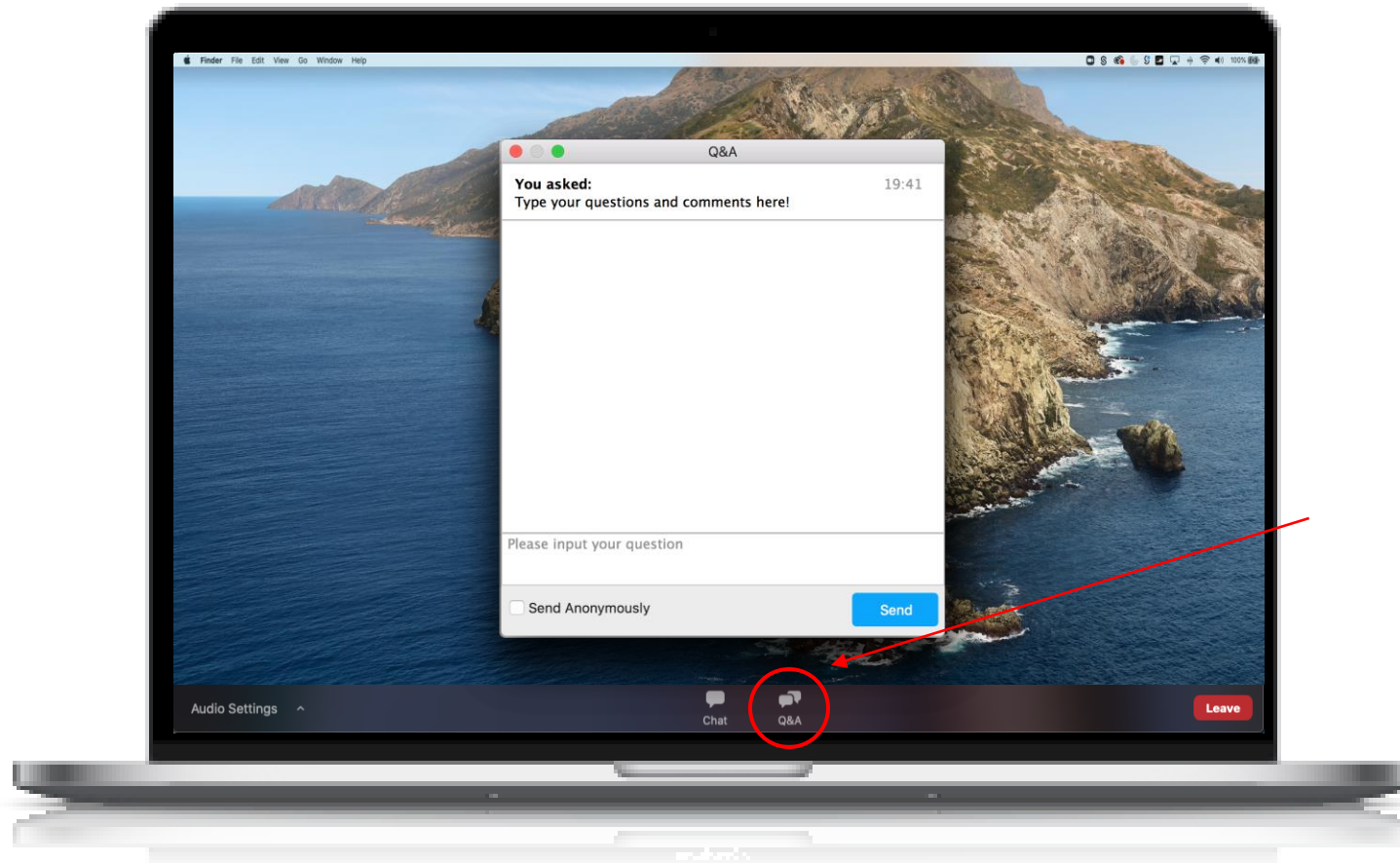


CARES Act Local Government Program

Recipient Weekly Briefing
December 8, 2020





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





Date of Receipt of Goods

Per Treasury guidance, all goods and services must be received by December 30th

- The exception to this rule is when there is a delay in the delivery of the goods or services beyond the recipient's control.
- For this exception to apply, the contract must state the goods or services will be delivered by December 30th.
- ****Note - if the recipient is aware the goods or services will not be delivered by December 30th at the time of purchase, the expense is not eligible under CRF.***





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





Supporting Documentation for Encumbered Expenses

- RFRs must include enough support to determine the eligibility of the request
- RFRs must include listing of missing documentation and when documentation is expected to be received
- **Note – while all documentation is not required in order to receive funding for RFRs for encumbered expenses, all required documentation must be submitted in FLCARES once received.*





Supporting Documentation for Encumbered Expenses

- Purchases of goods or services:
 - Invoice, purchase order, or other purchase agreement
 - Must include amount of purchase and date of delivery
- Payroll Estimates:
 - Description of estimate calculation
 - Payroll roster for employees included in estimate
- Economic support programs
 - Description of program including total amount to be awarded, program dates, and eligibility criteria
 - ****Note - while payment to the awardees is not required by December 30th, all awardees must be identified and notified by that date.***
 - Program guidelines





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





Editing RFRs & RAVs

Counties may edit RAVs and RFRs subsequent to December 3rd deadline

- The following items may be edited on a RAV or RFRs:
 - Expense Category
 - Request Amount
 - Summary of Expenses
- Additional documents may be added, but documents previously added may not be removed.
- The request amount of individual RAVs or RFRs may be adjusted upwards or downwards, but the overall total request amount for a county may not be increased.





RFR & RAV Best Practices

RAVs and RFRs must be submitted under the proper expense category.

- Expenses under different categories must be submitted in separate requests.
- New requests may be submitted in order to break out expenses into the proper expense category if requested by liaison.
- New requests submitted must be for the same expenses submitted in the original request.
- **Overall total request amount may not increase.**





RFR & RAV Best Practices

Counties were 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***
- Ensure clean cut-off when submitting the final RFR towards your allocation, then submit any towards above & beyond separately
- County may be asked to reduce request amount to obtain clean cut-off of allocation amount.





Important Dates – December 3rd

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





Important Dates – February 28th

- February 28th – All required supporting documentation for RAVs and RFRs must be submitted into FLCARES





Next Steps & Reminders

- Upload remaining required documentation to FLCARES
- Continue to work with your liaison on any outstanding items
- Visit 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

