

FISCAL NOTE
COVID-19 Supplemental

Ordinance/Motion: October COVID-19 Supplemental
Title: Grant and Expenditure Support
Agency: Finance and Business Operations Division (EN_A13800)

Summary: Add consultant and/or short-term temporary support for COVID-19 grant and expenditure monitoring and disbursement.

	2019-2020	2021-2022	2023-2024
FEDERAL GRANTS DIRECT (R3310)	175,000		
Total Revenue	175,000	-	-
SERVICES-OTHER CHARGES (53000)	175,000		
Total Expenditure	175,000	-	-
Net Impact	-	-	-
Total TLT	-	-	-

Details of consultant responsibilities and deliverables to King County:

With the extensive expenditures related to Coronavirus Relief Fund (CRF), assistance is needed to distribute the CRF to appropriate agencies, community organizations, businesses, and individuals. This will require additional contract or STT help in FBOD's Accounts Payable group and FBOD Strategic Partnerships and Analytics group. The first group sends actual payments, the second group is responsible for accurate setup and entry into the accounting system for tracking and tax purposes.

AP may need up to two extra resources to assist in payment entry and check processing. SPA will need one extra resource to enter these new entities into the EBS system and make sure they are properly vetted for payment and have the necessary information to securely create a transaction.

Due to the short-term nature of this need, the costs are assumed to be for contract workers, at a cost premium of 50% over a short-term temporary worker or other county labor. Fully loaded costs are expected at around \$15,000 per resource per month, with a early-September hire date which is how the cost estimate was created. (3 resources x ~4 months x \$15,000 = 175,000)

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 Date Prepared: 8/28/2020
 Note Reviewed By: Helene Ellickson
 Date Reviewed: 10/6/2020