


**American Rescue Plan Act-Coronavirus State & Federal Local Fiscal Recovery Funds**

**Request for Expenditure**

<b>Date of Request:</b>	<b>January 5, 2022</b>
<b>Contact person(s) for request (including contact information):</b>	<b>Wendy Ryerson</b> <a href="mailto:wryerson@countyoflee.org">wryerson@countyoflee.org</a> <b>815-288-3024</b>
<b>Department(s) for expenditure:</b>	<b>County Board</b>
<b>Timeline for project/expenditure:</b>	<b>Annually – on or about October 1, 2022, and October 1, 2023 (potentially extended to 2024, and 2025.</b>
<b>ARPA Grant Category this expenditure falls under (reference Outline and/or IFR)</b>	<b>A. To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.</b>

<p><b>Detailed cost of expenditure and timeline for project (Please include estimates and any other supporting documentation)</b></p>	<p><b>Waive annual fees typically charged to small businesses for health department permit fees, including brick and mortar businesses and seasonal food service businesses.</b></p> <p><b>See attached document for details of permit fees.</b></p> <p><b>Total annual cost: \$59,445.00</b></p> <p><b>Proposed Administrative Process: Lump sum journal entry from ARPA fund to Health Dept. for all annual permit fees as of Oct 1st. of the applicable year. Additional (quarterly) payments for any new businesses in the interim period.</b></p>
<p><b>Narrative regarding expenditure (how this expenditure fits into the funding, how this expenditure will benefit the department/county, details regarding project, etc.)</b></p>	<p><b>Small business owners which provide food services to Lee County pay an annual permit fee to the Lee County Health Department. The fees are assessed annually on or about October 1<sup>st</sup> of each year, and range from \$85 - \$450/ business.</b></p> <p><b>This proposal seeks to use ARPA funding to pay the annual permit fees. The Health Department will, in turn, waive the permit fee typically charged to these businesses. Notification of the permit approval and waived fee will be sent by the Health Department to each affected business.</b></p> <p><b>This proposal helps to mitigate the negative economic impacts of COVID-19 for these primarily small business in Lee County. By offsetting some of their expenses they are better positioned to overcome the many hurdles businesses face in the COVID-19 economic climate, including employee retention and business solvency.</b></p>

<b>If this expense is ineligible under the grant funds and is a needed expense, which line item/account/fund do you anticipate using for expenditure?</b>	N/A
<b>Signature/Date of person(s) submitting Request</b>	
<b>Expenditure:</b>  <div style="display: flex; justify-content: space-around;"> <span><b>APPROVED</b></span> <span><b>DENIED</b></span> </div>  <b>Signature/Date of person(s) Approving/Denying Expenditure Request</b>	

**\*Note this is a REQUEST for the expenditure to be reviewed and considered for payment with ARPA grant funds. Please await approval/denial prior to expending funds.**