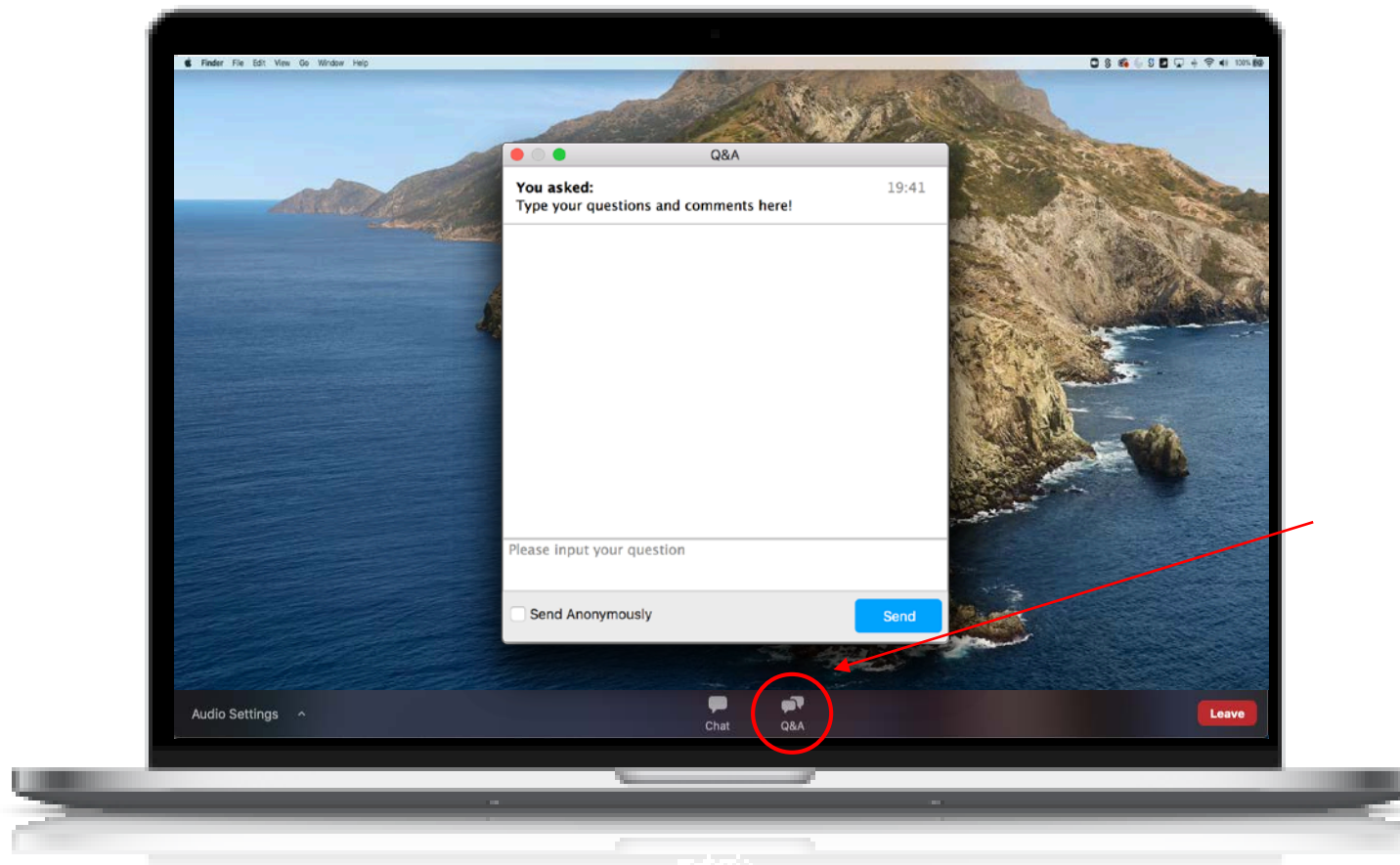


CARES Act Local Government Program

Recipient Weekly Briefing
November 24, 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 (the date of enactment of the CARES Act); and

3

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





FAQ Update

Question: Can funds be used to support individuals unable to make mortgage forbearance payments as a result of the COVID-19 pandemic?

Answer: Yes. CRF funds may be used to assist eligible individuals with mortgage forbearance payments where the individual is shown to have been negatively impacted by COVID-19 in a manner that renders them unable to make such mortgage payments. Forbearance payments are limited to the time period of March 1, 2020-December 30, 2020. An individual will not be eligible for such assistance if they are already receiving mortgage assistance from another federal funding stream.





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





Supporting Documentation for Programs

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 and any subsequent amendments
- Documentation of approval process
- Listing of all awardees and awarded amounts
- *Awardee* applications
- Payment support to awardees
- Full application packets for a small sample of awardees





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





RFR & RAV Best Practices

- Tutorial of RFR and RAV on located on the dashboard
 - County liaison can also provide guidance on submissions
- 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, to the extent possible, when submitting RFRs & RAVs**
- For expenses provided to municipalities within your county, categorize as Economic Support.





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)
 - Ensure clean cut-off when submitting the final RFR towards your allocation, then submit any towards above & beyond separately





FLCARES System – RAV & RFR - Recap

- 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





Important Dates – November 16th

- 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.





Important Dates – December 3rd

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





Next Steps & Reminders

- Attend remaining webinars on December 1st and December 8th
- Submit all RAVs ASAP
- Submit all RFRs by December 3rd
- www.flcaresact.com for more information
- For users with portal access needing technical support, please ***email your assigned county liaison directly***



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Q&A Session

