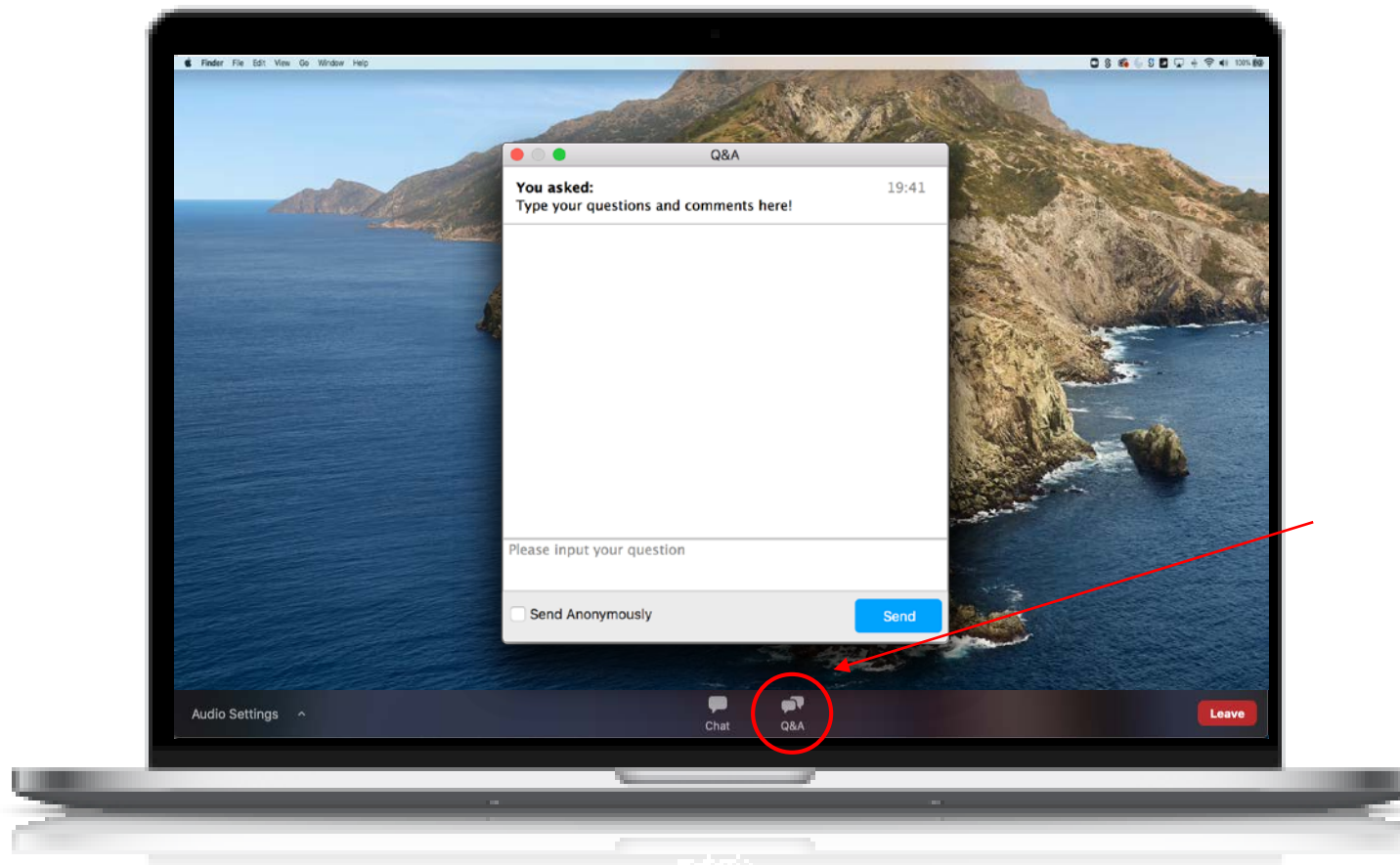


# CARES Act Local Government Program

Recipient Weekly Briefing  
October 20, 2020

THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT





THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT

# Briefing Objectives



Eligible Expenditures



Program Overview &  
Florida CARES Act Management  
System (FLCARES)





# Eligible Expenditures





# Definition of Eligible Expenditures

1

Necessary expenditures incurred due to the public health emergency;

2

Costs not accounted for in the most recently approved budget as of March 27, 2020; and

3

Costs were incurred between March 1, 2020 and December 30, 2020





# Expense Categories

Eligible time period – March 1, 2020 to December 30, 2020

- ✓ COVID-19 Testing & Contract Tracing
- ✓ Facilitating Distance Learning
- ✓ Improving Telework Capabilities
- ✓ Medical Expenses





# RFR Example – COVID-19 Testing & Contact Tracing

- COVID-19 Testing & Contract Tracing
  - All expenses related to testing and tracing COVID-19 infections (e.g., supplies, equipment required to operate a testing site, and conducting tracing activities)
- Narrative
  - On 04/17/2020 an employee was confirmed to have been exposed to COVID-19. In order to control the spread of COVID-19 among employee whose duties require interaction with the members of the public, the County purchased 50 rapid result COVID-19 tests. These tests were administered to county employees who were in contact with the exposed employee, in order to trace the potential spread among county personnel.





# RFR Example – COVID-19 Testing & Contact Tracing

- Documents:
  - Invoice
  - Proof of payment (receipt)
  - Proof of delivery (if applicable) – At minimum need to attest to proof of delivery in narrative







# RFR Example – Facilitating Distance Learning

- Facilitating Distance Learning
  - Expenses incurred while enabling students to receive education remotely (e.g., Purchase of equipment to assist with distance learning, such as laptops or tablets)
- Narrative
  - The County has coordinated with the local board of education and purchased a variety of computer equipment, in order to ensure that children have the capabilities to learn remotely. These expenses include 50 laptops, 25 tablets, and 40 hotspots. This equipment was purchase by the County and donated to the board of education. The board of education has provided documentation of how the purchased items were distributed and are currently being used.





# RFR Example – Facilitating Distance Learning

- Documents:
  - Invoice
  - Proof of payment (receipt)
  - Proof of delivery (if applicable) – At minimum need to attest to proof of delivery in narrative





# RFR Example – Improving Telework Capabilities

- Improve Telework Capabilities of Public Employees
  - Online meeting capabilities. For example, the purchase of Zoom subscriptions as public meetings are conducted digitally, or employees are forced to work remotely.
  - Purchase of equipment assisting with teleworking, such as phones, computers, etc.
  - IT Costs related to upkeep and maintenance of newly purchased equipment.
- Narrative
  - The County purchased 12 laptops to allow our employees to work from home to promote social distancing to mitigate the COVID-19 pandemic. It was not in our jurisdiction's budget as of March 1, 2020.
- Documents:
  - Invoice
  - Proof of Payment (receipt)
  - Proof of Delivery (if applicable)





# RFR Example – Medical Expenses

- **Medical Expenses**

- COVID-19 related expenses of public hospitals, clinics, and similar facilities.
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.

- **Narrative**

- A health clinic owned and operated by the County, purchased 1,500 COVID-19 tests in order to serve the public within the jurisdiction. This RFF is for COVID-19 test expenses for the month of May 2020. The invoice, proof of payment, and proof of delivery are attached below.





# RFR Example – Medical Expenses

- Documents:
  - Invoice
  - Proof of payment (receipt)
  - Proof of delivery (if applicable) – At minimum need to attest to proof of delivery in narrative





# Recap on Supporting Documentation

Most expenses will need at minimum the supporting documents listed below:

- Detailed narrative
- Invoice
- Proof of payment (receipt)
- Proof of delivery (if applicable) – At minimum need to attest to proof of delivery in narrative

**\*Note that more complex programs/expenses will require additional documentation (additional guidance to come)**

**\*Additional information to come on level of support needed from subrecipients**

## **Public Health & Safety Payroll Specific:**

- Brief narrative
- Payroll register or summary for dates claimed (Gross pay)
- Employee roster – including assigned department, employee title, employee pay rates, and fringe benefit rates
- Payroll policy





# Program Overview & Funding Disbursement in Florida CARES Act Management System (FLCARES)





# FLCARES Portal

[www.flcaresact.com](http://www.flcaresact.com)

## Website includes:

Portal Login (FLCARES)

Webinar Recordings

FAQs

Other Relevant Information







# RFR Best Practices

- Tutorial video on RFR submission can be found on each jurisdiction's dashboard & within the October 13<sup>th</sup> webinar recording:
  - [www.flcaresact.com/local-government-webinar](http://www.flcaresact.com/local-government-webinar)
- Instructional video should be watched prior to submitting the first RFR
- Recipient Guidelines need to be read prior to submitting the first RFR





# RFR Best Practices

- Please ensure support and narratives are organized and detailed to expedite review and funding process
- Detailed narrative is required for all RFRs submitted
- Aggregate expenses within the same category when submitting RFRs
- For users with portal access needing technical support, please email [support@flcaresact.com](mailto:support@flcaresact.com)





# Phase 3 – FLCARES System - Reminders

- Phase 1 & Phase 2 criteria must be met before Phase 3 – System access will not be granted until Phase 3
- System access is limited to 2 contacts per county
  - County Liaisons will collect primary & secondary contact information
- Instructions for system access will be provided once the county's login information is established





# FLCARES System – RAV & RFR - Recap

- FLCARES will be utilized to submit:
  - Request for reimbursement (RFR) for Phase 3 funding
  - Supporting documentation to substantiate Phase 1 & Phase 2 funding
  - Processes will run parallel to each other
    - Request for Advance Validation (RAV) process will be released after RFR process
    - Begin compiling support from Phase 1 & Phase 2 to submit once RAV process is live





# Important Dates

- November 16<sup>th</sup> – Submit all documentation for Phase 1 & Phase 2, or the County will not be eligible to continue submitting reimbursement request in Phase 3.
- December 3<sup>rd</sup> – All RFRs must be submitted into FLCARES





# Next Steps

- Submit spending plan & quarterly reports/encumbrance support (as applicable) to [support@flcaresact.com](mailto:support@flcaresact.com)
- Execute amendment to the Funding Agreement
- Provide primary & secondary contact information to assigned county liaison, if not yet provided
- Attend all Tuesday webinars in October & November



# Contact Information

Wesley Sapp

Wesley.Sapp@em.myflorida.com

Ali Garrison Hairston

Ali.Hairston@hornellp.com



Questions?

