
| To Be Allocated | 267,306 | 100% | - | 920,000 | - | 460,000 | 500,000 | 500,000 |
| Unincorporated Area | 106,299 | 39.770% | - | 365,884 | - | 182,942 | 198,850 | 251,100 |
| Gainesville | 133,068 | 49.780% | - | 457,976 | - | 228,988 | 248,900 | 248,900 |
| Alachua | 10,298 | 3.850% | - | 35,420 | - | 17,710 | 19,250 | - |
| Newberry | 6,573 | 2.460% | - | 22,632 | - | 11,316 | 12,300 | - |
| High Springs | 6,444 | 2.410% | - | 22,172 | - | 11,086 | 12,050 | - |
| Hawthorne | 1,456 | 0.540% | - | 4,968 | - | 2,484 | 2,700 | - |
| Archer | 1,201 | 0.450% | - | 4,140 | - | 2,070 | 2,250 | - |
| Waldo | 960 | 0.360% | - | 3,312 | - | 1,656 | 1,800 | - |
| Micanopy | 615 | 0.230% | - | 2,116 | - | 1,058 | 1,150 | - |
| La Crosse | 392 | 0.150% | - | 1,380 | - | 690 | 750 | - |

* Certain allocations were made based on estimated npersonnel were not allocated category 2.3 funding.

| | Population | Percentage | Public Employees Telework Category 4.5 | Food Delivery to Residents Category 4.6 | Total |
|---|----------------|-------------|--|--|------------------|
| Totals | | | 500,000 | 500,000 | 8,300,000 |
| Library District & Constitutional Officers & Children's Trust | n/a | n/a | 80,000 | - | 400,000 |
| Alachua Co Dept of Health | n/a | n/a | - | - | 1,850,000 |
| Alachua County Direct | n/a | n/a | - | - | 1,300,000 |
| To Be Allocated | 267,306 | 100% | 420,000 | 500,000 | 4,750,000 |
| Unincorporated Area | 106,299 | 39.770% | 167,034 | 198,850 | 1,958,150 |
| Gainesville | 133,068 | 49.780% | 209,076 | 248,900 | 2,356,350 |
| Alachua | 10,298 | 3.850% | 16,170 | 19,250 | 159,000 |
| Newberry | 6,573 | 2.460% | 10,332 | 12,300 | 103,400 |
| High Springs | 6,444 | 2.410% | 10,122 | 12,050 | 101,400 |
| Hawthorne | 1,456 | 0.540% | 2,268 | 2,700 | 21,600 |
| Archer | 1,201 | 0.450% | 1,890 | 2,250 | 18,000 |
| Waldo | 960 | 0.360% | 1,512 | 1,800 | 14,400 |
| Micanopy | 615 | 0.230% | 966 | 1,150 | 9,200 |
| La Crosse | 392 | 0.150% | 630 | 750 | 8,500 |

* Certain allocations were made based on estimated n