



## Budget Narrative Guide

### COVID-19 Response Fund for Counties and Cities

For the Budget Narrative, please type a narrative explaining in further detail the items listed on the Budget Worksheet. The Budget Narrative may be typed in a Word Document or a PDF Document; please limit this to 2 pages.

#### Income

**Secured Income:** please list only income that has been **received** in relation to the COVID-19 pandemic. If you have received a grant from Obici Healthcare Foundation previously and will be using those funds in response to COVID-19, please list that here.

**Pending Income:** please list only income that you have applied for or that is pledged but has not yet been received in relation to the COVID-19 pandemic. For example, if you have applied for a PPP loan and have not received it, this would go under Pending. Please also list the your OHF total request under this column.

#### Expenses

##### **Personnel:**

-Technical Assistance: please provide a detailed narrative of technical assistance personnel expenses related to the COVID-19 crisis that include but are not limited to: tax/compliance assistance, additional IT support to facilitate remote work, etc.

**Other Expenses:** please provide a detailed narrative of the Other Expenses that are related to your request in response to the COVID-19 pandemic. If supplies and materials are provided on a per person basis, please list the cost per person in the narrative.

-Cleaning Supplies: what cleaning supplies are being purchased to follow CDC recommended sanitizing guidelines?

-Other Cleaning Expenses: provide a detailed list in the Narrative of what cleaning expenses are unique to keep your organization functioning, and what additional measures are being taken to comply with the CDC guidelines.

-Safety Materials: provide a detailed list in the Narrative of what safety materials will be purchased to enable social distancing, diagnostic testing, etc. and assist in application of other CDC guidelines **not related to cleaning/sanitizing**.

-PPE: provide a detailed list in the Narrative of what PPE is needed by your organization to protect your staff, vendors, etc. and remain compliant with new rules and regulations.

-Printing/Publications/Media/Advertising: provide detail on what expenses your organization plans to incur related to COVID-19 response and information sharing. Examples include: mandatory FFCRA posters, information flyers, etc.

-Supplies/Postage/Utilities/Telephone/Office Space: Please provide a brief narrative of these expenses your organization expects to incur and what they will be used for.

-Other: Please provide a detailed list of any other expenses not listed above that your organization expects to incur in relation to additional resources and efforts necessary to manage the COVID-19 crisis efficiently and effectively.

**Capital Expenditures:** Please provide a detailed narrative of any capital expenditures related to the COVID-19 pandemic response, and what they will be used for. **iPads, laptops, and computers will not be funded by the Foundation.**

**Small Business Fund:** Please provide a detailed list of what businesses you plan to provide funding for (if already selected). If you have not already preselected a list of businesses to provide emergency funding to, please provide an estimated number that you anticipate funding.

-Rent: Please provide a brief narrative of the portion of small business assistance that is anticipated to be for rent payments related to office space for small businesses within your municipality.

-Utilities: Please provide a brief narrative of the portion of small business assistance that is anticipated to be for utilities for small businesses within your municipality.

-Marketing/Advertising: Please provide a brief narrative of the portion of small business assistance that is anticipated to be used for marketing and advertising expenditures within your municipality.

-Other: Please provide a list and narrative of any other expenses not listed above that you plan to include in funding assistance to small businesses.