



Susquehanna Accounting & Consulting Solutions, Inc.

June 18, 2020

Bedford County Commissioners
200 S. Juliana Street
Bedford, PA 15522

Dear Commissioners:

As a follow up to our meeting, Susquehanna Accounting & Consulting Solutions, Inc. ("SACS") is pleased to present this proposal to provide non-attest accounting and consulting services to Bedford County (the "County") under the direct supervision, review and approval of County management. This letter is to serve as our proposal and agreement, and to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide to the County.

Specifically, we will provide technical assistance and advice in relation to the program expenditures and general administration of the CARES Act funding from March 1, 2020 through December 30, 2020. Corey A. Troutman will oversee these services and incorporate other SACS consultants and subcontractors as necessary.

We will bill you for actual hours incurred at the following discounted hourly rates by level:

Shareholder/Director	\$265
Senior Managing Consultant	195
Senior Consultant	175
Consultant	120

SACS will bill monthly for these services at the above hourly rates plus actual out-of-pocket expenses. All invoices are due and payable upon presentation. For invoices due over 30 days, a finance charge is assessed on unpaid balances at the rate of one (1%) per month (twelve percent (12%) per annum). We reserve the right to halt work if balances remain unpaid after thirty (30) or more days from the invoice date, and not to resume work until all overdue amounts are paid in full. Any balances remaining unpaid after sixty (60) days or more days may, at our option, be formalized by the execution of a promissory note. You agree that you shall be liable for all reasonable costs we incur in collection, but not limited to, reasonable attorney fees.



Susquehanna Accounting & Consulting Solutions, Inc.

If additional services are requested or required, SACS will first discuss those services with you and will provide a written addendum to the scope of services contained above.

It is understood and agreed that either party to the agreement may terminate this agreement with thirty (30) days advance written notice to the other party. It is understood that should the County disengage Susquehanna Accounting & Consulting Solutions, Inc. prior to the completion of this engagement, SACS will be paid for all time incurred at the hourly rates quoted above and actual expenses.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Also, in the course of our engagement, we will need to rely and consult with legal counsel. We will engage legal counsel to provide support and legal determinations. We will be reimbursed for any out of pocket expenses related to their retention.

SACS may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. We have obtained confidentiality agreements with all of our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside SACS.

It is understood that SACS has spent time developing its people and intellectual assets, including but not limited to computer software programs and business practices and procedures. Accordingly, you agree that any means of presentation of financial data, which represents our internal or external work product or any other of our intellectual assets, shall, at all times, remain the property of SACS and shall not be disseminated or shared with any entity not a party thereto without our prior written consent. Additionally, you and your affiliates or related entities agree not to employ any current or former employees or subcontractors of SACS, during the term of this engagement or for a period of three (3) years thereafter without our prior written consent.



Susquehanna Accounting & Consulting Solutions, Inc.

In the event any dispute arises relating in any way to this engagement, the parties agree to first attempt to resolve such dispute through the non-binding mediation process in the manner set forth herein, with costs to be divided equally between the parties. To effect mediation, the party desiring mediation shall give the other party 10 days advance written notice of its desire to mediate. The other party shall respond within said 10-day period that it accepts or rejects the mediation process. Each party agrees that service of process in any such proceeding may be duly affected upon it by mailing a copy thereof, to the address as given above.

The County and SACS agree that any claim arising from this agreement shall be commenced within one year of the date of completion of services.

This letter comprises the complete and exclusive statements of the agreement between the parties, supersedes all proposals oral or written and all other communications between the parties. If any provisions of this letter are determined to be unenforceable, all other provisions shall remain in force and effect.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the acknowledgement on the next page and return this letter to us.

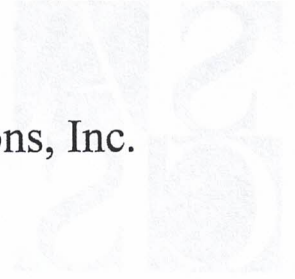
Sincerely yours,

A handwritten signature in black ink, appearing to read 'Corey A. Troutman', with a long horizontal flourish extending to the right.

Corey A. Troutman
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.



Susquehanna Accounting & Consulting Solutions, Inc.



ACKNOWLEDGEMENT

Bedford County is in agreement with and accepts the above proposal:

Signature

Title

Date

Signature

Title

Date

Signature

Title

Date

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Thursday, June 18, 2020 10:27 AM
To: Commissioner Lang; Debra Brown
Cc: Commissioner Baughman; Commissioner Dallara
Subject: RE: COVID-19 Grant

I have a message into our team and will get you the information on the resolution when they respond to me.

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Thursday, June 18, 2020 9:28 AM
To: Corey Troutman <ctroutman@susacs.com>; Debra Brown <DBrown@bedfordcountypa.org>
Cc: Commissioner Baughman <dbaughman@bedfordcountypa.org>; Commissioner Dallara <cdallara@bedfordcountypa.org>
Subject: COVID-19 Grant

We need to have a special meeting next week. Deb see below language that needs to go to the paper ASAP.

The Bedford County Commissioners will hold a special meeting in room 101 of the courthouse at 10:00 a.m. June 25th for the purpose of passing a resolution related to the COVID-19 County Relief Block Grant Contract.

Corey,

Attached is the grant contract and transmittal letter. Can your firm provide us with the sample resolution required per Appendix C?

Or can we just say:

A motion to authorize the filing of the COVID-19 County Relief Block Grant Contract, the filing of the application, including all understandings and assurances contained therein, and directing and authorizing Commissioner Josh Lang as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. This motion is based upon the recommendation of the Bedford County Commissioners.

Both Barry and I are official signatories.

Appendix C Language

Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

Josh Lang, Chairman

Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



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Urbis Brown

From: County of Bedford, PA
Sent: Thursday, June 18, 2020 10:57 AM
To: County of Bedford, PA
Cc: Commissioner, Bedford County
Subject: COVID-19 Grant

I have a message into our team and will get you the information as soon as I can when they respond.

Copy A. Frederick, CPA, CFP
Treasury Department
200 S. Juliana Street, Room 110
Bedford, PA 15522
Phone: 814.623.4800
Mobile: [REDACTED]

From: County of Bedford, PA
Sent: Thursday, June 18, 2020 9:13 AM
To: County of Bedford, PA
Cc: Commissioner, Bedford County
Subject: COVID-19 Grant

We need to have a special meeting held with the Board of Commissioners.

The Bedford County Commissioners will hold a special meeting on June 18, 2020, at 10:00 AM in the Board Room to discuss the COVID-19 Grant.

Copy

Attached is the grant contract with Bedford County. The contract is for the COVID-19 Grant.

Or can we just say,

A notice to submit the County of Bedford COVID-19 Grant Contract to the Board of Commissioners. The Board of Commissioners will hold a special meeting on June 18, 2020, at 10:00 AM in the Board Room to discuss the COVID-19 Grant.

Best regards,
A. Frederick

Appendix C

As governing bodies are required to act in the best interests of the community, it is the policy of the County of Bedford to ensure that all information is shared in a timely and appropriate manner.

A motion was made by Commissioner Dallara and seconded by Commissioner Baughman to approve the agreement between the Bedford County Commissioners and Susquehanna Accounting & Consulting Solutions Inc., effective May 29, 2020. This is based upon the recommendation of the Bedford County Board of Commissioners. Commissioner Dallara gave an overview of the company and how they will streamline revenues for the county. The motion was approved as presented.

A motion was made by Commissioner Baughman and seconded by Commissioner Dallara apply for FFY 2020 Community Development Block Grant – Coronavirus (CDBG-CV) funds for the following, as and if deemed eligible and fundable under CDBG-CV: Rent, mortgage and/or utility assistance for qualifying families; case management including budget counseling; and the purchase of materials and supplies related to prevention of the spread of COVID-19. Commissioner Lang gave an overview regarding the grant. The motion was approved as presented.

A motion was made by Commissioner Dallara and seconded by Commissioner Baughman to approve the agreement between Bedford County and Sorensen, Wilder, and Associates for the purpose of conducting a courthouse security vulnerability assessment, effective June 15, 2020. This is based upon the recommendation of the Bedford County Commissioners. Commissioner Dallara gave an overview regarding the agreement. Commissioner Lang also commented about training and security recommendations recommended by the agency. Commissioner Baughman commented the company has 20 years of experience and expertise. The motion was approved as presented.

A motion was made by Commissioner Baughman and seconded by Commissioner Dallara to approve Bedford County assume ownership of the Saxton 9-1-1 Communications tower from In the Stix Broadband, LLC of Cresson, PA. This is based upon the recommendation of David E. Cubbison, Director of Emergency Services. Mr. Roach asked why is this necessary: Commissioner Lang responded about the capabilities that will be enhanced through broadband. The motion was approved as presented.

A motion was made by Commissioner Dallara and seconded by Commissioner Baughman to approve the Cooperation Agreement between the County of Bedford and PP&L Sustainable Energy Fund (SEF), effective June 16, 2020. The motion was approved as presented.

A motion was made by Commissioner Baughman and seconded by Commissioner Dallara to approve the Resolution No. 6-16-2020. This is based upon the recommendation of the Bedford County Commissioners. Commissioner Lang gave a brief overview of the C-PACE Program and that through this program the Tax Assessment office will be handling the billing. He introduced Holly Edinger with the C-PACE company and she stated she will be working will the Tax Assessment office. The motion was approved as presented.

COUNTY OF BEDFORD, PENNSYLVANIA
RESOLUTION NO. 6-16-2020

A RESOLUTION ESTABLISHING A PROPERTY ASSESSED CLEAN ENERGY PROGRAM IN THE COUNTY OF BEDFORD AND TAKING AND AUTHORIZING OTHER ACTION IN CONNECTION THEREWITH.

WHEREAS, Title 12 of the Pennsylvania Consolidated Statutes, 12 P.S. §4301, *et seq.*, as amended, authorizes counties and municipalities to establish a Commercial Property Assessed Clean Energy program (“Program”); and

Debra Brown

From: Debra Brown
Sent: Tuesday, June 16, 2020 11:23 AM
To: Commissioner Lang; Commissioner Baughman; Commissioner Dallara
Subject: Meeting Minutes
Attachments: CM Minutes 06-16-2020.docx; SB Minutes 06-16-2020.docx

To All:

For your review and approval.

Deb

Debra Brown, Chief Clerk
200 South Juliana Street ~ Suite 301
Bedford, PA 15522
Email: dbrown@bedfordcountypa.org
Phone: 814-623-4807
Fax: 814-623-0991

12. Terressa George, Esquire
13. Law Office of Lucas A. Kelleher, Esquire, Guardian ad Litem to the Children and General Legal Counsel and Consultant
14. Dean Crabtree, Esquire
15. Attorney Carolann A. Young, General Legal Counsel and Consultant And Guardian ad Litem to the children
16. Carol Ann Rose, Esquire
17. Grabill and Seelye, P.L.L.C. Attorneys at Law

- c) A motion to approve the following for Liquid Fuels to cover bridge inspections, effective June 16, 2020. This is based on the recommendation of the Bedford County Commissioners.
1. Napier Township - \$443.16
 2. West St. Clair Township – \$3,558.44
 3. Colerain Township - \$1,020.61
- d) A motion to approve the contract agreement between Bedford County and Centre County for Legal Representation for Mental Health Hearings, effective May 11, 2020. This is based upon the recommendation of the Bedford County Commissioners.
- e) A motion to approve the Purchase of Service Agreement between Bedford County Children & Youth Services and Bedford County Juvenile Probation Office for Children’s Center for Treatment and Education d/b/a Beacon Light Behavioral Health System, for a period of July 1, 2019 and ending June 30, 2020. This is based upon the recommendation of Lisa Cairo, Administrator Bedford County Children and Youth Services.
- f) A motion to approve the Purchase of Service Agreement between Bedford County Children & Youth Services and Bedford County Juvenile Probation Office for the Children’s Aid Home Programs of Somerset County, Inc., for a period of July 1, 2020 and ending June 30, 2021. This is based upon the recommendation of Lisa Cairo, Administrator Bedford County Children and Youth Services.
- g) A motion to approve the professional services agreement between Bedford County and Three + One, effective June 16, 2020. This is based upon the recommendation of the Bedford County Commissioners.
- h) A motion to approve the Technology Arrangement Partnership with Children and Youth Services. This is based upon the recommendation of Lisa Cairo, Administrator of Bedford County Children and Youth Services.
- i) A motion to approve the agreement between the Bedford County Commissioners and Susquehanna Accounting & Consulting Solutions Inc., effective May 29, 2020. This is based upon the recommendation of the Bedford County Board of Commissioners.
- j) Motion to apply for FFY 2020 Community Development Block Grant – Coronavirus (CDBG-CV) funds for the following, as and if deemed eligible and fundable under CDBG-CV: Rent, mortgage and/or utility assistance for qualifying families; case management including budget counseling; and the purchase of materials and supplies related to prevention of the spread of COVID-19.
- k) A motion to approve the agreement between Bedford County and Sorensen, Wilder, and Associates for the purpose of conducting a courthouse security vulnerability assessment, effective June 15, 2020. This is based upon the recommendation of the Bedford County Commissioners.
- l) A motion to approve Bedford County assume ownership of the Saxton 9-1-1 Communications tower from In the Stix Broadband, LLC of Cresson, PA. This is based upon the recommendation of David E. Cubbison, Director of Emergency Services.

Debra Brown

From: Debra Brown
Sent: Monday, June 15, 2020 2:50 PM
Subject: Meeting Agenda 6.16.2020
Attachments: CM Agenda 06-16-2020.docx; SB Agenda 06-16-2020.docx

Please see attached agenda for the meeting on June 16, 2020 in Room 101 at 10:00 a.m.

Deb

Debra Brown, Chief Clerk
200 South Juliana Street ~ Suite 301
Bedford, PA 15522
Email: dbrown@bedfordcountypa.org
Phone: 814-623-4807
Fax: 814-623-0991

Debra Brown

From: Debra Brown
Sent: Friday, June 12, 2020 10:22 AM
To: Commissioner Lang; Commissioner Baughman; Commissioner Dallara
Subject: Meeting agenda 6-16-2020
Attachments: CM Agenda 06-16-2020.docx; SB Agenda 06-16-2020.docx

To All:

For your review, comments and/or corrections.

Deb

Debra Brown, Chief Clerk
200 South Juliana Street ~ Suite 301
Bedford, PA 15522
Email: dbrown@bedfordcountypa.org
Phone: 814-623-4807
Fax: 814-623-0991

Children and General Legal Counsel and Consultant

14. Dean Crabtree, Esquire

15. Attorney Carolann A. Young, General Legal Counsel and Consultant
And Guardian ad Litem to the children

16. Carol Ann Rose, Esquire

17. Grabill and Seelye, P.L.L.C. Attorneys at Law

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 3. Colerain Township - \$1,020.61
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- e) A motion to approve the Purchase of Service Agreement between Bedford County Children & Youth Services and Bedford County Juvenile Probation Office for the following, for a period of July 1, 2019 and ending June 30, 2020 and July 1, 2020 through June 30, 2021. This is based upon the recommendation of Lisa Cairo, Administrator Bedford County Children and Youth Services.
1. Children’s Center for Treatment and Education d/b/a Beacon Light Behavioral Health System
- f) A motion to approve the professional services agreement between Bedford County and Three + One, effective June 16, 2020. This is based upon the recommendation of the Bedford County Commissioners.
- g) A motion to approve the Technology Arrangement Partnership with Children and Youth Services. This is based upon the recommendation of Lisa Cairo, Administrator of Bedford County Children and Youth Services.
- h) A motion to approve the agreement between the Bedford County Commissioners and Susquehanna Accounting & Consulting Solutions Inc., effective May 29, 2020. This is based upon the recommendation of the Bedford County Board of Commissioners.
- i) Motion to apply for FFY 2020 Community Development Block Grant – Coronavirus (CDBG-CV) funds for the following, as and if deemed eligible and fundable under CDBG-CV: Rent, mortgage and/or utility assistance for qualifying families; case management including budget counseling; and the purchase of materials and supplies related to prevention of the spread of COVID-19.
- j) A motion to approve the agreement between Bedford County and Sorensen, Wilder, and Associates for the purpose of conducting a courthouse security vulnerability assessment, effective June 15, 2020. This is based upon the recommendation of the Bedford County Commissioners.
- k) I move that Bedford County assume ownership of the Saxton 9-1-1 Communications tower from In The Stix Broadband, LLC of Cresson, Pa. The tower is located on Pa. Game Commission land on Henrietta Mountain Road, Saxton. This is based upon the recommendation of David E. Cubbison, Director of Emergency Services.

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Tuesday, June 9, 2020 3:13 PM
To: Commissioner Lang
Cc: Commissioner Baughman; Commissioner Dallara; Debra Brown; Ed Zack
Subject: Re: Meeting with Departments on Financial Processes

Thank you

Sent from my iPhone

On Jun 9, 2020, at 3:11 PM, Commissioner Lang <jlang@bedfordcountypa.org> wrote:

We have you scheduled for 9 am. I have reserved room 303 for you all day. That conference room is directly across the hall from our office.

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



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From: Corey Troutman <ctroutman@susacs.com>
Sent: Tuesday, June 9, 2020 12:12 PM
To: Commissioner Lang <jlang@bedfordcountypa.org>
Subject: Re: Meeting with Departments on Financial Processes

Let's do 9:00

Sent from my iPhone

On Jun 9, 2020, at 12:10 PM, Commissioner Lang <jlang@bedfordcountypa.org> wrote:

We can have you meet with us at either 9 am or 2 pm. I would prefer 9 am. I have another meeting at 2 that I would have to miss. I will reserve one of the conference rooms for you.

Sent from my iPhone

On Jun 9, 2020, at 12:05 PM, Corey Troutman
<ctroutman@susacs.com> wrote:

Thanks Josh,

If you can fit us in to your schedule on Thursday, we would appreciate it. I think that these departments will give us a good start. We haven't been able to get into Munis yet to look at the departmental financial information, so hopefully that will be available this week. We can discuss the next departments that we would like to meet with on Thursday.

If you could make sure that we have space for the day (Ed Zack will also be with me), we would appreciate it. We will try to be there between 8:30 and 9:00 if that works for you.

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <clang@bedfordcountypa.org>
Sent: Tuesday, June 9, 2020 11:48 AM
To: Corey Troutman <ctroutman@susacs.com>
Cc: Commissioner Baughman <dbaughman@bedfordcountypa.org>;
Commissioner Dallara <cdallara@bedfordcountypa.org>; Debra Brown
<DBrown@bedfordcountypa.org>; Troy Nelson
<Tnelson@bedfordcountypa.org>
Subject: Meeting with Departments on Financial Processes

Corey,

I have confirmed that Thursday at 11 am works for CYS and 1 pm works for the finance department. I am working to confirm things with the correctional facility. Troy would 10 am work this Thursday? Also, Corey, our schedule is pretty busy on Thursday, but would you like to schedule a time on Thursday or maybe Friday? Also, please let me know if you would like me to schedule anything with other departments.

Thanks,
Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org

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Debra Brown

From: Commissioner Lang
Sent: Tuesday, June 9, 2020 3:11 PM
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Subject: RE: Meeting with Departments on Financial Processes

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Josh Lang, Chairman
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From: Corey Troutman <ctroutman@susacs.com>
Sent: Tuesday, June 9, 2020 12:12 PM
To: Commissioner Lang <jlang@bedfordcountypa.org>
Subject: Re: Meeting with Departments on Financial Processes

Let's do 9:00

Sent from my iPhone

On Jun 9, 2020, at 12:10 PM, Commissioner Lang <jlang@bedfordcountypa.org> wrote:

We can have you meet with us at either 9 am or 2 pm. I would prefer 9 am. I have another meeting at 2 that I would have to miss. I will reserve one of the conference rooms for you.

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Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlant@bedfordcountypa.org>
Sent: Tuesday, June 9, 2020 11:48 AM
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Subject: Meeting with Departments on Financial Processes

Corey,

I have confirmed that Thursday at 11 am works for CY5 and 1 pm works for the finance department. I am working to confirm things with the correctional facility. Troy would 10 am work this Thursday? Also, Corey, our schedule is pretty busy on Thursday, but would you like to schedule a time on Thursday or maybe Friday? Also, please let me know if you would like me to schedule anything with other departments.

Thanks,
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ExchangeDefender Message Security: [Check Authenticity](#)

Debra Brown

From: Commissioner Lang
Sent: Tuesday, June 9, 2020 12:15 PM
To: Corey Troutman
Cc: Commissioner Dallara; Commissioner Baughman; Debra Brown
Subject: Re: Meeting with Departments on Financial Processes

Thanks, I will add 9 am to our calendars.

Sent from my iPhone

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Corey A. Troutman, CPA, CGMA, CITP
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Josh Lang, Chairman
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Debra Brown

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Office: 717-561-8089 ext. 5080
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Thanks,
Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org

<image001.png>

ExchangeDefender Message Security: [Check Authenticity](#)

Debra Brown
From: [Redacted]
Sent: Tuesday, June 9, 2020 12:10 PM
To: [Redacted]
Cc: [Redacted]
Subject: [Redacted]

We can have you meet with us after 5:00 PM on Thursday. I would prefer 5:00 PM if you are available. I will receive one of the department forms for you.

Best from my friend

On Jun 11, 2020, at 12:02 PM, Corey Lang <[Redacted]> wrote:

Thank you.

If you can fit us in to your schedule, Thursday, we would appreciate it. I think that these documents will give us a good start. We are open to getting Monday's set of documents if that is helpful. We would like to meet with you on Thursday.

If you could make sure that we have space for the day, I'd be glad to meet with you. We would appreciate it. We will try to be there between 8:00 and 9:00 AM on Thursday.

Corey A. Lang, Chair
Managing Director
Superior Planning & Consulting Services, Inc.
500 St. Thomas Court, Suite 102
Harrisburg, PA 17109
Office: 717-651-1888 or 703-
[Redacted]

From: [Redacted] <[Redacted]>
Sent: Tuesday, June 9, 2020 12:08 AM
To: Corey Lang <[Redacted]>
Cc: Corey Lang <[Redacted]>, [Redacted] <[Redacted]>, [Redacted] <[Redacted]>
<[Redacted]>
<[Redacted]>
Subject: Meeting with Department on Thursday

Corey
I have confirmed the Thursday at 5:00 PM for the CYS and I am writing for the Finance Department. I am looking to confirm their with the controller. I think they would like to work this Thursday. Also, Corey, our schedule is pretty busy on Thursday, but would you like to schedule a time on Thursday or on Friday? Also, please let me know if you would like me to schedule anything with other departments.

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Tuesday, June 9, 2020 12:05 PM
To: Commissioner Lang
Cc: Commissioner Baughman; Commissioner Dallara; Debra Brown; Troy Nelson
Subject: RE: Meeting with Departments on Financial Processes

Thanks Josh,

If you can fit us in to your schedule on Thursday, we would appreciate it. I think that these departments will give us a good start. We haven't been able to get into Munis yet to look at the departmental financial information, so hopefully that will be available this week. We can discuss the next departments that we would like to meet with on Thursday.

If you could make sure that we have space for the day (Ed Zack will also be with me), we would appreciate it. We will try to be there between 8:30 and 9:00 if that works for you.

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Tuesday, June 9, 2020 11:48 AM
To: Corey Troutman <ctroutman@susacs.com>
Cc: Commissioner Baughman <dbaughman@bedfordcountypa.org>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Debra Brown <DBrown@bedfordcountypa.org>; Troy Nelson <Tnelson@bedfordcountypa.org>
Subject: Meeting with Departments on Financial Processes

Corey,

I have confirmed that Thursday at 11 am works for CYS and 1 pm works for the finance department. I am working to confirm things with the correctional facility. Troy would 10 am work this Thursday? Also, Corey, our schedule is pretty busy on Thursday, but would you like to schedule a time on Thursday or maybe Friday? Also, please let me know if you would like me to schedule anything with other departments.

Thanks,
Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



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Debra Brown

From: [redacted]
 Sent: Tuesday, June 8, 2020 12:02 PM
 To: [redacted]
 Cc: [redacted]
 Subject: [redacted]

[redacted]

If you can fit in in your schedule on Thursday, we would appreciate it. I am not sure if your department will give us a good start. We haven't been able to get into the building yet to look at the building and we need to get it done as quickly as possible. We can do the next department that we work with on Thursday.

If you could please let us know that we have space for the day (I'll look at the calendar) we would appreciate it. We will try to be there between 8:30 and 9:30 AM that works for you.

Copy to: [redacted]
 [redacted]
 [redacted]
 [redacted]
 [redacted]
 [redacted]
 [redacted]

From: [redacted]
 Sent: Tuesday, June 8, 2020 12:02 PM
 To: [redacted]
 Cc: [redacted]
 Subject: [redacted]

Copy:

I have confirmed that Thursday is the date for the meeting. I am working to confirm things with the department. They would like to work with the team on Thursday. I would like to have you join in on Thursday. Also, please let me know if you would like to schedule anything with the department.

Thank you,
 Ash

Janet Chan
 Bedford County Commission
 500 S. James Street
 Bedford, PA 15522
 (717) 733-2707
 www.bedfordcountypa.gov

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Tuesday, June 9, 2020 11:18 AM
To: Commissioner Lang
Cc: Commissioner Dallara; Commissioner Baughman; cbrown@bedfordcountypa.org
Subject: RE: Access Request

Follow Up Flag: Follow up
Flag Status: Flagged

Commissioners,

I spoke with Josh again today with PCWorks and he is going to reach out to Munis regarding our setup for Munis, which we do not have yet. Hopefully we can get that set up soon. I wanted to follow up with you to see if Thursday or Friday would work this week for Ed Zack and I to be on-site. Based on our initial meeting, I think it would be good for us to try to meet with the Finance Department, Children & Youth, and the Prison while we are on-site this visit so we can begin our review of the financial processes and procedures at the County.

If you could let me know if either of those days will work, I would appreciate it.

Hope all is well,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Corey Troutman
Sent: Thursday, June 4, 2020 9:54 AM
To: Commissioner Lang <jlang@bedfordcountypa.org>
Cc: Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>
Subject: RE: Access Request

Commissioners,

Just wanted to give you an update. We were able to get the remote connection working yesterday, PCWorks is following up with TylerTech to get me set up in Munis. I am off the rest of the week. Once they confirm my access, Ed and I will pull the data to analyze and call you to set up an onsite meeting. Hopefully we will call you early next week to coordinate.

Have a great weekend,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.

830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>

Sent: Monday, June 1, 2020 9:18 AM

To: Parent, Joe <Joe.Parent@tylertech.com>

Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>

Subject: RE: Access Request

If I am not mistaken, I believe Corey now has access.

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



From: Parent, Joe <Joe.Parent@tylertech.com>

Sent: Monday, June 1, 2020 8:57 AM

To: Commissioner Lang <jlang@bedfordcountypa.org>

Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>

Subject: RE: Access Request

Hi Josh,

Hope you all had a great weekend!

I will follow up on the request this morning. Brian is a great contact for Munis Financials support. A request like this would be routed to the Tyler Systems Management team. I'm sure someone will be reaching out soon.

Thank you!
Joe

From: Commissioner Lang <jlang@bedfordcountypa.org>

Sent: Friday, May 29, 2020 11:35 AM

To: Parent, Joe <Joe.Parent@tylertech.com>

Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner

Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>

Subject: Access Request

Hi Joe,

I am not sure if I reached the correct person. I left a message for Brian Gilman. The Bedford County Commissioners are requesting that Corey Troutman have remote access to our Munis System. His email is ctroutman@susacs.com and is included on this email if you need anything from him. PC Works Plus, our technology provider is also included on this email because they may need to set up VPN access to the County server that stores the Munis database also. If you could please help fulfil our request.

Thanks,
Josh

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Debra Brown

From: Commissioner Dallara
Sent: Thursday, June 4, 2020 10:22 AM
To: Corey Troutman
Cc: Commissioner Lang; Commissioner Baughman
Subject: Re: Access Request

Thank you Corey for the update. Looking forward to our meeting next week.

Sent from my iPhone

On Jun 4, 2020, at 9:54 AM, Corey Troutman <ctroutman@susacs.com> wrote:

Commissioners,

Just wanted to give you an update. We were able to get the remote connection working yesterday, PCWorks is following up with TylerTech to get me set up in Munis. I am off the rest of the week. Once they confirm my access, Ed and I will pull the data to analyze and call you to set up an onsite meeting. Hopefully we will call you early next week to coordinate.

Have a great weekend,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Monday, June 1, 2020 9:18 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

If I am not mistaken, I believe Corey now has access.

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
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www.bedfordcountypa.org

<image001.png>

From: Parent, Joe <Joe.Parent@tylertech.com>
Sent: Monday, June 1, 2020 8:57 AM
To: Commissioner Lang <jlang@bedfordcountypa.org>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

Hi Josh,

Hope you all had a great weekend!

I will follow up on the request this morning. Brian is a great contact for Munis Financials support. A request like this would be routed to the Tyler Systems Management team. I'm sure someone will be reaching out soon.

Thank you!
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From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Friday, May 29, 2020 11:35 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: Access Request

Hi Joe,

I am not sure if I reached the correct person. I left a message for Brian Gilman. The Bedford County Commissioners are requesting that Corey Troutman have remote access to our Munis System. His email is ctroutman@susacs.com and is included on this email if you are reaching out to him. PC Works Plus, our technology provider is also included on this email because they may need to set up VPN access to the County server that stores the Munis database also. If you could please help fulfil our request.

Thanks,
Josh

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Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Thursday, June 4, 2020 9:54 AM
To: Commissioner Lang
Cc: Commissioner Dallara; Commissioner Baughman
Subject: RE: Access Request

Commissioners,

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Have a great weekend,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Monday, June 1, 2020 9:18 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

If I am not mistaken, I believe Corey now has access.

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



From: Parent, Joe <Joe.Parent@tylertech.com>
Sent: Monday, June 1, 2020 8:57 AM
To: Commissioner Lang <jlang@bedfordcountypa.org>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

Hi Josh,

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Thank you!
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Sent: Friday, May 29, 2020 11:35 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
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Subject: Access Request

Hi Joe,

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Thanks,
Josh

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Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



Debra Brown

From: Commissioner Lang
Sent: Wednesday, June 3, 2020 9:25 AM
To: Commissioner Dallara
Subject: Items

Barry,

Here were my main items:

1. County Reorganizing
 - a. The County will be having Susquehanna Accounting review processes and procedures to help assist the County. This is a continuation of Three Plus One's efforts to do liquidity analysis on behalf of the County.
 - b. After review with CCAP and other Counties, the Commissioners believe it would be best to have the human resources hire serve as their own department. They recognize the vast amount of work that needs to be done. But the Commissioners also recognize that the finance department has a tremendous work load and this person will take on the HR tasks that the finance department previously was doing. In addition, they will serve as a back up to the Finance Department for payroll.

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



Debra Brown

From: Parent, Joe <Joe.Parent@tylertech.com>
Sent: Tuesday, June 2, 2020 8:30 AM
To: Corey Troutman; Commissioner Lang
Cc: Commissioner Dallara; Commissioner Baughman; Help PCW; Gilman, Brian
Subject: RE: Access Request
Attachments: Technical-Support-Overview-Munis 2019.pdf

Good morning,

The Munis Tyler Systems Management Technical support team will be able to assist with access. I have attached the Technical Support overview for reference.

Best,
Joe

From: Corey Troutman <ctroutman@susacs.com>
Sent: Monday, June 1, 2020 4:21 PM
To: Commissioner Lang <jlang@bedfordcountypa.org>; Parent, Joe <Joe.Parent@tylertech.com>
Cc: Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

We were able to get the VPN access setup on Friday, but I still need access to Munis. If Joe can have Brian follow up with me tomorrow regarding the Munis access, I would appreciate it. He can reach me on my cell phone at 717-579-0047.

Thank you,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Monday, June 1, 2020 9:18 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

If I am not mistaken, I believe Corey now has access.

Josh Lang, Chairman
Bedford County Commissioner

200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



From: Parent, Joe <Joe.Parent@tylertech.com>
Sent: Monday, June 1, 2020 8:57 AM
To: Commissioner Lang <jlange@bedfordcountypa.org>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

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Thank you!
Joe

From: Commissioner Lang <jlange@bedfordcountypa.org>
Sent: Friday, May 29, 2020 11:35 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: Access Request

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Thanks,
Josh

Josh Lang, Chairman

Bedford County Commissioner
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Tyler Technical Support Department for Munis

Goal: *To provide an effective support mechanism that will guarantee timely resolution to issues, resulting in high-level client satisfaction.*

Contact Us

Call Tyler's toll free number (800.772.2260) or log a support request online through online Munis® support incidents, available at Tyler's support website (www.tylertech.com).

Support Organization

Tyler technical support department for Munis is divided into multiple teams: financials, payroll/HR/pension, payroll state reporting, tax/other revenue and collections, utility billing and collections, Tyler System Management Services, TylerForms, Tyler Content Manger (TCM) and reporting services. These product-specific teams allow support staff to focus on a particular group of products and services so that they can handle calls quickly and accurately.

Each team consists of a Munis support product manager, support analysts, and technical support specialists. The support product manager is responsible for the day-to-day operations of the team and ensures we provide exceptional technical support to our clients. The support analysts are responsible for assisting the team with client issues and providing ongoing team training. Technical support specialists are responsible for diagnosing and resolving client issues in a timely and courteous manner.

Monday-Friday Standard Support Hours

Financials	8:00 a.m. - 9:00 p.m. Eastern
Financials State Reporting	8:00 a.m. - 6:00 p.m. Eastern
Payroll/HR/Pension	8:00 a.m. - 9:00 p.m. Eastern
Payroll State Reporting	8:00 a.m. - 6:00 p.m. Eastern
Tax/Other Revenue & Collections	8:00 a.m. - 6:00 p.m. Eastern
Utility Billing & Collections	8:00 a.m. - 8:00 p.m. Eastern
Tyler Forms & TCM	8:00 a.m. - 9:00 p.m. Eastern
Reporting Services	8:00 a.m. - 6:00 p.m. Eastern

Tyler System Management

Services - on-premises 8:00 a.m. - 9:00 p.m. Eastern

Tyler System Management

Services - SaaS 8:00 a.m. - 6:00 p.m. Eastern*

**24-hour on-call answering service for emergencies available to SaaS clients*

A Focus on Incoming Rate

When you call technical support, your call is answered by a support technician or is transferred into the support voicemail. *Our goal is to capture 75 percent of our daily incoming calls, which means you will often start working with a support specialist immediately upon calling Tyler.*

Leaving Messages for Support

When leaving a message on the support voicemail, ensure the following information is contained within the message:

- Your full name (first name, last name) and the site you are calling for/from
- A phone number where you can be reached
- The details of the issue or question you have (e.g. program, process, error message)
- The priority of the issue
- When you will be available for a return call (often support will call back within an hour of receiving your message)

Paging

All client questions are important to us. There may be times when you are experiencing a priority 1 critical issue and all technicians for the requested team are on the line assisting clients. In this circumstance, it is appropriate to press 0 to be redirected to the operator. The operator will page the team you need to contact. We ask that you reserve this function for

Tyler Technical Support Department for Munis

those times when Munis or a mission critical application is down and you are not able to reach a technician immediately.

Online Support

Some questions can be handled effectively by email. Once registered as a user on Tyler's support website at tyler.tech.com, you can ask questions or report issues through client support. Tyler's online support incidents allow you to log a case for technical support anytime from any internet connection. All online support incident account data is available in real-time.

Your existing contact information defaults when you add a new support case. You will be asked for required information including case description, priority level, product group, and product module. The online incident form provides unlimited space for you to describe the question or problem in detail, plus you can attach files or screen shots that may be helpful to support.

When a new case is added, the case number is presented on the screen, and you will receive an automated email response that includes the case number. The new case is routed to the appropriate technical support team queue for response. They will review your case, research the item, and respond via email according to the priority of the case.

Customer Relationship Management System

Every call or email from you is logged into our customer relationship management system and given a unique case number. This system tracks the history of each case, including the person calling, time of the call, priority of the call, description of the problem, support recommendations, client feedback, and resolution. For registered users on Tyler's website, a list of cases is available in real-time under online support incidents.

Case Numbers

Support's goal is to return client calls as soon as possible. If you are not available when we call back, we will leave a message with the open case number on your voicemail or with a person in your office. When you call back, you can reference this case number so you do not have to re-explain the issue.

An open case number is also given to you once an initial contact has been made with support and it has been determined that the issue can't be resolved during the initial call. The open case number lets you easily track and reference specific open issues with support.

Service Goals

Open Case Priority	Maximum number of days a support case is open	Support managers and analysts review open calls
1	Less than a day	Daily
2	10 days or less	Every other day
3	30 days or less	Weekly
4	60 days or less	Weekly

Case Priorities

An escalation system is in place where, each day, support analysts and product support managers review open cases in their focus area to monitor progress.

Each case logged is given a priority (1, 2, 3, or 4) according to the client's needs and deadlines. The goal of this structure is to clearly understand the importance of the issue and assign the priority for closure. The client is responsible for setting the priority of the case. Tyler support for Munis tracks responsiveness to priority 1, 2, and 3 cases each week. This measurement allows us to better evaluate overall client satisfaction.

- **Priority 1 case** — issue is critical to the client, the Munis application or process is down or unavailable
- **Priority 2 case** — issue impacts essential functionality, but there is a circumvention procedure available
- **Priority 3 case** — issue is non-severe or has an alternative procedure available
- **Priority 4 case** — issue is non-essential or cosmetic

Follow Up on Open Calls

Some issues will not be resolved during the initial call with a support technician. If the case remains open, the technician will give you an open case number to reference and will confirm the priority of the case.

Follow Up on Closed Cases

At the close of your support case, you may receive a survey to gather feedback on your experiences. We use a third-party organization to survey clients whose cases have closed the prior day. They measure courtesy, knowledge, timeliness, quality, and overall satisfaction. We review the survey data in order to continually improve our support services and compare to the industry average. You help us deliver quality service by providing your feedback.

Tyler Technical Support Department for Munis

Escalating a Support Case

If the situation to be addressed by your open case has changed and you need to have the case priority adjusted, please contact the appropriate support team and ask to be connected to the assigned technician. If that technician is unavailable, another technician on the team may be able to assist you, or will transfer you to the product support team manager.

If you feel you are not receiving the service you need, please contact the appropriate product manager and provide them with the open case number for which you need assistance. The product manager will follow up on your open issue and determine the necessary action to meet your needs.

Resources

A number of additional resources are available to you to provide a comprehensive and complete support experience.

- **Managed Internet Update (MIU):** Allows you to download and install critical and high priority fixes as soon as they become available.
- **Release Admin Console:** Allows you to monitor and track the availability of all development activity for a particular release, right from inside Munis.
- **KnowledgeBase:** A fully searchable depository of thousands of documents related to Munis processing, procedures, release info, helpful hints, etc.

Remote Support Tool

Some support cases may require further analysis of your database or setup to diagnose a problem or to assist you with a question. We use Bomgar and GoToAssist® to share your desktop via the internet and provide you with virtual on-site support. The GoToAssist (www.citrix.com) and Bomgar (www.bomgar.com) tools provide a highly secure connection with 128-bit, end-to-end AES encryption. Support is able to quickly connect to your desktop and view your site's setup, diagnose problems, or assist you with screen navigation.

Tyler Community

Clients can go to our website to collaborate with other users and Tyler employees via Tyler Community. Tyler Community is the central meeting place for our clients to connect, collaborate and access support resources. Mandated state changes will be communicated to our clients within state user groups in Tyler Community.

Tyler Website

Once you have registered as a user on Tyler's support website (www.tylertech.com), you have access to customer tools and other information such as online documentation, user forums, group training schedule/sign-up, and annual user conference updates.

Timely Online Support Incidents Progress Updates

Our technicians are committed to providing you timely updates on the progress of your open support cases via online support incidents. The frequency of these updates is determined by issue priority.

- **Priority 1 cases** — Daily updates (only if phone contact is not possible)
- **Priority 2 cases** — Weekly Updates
- **Priority 3 cases** — Bi-weekly Updates
- **Priority 4 cases** — Bi-weekly Updates

Updates will also be provided for any issue, regardless of priority, when action items have been completed or when there is pertinent information to share.

Tyler Technical Support Department for Munis

Technical Support Product Managers

Financials, Payroll and Human Resources

BRIAN GILMAN
Support Manager – Purchasing
brian.gilman@tylertech.com
Ext. 4436

EVAN SMITH
Support Manager – Budget and General Ledger
evan.smith@tylertech.com
Ext. 4621

HOLLY LaROU
Support Manager – Equipment
holly.larou@tylertech.com
Ext. 4482

TRACY SILVA
Support Manager – Payroll
tracy.silva@tylertech.com
Ext. 4433

ED HAGGERTY
Support Manager – Human Resources
ed.haggerty@tylertech.com
Ext. 4464

SONJA JOHNSON
Senior Support Manager
sonja.johnson@tylertech.com
Ext. 4157

Utility Billing and Revenue

PEGGY WINTLE
Support Manager – Utility Billing
peggy.wintle@tylertech.com
Ext. 4567

PARKER LaCHANCE
Support Manager – Revenue
parker.lachance@tylertech.com
Ext. 4257

STEVEN JONES
Senior Support Manager
steven.jones@tylertech.com
Ext. 4255

Payroll/Financials State Reporting

PATIENCE STETSON
Support Manager – State Reporting
patience.stetson@tylertech.com
Ext. 4165

MARK MORRILL
Development Manager
mark.morrill@tylertech.com
Ext. 4198

Technology

Deployment

DEAN WILBER
Deployment Manager
dean.wilber@tylertech.com
Ext. 4730

Tyler System Management

BRIANNA YOUNG
Tyler System Management On-Premises Manager
brianna.young@tylertech.com
Ext. 4569

ZACHARY BARTLETT
Tyler System Management SaaS Manager
zachary.bartlett@tylertech.com
Ext. 4521

BEN KING
Senior Support Manager
ben.king@tylertech.com
Ext. 4867

Tyler Forms, Reporting Services & TCM

JOSH HINDS
Software Support Manager
josh.hinds@tylertech.com
Ext. 4386

ADAM SCHEUCHZER
Director of Technical Services
adam.scheuchzer@tylertech.com
Ext. 4348

CJ McCARRON
Vice President of Technical Support
cj.mccarron@tylertech.com
Ext. 4124

If you are unable to reach the product manager, please call
CJ McCarron, vice president of technical support at 800-772-2260, ext. 4124 (cj.mccarron@tylertech.com)

Empowering people who serve the public™



Debra Brown

From: Parent, Joe <Joe.Parent@tylertech.com>
Sent: Tuesday, June 2, 2020 8:30 AM
To: Corey Troutman; Commissioner Lang
Cc: Commissioner Dallara; Commissioner Baughman; Help PCW; Gilman, Brian
Subject: RE: Access Request
Attachments: Technical-Support-Overview-Munis 2019.pdf

Good morning,

The Munis Tyler Systems Management Technical support team will be able to assist with access. I have attached the Technical Support overview for reference.

Best,
Joe

From: Corey Troutman <ctroutman@susacs.com>
Sent: Monday, June 1, 2020 4:21 PM
To: Commissioner Lang <jlang@bedfordcountypa.org>; Parent, Joe <Joe.Parent@tylertech.com>
Cc: Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

We were able to get the VPN access setup on Friday, but I still need access to Munis. If Joe can have Brian follow up with me tomorrow regarding the Munis access, I would appreciate it. He can reach me on my cell phone at 717-579-0047.

Thank you,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Monday, June 1, 2020 9:18 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

If I am not mistaken, I believe Corey now has access.

Josh Lang, Chairman
Bedford County Commissioner

200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



From: Parent, Joe <Joe.Parent@tylertech.com>
Sent: Monday, June 1, 2020 8:57 AM
To: Commissioner Lang <jlange@bedfordcountypa.org>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: RE: Access Request

Hi Josh,

Hope you all had a great weekend!

I will follow up on the request this morning. Brian is a great contact for Munis Financials support. A request like this would be routed to the Tyler Systems Management team. I'm sure someone will be reaching out soon.

Thank you!
Joe

From: Commissioner Lang <jlange@bedfordcountypa.org>
Sent: Friday, May 29, 2020 11:35 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
Subject: Access Request

Hi Joe,

I am not sure if I reached the correct person. I left a message for Brian Gilman. The Bedford County Commissioners are requesting that Corey Troutman have remote access to our Munis System. His email is ctroutman@susacs.com and is included on this email if you need anything from him. PC Works Plus, our technology provider is also included on this email because they may need to set up VPN access to the County server that stores the Munis database also. If you could please help fulfil our request.

Thanks,
Josh

Josh Lang, Chairman

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Monday, June 1, 2020 4:21 PM
To: Commissioner Lang; Parent, Joe
Cc: Commissioner Dallara; Commissioner Baughman; Help PCW; Gilman, Brian
Subject: RE: Access Request

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Thank you,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Monday, June 1, 2020 9:18 AM
To: Parent, Joe <Joe.Parent@tylertech.com>
Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>
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Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



From: Parent, Joe <Joe.Parent@tylertech.com>
Sent: Monday, June 1, 2020 8:57 AM
To: Commissioner Lang <jlang@bedfordcountypa.org>

Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>

Subject: RE: Access Request

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Joe

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Sent: Friday, May 29, 2020 11:35 AM

To: Parent, Joe <Joe.Parent@tylertech.com>

Cc: Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Help PCW <Help@pcworksplus.com>; Gilman, Brian <brian.gilman@tylertech.com>

Subject: Access Request

Hi Joe,

I am not sure if I reached the correct person. I left a message for Brian Gilman. The Bedford County Commissioners are requesting that Corey Troutman have remote access to our Munis System. His email is ctroutman@susacs.com and is included on this email if you need anything from him. PC Works Plus, our technology provider is also included on this email because they may need to set up VPN access to the County server that stores the Munis database also. If you could please help fulfil our request.

Thanks,

Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



ExchangeDefender Message Security: [Check Authenticity](#)

Debra Brown

From: Commissioner Lang
Sent: Friday, May 29, 2020 10:41 AM
To: Corey Troutman
Cc: Commissioner Dallara; Commissioner Baughman
Subject: Re: Meeting

Corey, is your email ok to use for access?

Sent from my iPhone

On May 28, 2020, at 11:16 PM, Corey Troutman <ctroutman@susacs.com> wrote:

Commissioners,

Thank you for taking the time to meet with me to discuss the services that you are looking for SACS to provide for the County. As a follow up to our meeting, attached is a proposal/contract to perform the phase 1 procedures that we discussed. I have written the contract with language that will allow it to be expanded into additional phases when the time comes. If you have any questions or would like to discuss anything in more detail, feel free to contact me on my cell phone [REDACTED]. We are looking forward to committing our resources to this project.

As we discussed at our meeting, if we could get read-only remote access to Munis so we can generate reports, that would be ideal. As Chairman Lang requested, I am including the number for Tyler Technologies, who can help with setting up a new user. Their number is 1-855-932-6338. Based on our discussion, it sounded like we will also need VPN access to the County server that stores the Munis database also.

Hope all is well,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Friday, May 22, 2020 9:46 AM
To: Corey Troutman <ctroutman@susacs.com>
Subject: Meeting

Good morning Corey,

Prior to our meeting next week I just wanted to let you know we are looking for the following:

- General consulting services regarding our financial processes and procedures through interviewing departments, etc.
- Assisting with our budget process similar to our colleagues in Huntingdon County
- Potentially providing multiple tasks on a full or part time basis in our finance office

Thank you. We look forward to meeting!

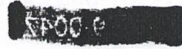
Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org

<image001.png>

ExchangeDefender Message Security: [Check Authenticity](#)

<Bedford County Contract (5-27-20).pdf>



Debra Brown

From: Commissioner Lang
Sent: Friday, May 29, 2020 11:39 AM
To: Debra Brown
Cc: Commissioner Dallara; Commissioner Baughman
Subject: FW: Meeting
Attachments: Bedford County Contract (5-27-20).pdf

Deb, we are going to sign today. Add to agenda.

A motion to approve the agreement between the Bedford County Commissioners and Susquehanna Accounting & Consulting Solutions Inc., effective May 29, 2020. This is based upon the recommendation of the Bedford County Board of Commissioners. Also did you advertise the special meeting for next week?

Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



From: Corey Troutman <ctroutman@susacs.com>
Sent: Thursday, May 28, 2020 11:16 PM
To: Commissioner Lang <jlang@bedfordcountypa.org>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>
Subject: RE: Meeting

Commissioners,

Thank you for taking the time to meet with me to discuss the services that you are looking for SACS to provide for the County. As a follow up to our meeting, attached is a proposal/contract to perform the phase 1 procedures that we discussed. I have written the contract with language that will allow it to be expanded into additional phases when the time comes. If you have any questions or would like to discuss anything in more detail, feel free to contact me on my cell phone [REDACTED]. We are looking forward to committing our resources to this project.

As we discussed at our meeting, if we could get read-only remote access to Munis so we can generate reports, that would be ideal. As Chairman Lang requested, I am including the number for Tyler Technologies, who can help with setting up a new user. Their number is 1-855-932-6338. Based on our discussion, it sounded like we will also need VPN access to the County server that stores the Munis database also.

Hope all is well,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlange@bedfordcountypa.org>
Sent: Friday, May 22, 2020 9:46 AM
To: Corey Troutman <ctroutman@susacs.com>
Subject: Meeting

Good morning Corey,

Prior to our meeting next week I just wanted to let you know we are looking for the following:

- General consulting services regarding our financial processes and procedures through interviewing departments, etc.
- Assisting with our budget process similar to our colleagues in Huntingdon County
- Potentially providing multiple tasks on a full or part time basis in our finance office

Thank you. We look forward to meeting!

Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



ExchangeDefender Message Security: [Check Authenticity](#) [REDACTED]



Susquehanna Accounting & Consulting Solutions, Inc.

May 27, 2020

Bedford County Commissioners
200 S. Juliana Street
Bedford, PA 15522

Dear Commissioners:

As a follow up to our meeting, Susquehanna Accounting & Consulting Solutions, Inc. (“SACS”) is pleased to present this proposal to provide non-attest accounting and consulting services to Bedford County (the “County”) under the direct supervision, review, and approval of County management. This letter is to serve as our proposal and agreement, and to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide to the County.

Specifically, in phase 1 SACS will perform a preliminary assessment of the County’s critical financial administration and accounting processes and procedures; interview certain departments to evaluate their structure and operations; and perform a review of the County’s 2020 budget and trend data. Upon completion of phase 1, SACS will provide the Commissioner’s with a summary of the results of our procedures and our recommendations for future phases.

Our fees with respect to this engagement and future phases will be at the following hourly rates plus actual out-of-pocket expenses:

C. Troutman	\$265
N. Swartz	\$265
S. Lynch	\$195
E. Zack	\$175
N. Scaife	\$120

Based on our discussions, we anticipate that the fee for Phase 1 of these services will not exceed \$10,000. If additional services/phases are requested or required, we will discuss those services and a cost estimate with you prior to proceeding with the additional services.



Susquehanna Accounting & Consulting Solutions, Inc.

SACS will bill monthly for these services at the above hourly rates plus actual out-of-pocket expenses. All invoices are due and payable upon presentation. For invoices due over 30 days, a finance charge is assessed on unpaid balances at the rate of one (1%) per month (twelve percent (12%) per annum). We reserve the right to halt work if balances remain unpaid after thirty (30) or more days from the invoice date, and not to resume work until all overdue amounts are paid in full. Any balances remaining unpaid after sixty (60) or more days may, at our option, be formalized by the execution of a promissory note. You agree that you shall be liable for all reasonable costs we incur in collection, but not limited to, reasonable attorney fees.

It is understood and agreed that either party to their agreement may terminate this agreement with fifteen (15) days advance written notice to the other party.

It is understood that should the County disengage Susquehanna Accounting & Consulting Solutions, Inc. prior to the completion of this engagement, SACS will be paid for all time incurred at the hourly rates quoted above.

It is understood that SACS has spent time developing its people and intellectual assets, including but not limited to computer software programs and business practices and procedures. Accordingly, you agree that any means of presentation of financial data which represent our internal or external work product or any other of our intellectual assets shall, at all times, remain the property of SACS and shall not be disseminated or shared with any entity not a party thereto without our prior written consent. Additionally, you and your affiliates or related entities agree not to employ any current or former employees or subcontractors of SACS, during the term of this engagement or for a period of three (3) years thereafter without our prior written consent.

In the event any dispute arises relating in any way to this engagement, the parties agree to first attempt to resolve such dispute through the non-binding mediation process in the manner set forth herein, with costs to be divided equally between the parties. To effect mediation, the party desiring mediation shall give the other party 10 days' advance written notice of its desire to mediate. The other party shall respond within said 10-day period that it accepts or rejects the mediation process. Each party agrees that service of process in any such proceeding may be duly affected upon it by mailing a copy thereof, to the address given above.



Susquehanna Accounting & Consulting Solutions, Inc.

You agree that our liability hereunder for damages will be limited to gross negligence, fraud, or willful misconduct and shall not exceed the total amount paid for the services described herein. These shall be your exclusive remedies. You further agree that we will not be liable for any lost profits, or for any claim or demand against you by any other party. In no event will we be liable for incidental or consequential damages even if we have been advised of the possibility of damages. No action, regardless of form, arising out of the services under this agreement may be brought by either party more than two years after the date of the last services provided under this agreement.

This letter comprises the complete and exclusive statements of the agreement between the parties, supersedes all proposals oral or written and all other communications between parties related to these services. If any provisions of this letter are determined to be unenforceable, all other provisions shall remain in force and effect.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the acknowledgment on the next page and return this letter to us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Corey A. Troutman', with a long horizontal flourish extending to the right.

Corey A. Troutman,
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.



Susquehanna Accounting & Consulting Solutions, Inc.

ACKNOWLEDGMENT

Bedford County is in agreement with and accepts the above proposal.

Signature

Title

Date

Signature

Title

Date

Signature

Title

Date

[Faint signature and text]
Cory A. ...
Manager ...
Susquehanna Accounting & Consulting Solutions, Inc.

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Thursday, May 28, 2020 11:16 PM
To: Commissioner Lang; Commissioner Dallara; Commissioner Baughman
Subject: RE: Meeting
Attachments: Bedford County Contract (5-27-20).pdf

Commissioners,

Thank you for taking the time to meet with me to discuss the services that you are looking for SACS to provide for the County. As a follow up to our meeting, attached is a proposal/contract to perform the phase 1 procedures that we discussed. I have written the contract with language that will allow it to be expanded into additional phases when the time comes. If you have any questions or would like to discuss anything in more detail, feel free to contact me on my cell phone [REDACTED]. We are looking forward to committing our resources to this project.

As we discussed at our meeting, if we could get read-only remote access to Munis so we can generate reports, that would be ideal. As Chairman Lang requested, I am including the number for Tyler Technologies, who can help with setting up a new user. Their number is 1-855-932-6338. Based on our discussion, it sounded like we will also need VPN access to the County server that stores the Munis database also.

Hope all is well,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Friday, May 22, 2020 9:46 AM
To: Corey Troutman <ctroutman@susacs.com>
Subject: Meeting

Good morning Corey,

Prior to our meeting next week I just wanted to let you know we are looking for the following:

- General consulting services regarding our financial processes and procedures through interviewing departments, etc.
- Assisting with our budget process similar to our colleagues in Huntingdon County
- Potentially providing multiple tasks on a full or part time basis in our finance office

Thank you. We look forward to meeting!

Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



ExchangeDefender Message Security: [Check Authenticity](#)

Debra Brown
From:
Sent:
To:
Subject:
Attachments:

Commissioner

Thank you for taking the time to meet with me to discuss the proposed changes to the 2012-2013
County. As a follow up to our meeting, I have written the contract with language that will allow us to be added to additional items when the
discuss. If you have any questions or would like to discuss anything in more detail, feel free to contact me at my
cell phone. We are looking forward to continuing our relationship.

[REDACTED]

As we discussed at our meeting, I am sorry that the redaction process for the 2012-2013 contract was not as thorough as we would like. I am including the contract for your reference. If you have any questions or would like to discuss anything in more detail, feel free to contact me at my cell phone. We are looking forward to continuing our relationship.

Have a great day!

Tracy A. Tomlinson, CPA, CMA, CFP
Managing Director
200 S. Juliana Street
Bedford, PA 15522
Office: (814) 623-4807
Home: (814) 623-4807

[REDACTED]

From: Commissioner Josh Lang
Sent: Friday, May 14, 2010 9:15 AM
To: Tracy Tomlinson
Subject: Meeting

Good morning Tracy,

Thank you for our meeting last week. I just wanted to let you know we are looking forward to continuing our relationship.

- General consulting services to Bedford County and its departments.
- Assisting with our budget process similar to our colleagues in Bedford County.
- Periodically reviewing monthly tasks on a full or part time basis in our Finance office.

Thank you. We look forward to meeting with you.

Debra



Susquehanna Accounting & Consulting Solutions, Inc.

May 27, 2020

Bedford County Commissioners
200 S. Juliana Street
Bedford, PA 15522

Dear Commissioners:

As a follow up to our meeting, Susquehanna Accounting & Consulting Solutions, Inc. (“SACS”) is pleased to present this proposal to provide non-attest accounting and consulting services to Bedford County (the “County”) under the direct supervision, review, and approval of County management. This letter is to serve as our proposal and agreement, and to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide to the County.

Specifically, in phase 1 SACS will perform a preliminary assessment of the County’s critical financial administration and accounting processes and procedures; interview certain departments to evaluate their structure and operations; and perform a review of the County’s 2020 budget and trend data. Upon completion of phase 1, SACS will provide the Commissioner’s with a summary of the results of our procedures and our recommendations for future phases.

Our fees with respect to this engagement and future phases will be at the following hourly rates plus actual out-of-pocket expenses:

C. Troutman	\$265
N. Swartz	\$265
S. Lynch	\$195
E. Zack	\$175
N. Scaife	\$120

Based on our discussions, we anticipate that the fee for Phase 1 of these services will not exceed \$10,000. If additional services/phases are requested or required, we will discuss those services and a cost estimate with you prior to proceeding with the additional services.



Susquehanna Accounting & Consulting Solutions, Inc.

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It is understood and agreed that either party to their agreement may terminate this agreement with fifteen (15) days advance written notice to the other party.

It is understood that should the County disengage Susquehanna Accounting & Consulting Solutions, Inc. prior to the completion of this engagement, SACS will be paid for all time incurred at the hourly rates quoted above.

It is understood that SACS has spent time developing its people and intellectual assets, including but not limited to computer software programs and business practices and procedures. Accordingly, you agree that any means of presentation of financial data which represent our internal or external work product or any other of our intellectual assets shall, at all times, remain the property of SACS and shall not be disseminated or shared with any entity not a party thereto without our prior written consent. Additionally, you and your affiliates or related entities agree not to employ any current or former employees or subcontractors of SACS, during the term of this engagement or for a period of three (3) years thereafter without our prior written consent.

In the event any dispute arises relating in any way to this engagement, the parties agree to first attempt to resolve such dispute through the non-binding mediation process in the manner set forth herein, with costs to be divided equally between the parties. To effect mediation, the party desiring mediation shall give the other party 10 days' advance written notice of its desire to mediate. The other party shall respond within said 10-day period that it accepts or rejects the mediation process. Each party agrees that service of process in any such proceeding may be duly affected upon it by mailing a copy thereof, to the address given above.



Susquehanna Accounting & Consulting Solutions, Inc.

You agree that our liability hereunder for damages will be limited to gross negligence, fraud, or willful misconduct and shall not exceed the total amount paid for the services described herein. These shall be your exclusive remedies. You further agree that we will not be liable for any lost profits, or for any claim or demand against you by any other party. In no event will we be liable for incidental or consequential damages even if we have been advised of the possibility of damages. No action, regardless of form, arising out of the services under this agreement may be brought by either party more than two years after the date of the last services provided under this agreement.

This letter comprises the complete and exclusive statements of the agreement between the parties, supersedes all proposals oral or written and all other communications between parties related to these services. If any provisions of this letter are determined to be unenforceable, all other provisions shall remain in force and effect.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the acknowledgment on the next page and return this letter to us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Corey A. Troutman', written over a faint horizontal line.

Corey A. Troutman,
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.



Susquehanna Accounting & Consulting Solutions, Inc.

ACKNOWLEDGMENT

Bedford County is in agreement with and accepts the above proposal.

Signature

Title

Date

Signature

Title

Date

Signature

Title

Date

Pension Program

The Retirement Board is currently comprised of five (5) members, consisting of the three (3) County Commissioners, the County Treasurer, and the Chief Clerk.

The records of the Retirement System are maintained by the Finance Director, and administrative costs, commitments and legal obligations are paid directly from the Retirement System. An independent investment manager is responsible for the implementation of the investment guidelines pertaining to Retirement System funds and the actuarial soundness of the Retirement System is evaluated on a regular basis by Korn Ferry/Hay Group Inc., Philadelphia, Pennsylvania, actuarial consultants to the County.

All full-time employees of the County are required to contribute a minimum of five percent (5%) to their earnings to the Retirement System, and the maximum permitted contribution level for all employees is fifteen percent (15%) of earnings. The County is required to appropriate and pay annually a sum which is actuarially determined to be required in order to maintain the actuarial soundness of the Retirement System.

Korn Ferry/Hay Group, Inc. reports the trend of unfounded liability of the Retirement System as a percentage of covered payroll outstanding and the Retirement System is actuarially sound. The following table provides an analysis of fund progress of the Retirement System between the fiscal years ending December 31, 2014 through December 31, 2019.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Total Pension Liability						
Service cost includes expected member contribution	\$229,642	\$230,070	\$633,563	\$795,517	\$683,474	\$689,904
Interest	1,422,062	1,482,794	1,570,850	1,709,960	1,831,724	1,882,996
Changes of benefit terms	-	-	-	518,662	-	-
Differences between expected and actual experience	114,746	550,073	105,940	276,753	48,813	(335,674)
Changes in assumptions	-	-	-	-	322,335	-
Benefit payments, including refunds of member contributions	(897,294)	(1,019,152)	(1,194,574)	(1,267,052)	(1,560,409)	(1,442,127)
Net Change in total pension liability	\$869,156	\$1,243,785	\$1,115,779	\$2,033,840	\$1,325,937	\$795,099
Total pension liability – beginning	\$19,171,719	\$20,040,875	\$21,284,660	\$22,100,631	\$24,134,471	\$25,460,408
Total pension liability – ending (a)	\$20,040,875	\$21,284,660	\$22,100,631	\$24,134,471	\$25,460,408	\$26,255,507
Plan Fiduciary Net Position						
Contributions – employer	\$200,000	\$175,000	\$225,000	\$250,000	\$276,350	\$300,000
Contributions – member	451,102	363,251	379,524	530,450	433,756	430,829
Net Investment Income	375,162	63,919	615,171	1,745,820	(623,717)	2,267,814
Benefit payments, including refunds of member contributions	(897,293)	(1,019,151)	(1,194,574)	(1,267,052)	(1,560,409)	(1,442,127)
Administrative expense	(49,295)	-	(27,830)	(27,108)	(87,013)	(36,797)
Other	-	2,219	1,618	66,943	(92,563)	(84,923)
Net Change in plan fiduciary net position	\$81,275	\$(414,762)	\$(1,091)	\$1,299,053	\$(1,653,596)	\$1,434,796
Plan fiduciary net position – beginning	\$12,944,537	\$13,025,812	\$12,611,051	\$12,609,960	\$13,909,013	\$12,255,417
Plan fiduciary net position – ending (b)	\$13,025,812	\$12,611,051	\$12,609,960	\$13,909,013	\$12,255,417	\$13,690,213
County's net pension liability – ending (a) – (b)	\$7,015,063	\$8,673,610	\$9,490,671	\$10,225,458	\$13,204,991	\$12,565,294
Plan fiduciary net position as a percentage of the total total pension liability	65.00%	59.25%	57.06%	57.63%	48.14%	52.14%
Covered-employee payroll	\$5,166,351	\$5,079,069	\$5,479,438	\$5,647,477	\$6,262,914	\$6,161,562
County's net pension liability (asset) as a percentage of covered-employee payroll	135.8%	170.8%	173.21%	181.06%	210.84%	203.93%

This schedule is present to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information for those years for which information is available is shown.

SOURCE: Report prepared by Korn Ferry/Hay Group Inc.

Schedule of Contributions

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Actuarially determined contribution	\$947,479	\$889,850	\$825,097	\$640,444	\$573,596	\$535,038
Contributions in relation to the actuarially determined contributions	300,000	276,350	250,000	225,000	175,000	200,000
Contribution deficiency (excess)	\$647,479	\$613,500	\$575,097	\$415,444	\$398,596	\$335,038
Covered employee payroll	\$6,161,562	\$6,262,914	\$5,647,477	\$5,479,438	\$5,079,069	\$5,166,351
County's contribution as a percentage of covered employee payroll	4.87%	4.41%	4.43%	4.11%	3.45%	3.87%
Valuation Date:	1/1/2019	1/1/2018	1/1/2017	1/1/2016	1/1/2015	1/1/2014

NOTE: The years presented in this schedule are all of the years in which information is available.

Actuarially determined contribution rates are calculated as of January 1, one year prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age
Amortization method	Level dollar
Remaining amortization Period	17 years
Asset valuation method	The method that is prescribed by Pennsylvania State Law, Act 44
Inflation	3.0%
Salary increases	3.5%
Investment rate of return	7.5%
Retirement Age	Age 60 or 55 with 20 years' service
Mortality	2013 RP Annuitant and Non-Annuity Mortality Table for males and females with no projected improvement

Schedule of Investment Return

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Annual money-weighted rate of return, net of investment expense	19.70%	-4.75%	15.8%	5.5%	1.7%	3.6%

SOURCE: Audited Financial Statements of the County.

COUNTY OF BEDFORD FINANCIAL SUMMARY

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES OF THE COUNTY

Annual Budget Development

The budget review and preparation process begins annually on September 1, based on year-to-date data from the heads of the various County departments and agencies who submit budget requests for the following year. The Commissioners then develop the budget by mid-November using the department requests, new salary levels, and data concerning federal and state grants. After discussions with department heads, the budget is finalized in late November and presented at a public meeting of the County Commissioners. In accordance with the Pennsylvania County Code, public notice is given to allow for a twenty (20) day public inspection period. Upon termination of the inspection period, and prior to December 31, the County Commissioners adopt the final budget by Ordinance. County operations are financed in accordance with the adopted budget, from the tax rates set by the County Commissioners.

**Accounting and Auditing
Policies and Procedures**

Wessel & Company, Johnstown, Pennsylvania, currently serves as the independent auditor for the County (the "Auditor"). The accounts of the County are maintained on the cash basis of accounting, in accordance with generally accepted accounting principles for counties in the Commonwealth. The accounts are organized on the basis of funds and account groups. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures as appropriate. Government resources are allocated to and accounted for in individual funds based on the purpose for which they are spent and the means by which spending activities are controlled. An account group is used to establish accounting control and accountability for the County's general long-term obligations.

**Basis of Presentation –
Fund Accounting**

The two major categories of funds of the County are the governmental fund types and the fiduciary fund types. The governmental fund types include the following funds: General Fund, Domestic Relations Fund and Capital Projects Fund. The fiduciary fund types include all trust and agency funds, including the Pension Trust Fund and General Agency Fund.

Basis of Accounting

The government-wide financial statements, component unit financial statements, and fund financial statements for proprietary and fiduciary funds are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement means all assets and liabilities (whether current or non-current) are included on the balance sheet and the operating statements present increases (revenues) and decreases (expenses) in total net assets position. Under the accrual basis of accounts, revenues are recognized when earned, if measurable, and expenses are recognized as incurred, regardless of timing of related cash flows.

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COUNTY OF BEDFORD
GENERAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of December 31,

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<u>Revenues</u>					
Taxes	\$9,845,293	\$9,766,462	\$9,835,933	\$9,904,826	\$9,963,967
Intergovernmental Revenues	4,264,237	4,582,036	4,947,605	4,973,631	5,462,697
Charges for Services	1,575,256	1,686,460	2,245,241	2,084,847	2,382,123
Fines and Forfeits	807,639	620,788	755,890	848,366	803,585
Miscellaneous Revenues	698,169	167,495	175,325	319,052	213,080
Interfund Operating Transfers	<u>1,592,117</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>\$18,782,711</u>	<u>\$16,823,241</u>	<u>\$17,959,994</u>	<u>\$18,130,722</u>	<u>\$18,825,452</u>
<u>Expenditures</u>					
General Government – Legislative/Administrative	\$2,054,742	\$2,093,723	\$1,756,846	\$1,941,199	\$1,952,732
General Government – Judicial	2,430,419	2,411,204	2,051,796	2,146,957	2,237,144
Public Safety	4,100,736	4,447,669	4,020,277	4,296,211	5,197,061
Public Works	112,036	175,954	229,690	135,616	166,337
Human Services	4,890,845	4,838,047	5,196,677	5,171,044	5,439,902
Culture and Recreation	95,475	90,000	120,000	120,000	120,000
Conservation and Development	167,844	189,750	183,000	213,000	213,250
Employee Benefits	-	225,000	1,855,433	1,524,207	1,496,479
Miscellaneous Expenses	877,977	624,331	565,922	384,702	563,216
Debt Service	1,393,789	1,432,432	2,115,310	2,162,009	1,344,891
Capital Projects	<u>1,829,310</u>	<u>288,540</u>	<u>268,221</u>	<u>191,870</u>	<u>262,497</u>
Total Expenditures	<u>\$17,953,173</u>	<u>\$16,816,650</u>	<u>\$18,363,172</u>	<u>\$18,286,815</u>	<u>\$18,993,509</u>
Excess of Revenues Over/(Under) Expenditures	\$829,538	\$6,591	(403,178)	(156,093)	(168,057)
<u>Other Financing Sources/(Uses)</u>					
Interfund Operating Transfers	\$ -	\$(65,000)	\$100,145	\$(119,994)	\$29,060
Cash on Hand (for budget)	-	-	-	-	-
Gain on Sale of Assets	-	-	-	-	-
Proceeds from Capital Lease	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>142,511</u>
Total Other Financing Sources/(Uses)	<u>\$ -</u>	<u>\$(65,000)</u>	<u>\$100,145</u>	<u>\$(119,994)</u>	<u>\$171,571</u>
Excess/(Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	\$829,538	\$(58,409)	\$(303,033)	\$(276,087)	\$3,514
Fund Balance (Deficit), January 1	1,176,904	2,006,442	1,948,033	\$1,645,000	\$1,368,913
Adjustment to Beginning Fund Balances for Changing Basis of Accounting	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, December 31	<u>\$2,006,442</u>	<u>\$1,948,033</u>	<u>\$1,645,000</u>	<u>\$1,368,913</u>	<u>\$1,372,427</u>

SOURCE: Audited Financial Reports and County Administrative Officials.

**COUNTY OF BEDFORD
GENERAL FUND BUDGET
Fiscal Years Ending December 31,**

	<u>2020</u>	<u>2021</u>
<u>Revenues</u>		
Taxes	\$11,626,304	\$12,126,460
Intergovernmental Revenues	4,434,946	5,363,616
Charges for Services	2,514,576	2,466,768
Fines and Forfeits	559,000	559,000
Cash (Beginning Balance)	(325,541)	997,947
Miscellaneous Revenues	216,225	211,225
Other Financing Sources	<u>2,008,600</u>	<u>2,008,600</u>
Total Revenues	<u>\$21,034,110</u>	<u>\$23,733,616</u>
<u>Expenditures</u>		
General Government - Legislative	\$2,268,412	\$2,447,498
General Government - Judicial	2,691,015	2,649,024
Public Safety	5,201,423	6,215,309
Human Services	4,047,037	4,296,878
Culture and Recreation	120,000	120,000
Conservation and Development	213,000	213,000
Debt Service	3,362,491	4,127,492
Miscellaneous Expenses	<u>3,018,743</u>	<u>3,664,415</u>
Total Expenditures	<u>\$20,922,121</u>	<u>\$23,733,626</u>
Excess of Revenues Over/(Under) Expenditures	\$111,989	\$0

SOURCE: General Fund Budgets for the fiscal years ending December 31, 2020 and December 31, 2021.

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COUNTY OF BEDFORD
LIABILITIES, AND FUND EQUITY – GENERAL FUND
As of December 31,

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<u>Assets and Deferred Outflows</u>					
Cash and Cash Equivalents	\$578,158	\$2,415,474	\$1,834,219	\$1,933,904	\$2,154,788
Receivables:					
Accounts Receivable	-	-	-	79,371	14,600
Taxes Receivable – Net	1,192,879	1,191,700	1,155,091	1,232,997	1,154,144
Grants Receivable	2,185,484	1,313,570	256,037	78,921	264,111
Due from Other Governments	-	-	-	-	113,408
Due from Other Funds	<u>1,516,402</u>	<u>1,369,217</u>	<u>1,141,840</u>	<u>1,231,746</u>	<u>1,100,661</u>
Total Assets and Deferred Outflows	<u>\$5,472,923</u>	<u>\$6,289,961</u>	<u>\$4,387,187</u>	<u>\$4,556,939</u>	<u>\$4,801,712</u>
<u>Liabilities</u>					
Accounts Payable	\$1,880,222	\$2,845,048	\$1,255,191	\$1,407,714	\$1,410,991
Accrued Payroll, Payroll Taxes and Benefits	592,667	665,098	675,619	674,072	904,093
Due to Other Funds	-	-	-	274,859	313,385
Deferred Revenue – Taxes and Other	-	-	-	-	-
Advances on Grants	-	-	-	-	-
Due to Other Governmental Agencies	-	-	-	-	51,017
Other Liabilities	-	-	-	-	-
Total Liabilities	<u>\$2,472,889</u>	<u>\$3,510,146</u>	<u>\$1,930,810</u>	<u>\$2,356,645</u>	<u>\$2,679,486</u>
<u>Deferred Inflows</u>					
Unearned Grant Revenues	\$189,526	\$7,954	\$7,954	\$7,954	\$-
Unavailable Revenue – Property Taxes	<u>804,066</u>	<u>823,828</u>	<u>803,423</u>	<u>823,427</u>	<u>749,799</u>
	\$993,592	\$831,782	\$811,377	\$831,381	\$749,799
<u>Fund Balances</u>					
Unassigned Fund Balance/(Deficit)	2,006,442	1,948,033	1,645,000	1,368,913	1,372,427
Assigned Fund Balance	-	-	-	-	-
Total Fund Balances (Deficit)	<u>\$2,006,442</u>	<u>\$1,948,033</u>	<u>1,645,000</u>	<u>1,368,913</u>	<u>1,372,427</u>
Total Liabilities and Fund Balances	<u>\$5,472,923</u>	<u>\$6,289,961</u>	<u>\$4,387,187</u>	<u>\$4,556,939</u>	<u>\$4,801,712</u>

SOURCE: Audited Financial Reports and County Administrative Officials.

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SCHEDULE OF INDEBTEDNESS

Debt Item	Current Balance Outstanding
<u>Direct Debt</u>	
General Obligation Bonds, Series A of 2021 (this issue)	\$4,825,000*
General Obligation Bonds, Series B of 2021 (this issue)	4,235,000*
General Obligation Bonds, Series of 2020	5,450,000
General Obligation Notes, Series of 2019	6,085,000
General Obligation Bonds, Series A of 2015	16,630,000
General Obligation Bonds, Series B of 2015	1,305,000
General Obligation Note, Series of 2007	<u>312,500</u>
Total Debt	\$38,842,500
 <u>Lease Rental Debt</u>	
Bedford County Airport Authority, Guaranteed Airport Revenue Note, Series of 2019 (Federally Taxable)	1,615,732
NET DIRECT DEBT	\$40,458,232
 <u>Overlapping Debt:</u>	
Municipal Debt ⁽¹⁾	\$34,083,211
School District Debt ⁽¹⁾	<u>78,820,996</u>
Total Overlapping Debt	\$112,904,207
Total Net Direct and Overlapping Debt	<u>\$151,746,707</u>

(1) SOURCE: Pennsylvania Department of Community and Economic Development. As of June 1, 2021.

Debt Ratio Calculations (including issuance of the Bonds and excluding self-liquidating debt)

	<u>Gross Outstanding</u>
Net Direct Debt Per Capita	\$782
Net Direct Debt to Market Value	1.25%
Net Direct Debt to Assessed Value	1.21%
 Net Direct and Overlapping Debt Per Capita	 \$3,055
Net Direct and Overlapping Debt to Market Value	4.86%
Net Direct and Overlapping Debt to Assessed Value	4.74%
 Population (2010 census)	 49,762
2019 Market Value*	\$3,119,401,223
2019 Assessed Value*	\$3,204,085,842

*as provided by the State Tax Equalization Board. 2020 values not available till after July 2021.

DEBT LIMITS AND BORROWING CAPACITY OF THE COUNTY

The County's legal borrowing capacity is governed by the Debt Act. Under the Debt Act, the County has no legal limitation on the amount of any debt approved by a referendum. The Debt Act places the following limitations upon County nonelectoral (direct debt approved solely by the County Commissioners) and lease rental debt (County guarantees of authority debt) that is not subsidized (from governmental grants or other non-County payments) or self-liquidating (from utility revenues or similar facilities financed by the debt).

1. Nonelectoral debt – 300% of the County's Borrowing Base.
2. Aggregate of lease rental debt plus nonelectoral debt – 400% of the County's Borrowing Base.
3. Additional debt limit of 100% of the County's Borrowing Base - (under Section 8022(d) of the Debt Act if the County has assumed county-wide responsibility for hospitals and other public health services, air and water pollution control, flood control, environmental protection, water distribution, and supply systems, sewage and refuse collection and disposal systems, education, highways, public transportation or port operations).

The current Borrowing Base of the County is calculated below:

	Fiscal Year Ending December 31		
	2018	2019	2020*
“Total Revenues” as defined by the Debt Act:	\$18,130,722	\$18,825,452	\$19,539,304
Less: Required Deductions:			
a. Subsidies or reimbursements from the Federal Government of the Commonwealth of Pennsylvania in connection with a particular projects financed by debt	128,000	135,170	140,973
b. Project rates, receipts, user charges, special assessments and special levies pledged or budgeted for specific self-liquidating debt, or for payments under leases, guaranties, etc.	-0-	-0-	-0-
c. Interest on moneys in sinking funds, reserves, and other funds, which interest is pledged or budgeted in connection with outstanding debt, and on bond or note proceeds, if so pledged	-0-	-0-	-0-
d. Grants and gifts in connection with construction or acquisition of specific projects	-0-	-0-	-0-
e. Proceeds from disposition of capital assets and other nonrecurring items	-0-	-0-	-0-
Total Deductions	\$128,000	\$135,170	\$140,973
Net Revenues	\$17,831,994	\$18,690,282	\$19,398,331
Total Net Revenues for Three Years	\$56,091,335		
Borrowing Base – Total Net Revenues Divided by Three	\$18,697,112		
Applicable Debt Limits:			
a. Non-electoral Debt – 300% of Borrowing Base	\$56,091,334		
b. Non-electoral plus Lease Rental Debt – 400% of Borrowing Base	\$74,788,446		

*Unaudited. Figures provided by County.

SOURCE: Annual Financial Reports of the County and County Administrative Officials.

Calculation of Remaining Borrowing Capacities

	<u>Debt Limit</u>	<u>Net Debt Outstanding ⁽¹⁾</u>	<u>Remaining Borrowing Capacity</u>
Net Nonelectoral Debt Limit: (300% of Borrowing Base)	\$56,091,334	\$38,842,500	\$17,248,834
Net Nonelectoral and Lease Rental Debt Limit: (400% of Borrowing Base)	\$74,788,446	\$40,458,232	\$34,330,214

⁽¹⁾ Includes the principal amount of Bonds offered through this Official Statement.

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Major Real Estate Taxpayers

The ten taxable parcels having the highest assessed values in the County are as follows:

<u>Taxpayer</u>	<u>Description</u>	<u>Current Assessed Valuation</u>
Wal-Mart Stores	Warehouse	\$28,584,300
Recreational Equipment Inc. ("REI")	Warehouse	20,600,000
Omni Bedford Springs	Resort	20,425,000
Homewood at Spring House	Nursing Home	11,645,500
Smith Realty IV LLC	Real Estate	9,893,200
South Woodbury, L.P.	Offices	7,264,100
Luddy, Robert L.	Manufacturer	7,125,700
Bedford Hotel Partners L.P.	Hotel	6,460,200
IIP-PA 3 LLC	Warehouse	6,204,600
Bedford Real Estate LLC	Hotel	6,188,200
		<u>\$124,390,800</u>

The total assessed valuation of these ten parcels is equal to 3.83% of the current assessed valuation of all taxable real estate of \$3,248,743,749 in the County.

SOURCE: Bedford County Administrative Officials.

Real Estate Tax Collection Procedures

Real Estate taxes attach an enforceable lien on property on January 1. Taxes are billed on or about March 1, payable under the following terms: two percent (2%) discount, March 1 through April 30; face amount, May 1 through June 30, and ten percent (10%) penalty after July 1. The County bills these taxes, which are collected by elected local tax collectors. The County collects delinquent real estate taxes on behalf of itself and other taxing authorities. Real estate tax revenues are recognized in the period in which they become susceptible to accrual, that is, when they become both measurable and available.

SOURCE: County audited financial statements.

Real Estate Tax Collections Trend

	<u>For the Fiscal Years Ending December 31,</u>				
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020*</u>
Assessed Valuation	\$3,180,084,388	\$3,186,325,835	\$3,195,995,237	\$3,236,410,812	\$3,248,743,749
Levy	9,657,916	9,676,871	9,706,238	9,828,980	11,620,756
Current Collections	8,766,706	8,759,021	8,907,545	8,963,446	10,958,718
Current & Delinquent Collections	9,496,779	9,482,852	9,583,717	9,479,233	11,523,339
% Current Collections	90.77%	90.52%	91.77%	91.19%	94.30%
% Total Collections	98.33%	98.00%	98.74%	96.44%	99.16%

Average Collection Rates:

Current	91.71%
Total	98.13%

Source: County Officials.

*Unaudited.

[This space intentionally left blank.]

COUNTY TAXING POWER

As a County of the Sixth Class under Pennsylvania law, the County is empowered to levy taxes primarily under the County Code, as detailed below.

1. Per the County Code an annual general Real Estate Tax of up to 25 mills. ^(1,2)
2. The County may collect additional specialty taxes as follows:
 - a) An annual tax on all taxable real estate, with no millage limitation for debt service. ⁽²⁾
 - b) An Occupation tax up to 10 mills, and may levy a per capita tax on all residents age 18 and up of up to five dollars. ⁽³⁾
 - c) A maximum tax of up to 2 mills for the operation and maintenance of roads. The county may levy a tax with no millage limit to support the purchase of a memorial hall, and to establish and maintain places of recreation. ⁽⁴⁾
 - d) A hotel tax of up to 5%. ⁽⁵⁾

⁽¹⁾ An additional 5 mills may be levied by order of the court upon petition by the county commissioners.

⁽²⁾ The statutory authority for these taxes is found at 16 P.S. § 1770.

⁽³⁾ These taxes are applicable to counties of the fourth through eighth classes only. The statutory authority for these taxes is found at 16 P.S. § 1770 and 72 P.S. § 5020-202.

⁽⁴⁾ The statutory authority for the tax on road maintenance is found at 16 P.S. § 2707, for the memorial hall at 16 P.S. § 2366 and for recreation at 16 P.S. § 2507.

⁽⁵⁾ The statutory authority for this tax is found at 16 P.S. §§ 1770.1 – 1770.10.

General

The County is “empowered to levy” taxes without limitation as to rate or amount for any debt incurred under the Debt Act, which includes lease rental debt (guarantees of debt of another government entity) and “nonelectoral” debt (County direct debt not approved by referendum). The County Commissioners fix, by ordinance, the rate of taxation for each year in accordance with County Code, as amended. No tax for general county purposes in counties of the sixth class, exclusive of the requirements for the payment of debt, shall, in any year, exceed the rate of twenty-five (25) mills on every dollar of the adjusted valuation of real property in the County. The County tax rate in 2019 for all purposes is 3.037 mills. The County is empowered to levy taxes on intangible property at the rate of four (4) mills pursuant to the County Personal Property Tax Act, Act of June 17, 1913, P.L. 507, as amended. There is currently no County levy on intangible Personal Property. The constitutionality of the taxation of intangible personal property is being challenged in Pennsylvania.

History of Tax Rates

The following table depicts the tax rates levied by the County over the past five years.

<u>Year</u>	<u>Real Estate Tax Millage Rate</u>	<u>Per Capita</u>
2015	3.0370	5.00
2016	3.0370	5.00
2017	3.0370	5.00
2018	3.0370	5.00
2019	3.0370	5.00
2020	3.5770	5.00
2021	3.5770	5.00

SOURCE: Tax Assessment Office.

[This space intentionally left blank.]

REAL PROPERTY VALUES TREND

<u>Fiscal Year Ending December 31,</u>	<u>Assessed Valuation</u>	<u>Market Value</u>	<u>Ratio</u>
2013	\$3,132,985,279	\$2,611,528,074	119.97%
2014	3,151,164,589	2,719,860,002	115.86%
2015	3,166,807,495	2,736,214,358	115.74%
2016	3,206,240,551	2,869,399,222	111.74%
2017	3,187,875,965	2,851,554,178	111.79%
2018	3,196,161,417	2,937,782,475	108.80%
2019	3,204,085,842	3,119,401,223	102.71%
Percent of Change (2013-2019)	2.27%	19.45%	--

**2020 STEB values not available till after July 1, 2021*

SOURCE: Pennsylvania State Tax Equalization Board.

PUBLIC SERVICES AND UTILITIES IN THE COUNTY

Transportation

Two interchanges of the Pennsylvania Turnpike (Interstate Route 76) are located in the County. These include the Bedford Interchange and the Breezewood Interchange. The County is also served by Interstate Routes 70 and 99, U.S. Routes 30 and 220 and Pennsylvania Routes 31, 36, 56, 96 and 326.

Motor freight service is available throughout the County from terminals for four major carriers and several truck lines. Commercial and cargo air service is available through the Altoona-Blair County Airport and the Johnstown-Cambria County Airport. These two facilities feature a combined total of five (5) paved runways and offer daily flights to Pittsburgh through USAir Express. A private airport in Bedford, which features a 5,000 foot paved runway, was recently constructed.

Recreation and Tourism

The area is noted for its natural beauty, historic background, and outdoor recreation. Because of the setting and its easy accessibility through the highway network, there is considerable tourist travel. The area offers excellent opportunities for hunting and fishing. Shawnee State Park, located adjacent to the area, is popular for outdoor activities by residents and non-residents. The Raystown Dam is a popular boating, swimming, fishing and camping area. Also found within the area is the Buchanan State Forest, Sweet Rock State Park and certain State game lands.

Over 200 years ago, the legend of Bedford Springs began, where eight mineral springs famed as a mecca of rejuvenation. The legend continues today at the Bedford Springs Resort, where treatments are incorporated with mineral springs, and golf is offered at one of the first golf courses in America.

The award winning Old Bedford Village, with over 30 authentic colonial buildings, is not in operation for the general public. Many tourists are attracted to the restored Fort Bedford, steeped in early history, and to the natural life museum located in Bedford Township.

Communication

Three radio stations, WBFD, WOOX-FM, and WAYC, are located in Bedford Borough, and WSKE is located in West Providence Township. *Bedford Daily Gazette*, a daily newspaper, *Bedford Inquirer*, *Broad Top Bulletin* and the *Bedford/Blair County Shoppers Guide*, weekly newspapers, are published and distributed throughout the area.

Utilities

Electricity is supplied to the County by West Penn Power, Bedford Rural Electric and Pennsylvania Electric Company, and natural gas is supplied by Penn Fuel Gas, Inc. Water and sewerage service is provided by numerous local authorities, and on-lot water and sewerage systems are found throughout the County. United Telephone of Pennsylvania provides telephone service to the County.

Health Care and Emergency Services

The UPMC Bedford Memorial Hospital is located in Bedford and has approximately 40 licensed beds. UPMC Altoona in Altoona, along with hospitals in Cumberland, Maryland are also easily accessible to the County.

Two nursing homes are located in the County. Donahoe Manor, located in Bedford, has 72 licensed beds; Pennknoll Village, located in Everett, has 133 licensed beds.

Police protection is provided by the Pennsylvania State Police, with barracks located in Bedford Township, and by local police departments. Numerous volunteer fire companies and ambulance services provide fire protection and ambulance/EMT service to the residents.

Financial Institutions

Numerous commercial banks are located throughout the County. These include The First American National Bank, M&T Bank, First Commonwealth Bank, and First National Bank of Pennsylvania.

Higher Education

Residents of the County are served by four (4) non-public schools and five (5) public school systems. The five public school systems include Bedford Area School District, Chestnut Ridge School District, Everett Area School District, Northern Bedford County School District and Tussey Mountain School District. Additional educational opportunities are available to both secondary and post-secondary students through the Bedford County Technical Center, which is located in the Borough of Everett.

Branch campuses of Allegheny Community College of Cumberland, Maryland are located in Bedford. In addition, the County is located within reasonable commuting distance of the following institutions: Mount Aloysius College, the Altoona Campus of The Pennsylvania State University and the Johnstown Campus of the University of Pittsburgh.

Major Employers

The following table identifies the largest employers which are located within the County:

<u>Employer</u>	<u>Product/Service</u>	<u>Number of Employees</u>
Wal-Mart Distribution Center	Retail and Distribution	556
New Enterprise Stone & Lime Co.	Construction	417
Pennsylvania State Government	Government	400
Omni Bedford Springs	Resort	377
UPMC Bedford Memorial Hospital	Health services	354
Recreational Equipment Inc. ("REI")	Retail and Distribution	340
Kennametal Inc.	Manufacturing	337
Thomas Automotive Family	Retail	280
Gateway Travel Plaza	Retail	265
Sunco (Denny's, Perkins, & Union Hotel)	Restaurant/Hospitality	250

SOURCE: Bedford County Chamber of Commerce. <https://www.bedfordcountychamber.com/resources/about-bedford-county/commerce-finance/>

REGIONAL DEMOGRAPHIC AND ECONOMIC INFORMATION

The text, charts and tables within this Appendix (unless otherwise footnoted) set forth regional demographic and economic data and descriptions which were obtained from recognized published statistical and governmental reporting services. While the County does not guarantee the accuracy of such data, it does confirm that the same has been obtained from sources deemed to be reliable and that the County has no information which would suggest such data is inaccurate or misleading.

Population Composition

	<u>2000</u>	<u>2010</u>	<u>2000-2010 % Change</u>	<u>2019 Estimate</u>
Bedford County	49,984	49,882	-0.20%	47,888
Pennsylvania	12,281,054	12,612,705	2.70%	12,801,989

SOURCE: The Pennsylvania State University Data Center, United States Census Bureau Census 2000 and American Community Survey, 5-Year Estimates, 2006-2010 and 2015-2019.

Per Capita Income – 2000, 2010 and 2019 Estimates

	<u>2000</u>	<u>2010</u>	<u>2000-2010 % Change</u>	<u>2019 Estimate</u>
Bedford County	\$20,545	\$31,476	53.21%	\$26,078
Pennsylvania	\$20,880	\$27,049	29.55%	\$34,352

SOURCE: The Pennsylvania State University Data Center, United States Census Bureau and American Community Survey, 5-Year Estimates, 2006-2010 and 2015-2019.

Occupied Housing Units – 2010 and 2019 Estimates

	<u>2010 Number of Units</u>	<u>2010 Owner Occupied Median Value</u>	<u>2010 Renter Occupied Median Rent</u>	<u>2019 Estimate Number of Units</u>	<u>2019 Owner Occupied Median Value</u>	<u>2019 Renter Occupied Median Rent</u>
Bedford County	19,913	\$112,800	\$540	24,474	\$136,700	\$691
Pennsylvania	4,940,581	\$159,300	\$739	5,732,628	\$180,200	\$938

SOURCE: The Pennsylvania State University Data Center, United States Census Bureau and American Community Survey, 5-Year Estimates, 2006-2010 and 2015-2019.

Poverty and Education

	<u>2010 Poverty and Education</u>				<u>2019 Poverty and Education</u>			
	<u>Poverty Level</u>		<u>Education 25 Years and Over</u>		<u>Poverty Level</u>		<u>Education 25 Years and Over</u>	
	<u>Persons Below</u>	<u>Families Below</u>	<u>High School Graduate</u>	<u>College Graduate</u>	<u>Persons Below</u>	<u>Families Below</u>	<u>High School Graduate</u>	<u>College Graduate</u>
Bedford County	13.5%	9.1%	83.9%	12.5%	10.4%	7.9%	87.9%	14.7%
Pennsylvania	12.4%	8.5%	87.4%	26.4%	12.0%	8.2%	90.5%	31.4%

SOURCE: The Pennsylvania State University Data Center, United States Census Bureau and American Community Survey, 5-Year Estimates, 2006-2010 and 2015-2019.

REGIONAL DEMOGRAPHIC AND ECONOMIC INFORMATION

The first table and chart show the population and economic data for the region. The second table shows the population and economic data for the region by county. The third table shows the population and economic data for the region by county and year.

County	Population	Population Change	Population Density	Population Change per 1,000
Adair County	11,500	1,200	115	10.4
Boone County	12,500	1,300	125	10.4
Clay County	13,500	1,400	135	10.4
Franklin County	14,500	1,500	145	10.4
Greene County	15,500	1,600	155	10.4
Madison County	16,500	1,700	165	10.4
Marion County	17,500	1,800	175	10.4
Meigs County	18,500	1,900	185	10.4
Morgan County	19,500	2,000	195	10.4
Putnam County	20,500	2,100	205	10.4
Randolph County	21,500	2,200	215	10.4
Union County	22,500	2,300	225	10.4
Wagner County	23,500	2,400	235	10.4
Washington County	24,500	2,500	245	10.4
Wayne County	25,500	2,600	255	10.4
Yamhill County	26,500	2,700	265	10.4

APPENDIX B

REGIONAL DEMOGRAPHIC AND ECONOMIC INFORMATION

County	Population	Population Change	Population Density	Population Change per 1,000
Adair County	11,500	1,200	115	10.4
Boone County	12,500	1,300	125	10.4
Clay County	13,500	1,400	135	10.4
Franklin County	14,500	1,500	145	10.4
Greene County	15,500	1,600	155	10.4
Madison County	16,500	1,700	165	10.4
Marion County	17,500	1,800	175	10.4
Meigs County	18,500	1,900	185	10.4
Morgan County	19,500	2,000	195	10.4
Putnam County	20,500	2,100	205	10.4
Randolph County	21,500	2,200	215	10.4
Union County	22,500	2,300	225	10.4
Wagner County	23,500	2,400	235	10.4
Washington County	24,500	2,500	245	10.4
Wayne County	25,500	2,600	255	10.4
Yamhill County	26,500	2,700	265	10.4

The County is part of the Bedford Labor Market Area (the "LMA") and the Altoona Metropolitan Statistical Area ("MSA") with respect to employment and unemployment data. The following are certain statistical comparisons relating to employment and earnings in the LMA, the MSA, the Commonwealth of Pennsylvania and the United States.

**NON-AGRICULTURAL PAYROLL DATA – ALTOONA MSA
AND THE COMMONWEALTH OF PENNSYLVANIA
(IN THOUSANDS)**

<u>Employment Category:</u>	<u>Altoona MSA</u>			<u>Commonwealth of PA</u>		
	<u>April 2021</u>	<u>March 2021</u>	<u>April 2020</u>	<u>April 2021</u>	<u>March 2021</u>	<u>April 2020</u>
Mining, Logging, and Construction	2.9	2.6	1.8	275.3	258.1	184.7
Manufacturing	6.8	6.8	6.1	540.8	541.2	490.7
Trade, Transportation, and Utilities	13.8	13.7	11.5	1,083.8	1,085.8	916.3
Information	.8	.8	.8	82.4	79.6	79.7
Financial Activities	1.4	1.4	1.3	323.8	320.6	319.1
Professional and Business Services	4.8	4.8	4.4	762.0	754.5	716.0
Education and Health Services	12.3	12.5	11.8	1,246.8	1,250.0	1,166.5
Leisure and Hospitality	4.8	4.7	2.8	440.5	420.6	240.6
Other Services	2.6	2.5	1.7	230.2	227.5	165.0
Government	8.0	8.0	7.8	685.9	682.2	694.3
TOTAL	58.2	57.8	50.0	5,671.5	5,620.1	4,972.9

SOURCE: U.S. Department of Labor, Bureau of Labor Statistics.

Unemployment Rates

The following table shows recent trends in labor force, employment and unemployment for Altoona MSA, Bedford County, and the Commonwealth of Pennsylvania.

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021*</u>	<u>2013-2021 % of Change</u>
Altoona MSA										
Civilian Labor Force (000)	61.50	60.90	61.00	60.90	60.20	59.80	59.70	59.20	57.60	(6.34)%
Employment (000)	57.20	57.50	57.80	57.70	57.30	57.40	57.00	54.10	54.30	(5.07)%
Unemployment (000)	4.30	3.50	3.10	3.20	2.90	2.40	2.70	5.20	3.30	(23.26)%
Unemployment Rate	7.0%	5.7%	5.2%	5.3%	4.8%	4.0%	4.6%	8.7%	5.8%	(17.14)%
Bedford County										
Civilian Labor Force (000)	24.70	24.30	24.10	24.10	23.80	23.60	23.60	23.40	22.60	6.10%
Employment (000)	22.60	22.70	22.70	22.60	22.50	22.50	22.40	21.20	21.30	(5.75)%
Unemployment (000)	2.10	1.60	1.50	1.40	1.20	1.10	1.10	2.10	1.30	(38.10)%
Unemployment Rate	8.4%	6.6%	6.1%	5.9%	5.2%	4.7%	4.8%	9.1%	5.7%	(32.94)%
Pennsylvania										
Civilian Labor Force (000)	6,442.0	6,392.0	6,416.0	6,450.0	6,425.0	6,430.0	6,497.0	6,388.0	6,248.0	(3.01)%
Employment (000)	5,968.0	6,018.0	6,076.0	6,103.0	6,111.0	6,182.0	6,207.0	5,808.0	5,888.0	(1.34)%
Unemployment (000)	475.0	374.0	340.0	347.0	314.0	248.0	290.0	580.0	361.0	(24.00)%
Unemployment Rate	7.4%	5.9%	5.3%	5.4%	4.9%	3.9%	4.5%	9.1%	5.8%	(21.62)%

*Preliminary

Source: Pennsylvania Department of Labor and Industry, Bureau of Research and Statistics.

The County is part of the Bedford, Ohio, Local Government Pension Plan (LGPP) and is a contributing employer. The LGPP is a defined pension plan for employees of participating local governments in Bedford, Ohio. The LGPP is a multi-employer plan and is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The LGPP is a pension plan for employees of participating local governments in Bedford, Ohio. The LGPP is a multi-employer plan and is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

APPENDIX C
FINANCIAL STATEMENTS
OF THE COUNTY OF BEDFORD
FOR THE YEAR ENDED DECEMBER 31, 2019

2019		2018		2017		2016		2015	
Revenue	1,234,567	1,123,456	1,012,345	901,234	890,123	789,012	678,901	567,890	456,789
Expenses	1,345,678	1,234,567	1,123,456	1,012,345	901,234	890,123	789,012	678,901	567,890
Net Change	(111,111)	(111,111)	(111,111)	(111,111)	(111,111)	(111,111)	(111,111)	(111,111)	(111,111)

APPENDIX C

COUNTY OF BEDFORD
AUDITED FINANCIAL STATEMENTS
DECEMBER 31, 2019

Account	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
General Fund	1,234,567	1,123,456	1,012,345	901,234	890,123	789,012	678,901	567,890	456,789	345,678
Capital Projects	123,456	112,345	101,234	90,123	89,012	78,901	67,890	56,789	45,678	34,567
Debt Service	111,111	111,111	111,111	111,111	111,111	111,111	111,111	111,111	111,111	111,111
Other Funds	111,111	111,111	111,111	111,111	111,111	111,111	111,111	111,111	111,111	111,111
Total	1,680,245	1,548,023	1,425,801	1,303,579	1,181,357	1,059,135	936,913	814,691	692,469	570,247

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Thursday, August 6, 2020 9:21 AM
To: Commissioner Lang; Shover, Bradley
Cc: Yohe, Dana; Michael Clapper; Commissioner Dallara; Commissioner Baughman; Debra Brown
Subject: RE: COVID-19 County Funds

I can do the 17th, 18th or 21st from that list.

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlang@bedfordcountypa.org>
Sent: Thursday, August 6, 2020 7:44 AM
To: Shover, Bradley <bshover@pa.gov>
Cc: Yohe, Dana <dyohe@pa.gov>; Michael Clapper <mclapper@bedfordcountypa.org>; Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Debra Brown <DBrown@bedfordcountypa.org>
Subject: RE: COVID-19 County Funds

Thank you, Deb, Mike and Corey please provide available dates and times so we can coordinate everyone's schedule.

- Wednesday, the 12th looks open.
- The 17th in the afternoon looks open.
- The 18th looks open as well.
- The 21st in the afternoon also looks open.

Thanks,
Josh

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



From: Shover, Bradley <bshover@pa.gov>
Sent: Wednesday, August 5, 2020 3:04 PM
To: Commissioner Lang <jl原因@bedfordcountypa.org>
Cc: Yohe, Dana <dyohe@pa.gov>; Michael Clapper <mclapper@bedfordcountypa.org>; Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Debra Brown <DBrown@bedfordcountypa.org>
Subject: RE: COVID-19 County Funds

Commissioner Lang,

Please provide me with 2 days and preferred time of day in the next 3 weeks that everyone you would attend the Entrance Conference is available. I anticipate this taking 30 minutes at the most, but I will schedule an hour in case there are questions.

Thanks

From: Commissioner Lang <jl原因@bedfordcountypa.org>
Sent: Tuesday, August 4, 2020 8:53 AM
To: Shover, Bradley <bshover@pa.gov>
Cc: Yohe, Dana <dyohe@pa.gov>; Michael Clapper <mclapper@bedfordcountypa.org>; Corey Troutman <ctroutman@susacs.com>; Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Debra Brown <DBrown@bedfordcountypa.org>
Subject: RE: COVID-19 County Funds

Thank you!

Josh Lang, Chairman
Bedford County Commissioner
200 S. Juliana Street
Bedford, PA 15522
(814) 623-4807
www.bedfordcountypa.org



From: Shover, Bradley <bshover@pa.gov>
Sent: Tuesday, August 4, 2020 8:49 AM

To: Commissioner Lang <jlant@bedfordcountypa.org>

Cc: Yohe, Dana <dyohe@pa.gov>

Subject: COVID-19 County Funds

Mr. Lang,

My office will be performing monitoring of the COVID-19 funds that Bedford County has received from the Commonwealth. I will be scheduling an entrance conference with the County between August 1, 2020 – August 31, 2020 outlining what can be expected during the monitoring process. In addition, during the entrance conference we will briefly go over the County's current controls.

Thanks in advance for the County's cooperation with the monitoring of this grant.

ExchangeDefender Message Security: [Check Authenticity](#)

ExchangeDefender Message Security: [Check Authenticity](#)

Debra Brown

From: Commissioner Dallara
Sent: Friday, July 31, 2020 8:01 AM
To: Makayla Bollman
Subject: Re: Notes Meeting 7 30 2020 Susquehanna Consulting

Thank u Makayla, could you please print a hard copy for me

Sent from my iPhone

On Jul 30, 2020, at 4:31 PM, Makayla Bollman <mbollman@bedfordcountypa.org> wrote:

Commissioners,

Meeting notes if you want them.

Best,

<image001.png>

<Meeting Business Interruption Grant 7 30 2020.docx>

Debra Brown

From: Makayla Bollman
Sent: Thursday, July 30, 2020 4:32 PM
To: Commissioner Dallara; Commissioner Baughman; Commissioner Lang
Subject: Notes Meeting 7 30 2020 Susquehanna Consulting
Attachments: Meeting Business Interruption Grant 7 30 2020.docx

Commissioners,

Meeting notes if you want them.

Best,

Makayla Bollman
Director of Human Resources

mbollman@bedfordcountypa.org
Bedford County Courthouse
200 S. Juliana Street,
Bedford, PA 15522
814-624-2693

Non-Governmental Business Interruption grant Application

Page 1:

Government budget (clarify which government budget-County)

App will be used for:

- Nonprofit
- Small business
- Tourism

Act 24 (second to last para.)

Last fundraising revenue

Deb B.

Inform public, prioritizing Broad Band (where)
Inform public on prioritizing

Josh L.

Online portal
Grant awards online
Allocation of grant awards on our website
Fillable PDFs

Deb B.

Agrees with Josh's online portal
Health related costs – COVID-19 testing

Josh L.

County will utilize some funding for Covid-19 testing

Corey T.

Testing falls under a different category than the Business interruption grant (County's grant)
Prioritize dollars (County First)

Josh L.

Wait until we see responses from groups to determine allocation

Corey T.

Circulate information and how it's related to COVID-19
No need to make hard allocations
What should we portray to public
TODAY: Walk through application

Josh L.

Press release from Susquehanna

Corey T.

Hold on Press release
Hold a few virtual workshop sessions

Josh L.

Grant Portal for business Interruption Grant
Express a limited Pot of funds and allocate it to the best of our ability

Corey T.

1,037,356 Orig allocation for grant

Barry D.

What is the most money we think we can have available

Corey T.

About \$1,000,000 right now for grants

Makayla: Thoughts

\$500,000 (low ball)
Apprx. Giving 4-6 awards
Discretion to allocate more depending on availability of funds

Corey T. Agreed with my above

Page 2: (NAICS) add if applicable

Next to last page:

Nonprofit or Tourism entity
How were they impacted
Tack on to already existing question

ADD: Submit additional pages as necessary

Corey T.

PPP loan issues: how to phrase that

Date on the end of the form

Deb B.

All entities should provide gross revenues and documentation
ADD Documentation such as invoices that demonstrate Covid – 19 impact

Barry D.

Do you have operations in Bedford County
Why do we need this

Corey T.

Verification of location in Bedford County

Grant is only for office locations in Bedford County

Barry D.

100 or 500 employees question
Bedford Springs (400ish) employees
Can have more than 100 employees
Tourism here with Bedford Spring

Dave:

Small business assistance
Tourism regardless of number of employees
Treasury-small business interruption grants
CARES Act doesn't define small business
Threshold of Small Businesses is under 500 employees
Flexibility due to reasonable basis and rationale
Funding the Springs may cause media / community issues

Barry D.

Bedford Springs Biggest tourism attraction in Bedford County – (belongs to Omni Hotel Change)
Can we tell Springs that they are eligible

Dave:

Paycheck protection program and PA Act 24
Yes Springs will qualify

Deb B.

Do we need to remove the question of 100 or 500 employees

Josh L.

Will read: Who applied and justification on what they are asking
Expecting Susquehanna to Vet the applications

Corey T.

Wants to keep the 100/500 employee question
Qualified/Not Qualified/Qualified but received PPP loans
Tourism – from a legal standpoint – limit tourism to 500 or fewer?

Josh L.

Tourism is the biggest industry for Bedford

Barry D.

Gateway – Breezewood
Gateway enterprise (own half of Breezewood)
Are they Tourism / hospitality

Deb B.

Should Gateway go in all as one or as separate entities

Josh L.

Not all funds should go to one entity

Corey T.

Gateway should file under separate entities

Josh L.

Work shops to answer questions

Lobbying is an issue / remain objective

Corey T.

Clarity for viewing organizations with good criteria.

FAQs Interruption Grant

Question 5 remove

Question 6 (application individually reviewed for determination)

Question 7 (when will organization be informed If its approved)

Depends on # of applications we receive, 4-6 weeks. It is our intent to inform applicants ASAP

Question 8: County has developed a separate fund to process payments within 1-2 weeks.

Non-Governmental Act 24/Coronavirus Relief Fund Certification Form

Signature page needs to be all on one page

Question from Barry D:

Does municipalities have COVID-19 funding money/separate from CARES County relief funding

Dave and Corey:

Municipalities do not have their own funds, must request from County

Municipalities are using funds to reimburse emergency and payroll

Directing funds to eligible buckets

Deb B.

Municipalities are not accountable, County would be liable

Josh L.

Round 1: Business, nonprofit, and tourism (for press release)

Josh and Deb Agree to not give to municipalities

Corey T.

Keep to the phasing idea

Josh L. & Deb B. Agree with Corey on Phasing to later consider other phasing (we ran out of money)

Coronavirus Relief Fund Governmental Recipient Agreement

Must be used by October 31
County can then take-back unused money

Corey T.
Subrecipient Agreement on hold to see who applicants are

Josh L.
Can we do one big motion for CARES allocation or do we need a separate motion for each

Cambell and brandt (Dave)
One big motion may be ok, check with Solicitor to see
Expects solicitor will be ok

Broad Band Discussions for CARES Funding

Josh L.
Adding in to send to Chief Clerk

Deb. B
Program must be completed December 30th
Needs to be operational?

Corey T.
Yes Operational needed

Josh L.
For the purpose of this grant, the term operational is defined as...

Barry D.
Everything is on Tower (operational) people can subscribe but even if people don't sign up it is still operational

Josh L.
Potential clients can access broadband, school students, those working from Home etc.
Documents finalized on Monday?

Corey T.
Maybe just a final draft

Deb B.
Issues with Broad Band, last day Crows Nest to be willing to work with County August 31st (we need to have it sooner)

Josh L.

2 work week to respond

Bedford County still under the declaration of Emergency – we can expedite this?

Dave:

Bidding/procurement – doesn't fit under the Declaration of Emergency for Crows Nest

Corey T.

August 25th to receive proposals

Will need a few days to get through those

Josh L.

August 11th next commissioners meeting

Corey T.

Any edits by Monday Aug. 3rd.

Portal and Forms need done

Josh L.

Schedule a special meeting for August 25th.

Barry D.

August 7th

August 21st

August 25

Josh Lang:

Timeline:

Aug 3rd Finalize paperwork/Portal

Aug 7th publish RFP

Aug 20th Due by 2:00 pm

Aug 21st Review

Aug 24th set aside for interview with organizations for questions

Aug. 25th Announcement of awards

Josh L. to Dave

Mitigation of risk agreement (yes)

Will need to put minimum bar in RFP, release on such a date with risk agreement clause

Josh L.

Dwayne Zimmerman under impression that money coming to him first

Corey T.

If it is not operation by deadline County will have to front that cost.

Money first and then County will cut reimbursement check

Deb B.

Any provider who hasn't already been thinking through this isn't going to apply for broad band

Barry D.

Zimmerman had the scope of project

Josh L.

Zimmerman will have to figure out Cash-flow

Corey T.

Staggering the towers/Broadband access.
Sending Josh L. the edits to Broad Band internet
Thought process / other non-covid 19 benefits
Projects specific

Dave:

Take out the "other non-Covid related items"

Deb B.

\$500,00 bond (want to designate for broad band)

Josh L.

Bond refinance
Broad Band deployment (non project)

Corey T.

Did not budget for that

Josh L.

Can use the bond money to finish the project (broad band internet)

SIDE NOTE Barry D.

Hazard Pay for Employees for CARES Act

Dave:

Hazard Pay – other counties
No one is definitely planning to do it.
Public safety or employees dedicating at least 50% of time to COVID related
Expenditure reasonably necessary
Employees who are doing COVID related duties, not originally relational to job
description/normal duties

Barry D.

Negotiations with ASMIE Union (COs and Inmates, Jail)
Don't want to get hounded by Union
Pot is stirring with hazard pay (especially if a spike) – issue w/people thinking we don't care

Dave;

It is eligible if we meet the criteria

Josh L.

Case workers, timesheets with COVID related or non COVID related
Differentiate between Timesheets

Dave:

Must have 50% of time on Covid related issues

Deb B.

If Employee contracts COVID while performing duties THIS IS NOT ELIGIBLE is that accurate

Dave;

That is accurate

Josh L.

Can we explain about hazard pay with CARES at the Monday Aug. 3rd meeting

Corey T.

Don't want to bring it up if it isn't a wish of the County Commissions

NOTE Josh L. and Dave

HVAC – can we use CARES Funding for HVAC for County to mitigate the risk of Covid Exposure

Debra Brown

From: Makayla Bollman
Sent: Monday, July 27, 2020 2:30 PM
Subject: FW: MANDATORY COVID-19 County Coronavirus Relief Funding Finance Training August 3rd 9:00 - 10:30 pm Room 101 (Bedford County Courthouse)

Good afternoon everyone,

If you are receiving this email you have not yet accepted/declined the email invite for the mandatory COVID-19 County Coronavirus Relief Funding Finance Training on August 3rd from 9:00 am - 10:30 am Room 101 (Bedford County Courthouse). I will follow-up with a secondary invite for the training. Should you have any conflicts or concerns please email me and let me know.

Respectfully,

Makayla Bollman
Director of Human Resources

mbollman@bedfordcountypa.org
Bedford County Courthouse
200 S. Juliana Street,
Bedford, PA 15522
814-624-2693

From: Makayla Bollman
Sent: Friday, July 24, 2020 10:42 AM
To: Commissioner Lang <jlang@bedfordcountypa.org>
Subject: MANDATORY COVID-19 County Coronavirus Relief Funding Finance Training August 3rd 9:00 - 10:30 pm Room 101 (Bedford County Courthouse)
Importance: High

Good morning everyone,

Corey Troutman from Susquehanna Accounting and Consulting Solutions Inc. will be performing a COVID-19 County Relief Funding Finance Training on August 3rd from 9:00 to 10:30 am in room 101 at the Courthouse. This training is mandatory and will help us all better understand financial coding, reporting, and eligible uses of funding for the COVID-19 County Coronavirus Relief Funding. The training from 9:00 to 10:30 will be for all elected County Department Heads. Please respond to this email as confirmation that you have received it. Additionally, if there is anyone else from your office that you feel needs to attend, please let me know so that we may ensure that we comply with CDC social distancing guidelines, etc. If you have any questions or concerns prior to the meeting let me know. I will follow-up shortly with a calendar invite.

Thank you all for your cooperation in this matter.

Respectfully,

Makayla Bollman
Director of Human Resources

mbollman@bedfordcountypa.org

Bedford County Courthouse

200 S. Juliana Street,

Bedford, PA 15522

814-624-2693

Debra Brown

From: Michael Clapper
Sent: Friday, July 24, 2020 9:16 AM
To: Makayla Bollman; Tracey Snyder
Cc: Commissioner Lang; ctroutman@susacs.com
Subject: RE: COVID-19 County Relief Funding Finance Training/Meeting August 3rd 2:00 - 3:30 pm Room 110 (Bedford County Courthouse)

Is it possible to pick another day? I'm off Monday's. Mike

From: Makayla Bollman <mbollman@bedfordcountypa.org>
Sent: Friday, July 24, 2020 8:53 AM
To: Michael Clapper <mclapper@bedfordcountypa.org>; Tracey Snyder <tsnyder@bedfordcountypa.org>
Cc: Commissioner Lang <jlang@bedfordcountypa.org>; ctroutman@susacs.com
Subject: COVID-19 County Relief Funding Finance Training/Meeting August 3rd 2:00 - 3:30 pm Room 110 (Bedford County Courthouse)

Mike and Tracey,

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Makayla Bollman
Director of Human Resources

mbollman@bedfordcountypa.org
Bedford County Courthouse
200 S. Juliana Street,
Bedford, PA 15522
814-624-2693

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Sent: Friday, July 24, 2020 8:53 AM
To: Michael Clapper; Tracey Snyder
Cc: Commissioner Lang; ctroutman@susacs.com
Subject: COVID-19 County Relief Funding Finance Training/Meeting August 3rd 2:00 - 3:30 pm
Room 110 (Bedford County Courthouse)

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Respectfully,

Makayla Bollman
Director of Human Resources
mbollman@bedfordcountypa.org
Bedford County Courthouse
200 S. Juliana Street,
Bedford, PA 15522
814-624-2693

Debra Brown

From: Makayla Bollman
Sent: Thursday, July 23, 2020 4:17 PM
To: Commissioner Dallara; Commissioner Baughman; Commissioner Lang
Subject: Notes from meeting if you want them
Attachments: Meeting 7-23-2020 Corey Troutman Susquehanna and Dwayne Zimmerman Crows Nest.docx

Good Afternoon,

Thank you for including me in the meetings regarding the COVID money. Corey sent over the application for me to familiarize with it, as I haven't seen it yet but the other discussion points are included in the attachment.

Respectfully,

Makayla Bollman
Director of Human Resources

mbollman@bedfordcountypa.org
Bedford County Courthouse
200 S. Juliana Street,
Bedford, PA 15522
814-624-2693

7/23/2020

Meeting with Dwayne Zimmerman Crows Nest and Corey Troutman Susquehanna Consultants

Schedule August 3rd Department Head Meetings for COVID-19 County Relief Funding

This training will consist of proper requesting, coding, reporting, and eligible expenditures of the COVID funding

Meeting Length : 1.5 to 2 hours

9:00 am – elected officials

11:00 am – Non-elected Department Heads

Elected and non-elected Directors

ADDITIONALLY:

Then Finance Coding training at 1:30 or 2:00 same day!!

Corey Troutman – Susquehanna Accounting & Consulting Solutions, Inc.

CPA – teaching on CARES act Funding Financial use, requests, funding

RFP / GRANT Application for COVID funding for External County applicants (nonprofits, small business, restaurant etc.)

Get application done by Next Thursday (7/30/2020)

Application will be broad and encompass all types of applicants. Grant funding will prioritize establishments who have not received any prior funding.

Come up with customized application additions/suggestions by 7/30

Breakdown of Bedford county establishments under 100 employees

56 manufacturing

174 retail/trade

73 transp/warehouse

94 combo food service

Susquehanna Consultants will be available to hold Grant assistance seminars

Virtually or in person

They also have FAQs, process of grant writing documents/pamphlets etc.

Substantiated loss must be demonstrated for grant applicants

May not be able to catch fraud during application process, but if they provide false info it will come back on the business.

David Mitchell: Conference call

Online application: creation of electronic submission if possible

County's Allocation: \$4,324,711

\$ 463,506 County

\$ 86,494 (Admin county)

\$1,700,000 Broad band

\$1,037,356 Economic Development

\$1,037,356 Behavioral Health

Consulting Firm, will they evaluate the financials, loss of revenue etc., for us? Yes they will assist

Dwayne Zimmerman from Crows Nest:

Cambell and Grant – David Mitchell

Broad Band internet access

County towers = big deal (will need a structural analysis) = takes approx. 60 days then any modifications will take a bit longer so 60 to 90 days

Limited time window – most bang for buck here

Need Towers and access to Fiber

Crows Nest already has a partnership with Verizon

Identifying Fiber Towers

Tower in MD right across the line with Fiber (American Tower owns these)

Crow's nest proposed Extension of 5 towers up through 220 (what is monthly cost)?

What about route 30? Can't tell where fiber connection is (century link or comcast requires 180 turnovers. This will prove problematic.

Areas of towers include

Kinten knob

Breezewood

Dallas mt.

Everett Nashcom

A few others (Best access points)

Revenue would not be sustainable for Crows Nest!

Crows Nest wants to know by the end of July 2020 for go ahead and commitment from County

What if Equipment up but not "serviceable yet" What do we have to complete Broad band needs to be in place and operational by the end of the year relationship to current COVID 19 wave.

IF equipment could be operational but not rolled out to customers

Tower rent and fiber costs to crows nest is a concern to Crow's Nest

If fiber isn't then it would be ineligible (tower)

We could hit smaller towers first! Worry about big ones later

Months it will take to hold revenue for Crows Nest? = 6 months

If equipment is there and Crows Nest can hook up to customers who want. Must be usable by a significant number of people.

Is it reasonable? Is it necessary? To vet all areas!

David Mitchell – agree that if it is operational to subscribe to it would meet the requirement of the CARES act funding. Doesn't create capacity though. BUT hotspots would count Towards Pandemic eligibility!

American towers or County Towers (911) will be easiest to access:

6 months rent free! (crow's nest and American towers contract)

6 months rent free! (County could cover with COVID fund or allow rent free access)

Equipment falls under COVID Cost (router, dish) = help to offset uncertainty and initial set up cost for service (Dave Mitchel agrees this is allowable)

Public meeting will be held that business and what they received will be subject to the Sunshine law/Right to Know therefore some may not apply due to not wanting their info out there.

EMA/911 Towers Can we get Crow's Nest There?

Approval process according to Cubby:

Towers that are applicable depend on the lease that we have

Game commission: Nathan, runs the game commissioner land acquisition, rigid

Best guess: one or two out of 3 911 towers on game land will be able to be acquired for this project

Henrietta and another mountain (Martin Hill (MD))

Application needs to go through the game commission even though we own the tower.

For profit provider fee for Henrietta mountain – if there is a commercial provider it is \$400 a month (pass through or revenue share) Game Commissioner has to approve that, and a structural analysis needs to occur (Cubby / 911).

How long would it take to get approval from game commission, perhaps 30 days or so

SBA is a nightmare site according to Cubby (Saxton tower)

Ashcom (Everett) is also difficult

Deb Baughman – says that Bedford Rural has an unused tower but Dwayne doesn't think it would be a viable tower.

No tower in Hopewell area for service

David (Cubby) says one-page sheet maybe two but not extensive

Cubby can help Comm. Lang for the application for game commission towers while Dwayne will go ahead and contact Nathan from game commission.

NOTE: referrals can be made to Center for Community Action for broad band internet installation fees, and monthly costs.

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Thursday, July 23, 2020 7:13 AM
To: Commissioner Lang; Commissioner Dallara; Commissioner Baughman
Subject: FW: Act 24/Coronavirus Relief Fund Documents
Attachments: Non-Governmental Entities Frequently Asked Questions. Act 24 of 2020 and the Coronavirus Relief Fund (00707189-2xA08AE).docx; Frequently Asked Questions. Act 24 of 2020 and the Coronavirus Relief Fund for Municipalities (00707187-2xA08AE).docx; County Small Business Interruption Grant Application (Act 24-CARES Act) (00709482-3xA08AE).doc; Non-Governmental Grant Certification Form (00710737-2xA08AE).docx; Coronavirus Relief Fund Municipal Recipient Agreement (00709475-3xA08AE).docx

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Commissioners,

Attached are the most recent electronic copies of the applications and FAQs that we discussed last week at our meeting. We can discuss any questions or comments that you have at our meeting this afternoon.

Hope all is well,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: David Mitchell <dmitchell@cdblaw.com>
Sent: Tuesday, July 21, 2020 7:15 PM
To: Tony Caltury <tcaltury@beavercountypa.gov>
Cc: Corey Troutman <ctroutman@susacs.com>
Subject: Act 24/Coronavirus Relief Fund Documents

Tony,

It was good to talk with you today. Attached are electronic copies of a draft FAQ for non-governmental entities, FAQ for municipalities, non-governmental entity business interruption grant application, and non-governmental grant certification form. I have also attached a draft agreement for governmental recipients. These can be tweaked and adjusted, but I recommend that we review the final version before it is circulated to potential applicants to make sure they comply with the CARES Act and other relevant requirements.

Please let us know if you have any questions or would like to discuss any of these issues.

Thank you,
David
[REDACTED]

David E. Mitchell

Attorney at Law
Campbell Durrant, P.C.
535 Smithfield Street, Suite 700
Pittsburgh, PA 15222
412-395-1271
412-395-1291- FAX
dmitchell@cdbl.com

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Frequently Asked Questions Regarding the Non-Governmental Business Interruption Grant Program

This list of Frequently Asked Questions is based on the current statutory provisions and federal and Commonwealth guidance relating to Pennsylvania Act 24 of 2020 (“Act 24”), the Pennsylvania COVID-19 – County Relief Block Grant Program, and the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) Coronavirus Relief Fund provisions as of July 7, 2020. The existing guidance is limited and open to interpretation in many ways. This interpretation is subject to change and future amendments to Act 24 by the Pennsylvania General Assembly, the COVID-19 – County Relief Block Grant Program guidance issued by the Commonwealth, the CARES Act by Congress, or related guidance from federal agencies could change some of the following answers. The following FAQ should not be extended to cover other facts or situations not addressed in this FAQ.

1. What laws provide the basis for the Non-Governmental Business Interruption Grant Program?

Pennsylvania Act 24 of 2020 distributes federal CARES Act Coronavirus Relief Fund money to certain Pennsylvania counties. Act 24 permits the County to establish grant programs to support certain small businesses and to provide nonprofit assistance programs for tax exempt entities covered by Section 501(c)(3) or 501(c)(19) of the Internal Revenue Code of 1986. Under the federal CARES Act such programs fall within the general category of business interruption grants. The County must distribute such funds no later than December 30, 2020.

2. What type of organizations are eligible for a Grant?

Pennsylvania Act 24 of 2020 provides that Coronavirus Relief Fund money distributed through the Commonwealth, which includes the funds received by the County used to fund the Business Interruption Grant Program, may be used for small business grant programs to “support businesses with fewer than 100 employees with priority given to those businesses that did not receive a loan or grant through the federal Paycheck Protection Program or the Economic Injury Disaster Loan Program established under the CARES Act.” In addition, such grants are available to businesses and other entities that are primarily engaged in the tourism industry, with 100 or more employees. Current interpretation of federal CARES Act guidance related to the definition of the term “small business” suggests that entities with more than 500 employees generally would not be deemed to be a small business for CARES Act purposes at this time. In the event your business is above the applicable thresholds, a review will be conducted to determine whether any exceptions apply.

Act 24 further provides that CARES Act Coronavirus Relief Fund money may be used for nonprofit assistance programs for entities that are an exempt organization under Section 501(c)(3) or 501(c)(19) of the Internal Revenue Code of 1986. Current interpretation of federal CARES Act guidance suggests that Section 501(c)(3) or 501(c)(19) entities qualify as small businesses for the purposes of CARES Act business interruption grants but that entities with more than 500

employees generally would not be eligible for such grants at this time. In the event your non-profit entity is above the applicable thresholds, a review will be conducted to determine whether any exceptions apply.

3. Is my organization eligible for a grant even if it did not close during the COVID-19 public health emergency?

Possibly. Based on the current guidance, your organization may be eligible for a grant even if it did not close, but it must have experienced some negative effects such as lost revenues or additional costs due to COVID-19. Limited guidance has been issued by the Commonwealth regarding the application of Act 24. Guidance issued by the United States Department of the Treasury (“U.S. Treasury”) permits funds to be used to provide “grants to small businesses to reimburse the costs of business interruption caused by required closures.” Frequently Asked Questions issued by the U.S. Treasury indicate that such grants may be used to reimburse the costs of business interruption caused by required closures as well as “to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.” Such effects must relate to the period that began on March 1, 2020 and ends on December 30, 2020.

4. My non-profit entity had to cancel fundraising events due to COVID-19. Is that a basis for obtaining a grant?

Yes. Lost revenue due fundraisers that were cancelled due to COVID-19 are an example of an effect of COVID-19 that would provide a basis for a non-profit entity to receive a grant.

5. What other requirements apply?

Applicants must be appropriately licensed and operating in the County. Applicants must also operate from a physical location in the County. [List additional County requirements, if any, such as at least a ___% loss in revenue that can be attributed to COVID-19 for ___ months; have less than \$___ million in annual receipts; etc.]

6. How will the grant amount be determined if my organization is approved for a Non-Governmental Business Interruption Grant?

[Insert details to be determined by County.]

7. When will my organization be informed if it is approved for a Non-Governmental Business Interruption Grant?

[Insert details to be determined by County.]

8. When will my organization receive its grant if it is approved for a Non-Governmental Business Interruption Grant?

[Insert details regarding time table for grant payments as determined by County.]

9. Are the rules relating to the Non-Governmental Business Interruption Grant Program subject to change?

Like many things related to the COVID-19 pandemic, state and federal guidance affecting the Non-Governmental Business Interruption Grant Program is subject to change. Some of the limited guidance issued by the federal government has already been revised several times. The Commonwealth has not yet issued extensive guidance relating to Act 24 and the COVID-19 – County Relief Block Grant Program but is likely to do so in the near future.

10. I heard that CARES Act Coronavirus Relief Fund money cannot be used for revenue replacement – does this apply to my non-governmental organization?

No. The requirement that Coronavirus Relief Fund money cannot be used for revenue replacement only applies to governmental entities. Grants received by eligible private businesses and eligible non-profit entities can be used for any lawful purpose.

11. If my organization applies for a Non-Governmental Business Interruption Grant Program, will federal or Commonwealth approval of its application be required?

No. The U.S. Treasury has indicated that federal approval of CARES Act Coronavirus Relief Fund money requests is not required. At this time, the same is true of the Commonwealth. The County will be making decisions relating to the approval or denial of requests for Non-Governmental Business Interruption Grants.

Frequently Asked Questions for Municipalities Regarding Pennsylvania Act 24 of 2020 and the CARES Act Coronavirus Relief Fund

This list of Frequently Asked Questions is based on the current statutory provisions and federal and Commonwealth guidance relating to Pennsylvania Act 24 of 2020, the Pennsylvania COVID-19 – County Relief Block Grant Program, and the federal CARES Act Coronavirus Relief Fund as of July 7, 2020. The existing guidance is limited and open to interpretation in many ways. This interpretation is subject to change and future amendments to Act 24 by the Pennsylvania General Assembly, the COVID-19 – County Relief Block Grant Program guidance issued by the Commonwealth, the CARES Act by Congress, or additional related guidance from federal agencies could change some of the following answers. The following FAQ should not be extended to cover other facts or situations not addressed in this FAQ.

1. What specific requirements does the CARES Act place on the use of Coronavirus Relief Fund money?

The Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) was enacted March 27, 2020 and established a Coronavirus Relief Fund to aid states and local governments. The County received money from the Commonwealth of Pennsylvania that it is distributing to municipalities within the County for certain permissible expenses related to the COVID-19 response and other purposes permitted by the CARES Act and Pennsylvania law.

The CARES Act establishes three main requirements for the use of Coronavirus Relief Fund money: (1) expenditures must be “necessary expenditures” incurred due to the COVID-19 public health emergency; (2) expenditures must not have been accounted for in the most recently approved budget as of March 27, 2020; and (3) the money must actually be spent in the period that started on March 1, 2020 and that ends on December 30, 2020.

2. What specific requirements does Pennsylvania Act 24 of 2020 place on the use of Coronavirus Relief Fund money distributed by the Commonwealth through the

Pennsylvania Act 24 of 2020 (“Act 24”) distributes CARES Act Coronavirus Relief Fund money to the 60 Pennsylvania counties that did not receive it directly from the U.S. Treasury due to their population. Act 24 establishes 7 categories of permissible expenditures. Those expenditures include the following:

- (1) Offsetting the cost of the County’s COVID-19 direct response, planning and outreach efforts, including the purchase of Personal Protective Equipment.
- (2) Grant programs to support certain small businesses.
- (3) Grant programs to support certain designated types of entities for costs related to assisting businesses during the COVID-19 disaster emergency.

- (4) Assistance to municipalities in the County for COVID-19 response and planning efforts, including the purchase of Personal Protective Equipment.
- (5) Behavioral health and substance abuse disorder treatment services.
- (6) Nonprofit assistance programs for tax exempt entities covered by Section 501(c)(3) or 501(c)(19) of the Internal Revenue Code of 1986.
- (7) Broadband internet deployment, with priority to unserved or underserved areas.

3. How do Pennsylvania Act 24 of 2020 and the CARES Act Coronavirus Relief Fund provisions relate to each other?

State laws like Act 24 can impose additional requirements, but cannot eliminate the underlying federal CARES Act requirements. The underlying federal CARES Act requirements apply to all expenditures of Coronavirus Relief Fund money. Through Act 24 and the COVID-19 – County Relief Block Grant Program the Commonwealth has imposed some additional restrictions.

4. Are the rules relating to the expenditure of CARES Act Coronavirus Relief Fund money/ Pennsylvania Act 24 of 2020 COVID-19 – County Relief Block Grant Program settled or are they likely to change?

Like many things related to the COVID-19 pandemic, guidance relating to the Coronavirus Relief Fund and Pennsylvania’s related COVID-19 – County Relief Block Grant Program is subject to change. Some of the limited guidance issued by the federal government has already been revised several times. The Commonwealth has not yet issued extensive guidance relating to the COVID-19 – County Relief Block Grant Program but may do so in the future.

5. Can we use Coronavirus Relief Fund money received under the COVID-19 – County Relief Block Grant Program for whatever budgetary needs may arise?

No. Coronavirus Relief Fund money must be spent in compliance with the conditions set by the CARES Act, and Act 24 places additional restrictions on such money that is distributed through the COVID-19 – County Relief Block Grant Program. Guidance issued by the U.S. Department of the Treasury (“U.S. Treasury”) provides assistance in interpreting the requirements of the CARES Act and in filling in some of the gaps where the CARES Act does not provide specific details. Money can only be spent under the conditions outlined in the CARES Act and Act 24.

The Guidance issued by the U.S. Treasury specifically states that Coronavirus Relief Fund money cannot be spent to fill shortfalls in governmental revenues in order to cover expenditures that do not qualify for reimbursement under the Coronavirus Relief Fund provisions of the CARES Act.

In addition, Coronavirus Relief Funds cannot be used to reimburse expenses that have been or will be reimbursed through any other federal program or other sources. Double reimbursement of the same expense is not permitted.

Finally, in addition to meeting the requirements set by the federal CARES Act and related U.S. Treasury guidance, Coronavirus Relief Fund money distributed through the COVID-19 – County Relief Block Grant Program must fall within one of the categories identified in Act 24 and comply with any related statutory provisions and guidance issued by the Commonwealth.

6. Can we set aside Coronavirus Relief Fund/ COVID-19 – County Relief Block Grant Program money for potential expenses in 2020?

No. Such funds must be spent no later than December 30, 2020. In order to ensure that all Act 24/Coronavirus Relief Fund money is spent, the County has the discretion to set an earlier deadline for the municipal use of such funds.

7. What does it mean that the money must be spent in the period beginning on March 1, 2020 and ending on December 30, 2020?

In order for an expenditure to meet this CARES Act requirement, the expense must be incurred during the designated time period that began on March 1, 2020 and that ends on December 30, 2020. In an update provided on June 30, 2020, the U.S. Treasury indicated that payment may be made up to 90 days after an expense is incurred, which would permit December 2020 expenditures to be paid as late as 90 days later in March 2021. The U.S. Treasury also made it clear, however, that the goods or services purchased with Coronavirus Relief Fund money must actually be received or provided by December 30, 2020 (subject to a very limited exception that might potentially apply if factors outside of the control of the governmental entity spending the funds delay the receipt of the good or services until after December 30, 2020). As a general rule, municipalities should take steps to ensure goods will be received and services will be provided by the December 30, 2020 deadline. If the money is not actually spent by the applicable deadline, it must be repaid to the U.S. Treasury. The December 30, 2020 deadline must be adhered to and it is recommended that provisions be included in any contracts with providers of good and services indicating that time is of the essence and that meeting applicable deadlines is mandatory.

Your municipality will be required to repay the County for any funds that the County must repay to the Commonwealth or the U.S. Treasury

8. What does it mean that a cost was not accounted for in the most recent budget approved as of March 27, 2020?

Guidance issued by the U.S. Treasury indicates that a cost will be considered to not have been accounted for in the most recent budget approved as of March 27, 2020 if (1) it cannot lawfully be funded using a line item, allotment or allocation within the last budget approved before March 27, 2020 or (2) if a cost “is for substantially different use from any expected use of funds in such a line item, allotment or allocation.”

The most recently approved budget requirement relates to the budget as it was enacted. Subsequent supplemental appropriations or budgetary adjustments that were made in response to the COVID-19 public health emergency are not considered to be part of the last budget that was most recently approved as of March 27, 2020. As a result, expenditures that were made pursuant to a supplemental appropriation or other budgetary adjustment in response to the COVID-19 public health emergency, and that meet the other statutory qualifications, can potentially be covered by Coronavirus Relief Fund money.

9. What are some examples of costs that are “substantially different” from the expected use of funds budgeted in a line item, allotment or allocation in the most recent approved budget as of March 27, 2020?

An example of a cost that the U.S. Treasury has indicated may qualify as a “substantially different” use than what was originally expected at the time the money was originally budgeted is the cost of redeploying employees to do work they normally would not be doing such as enhanced sanitation or enforcing social distancing measures.

Another example provided by the U.S. Treasury of a “substantially different” use of previously budgeted funds is the cost of redeploying police to enforce COVID-19-related stay-at-home orders.

It is important to note that the U.S. Treasury has also indicated that a public function does not become a “substantially different” use just because it is provided from a different location (such as remotely from an employee’s home) or through a different manner (such as a training or educational program offered by telephone or video conferencing instead of through an in-person session in a classroom-like setting).

10. What if a municipality shifts money from a reserve account to pay for a COVID-19-related expense that would otherwise qualify for Coronavirus Relief Fund money?

An expense may be eligible for payment with Coronavirus Relief Fund money if it meets the requirements of the CARES Act even if the expense could have been paid for by using a reserve

account or a similar fund or account. The U.S. Treasury has clarified that a cost would not be considered to be accounted for in a budget merely because it could have been met using “a budget stabilization fund, rainy day fund or similar reserve account.”

11. How is it determined that an expenditure is a “necessary expenditure” incurred due to the COVID-19 public health emergency?

The April 22, 2020 guidance issued by the U.S. Treasury indicates that permissible uses of the Coronavirus Relief Fund include “COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.” In subsequent guidance, the U.S. Treasury indicated that it broadly interprets the term “necessary” to mean that “that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.” As a result, although expenditures must always meet three requirements outlined in the CARES Act and must be related to the COVID-19 public health emergency, the County has considerable discretion to determine what is reasonably necessary to respond to the COVID-19 emergency.

12. Some of our employees have taken leave under the Emergency Paid Sick Leave Act and the Emergency Paid Family and Medical Leave Expansion Act provisions of the Families First Coronavirus Response Act. Can Coronavirus Relief Fund money be used to cover the cost of that leave as part of our COVID-19 response?

Yes. Under the currently limited guidance from the Commonwealth, there is a basis for concluding that this is an expenditure related to a municipality’s COVID-19 response that is permitted by Act 24. In addition, the U.S. Treasury has indicated that Coronavirus Relief Fund money can be used to cover the cost of leave taken by governmental employees under the Emergency Paid Sick Leave Act and the Emergency Paid Family and Medical Leave Expansion Act provisions of the Families First Coronavirus Response Act (“FFCRA”). This is significant for governmental employers because they are not eligible for tax credits that private employers can use to offset the cost of such FFCRA leave.

13. Our Municipality uses the “reimbursable method” for unemployment compensation costs and essentially self-insures unemployment compensation benefits by reimbursing the Commonwealth, dollar for dollar, the unemployment compensation benefits charged to our account. Can the CARES Act and the Coronavirus Relief Fund provide any assistance with our unemployment compensation costs?

Under the currently limited guidance from the Commonwealth, there is a basis for concluding that this is an expenditure related to a municipality’s COVID-19 response that is permitted by Act 24.

Potentially 100% of your unemployment costs could be covered through two different parts of the CARES Act. Section 2103 of the CARES Act provides assistance for employers that use the “reimbursable method” or, in other words, are self-insured for unemployment insurance compensation purposes instead of paying unemployment compensation taxes. Typically employers using the reimbursable method repay the Commonwealth for all of the unemployment compensation benefits charged to their account. With COVID-19 pandemic-related layoffs and unemployment compensation claims skyrocketing, this arrangement, while very common, is particularly concerning for such governmental employers that do not pay the annual solvency fee that would permit them to obtain relief from charges. Section 2103 of the CARES Act provides a 50% reimbursement of unemployment compensation benefits paid by employers using the reimbursable method from March 13, 2020 through December 31, 2020. The reimbursements will be paid to the States and then passed on to employers. Pennsylvania addressed these issues at the state level in Act 9 of 2020.

The other 50% of a reimbursable employer’s COVID-19 unemployment costs can potentially be covered by Coronavirus Relief Fund money under Section 5001 of the CARES Act, so long as the money is spent in the period running from March 1, 2020 through December 30, 2020 (which is slightly different than the time period that applies under Section 2103). The U.S. Treasury has indicated that Coronavirus Relief Funds can be used for an employer’s unemployment compensations costs related to “the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.” Coronavirus Relief Funds cannot be used to reimburse an employer for the 50% of unemployment benefit costs covered by Section 2103 of the CARES Act, but Coronavirus Relief Funds can be used to reimburse an employer for the other 50% of unemployment benefit costs.

14. If we apply for Coronavirus Relief Fund money through the County, will federal or Commonwealth approval of our application be required?

No. The U.S. Treasury has indicated that federal approval of individual Coronavirus Relief Fund money requests is not required. At this time the same is true of the Commonwealth. The County will be making decisions relating to the approval or denial of requests for Coronavirus Relief Fund money by municipalities in the County.

15. What happens to unspent Coronavirus Relief Fund money?

Unspent Coronavirus Relief Fund money must be returned to the U.S. Treasury.

16. What happens if Coronavirus Relief Fund money is spent improperly?

Any Coronavirus Relief Fund money that is not spent properly must be repaid to the U.S. Treasury. The Inspector General of the U.S. Treasury oversees and monitors expenditures of Coronavirus Relief Fund money and can require that funds that were used in violation of the CARES Act be repaid to U.S. Treasury. As a result, if the County disburses money to a municipality and that money is not spent properly, the County will require the municipality to pay the money back to the County.

17. Can Coronavirus Relief Fund money be used to prepare for potential future pandemics?

Coronavirus Relief Fund money must be used on expenditures that are necessary to respond to the current COVID-19 public health emergency between March 1, 2020 and December 30, 2020. Expenditures can be made to prepare for likely future waves or outbreaks of the current COVID-19 public health emergency that occur between now and December 30. A list of Frequently Asked Questions that was most recently updated by Treasury on June 24, 2020 indicates that while “Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency” they can be used “to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.” However, expenditures that would be used solely to respond to potential future pandemics or outbreaks that occur after December 30, 2020 are not a permissible use of Coronavirus Relief Fund money.

18. Can Coronavirus Relief Fund money be used to make loans to local businesses?

Act 24 permits assistance to be provided to certain small businesses and 501(c)(3) and 501(c)(19) entities and some such entities may receive such funds from the County. A list of Frequently Asked Questions that was most recently updated by the U.S. Treasury on June 24, 2020 indicates that governmental recipients of Coronavirus Relief Fund money can use it, for example, to make loans to local hospitals or other private employers for purposes permitted by the CARES Act and related Treasury guidance. In most cases, however, such loans are not advisable because any loan amounts repaid by December 30, 2020 would have to be re-spent on permissible uses by December 30, 2020 or returned to the U.S. Treasury. Any loan amounts repaid after December 30, 2020 must be repaid to the U.S. Treasury.

19. Does the federal Single Audit Act and Uniform Guidance apply to Coronavirus Relief Fund money?

Yes. Coronavirus Relief Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform

Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Fund payments count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Recipients would be subject to a single audit or program specific audit pursuant to 2 C.F.R. § 200.501(a) if they spend \$750,000 or more in federal awards during their fiscal year.

20. May funds be used to satisfy non-federal matching requirements under the Stafford Act?

Yes, payments from the Coronavirus Relief Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund’s eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA’s determination of eligibility under the Stafford Act.

Examples of Permissible Uses of Coronavirus Relief Fund Money

This list of Examples of Permissible Uses of Coronavirus Relief Fund Money is based on our current interpretation of the statutory provisions and federal guidance relating to the Coronavirus Relief Fund as of July 7, 2020. The Commonwealth has not issued extensive guidance under Act 24. The existing guidance from the U.S. Treasury is helpful in some cases, but is unclear and open to interpretation in many areas. This interpretation is subject to change and future amendments to the CARES Act by Congress or additional related guidance from federal agencies or the Commonwealth of Pennsylvania could change some of the following list. The following list should not be extended to address other facts or situations not addressed in this list.

As indicated previously, the Commonwealth has not issued extensive guidance regarding the proper use of Coronavirus Relief Fund money distributed through the COVID-19 – County Relief Block Grant Program. In light of the statutory language regarding such funds being properly used by the County and municipalities for COVID-19 response and planning efforts, including the purchase of Personal Protective Equipment, it currently appears that the following expenditures permitted under guidance issued by the U.S. Treasury would also qualify as proper expenditure under Act 24 as COVID-19 response activities. This interpretation is based on the guidance currently available and is subject to change as additional guidance is issued by the Commonwealth.

Section A: Examples of Permissible Coronavirus Relief Fund Expenditures

The U.S. Department of the Treasury has indicated that examples of proper Coronavirus Relief Fund expenditures include, but are not limited to, the following:

1. COVID-19 related medical expenses such as:
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including blood sample testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

2. Public health expenses such as:

- Expenses for communicating COVID-19 “stay at home” orders and other COVID-19-related public health orders.
- Expenses for enforcing COVID-19 “stay at home” orders and other COVID-19-related public health orders.
- Expenses to purchase and distribute Personal Protective Equipment (“PPE”), sanitizing products, and other similar medical and protective supplies needed to reduce the risk of COVID-19 exposure for police officers, direct service providers who work with older adults or individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas or facilities such as public or private nursing homes in your community, in response to the COVID-19 public health emergency.
- Expenses for providing technical assistance to other entities related to mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19. Examples include costs of placing barriers or fences to enforce social distancing or closures at public parks or other public facilities or installing Plexiglas shields and hand sanitizer pumps in public facilities.
- Expenses for quarantining individuals.

3. Where the statutory requirements have been met, certain payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

- Payroll expenses must meet the following CARES Act requirements for the use of Coronavirus Relief Fund money: (1) expenditures must be necessary expenditures incurred due to the COVID-19 public health emergency; (2) expenditures must not have been accounted for in the most recently approved budget as of March 27, 2020; and (3) the

cost must be incurred in the period that started on March 1, 2020 and ends on December 30, 2020.

- Where the requirements of the CARES Act are met, the U.S. Treasury has indicated that Coronavirus Relief Fund money can be used for certain payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- The U.S. Treasury has further indicated that if payroll costs are not accounted for in the most recently approved budget as of March 27, 2020 and the other requirements of the CARES Act are met, it can be presumed that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Under the law and guidance as they currently exist, this should not be interpreted so broadly as to mean such payroll costs will automatically be covered even if the other requirements of the CARES Act are not met. Rather, this guidance should be read in a way that is consistent with the CARES Act requirements.
- If an employer incurs expenses for previously unbudgeted overtime pay or previously unbudgeted hazard pay for public safety employees such as police officers or firefighters from March 1, 2020 through December 30, 2020, it can be presumed that those expenses are related to COVID-19 and those expenses can be covered with Coronavirus Relief Fund money, provided that the other CARES Act requirements outlined above are met.
- The U.S. Treasury has further indicated that “Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered.”
- The U.S. Treasury has also indicated that where employees are shifted from the ordinary work to “substantially different” work that is substantially dedicated to responding

to COVID-19, the CARES Act's budgetary requirement will be deemed to have been met because the originally budgeted money will be spent in a way that is "substantially different" from the expected use of the budgeted funds.

- The U.S. Treasury has indicated that the costs of redeploying employees to do work they normally would not be doing such as enhanced sanitation or enforcing social distancing measures would be a "substantially different" use of budgeted funds.
- The U.S. Treasury has indicated that the costs of redeploying police to enforce COVID-19-related stay-at-home orders is a "substantially different" use of previously budgeted funds.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:

- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable groups, to enhance compliance with COVID-19 public health precautions.
- Expenses to improve telework capabilities for governmental employees to enable compliance with COVID-19 public health precautions.
- Expenses of providing Families First Coronavirus Response Act benefits under the Emergency Paid Sick Leave Act and the Emergency Paid Family and Medical Leave Expansion Act to governmental employees in order to further compliance with COVID-19 public health recommendations and precautions.
- Expenditures for care for homeless populations made to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

5. Expenses related to providing economic support in connection with the COVID-19 public health emergency, such as:

- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. *[NOTE: Delete this bullet point if the County decides that business interruption grants may not be provided by municipalities but rather will be limited to those provided by the County.]*
- Unemployment compensation costs related to the COVID-19 public health emergency if those costs will not be reimbursed by the federal government through the CARES Act or otherwise.

6. Other COVID-19-related expenses that the County determines are reasonably necessary to the function of government that satisfy the statutory eligibility criteria for the use of Coronavirus Relief Fund money.

Section B: Commonwealth COVID-19 County Relief Block Grant Requirements

The Commonwealth's Department of Community and Economic Development has indicated that pursuant to Act 24, COVID-19 County Relief Block Grant funds shall be used for the following purposes:

- Offsetting cost of direct county COVID-19 response, planning, and outreach efforts.
- Purchase of Personal Protective Equipment (PPE) in response to the COVID-19 pandemic.
- Assistance to the county's municipalities for response and planning efforts, including purchase of PPE.
- To small business grant programs for businesses with fewer than 100 employees, with priority given to those that did not receive funding through the Federal Paycheck Protection Program or the Economic Injury Disaster Loan Program established under the CARES Act.
- To tourism businesses of all sizes, including state and county fairs.
- Grant programs to support costs of assisting businesses during COVID through certain designated entities.
- Behavioral health and substance use disorder treatment services.

- Broadband deployment with priority to unserved or underserved areas.
- Nonprofit assistance programs for 501(c)(3) and 501(c)(19) organizations.

Section C: Examples of Improper Uses of Coronavirus Relief Fund Money

The U.S. Department of the Treasury has indicated that in addition to other expenditures that do not meet the requirements of the CARES Act, improper uses of Coronavirus Relief Fund money include, but are not limited to, the following:

1. Payments for damages that are covered by insurance.
2. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
3. Expenses that have been or will be reimbursed under any federal program. This includes, but is not limited to, federal reimbursement for the portion of unemployment costs covered Section 2103 of the CARES Act.
4. Reimbursement to donors for donated items or services.
5. Workforce bonuses, with the possible exception of eligible hazard pay or overtime costs.
6. Severance pay.
7. Legal settlements.

Non-Governmental Business Interruption Grant Application

Section 5001 of the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), which became law on March 27, 2020, establishes a Coronavirus Relief Fund. The CARES Act requires that governmental recipients of Coronavirus Relief Fund money use it for expenditures that (1) were necessary expenditures incurred due to the COVID-19 public health emergency; (2) were not accounted for in the governmental budget most recently approved as March 27, 2020; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Related guidance issued by the United States Department of the Treasury (“U.S. Treasury”) permits funds to be used to provide “grants to small businesses to reimburse the costs of business interruption caused by required closures.” Frequently Asked Questions issued by the U.S. Treasury indicate that such grants may be used to reimburse the costs of business interruption caused by required closures as well as “to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.” Such effects must relate to the period that began on March 1, 2020 and ends on December 30, 2020.

Pennsylvania Act 24 of 2020 provides that Coronavirus Relief Fund Money distributed through the Commonwealth, which includes the funds received by the County used to fund this Business Interruption Grant program, may be used for small business grant programs to “support businesses with fewer than 100 employees with priority given to those businesses that did not receive a loan or grant through the federal Paycheck Protection Program or the Economic Injury Disaster Loan Program established under the CARES Act.” In addition, such grants are available to businesses and other entities that are primarily engaged in the tourism industry, with 100 or more employees.

Act 24 further provides that CARES Act Coronavirus Relief Fund money may be used for nonprofit assistance programs for entities that are an exempt organization under Section 501(c)(3) or 501(c)(19) of the Internal Revenue Code of 1986.¹

Applicants must be appropriately licensed and operating in the County. Applicants must also operate from a physical location in the County. [List additional County requirements, if any, such as at least a ___% loss in revenue that can be attributed to COVID-19 for ___ months; have less than \$ ___ million in annual receipts; etc.]

Instructions:

Answer all questions completely and accurately. It is important that this form be completed in its entirety.

¹ Current interpretation of federal CARES Act guidance suggests that business and nonprofit entities with more than 500 employees would not be eligible for CARES Act small business grants for business interruption at this time. In the event your entity is above the applicable thresholds, a review will be conducted to determine whether any exceptions apply.

Date: _____

Legal Name of Applicant: _____

Address of Applicant: _____

Email: _____

Telephone: _____

Cell Phone: _____

Type of Legal Entity: _____

EIN: _____

NAICS: _____

State of Incorporation: _____

Was your entity in operation prior to March 1, 2020?

(Yes or No)

Date Entity Established: _____

Internet Website (if any): _____

Name of Representative
Submitting Application: _____

Address: _____

Email: _____

Telephone: _____

Cell Phone: _____

List names and addresses of all owners, if applicable.

Is your organization appropriately licensed and operating in the County?

(Yes or No)

Does your organization operate from a location in the County?

(Yes or No)

List all addresses where your organization operates in the County.

Is your organization a private small business or a Section 501(c)(3) or 501(c)(19) non-profit entity under the Internal Revenue Code of 1986? _____
(Yes or No)

Specific Type of Organization: _____
(For Profit Corporation, Sole Proprietorship, Partnership, LLC, PC, 501(c)(3), 501(c)(19), or Other)

If you responded "Other" to the previous question, please explain the nature of you organization and its classification for legal and tax purposes.

Does your organization have fewer than 100 total employees? _____
(Yes or No)

Does your organization have 500 or fewer total employees? _____
(Yes or No)

How many total employees does your organization have? _____

Is your organization primarily engaged in the tourism industry? _____
(Yes or No)

If the answer to the previous question is yes, explain how your organization is primarily engaged in the tourism industry.

During the period that began on March 1, 2020 and runs through December 30, 2020, how has your organization been financially affected by COVID-19, including but not limited to due to required closure orders, voluntarily closures to promote social distancing measures, or decreased customer demand as a result of the COVID-19 public health emergency?

Did your organization receive CARES Act Paycheck Protection Program assistance?
(Receipt of such funds will not disqualify applicants, but first priority is given to applicants that did not receive such funds.)

_____ (Yes or No)

Did your organization receive CARES Act Economic Injury Disaster Loan Program assistance? (Receipt of such funds will not disqualify applicants, but first priority is given to applicants that did not receive such funds.)

(Yes or No)

[Insert additional questions, if any, relating to additional County requirements.]

Private for-profit businesses must provide a completed W-9 form and most recent federal tax return. Sole Proprietorship applicants must provide a 2018 or 2019 Schedule C.

Non-profit entities must provide a copy of their IRS determination letter, their most recent financial statement, and a copy of their most recent annual report, if applicable.

All entities should provide gross monthly revenues for March, April, May and June 2019 and 2020 and documentation that demonstrates COVID-19 related impact.

Please submit such document to **[insert name of designated individual]** by **[insert date]**.

Selected Applicants will be required to sign a Business Interruption Grant Agreement.

I certify that all information on this application is truthful and complete to the best of my knowledge and that I am authorized to submit this application.

Signature of Applicant

Name of Organization

Non-Governmental Act 24/Coronavirus Relief Fund Certification Form

Name of Recipient Entity: _____

Business Address of Entity: _____

Telephone Number of Entity: _____

Name of Authorized Signer: _____

Business Address of Authorized Signer: _____

Email Address of Authorized Signer: _____

Telephone Number of Authorized Signer: _____

By signing this form, I affirm that the entity applying for this assistance has experienced the following types of COVID-19 business interruption effects:

By signing this form, I acknowledge that Recipient is obligated to retain records regarding business interruption effects related COVID-19, including but not limited to lost revenues due to required closures, voluntary closures intended to enhance social distancing, and decreased customer demand due to COVID-19. Such records shall be made available to representatives of the County, the Commonwealth of Pennsylvania, or the United States government upon request and in the format requested.

I further acknowledge that no elected official, officer, appointee, agent or employee of the County may be charged personally or held contractually liable by or to the Recipient with respect to matters pertaining to Coronavirus Relief Fund money.

I further affirm that I am authorized to sign and submit this Certification Form.

I certify under penalty of law that this document and the information submitted herein and in Recipient's Application are, to the best of my knowledge and belief, true, accurate and complete. I understand that false statements made herein or in the Application or other information submitted are subject to the penalties for unsworn falsification to authorities set forth in 18 Pa.C.S.A. § 4904.

Name

Title

Date

Name of Recipient Entity
Business Address of Entity
Telephone Number of Entity

Name of Authorized Signer
Business Address of Authorized Signer
Email Address of Authorized Signer
Telephone Number of Authorized Signer

By signing this form, I affirm that the entity applying for this assistance has experienced the following types of COVID-19 related business interruption:

Lined area for listing COVID-19 related business interruption types.

By signing this form, I acknowledge that Recipient is obligated to return to normal operations as soon as business interruption related to COVID-19, including but not limited to lost revenues due to required closures, voluntary closures, limited social activities, and decreased customer demand due to COVID-19. Such returns shall be made available for review by the County, the Commonwealth of Massachusetts, or the United States Government upon request and in the format requested.

I further acknowledge that no elected official, official appointee, agent or employee of the County may be charged personally or held financially liable by or to the Recipient with respect to matters pertaining to Coronavirus Relief Fund money.

I further affirm that I am authorized to sign and submit this form.

I certify under penalty of law that this document and the information submitted herein and in Recipient's Application are true to the best of my knowledge and belief, are accurate and complete, and that I understand that false statements made herein or in the Application are subject to criminal sanctions, including fines and imprisonment, and subject to the penalties for perjury and obstruction to justice.

CORONAVIRUS RELIEF FUND GOVERNMENTAL RECIPIENT AGREEMENT

THIS AGREEMENT made this ___ day of _____ 2020, by and between the **COUNTY OF [INSERT NAME OF COUNTY]**, a political subdivision under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as “the County,”

AND

The [Name of Recipient], a [insert class of municipality/type of governmental entity] having its headquarters and principal business office at [insert address], hereinafter referred to as “Recipient.”

The County and the Recipient separately shall be referred to as a “Party” and collectively shall be referred to as the “Parties.”

RECITALS:

WHEREAS, Section 5001 of the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), which became law on March 27, 2020, establishes a Coronavirus Relief Fund; and

WHEREAS, the CARES Act requires that Coronavirus Relief Fund money be used for expenditures that (1) were necessary expenditures incurred due to the COVID-19 public health emergency; (2) were not accounted for in the budget most recently approved as March 27, 2020; and (3) were incurred, on a cash basis, during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, the County received Coronavirus Relief Fund money from the Commonwealth of Pennsylvania under Act 24 of 2020, which funding was distributed to the Commonwealth by the United States Department of the Treasury (“U.S. Treasury”); and

WHEREAS, the County is distributing Coronavirus Relief Fund money to eligible entities for permissible expenditures; and

WHEREAS, the Coronavirus Relief Fund money spent on impermissible purposes or that is not spent by December 30, 2020 is subject to repayment to the U.S. Treasury; and

WHEREAS, the County has placed an *[October 31, 2020]* deadline on the expenditure of Coronavirus Relief Fund money distributed by the County; and

WHEREAS, Recipient has submitted an application (“Application”) to receive Coronavirus Relief Fund money from the County for certain purposes specified in Recipient’s Application; and

NOW, THEREFORE, for good and valuable consideration, the sufficiency of which is mutually acknowledged, and intending to be bound, the Parties agree as follows:

1. RECITALS

The Recitals are incorporated herein by reference, as if fully set forth in the body of this Agreement.

2. PURPOSE

The purpose of this Agreement is to provide for the distribution of Coronavirus Relief Fund money under Act 24 of 2020 to Recipient for uses identified in the Application and permitted by the County; the CARES Act, as may be amended; Act 24, as may be amended; and related guidance from the U.S. Treasury and the Commonwealth, as may be amended.

3. CONDITIONS

Recipient will receive Coronavirus Relief Fund money from the County on a reimbursement basis not to exceed \$[insert maximum amount]. As a condition of receiving Coronavirus Relief Fund money from the County, Recipient agrees that Coronavirus Relief Fund money it receives will be spent in accordance with the purposes set forth in its Application and in compliance with the CARES Act and related guidance issued by the United States government and the Commonwealth of Pennsylvania, including applicable future amendments to statutory provisions or related federal or state guidance, and in accordance with the limitations outlined in this Agreement. Recipient agrees that Coronavirus Relief Fund money will be spent solely on expenditures that meet all of the following requirements:

- Expenditures that are necessary expenditures incurred due to the COVID-19 public health emergency.
- Expenditures that were not accounted for in the budget most recently approved as of March 27, 2020 (not including any amendments or supplemental budgets passed in response to the COVID-19 public health emergency).
- Expenditures that will be incurred between March 1, 2020 and **October 31, 2020**.

4. CATEGORIES OF PERMISSIBLE EXPENDITURES

Recipient acknowledges that the County has limited expenditures of Coronavirus Relief Fund money received from the County to the following types of expenditures:

1. COVID-19 related medical expenses such as:
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including blood sample testing.

- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

2. Public health expenses such as:

- Expenses for communicating COVID-19 “stay at home” orders and other COVID-19-related public health orders.
- Expenses for enforcing COVID-19 “stay at home” orders and other COVID-19-related public health orders.
- Expenses to purchase and distribute Personal Protective Equipment (“PPE”), sanitizing products, and other similar medical and protective supplies needed to reduce the risk of COVID-19 exposure for police officers, direct service providers who work with older adults or individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas or facilities such as public or private nursing homes in your community, in response to the COVID-19 public health emergency.
- Expenses for providing technical assistance to other entities related to mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19. Examples include costs of placing barriers or fences to enforce social distancing or closures at public parks or other public facilities or installing Plexiglas shields and hand sanitizer pumps in public facilities.
- Expenses for quarantining individuals.

3. Where the statutory requirements have been met, certain payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:

- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable groups, to enhance compliance with COVID-19 public health precautions.
- Expenses to improve telework capabilities for governmental employees to enable compliance with COVID-19 public health precautions.

- Expenses of providing Families First Coronavirus Response Act benefits under the Emergency Paid Sick Leave Act and the Emergency Paid Family and Medical Leave Expansion Act to governmental employees in order to further compliance with COVID-19 public health recommendations and precautions.
 - Expenditures for care for homeless populations made to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses related to providing economic support in connection with the COVID-19 public health emergency, such as:
- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. ***[NOTE: Delete this bullet point if the County decides that business interruption grants may not be provided by municipalities but rather will be limited to those provided by the County.]***
 - Unemployment compensation costs related to the COVID-19 public health emergency if those costs will not be reimbursed by the federal government through the CARES Act or otherwise.
6. Other COVID-19-related expenses that the County determines are reasonably necessary to the function of government that satisfy the statutory eligibility criteria for the use of Coronavirus Relief Fund money.

Goods and services purchased with Coronavirus Relief Fund money must be received or provided no later than December 30, 2020. Recipient acknowledges that this requirement is mandatory and agrees to include provisions indicating that time is of the essence and that this deadline is mandatory in all agreements with providers of good and services.

5. ADDITIONAL PROHIBITED CATEGORIES OF EXPENDITURES

Recipient acknowledges that Coronavirus Relief Fund money distributed by the County may only be used for the purposes identified in the immediate preceding section. In addition to expenditures that do not meet all three CARES Act conditions outlined above or fall within the categories of expenditures permitted by the County. Recipient acknowledges that federal CARES Act guidance issued by the U.S. Treasury prohibits the use of Coronavirus Relief Fund money to fill shortfalls in governmental revenue, including but not limited to by making expenditures that do not otherwise qualify for the use of Coronavirus Relief Fund money, and that Coronavirus Relief Fund money may not be used to reimburse portions of an expense that are also being reimbursed by another federal or state funding source. Recipient further acknowledges that prohibited uses of Coronavirus Relief Fund money include, but are not limited to, the following types of expenditures:

- Damages covered by insurance.

- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses that have been or will be reimbursed under any federal programs or other sources.
- Reimbursement for donated items or services.
- Workforce bonuses other than payments such as overtime or hazard pay for employees substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Severance pay.
- Legal settlements.
- Expenditures not in compliance with any other limitations or requirements that have been or will be established by the County, the Commonwealth, applicable law, applicable regulations, or applicable CARES Act or Act 24 guidance.

6. REPAYMENT

Unspent Coronavirus Relief Fund money must be returned to the County by [insert deadline], 2020. In addition, any Coronavirus Relief Fund money that the U.S. Treasury determines must be repaid to the Commonwealth or the U.S. Treasury by [Insert Name of County] County because Recipient did not spend it in compliance with the CARES Act, as amended, and related federal guidance, as amended, must be repaid to the County by Recipient.

7. RETENTION OF RECORDS

Recipient is obligated to retain records relating to the use of Coronavirus Relief Fund money, including, but not limited to, invoices, contracts, receipts, purchase orders, correspondence, records demonstrating that funds were spent for purposes permitted by the CARES Act and related federal guidance, and other records documenting Coronavirus Relief Fund expenditures. Such records shall be made available to representatives of [Insert Name of County] County upon request and in the format requested by the County.

8. INTEREST BEARING ACCOUNTS

Coronavirus Relief Fund money received by Recipient may be placed in an interest bearing account pursuant to guidance issued by the U.S. Treasury, provided that any interest generated by such funds or other proceeds of such investments must be spent on purposes permitted by this Agreement, the Coronavirus Relief Fund provisions of the CARES Act, and related federal guidance and must be so spent no later than December 30, 2020.

9. FEDERAL SINGLE AUDIT ACT AND UNIFORM GUIDANCE

Recipient acknowledges that guidance issued by the U.S. Treasury indicates that Coronavirus Relief Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Recipient further acknowledges that Fund payments to Recipient count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements and that Recipient would be subject to a single audit or program specific audit pursuant to 2 C.F.R. § 200.501(a) if Recipient spends \$750,000 or more in federal awards during its fiscal year. Recipient further acknowledges that CFDA Number for this federal funding is 21.109.

10. RESOLUTION

Recipient will adopt or pass a lawfully adopted written resolution or similar action approving this Agreement and authorizing the filing of the Application and authorizing the individual who signs this Agreement to execute this Agreement on behalf of Recipient, to act as its representative with respect to the Application, and to provide such additional information as may be required.

11. NONWAIVER

A. A failure by each Party to take action with respect to any default or violation by the other Party of any of the terms, conditions or covenants of this Agreement shall not, in any way, limit, prejudice, diminish or constitute a waiver of any right of each such Party to act with respect to any prior, contemporaneous or subsequent violation or default or with respect to any continuation or repetition of the original violation or default.

B. Additionally, a failure by each Party to take action with respect to any default or violation by the other Party of any of the terms, conditions or covenants of this Agreement shall not, in any way, limit, prejudice, diminish or constitute a waiver of any right of each Party to act with respect to any prior, contemporaneous or subsequent violation or default or with respect to any continuation or repetition of the original violation or default.

12. TERMINATION; CUMULATIVE REMEDIES

A. This Agreement may be terminated for any reason by the County upon thirty (30) days written notice to Recipient.

B. It is understood that the right to terminate shall be in addition to all other remedies, which are or may be available to the County or the Recipient, for the other Party's breach of any covenant, term or condition of this Agreement. All rights and remedies under this Agreement shall

be cumulative and shall be in addition to those rights which the Parties may have under applicable law, statute, regulation or otherwise.

13. TERM

This Agreement shall enter into effect as of [insert effective date], 2020, and unless sooner terminated pursuant to Paragraph 12 hereof, shall expire when the County, in its discretion, determines that the expenditure of Coronavirus Relief Fund money and Recipient's obligations under this Agreement, including those relating to review of expenditures, if any, by the U.S. Treasury have been completed.

14. NOTICES

A. All notices, reports, or documents required to be given or made pursuant to this Agreement shall be in writing and shall be sent by either:

1. United States Mail first class delivery, postage pre-paid; or
2. Electronic mail (e-mail), confirmed by letter sent by United States Mail first class delivery, postage pre-paid;
3. Facsimile (fax) transmission confirmed by letter sent by United States Mail first class delivery, postage pre-paid.

B. All notices, reports or documents required to be given or made under this Agreement shall be sent to the respective Parties as follows:

1. As to the County:

[Insert Name and Address of County Representative]

With copy to:

[Insert Name and Address of Additional County Representative]

Or to such other person or address as the County may from time to time designate in writing.

2. As to the Recipient:

[Insert name and address of authorized representative of Recipient]

or to such other person or address as the Recipient may from time to time designate in writing.

15. NO PERSONAL LIABILITY

No elected official, officer, appointee, agent or employee of County or Recipient, shall be charged personally or held contractually liable by or to the Recipient under any term or provision of this Agreement or because of any breach hereof or because of its or their execution, approval, or attempted execution of this Agreement.

16. HEADINGS

The headings of the several paragraphs of this Agreement are inserted only as a matter of convenience and for reference, and they in no way define, limit or describe the scope or intent of any provision of this Agreement, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

17. SEVERABILITY

The Parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Agreement, or any portion thereof, shall be made to be void or otherwise unenforceable, all other portions of this Agreement shall remain in full force and effect.

18. MERGER; MODIFICATION OR AMENDMENT

A. The Parties intend this writing as the final expression of their agreement and as a complete and exclusive statement of its terms. This Agreement supersedes all other prior agreements and understandings both written and oral between the Parties with respect to the subject matter thereof.

B. This Agreement may be changed, modified, discharged, or extended only by written change order or amendment duly executed by the Parties.

C. The Recipient agrees that no representations or warranties shall be binding upon County unless expressed in writing herein or in a duly executed amendment or change order hereof.

19. APPLICABLE LAW; VENUE

A. This Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

B. The Parties agree that the state and federal courts sitting in [insert Pennsylvania city with nearest federal court], Pennsylvania shall have proper and exclusive jurisdiction and venue for any proceedings arising from this Agreement.

20. ABSENCE OF RIGHTS IN THIRD PARTIES

No provision of this Agreement shall be construed in any manner so as to create any rights in third parties who are not signatories to this Agreement. It shall be interpreted solely to define specific duties and responsibilities between the County and the Recipient, and shall not provide any basis for claims of any other individual, partnership, corporation, organization or municipal entity.

21. COMPLIANCE WITH APPLICABLE LAWS

Each Party shall comply at its own expense with all applicable federal, state, and local statutes, laws, rules, regulations, guidance, codes, final and non-appealable orders, decisions, injunctions, judgments, awards and decrees (“Applicable Laws”) that relate to its obligations under this Agreement. Recipient agrees to comply with all Applicable Laws, including but not limited to applicable bidding and procurement requirements, applicable labor laws, applicable employment laws, applicable non-discrimination laws, applicable provisions of the Hatch Act, and other Applicable Laws. Recipient shall not discriminate on the basis of race, religion, age, gender, national origin, disability, or any other unlawful basis with respect to its use of Coronavirus Relief Fund money received from the County.

22. BINDING EFFECT

This Agreement will be binding upon and shall inure to the benefit of the County and the Recipient and their respective authorized successors and assigns, if any.

23. AUTHORIZATION

A. Recipient represents and warrants that its signatory has been duly authorized to execute this Agreement on its behalf.

B. This Agreement is entered into by the County pursuant to [insert reference to resolution or other authority authorizing County action].

INTENDING TO BE LEGALLY BOUND HEREBY, the parties hereto set their hands and seals the day and year first above written.

WITNESS _____ **[NAME OF ENTITY]**

By: _____
Title: [Insert title of Recipient representative]
COUNTY OF [INSERT NAME OF COUNTY]

APPROVED AS TO FORM: _____
By: [County Representative]
[Title]

County Solicitor

Debra Brown

From: Debra Brown
Sent: Tuesday, July 21, 2020 7:15 AM
Subject: Newsletter
Attachments: July 2020 Employee Newsletter.pdf

Sent on behalf of the Bedford County Commissioners.

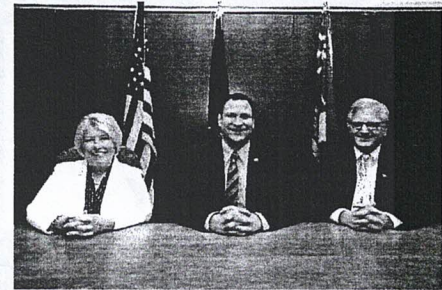
Debra Brown, Chief Clerk
200 South Juliana Street ~ Suite 301
Bedford, PA 15522
Email: dbrown@bedfordcountypa.org
Phone: 814-623-4807
Fax: 814-623-0991

Bedford County News



The Crossroads of Heritage and Hospitality

To develop, administer, and promote innovative, high quality and solution-oriented services to Bedford County that meets the needs of its citizens in the most accountable, ethical, economical, caring, and professional manner possible that enriches the health, welfare, quality of life, and safety of those who live and work in Bedford County.



Quarterly Newsletter

In This Issue

- Updates
- Employee Information

Contact Us

<http://www.bedfordcountypa.org>
commissioners@bedfordcountypa.org
Extension: 4807

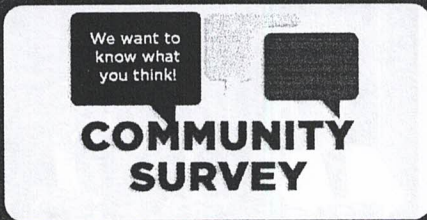
CONTACT US



Updates

COVID19: Despite the COVID-19 pandemic the County continued to maintain operations. We cannot thank our employees enough for their dedication during this unprecedented time. The Bedford County Commissioners have been working closing with County departments and have begun working with community partners to address the negative impact of COVID-19. The County Commissioners issued a facemask policy for all county buildings that went into effect on July 13, 2020. Employees are required to wear facemasks beginning when they enter a county building. Facemasks are required in hallways and shared spaces except when employees are in an office alone. Facemasks are also required to be worn by all members of the public when in any county building. An exception will be made for those with a medical condition which prevents them from wearing a mask. We all play an important part in keeping our workplace COVID-free.

Financial Planning: The Commissioners have partnered with both Susquehanna Accounting and Three + One. Susquehanna Accounting is currently looking at the County's processes and procedures. Through multiple interviews we will soon have a report that will begin to serve as a roadmap for streamlining additional business processes for the County. Three + One is working with the County to conduct in depth analysis in order to help it realize higher interest on our cash assets. The County has



also partnered with Omnia Partners that will help the County save of supplies. By being a member, the County will have access to hundreds of different suppliers, with the goal of getting the best possible price. Finally, the County has partnered with Granite, a provider that is in the process of consolidating phone lines and ensuring we get the best possible price. So far we have been able to condense phone lines and have already realized savings.

C-PACE: The County Commissioners recently passed a resolution to become a C-PACE County. C-PACE will serve as a tool to help commercial, industrial, and agricultural properties in Bedford County become more energy and water efficient.

Community Surveys: Center for Community Action and Bedford County released a housing and transportation survey. The Housing survey was recently completed and reaffirmed the need for affordable housing and to address blight. The Transportation survey is currently active and can be access by going to:

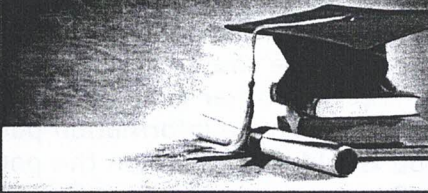
http://bedfordcountypa.org/news_detail_T6_R81.php. Both surveys will help leaders of the County make decisions to address these issues.

Young Adult Population: High School Seniors throughout Bedford County were recently surveyed. The surveyed showed in general students thought of Bedford County as a great place to live. The majority planned to attend a four year degree in the medical field. In the near future, the young adult population steering committee will be hosting a roundtable discussion with healthcare providers on how we can have a coordinated effort for recruiting this cohort of the young adult population.

County Bridges: The County recently worked with their County engineer, Lehman Engineers to update their long range bridge plan. Over the next couple of years the County will be addressing the structural deficiently of all County owned bridges.

Security Vulnerability Assessment: The County approved Sorensen, Wilder, and Associates to conduct a security vulnerability assessment. In the near future, this firm will be interviewing county departments and reviewing the physical components of the county courthouse and magisterial district judge offices.

Day Treatment/Reporting Center Feasibility Study: A steering committee began the process of conducting a feasibility student on a day treatment/reporting center. This center would serve as an alternative to incarceration. The County's consultant, Stiffler and McGraw have begun



conducting interviews with various stakeholders to help develop a plan.

U.S. Census: Please remember to complete your questionnaire that you received in the mail or online at <https://2020census.gov>. The data determines our federal funding for the next 10 years.

Employee Information

HR Department: Please welcome Makayla Bollman as the County's new Human Resources Director. She has begun training and will be working closely with County departments to meet the County's goals. She will be focusing on many different areas of including policies, strategic planning, employee programming, recruitment and retention, compensation planning, risk management, employee discipline, and much more.

Educational Incentive Program: As an additional strategy to recruit and retain employees, the County Commissioners approved a Student Loan Reimbursement program. The County will reimburse up to \$200 of student loan debt per month. To determine if you are eligible and to apply you see your supervisor.

Longevity Policy: The County Commissioners approved a County Longevity Policy that will provide an additional \$.35 per hour for non-union employees who have worked for the Bedford County government for at least five (5) years and have not previously been granted any sort of additional compensation other than the annual cost of living adjustment. Following this one-time adjustment, employees would receive this longevity rate increase every five (5) years of continuous service with the county.

Department Meetings: County departments reconvened their quarterly department meetings and the first one of the year was a very productive discussion on County needs. We encourage department heads to share topics that were mentioned at these department head meetings with their employees.

County Training Opportunities: Please remember, CCAP has launched several new trainings, which are available for employees free of charge. To log on go to: <https://www.localgovu.com/products/learn/?t=ccap&logout=y>. Your username is your email address and your password are BEDFORDCOUNTY2017. For employees without an email address, their username is 00 followed by their employee number on their ID badge. If you have difficulty logging on to the trainings, please contact the Commissioner's office at extension 4807. In addition, for



UPMC
HEALTH
PLAN

employees without internet access, the County has an employee computer in the breakroom to access all these trainings and to access your UPMC health portal. There are instructions beside the computer.

Tickets at Work: The Bedford County Commissioners launched a new program that provides employees with discounts for tickets at various venues. Ask your department head or supervisor for more information on how to access this benefit.

Take a Healthy Step: The County Commissioners renewed their agreement with UPMC Work Partners to continue the Take a Healthy Step Program. Enrollment information will be sent to employees with additional information.

EAP: Don't forget that the County has a resource you can access at any given time called the Employee Assistance Program through Mazzitti and Sullivan. You can access all of the resources by going to:
<https://www.mseap.com/for-employees>

Employee Portal: We have also been adding information to the County Employee Portal for the employee's benefit. Click here to learn more. We will continue to add useful documents and we encourage you to send us information you think would be helpful to other employees. Simply click here to access the employee information portal. If there is anything you would like to see on the portal, please let us know. For employees without County Intranet access: county department heads may let us know what information their employees would like and we are happy to send it to them. Employees will also be able to access these resources using the employee computer in the employee breakroom.

UPMC also has a lot of helpful information through their portal. You can receive behavioral and wellness information. To access the portal go to:
www.upmchealthplan.com. You can also sign up for the Take a Healthy Step program and be on your way to earning two days off.

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Tuesday, July 14, 2020 4:44 PM
To: Commissioner Lang; Commissioner Baughman; Commissioner Dallara
Subject: Fwd: Guidance on Broadband Use CARES Act

Commissioners - see below as we discussed today.

Sent from my iPhone

Begin forwarded message:

From: Corey Troutman <CTroutman@susacs.com>
Date: July 5, 2020 at 10:08:33 PM EDT
To: David Mitchell <dmitchell@cdblaw.com>
Subject: Re: Guidance on Broadband Use CARES Act

Thanks Dave

Sent from my iPhone

On Jul 5, 2020, at 9:30 PM, David Mitchell <dmitchell@cdblaw.com> wrote:

Cory,

There is still a basis supporting the use of Coronavirus Relief Fund money for rural broadband, despite the fact that the first round of stay at home orders have lifted and many businesses have resumed in-person operations. Although the first wave of COVID-19 infections has slowed or subsided in many areas, federal officials have indicated that a second wave will very likely accompany the onset of the traditional flu season in October and November. In fact, National Institute of Allergy and Infectious Diseases ("NIAID") Director Anthony Fauci recently cited the likelihood of a second wave as a reason to end the shortened Major League Baseball season by the end of September. The likelihood of a second wave between now and December 30, 2020, with the increase in distance learning and telework that would entail [REDACTED] for continued use of Coronavirus Relief Fund money to expand rural broadband capacity.

The June 24, 2020 version of the U.S. Treasury's Frequently Asked Questions notes that using Coronavirus Relief Fund money to expand rural broadband capacity in order to support distance learning and telework "would only be permissible if they are necessary for the public health emergency." Furthermore, "[t]he cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments."

The June 24, 2020 version of the U.S. Treasury FAQ further indicates that “Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency.” However, “a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.” Thus, likely future outbreaks of COVID-19 between now and December 30, 2020 can provide a basis for use of Coronavirus Relief Fund money.

Because it is likely that Pennsylvania counties will be affected by a second wave of COVID-19 in the autumn of 2020, or even this summer by a renewed surge of the first wave of infections as has been seen in some areas within the past two weeks, there is still a basis for spending Coronavirus Relief Fund money for rural broadband even where the first round of closures has ended. It is certainly a very real possibility that distance learning and telework will again become prevalent as the expected second wave of COVID-19 emerges later this year. Thus, the fact that the prevalence of distance learning has subsided (due mainly because of summer breaks and not because school have opened) and that telework is less common now than it was earlier this year would not preclude a county from using Coronavirus Relief Funds to invest in rural broadband projects if the County Commissioners determine, in light of the likelihood of a second wave, that is a necessary expenditure to respond to and mitigate the effects of COVID-19 and to facilitate distance learning and teleworking activities that will likely increase from their current levels between now and December 30 as a second wave unfolds.

The more difficult issue with rural broadband is that in addition to not being included in the last budget approved as of March 27, 2020, the system will have to be built and usable by December 30 in order for Coronavirus Relief Fund money to be used. The U.S. Treasury’s “Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments” was updated on June 30, 2020 and now specifically states that “in all cases it must be necessary that performance or delivery take place during the covered period” that ends on December 30, 2020. Although that revised Guidance does permit payment to made up to 90 days after a cost incurred (which could permit payment of a cost incurred on December 30 to be made as late as March 2021), the rule is even clearer than it already was that in order to qualify as a necessary expenditures incurred due to the public health emergency, the service (in this case rural broadband) must be operation no later than December 30, 2020 (subject to only limited exceptions for unexpected delays “due to circumstances beyond the recipient’s control”).

Dave

[REDACTED]

From: Corey Troutman [mailto:ctroutman@susacs.com]

Sent: Monday, June 29, 2020 10:24 AM

To: David Mitchell <dmitchell@cdblav.com>

Subject: FW: Guidance on Broadband Use CARES Act

Dave,

I would like you to weigh in on this. Specifically if something like planning for a second wave would be eligible or if it would be ineligible because “places are generally open”.

Let me know your thoughts.

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

From: Commissioner Lang <jlange@bedfordcountypa.org>
Sent: Thursday, June 25, 2020 8:08 PM
To: Brandon Carson <bcarson@sapdc.org>
Cc: Commissioner Dallara <cdallara@bedfordcountypa.org>; Commissioner Baughman <dbaughman@bedfordcountypa.org>; Corey Troutman <ctroutman@susacs.com>
Subject: Guidance on Broadband Use CARES Act

Here is the guidance on uses related to the COVID Block grant funding FAQs. Page 7 discusses broadband
<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

Looking through it does not appear since places are generally open that broadband would be a real stretch to use the funds for given our current environment.

May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework? Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

DCED mirrored the federal guidelines
<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

Sent from my iPhone

Exchange Defender Message Security: [Check Authenticity](#)

Ms. A. [redacted] CPA, CEBS, CFP®
Managing Director
Superior Accounting & Consulting Solutions, Inc.
530 St. Thomas Court, Suite 100
Harrisburg, PA 17110
Phone: 717-651-8388 ext. 2000
Mobile: [redacted]

From: Commissioner [redacted]
Sent: Thursday, June 12, 2020 8:02 PM
To: Brandon Garcia <[redacted]>
Cc: Commissioner DeLoe <[redacted]>
Subject: Guidance on the Shared Use Cases Act

Here is the guidance on use related to the COVID Block Grant Funding FAQ, Part 1
discuss broadband
[https://www.pa.gov/governor/newsroom/press-releases/2020/06/12/faq-covid-block-grant-funding-part-1](#)
[https://www.pa.gov/governor/newsroom/press-releases/2020/06/12/faq-covid-block-grant-funding-part-1](#)

Looking through it does not appear since it is generally open that
proposed would be a real stretch to use the funds for a year or more
environmental

Key recipients use fund payments to expand rural broadband capacity to
exist with distance learning and telework. Such expansion would only be
possible if they are necessary for the public health emergency. The cost of
projects that would not be expected to increase capacity to a significant extent
until the need for distance learning and telework have passed due to the public
health emergency would not be necessary due to the public health emergency
and this would not be the use of fund payments

DCED mirrors the federal guidelines
[https://www.pa.gov/governor/newsroom/press-releases/2020/06/12/faq-covid-block-grant-funding-part-1](#)
[https://www.pa.gov/governor/newsroom/press-releases/2020/06/12/faq-covid-block-grant-funding-part-1](#)

Send from my iPhone

Exchange/Outlook Message Security Check Summary

Debra Brown

From: Corey Troutman <ctroutman@susacs.com>
Sent: Thursday, June 18, 2020 11:22 AM
To: Commissioner Lang
Cc: Commissioner Baughman; Commissioner Dallara
Subject: Cares Act Contract
Attachments: 2020 CARES ACT CONTRACT - Bedford.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Commissioners,

As we discussed on Monday, attached is our contract to assist the County with the administration of the Cares Act. Let me know if you have any questions or would like to discuss further.

Hope all is well,

Corey A. Troutman, CPA, CGMA, CITP
Managing Shareholder
Susquehanna Accounting & Consulting Solutions, Inc.
830 Sir Thomas Court, Suite 150
Harrisburg, PA 17109
Office: 717-561-8089 ext. 5080
Mobile: [REDACTED]

Labels Brown

From: [Redacted]
 Sent: Thursday, June 18, 2020 11:22 AM
 To: [Redacted]
 Cc: [Redacted]
 Subject: Lawsuit Contract
 Attachments: 2020 CONTRACT CONTRACT, [Redacted]
 Follow Up Flag: [Redacted]
 Flag Status: [Redacted]

Commissioners

We discussed in detail, attached is our contract to assist the County with the administration of the Lawsuit. Let me know if you have any questions or would like to discuss further.

Hope all is well.

Corey A. Thompson, CPA, CMA, CFP
 Managing Director
 Southeastern Accounting & Consulting Solutions, Inc.
 810 St. Thomas Court, Suite 200
 Harrisburg, PA 17109
 Office: 717-551-8088 ext. 2000
 Mobile: [Redacted]