



**Interoffice Memorandum**

July 20, 2020

**TO:** Mayor Jerry L. Demings  
and the Board of County Commissioners

 Carrie Mathes, Manager, CFCM, CPPO, C.P.M., Procurement Division

**CONTACT:** Dianne Arnold, Manager, Citizens Resource and Outreach Division  
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**SUBJECT:** Ratification of Sub-Recipient Agreement Y20-2308, Provision of Staff Assistance for the County's COVID-19 Small Business Financial Assistance and Individual Financial Assistance Programs

**ACTION REQUESTED:**

Ratification of Sub-Recipient Agreement Y20-2308, Provision of Staff Assistance for the County's COVID-19 Small Business Financial Assistance and Individual Financial Assistance Programs, with the City of Orlando, at no cost to the County.

**PROCUREMENT:**

This Sub-Recipient agreement, through the City of Orlando, will permit employees from its Business Development Division to assist the County to review applications. The City will recruit and provide employees to the County who will work as part of the County's application review team and assist the County in reviewing applications against the County's eligibility requirements for the Individual Financial Assistance Program. The period of performance is June 15, 2020 to December 30, 2020.

**FUNDING:**

There is no cost to the County associated with this Sub-Recipient Agreement.

**APPROVALS:**

The Office of Economic, Trade, and Tourism Development and Citizens Resource and Outreach Division concur with this recommendation.

**REMARKS:**

In accordance with the Code of Ordinances, Part I, Chapter 17, Article III, Section 17-286 – Application and exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.