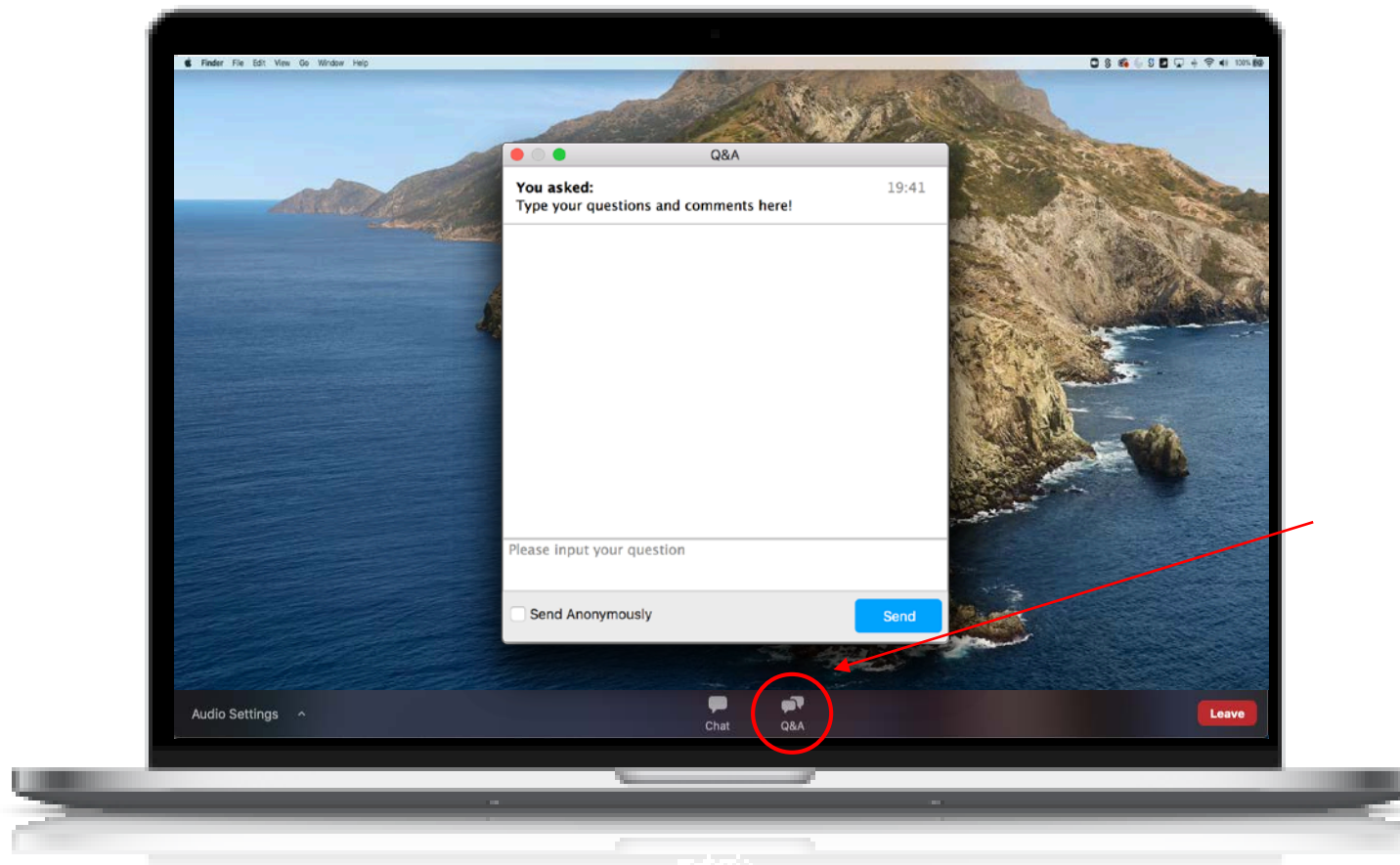


CARES Act Local Government Program

Recipient Weekly Briefing
December 1, 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





Top Expense Categories

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

- ✓ Payroll for public health and safety employees
- ✓ Personal protective equipment
- ✓ Public health expenses





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
- Documentation of notification of taxable income





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 webinar on December 8th
- Submit all RAVs ASAP
- Submit all RFRs by this Thursday 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

