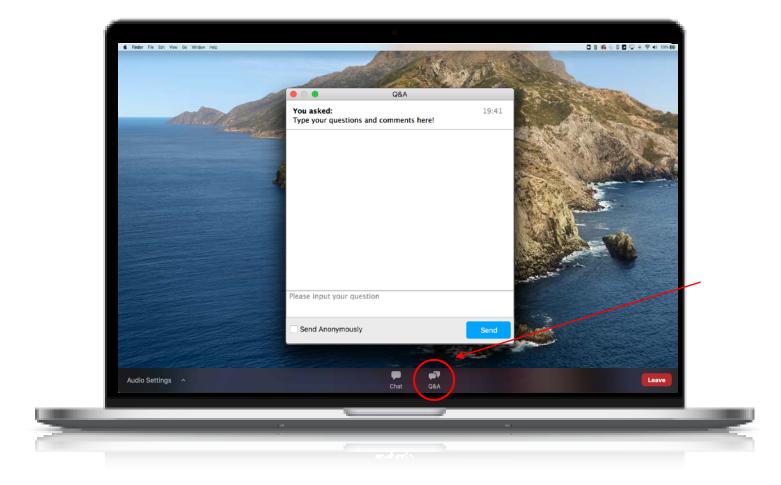# CARES Act Local Government Program

Recipient Weekly Briefing

November 10, 2020

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 (the date of enactment of the CARES Act); and

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

Is it necessary to provide timesheets or other documentation supporting that public health and safety employees who worked or were paid overtime?

No. Considering Treasury's presumption that public health and safety employees are substantially dedicated to COVID-19, it is now not necessary to provide any documentation beyond that required for straight time to substantiate overtime for this payroll category. The presumption relating to their straight time will also be applied to overtime, including time and a half, double time, or extended shifts.

Hazard pay will still require supporting documentation like time sheets to demonstrate relation of work towards COVID-19 response or mitigation. Remember, however, that workforce bonuses are ineligible under this program.

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 – the same type of supporting documentation will be needed from any subrecipients the county has created for the county to submit into FLCARES on their behalf*

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

Most programs (e.g., small business, individual assistance) will need at minimum the supporting documents listed below:

- City/county board meeting minutes where program was approved

- Program guidelines

- City ordinances

- Guideline amendments, funding agreements

- *Awardee* applications

- Sub recipient records and/or General ledger detail

- Payment support to awardees

- Submit as one RAV or RFR to the extent possible (i.e., for completed programs)

- If a program is still ongoing and it's necessary to submit multiple RAVs or RFRs for a single program, be sure to put in your narrative each time the initial RAV or RFR number that the program is related (e.g., …This submission is for an additional 200 awardees in the county's small business program. The original submission for the county's small business program was RFR #105.)

- Batch together to the extent possible (i.e., don't submit support for awardees one at a time)

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

www.flcaresact.com

Website includes:
Portal Login (FLCARES)
Webinar Recordings
FAQs – *Updated November 9th*
Other Relevant Information

RFR & RAV Best Practices

- Tutorial video on RFR submission can be found on each jurisdiction's dashboard & within the October 13th webinar recording:
  - www.flcaresact.com/local-government-webinar

- Tutorial on RAV will be posted to dashboards

- Instructional video should be watched prior to submitting the first RAV & RFR

- Recipient Guidelines need to be read prior to submitting the first RAV & RFR

RFR & RAV Best Practices

- Please ensure support and narratives are organized and detailed to expedite review and funding process
  - Detailed narrative is required for all RFRs & RAVs submitted

- Aggregate expenses within the same category when submitting RFRs & RAVs

- For expenses provided to municipalities within your county, categorize as Economic Support.

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RFR & RAV Best Practices

- Counties are permitted to submit expenses (RFRs) over and above their allocation

    - This process is for tracking purposes only and does not indicate that additional funding will be made available

    - Minimal support can be provided for expenses (RFRs) over and above the allocation (e.g., strong supporting narrative will suffice for submissions over and above)

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

- For users with portal access needing technical support, please *email your assigned county liaison directly*

- FLCARES will be utilized to submit:

  - Request for reimbursement (RFR) for Phase 3 funding

  - Request for Advance Validation (RAV) for uploading supporting documentation to substantiate Phase 1 & Phase 2 funding
    - This process is to validate the advanced amounts that have been distributed in Phase 1 & Phase 2 – this process does not trigger additional disbursement.

  - Processes will run parallel to each other

- November 16th – Submit all documentation for Phase 1 & Phase 2, or the County will not be eligible to ***continue receiving reimbursement*** in Phase 3.

  - The county can continue to submit RFRs, but the RFRs will not be processed after November 16th *until* the Phase 1 & Phase 2 requirements have been met.

  - RAVs will continue until the county has fully substantiated all expenditures from Phase 1 & Phase 2.

- December 3rd – All RFRs must be **_submitted_** into FLCARES

Next Steps

- Submit spending plan & quarterly reports/encumbrance support (as applicable) to your assigned county liaison

- Execute amendment to the Funding Agreement

- Provide primary & secondary contact information to assigned county liaison, if not yet provided

- Attend all remaining Tuesday webinars in November

- Begin submitting RFRs and RAVs as soon as eligible for system access

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Q&A Session