

Incentive for COVID Risk to Buncombe County Employees

RFP for Coronavirus State and Local Fiscal Recovery Funds

Buncombe County Government

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Application Form

Question Group

Buncombe County requests proposals for projects to help the community recover from and respond to COVID-19 and its negative economic impacts.

Buncombe County has been awarded \$50,733,290 in Coronavirus State and Local Fiscal Recovery Funds (Recovery Funding), as part of the American Rescue Plan Act. This infusion of federal resources is intended to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Buncombe County is committed to investing these funds in projects that:

- Align to county strategic plan and community priorities
- Support equitable outcomes for most impacted populations
- Leverage and align with other governmental funding sources
- Make best use of this one-time infusion of resources
- Have a lasting impact

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

[Click here for the full terms and conditions of the RFP](#)

Coronavirus State and Local Fiscal Recovery Funds*

Name of Project.

Incentive for COVID Risk to Buncombe County Employees

Amount of Funds Requested*

\$1,040,000.00

Recovery Fund Eligible Category*

Please select one:

County only

Brief Project Description*

Provide a short summary of your proposed project.

Buncombe County seeks to recognize the COVID-19 risk incurred to front-line essential staff working from March 1, 2020 – March 1, 2021. The nature of assigned work for many County staff required direct or indirect contact engaging with the general public. We would like to provide eligible staff with a one-time lump sum payment to reward them for their dedication as well as the risk incurred during the stated time period.

RFP for Coronavirus State and Local Fiscal Recovery

Project Plan*

Explain how the project will be structured and implemented, including timeframe.

This project has analyzed the work performed by staff within from March 1, 2020-March 1, 2021, confirmed the work with Department Directors, and placed staff into the following tiers:

- Core COVID - Employee worked daily (at least 50% of each day) on Core COVID response during the stated time frame
- High Risk - Employee is considered front-line staff and their position required them to have direct customer contact during their scheduled hours during the stated time period
- Medium to Low-Risk - Employee's position required them to have indirect customer contact or infrequent direct customer contact during the stated time period.

The definitions for the types of contact are as follows:

- Frequent - Consistent, regular, weekly physical contact with customer where 3W's are not possible
- Infrequent - Consistent, regular, monthly physical contact with customers where the 3W's are not possible.

The intent is to provide a \$3,000 lump sum payment to employees identified in the "Core COVID" tier, a \$1,500 lump sum payment to employees identified within the "High Risk" tier, and a \$1,000 lump sum payment to employees identified within the "Medium to Low-Risk" tier. Ideally, this incentive would be paid to employees as quickly as possible following approval.

Statement of Need*

Describe the need that this project will address. Include data to demonstrate the need, and cite the source of the data.

The Buncombe County staff that qualify for this incentive assisted Buncombe County in continuing important public services and ensured residents received needed help during a critical period in history. There are also staff in these tiers that worked to ensure continued safety for our community through long, strenuous hours at testing and vaccination sites. According to Gallup (<https://www.gallup.com/workplace/247391/fixable-problem-costs-businesses-trillion.aspx#:~:text=The%20cost%20of%20replacing%20an,to%20%242.6%20million%20per%20year>), "The cost of replacing an individual employee can range from one-half to two times the employee's annual salary." Providing this incentive is one way that Buncombe County would like to show these essential employees how much Buncombe County appreciates the time and effort they devoted during the pandemic. It is imperative to the County that these staff members feel appreciated and honored for the risk they incurred during the stated time period.

Link to COVID-19*

Identify a health or economic harm resulting from or exacerbated by the public health emergency, describe the nature and extent of that harm, and explain how the use of this funding would address such harm.

The linkage that this project has to COVID-19 is that the identified employees eligible for the incentive were required to respond directly to the public health emergency. These staff members incurred long hours and risks to themselves and their families by performing the duties required of them for Buncombe County. The use of this funding would be used to reward them for the hours, risks, and stress incurred from March 2020-March 2021. The Wellness Council of America (WELCOA) lists 17 common symptoms of stress that

impact employees (<https://www.welcoa.org/blog/benefits-stress-management-employees/>) and talks about the relationship between stress and job performance. While money itself doesn't negate the stress or risk endured by the eligible employees, it can hopefully be used to lessen one or more stressors.

Population Served*

Define the population to be served by this project, including volume and demographic characteristics of those served.

This project would allocate a one-time incentive to 781 employees. The demographic breakdown of the proposed eligible employee population is as follows:

	White	Black or African American	Asian	American Indian or Alaska Native	2 or More Races	Native Hawaiian or Other Pacific Islander	I do not wish to answer	Hispanic or Latino
Core COVID	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
High Risk	86.3%	5.3%	0.8%	1.4%	0.4%	2.0%	3.1%	0.8%
Medium-Low Risk	79.9%	6.1%	1.4%	0.7%	0.0%	6.1%	4.3%	1.4%
Grand Total	84.1%	5.5%	1.0%	1.1%	0.3%	3.4%	3.5%	1.0%

	Female	Male	Not declared
Core COVID	40.00%	60.00%	0.00%
High Risk	39.41%	60.39%	0.20%
Medium-Low Risk	61.65%	37.63%	0.72%
Grand Total	47.23%	52.39%	0.38%

Results*

Describe the proposed impact of the project. List at least 3 performance measures that will be tracked and reported. If possible, include baselines and goals for each performance measure.

The intended impact of this project is to provide a one-time lump sum payment to the essential employees working for Buncombe County during the COVID-19 pandemic. These employees were significantly impacted by the duties of their job. The hope is that this recognition will positively influence employee retention and that the selected employees will be rewarded for their efforts by this gesture.

Measures include: # of employees rewarded, \$ allocated, distribution time frame

Evaluation*

Describe the data collection, analysis, and quality assurance measures you will use to assure ongoing, effective tracking of contract requirements and outcomes.

We will run a Workday report showing payment to all eligible staff and compare it to the vetted list used for this proposal to ensure appropriate allocation.

Equity Impact*

How will this effort help build toward a just, equitable, and sustainable COVID-19 recovery? How are the root causes and/or disproportionate impacts of inequities addressed?

The intended use of the request dollars is to create some sense of equity for the employees who endured significant risk due to the nature of their essential work for Buncombe County. While money certainly doesn't level the playing field or negate the risk, the hope is that it will show the County's gratitude to our essential employees.

Project Partners*

Identify any subcontractors you intend to use for the proposed scope of work. For each subcontractor listed, indicate:

- 1.) What products and/or services are to be supplied by that subcontractor and;
- 2.) What percentage of the overall scope of work that subcontractor will perform.

Also, list non-funded key partners critical to project.

No project partners will be used for the scope of work.

Capacity*

Describe the background, experience, and capabilities of your organization or department as it relates to capacity for delivering the proposed project and managing federal funds.

Buncombe County is capable of managing and distributing the requested dollars with the assistance of Finance department personnel.

Budget*

Provide a detailed project budget including all proposed project revenues and expenditures, including explanations and methodology. For all revenue sources, list the funder and denote whether funds are confirmed or pending. For project expenses, denote all capital vs. operating costs, and reflect which specific expenses are proposed to be funded with one-time Buncombe County Recovery Funds.

Download a copy of the budget form [HERE](#). Complete the form, and upload it using the button below.

COVID Incentive Recovery-Funds-budget-template.xlsx

Special Considerations*

Provide any other information that might assist the County in its selection.

This project aligns with the County's Strategic Focus Areas of Operational Excellence by contributing to best in class performance.

File Attachment Summary

Applicant File Uploads

- COVID Incentive Recovery-Funds-budget-template.xlsx

Coronavirus State and Local Fiscal Recovery Funds Proposed Project Budget

Organization Name:	Buncombe County
Project Name:	Incentive for COVID Risk to Buncombe County Employees
Amount Requested:	1,040,000

Proposed Project Revenue Funder	Amount	Confirmed or Pending?	Notes
Proposed Buncombe COVID Recovery Funds	\$ 1,040,000.00		
List other sources here			
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List other sources here			
List other sources here			
Total	\$ 1,040,000.00		

Proposed Project Expenses	Proposed Recovery Funds	Other Funds	Total	Capital or Operating Expense?	Notes
List expenses here			\$ -		
List expenses here			\$ -		
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Total			\$ -		