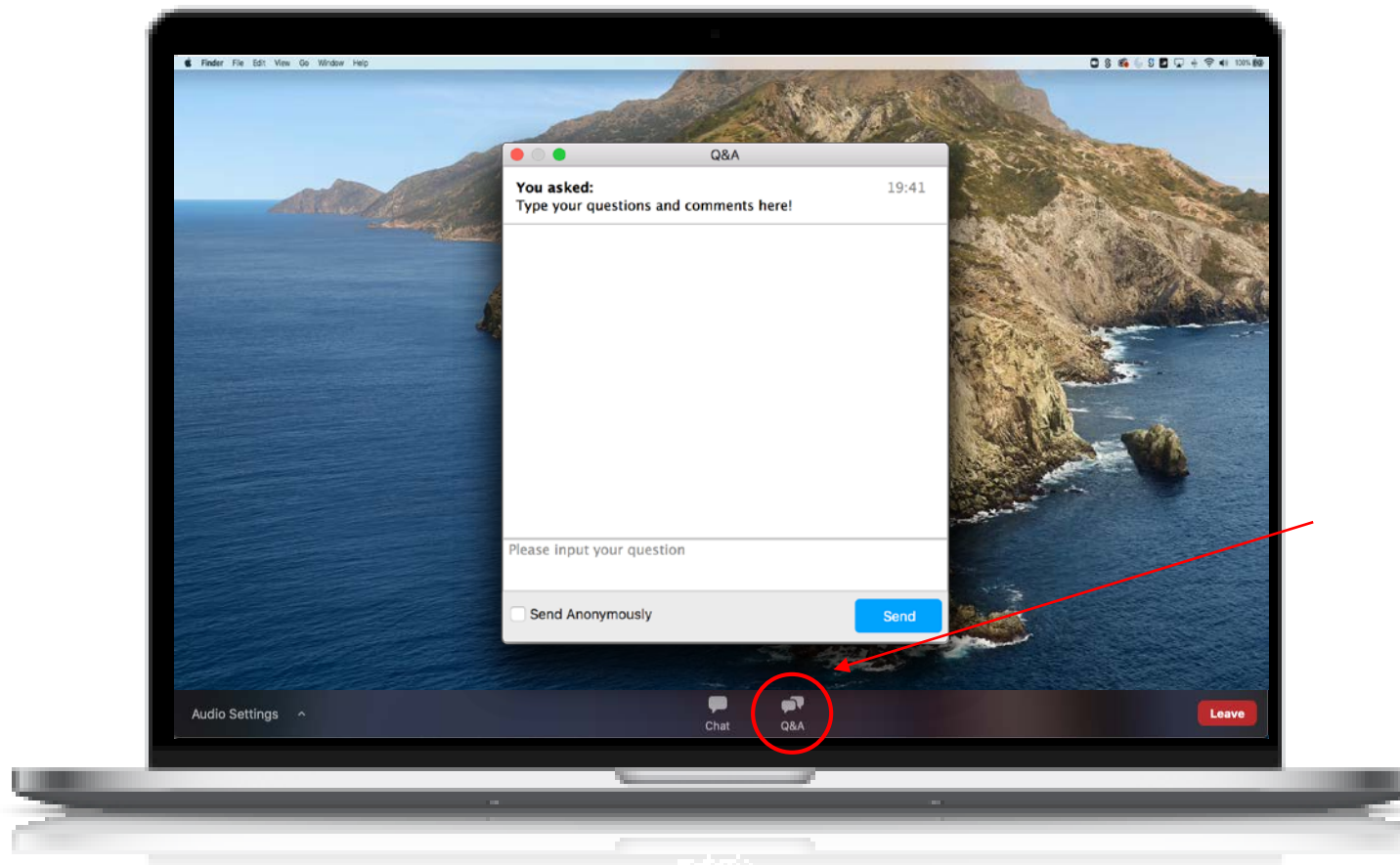


CARES Act Local Government Program

Recipient Weekly Briefing
October 13, 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)



System Demo





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





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





RFR Example - Payroll

- Payroll for public health and safety employees:
 - Public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel.
 - Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel.





RFR Example – Payroll Narrative & Support

- Narrative:

- “The County is requesting reimbursement for the payroll of XXX employees in our County fire department for the period March 1, 2020 – March 30, 2020.”

- Documents:

- 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





RFR Example - PPE

- **Personal Protective Equipment:**
 - Expenses related to the acquisition of masks, gloves, face shields, protective clothing, etc.
- **Narrative:**
 - The County had to purchase face masks for the fire department due to the mandated procedures put in place for the COVID-19 pandemic. The face masks will help protect employees from each other when working in close proximity. We also purchased gloves to help mitigate the spread of COVID-19 when using shared equipment and surfaces.
- **Documents:**
 - Invoice
 - Proof of payment (receipt)
 - Proof of delivery (if applicable) – At minimum need to attest to proof of delivery in narrative





RFR Example – Public Health Expenses

- Public Health Expenses

- Expenses incurred attempting to limit the spread of COVID-19 among the public (e.g., installing plexi glass barriers to comply with social distancing measures, sanitization/disinfection)

- Narrative

- In order to comply with social distancing measures recommended by the Center for Disease Control and to ensure the safety of public employees and the public at large, the County installed plexi glass barriers at all utility customer service stations. These barriers are meant to limit contact between members of the public and county employees to limit the spread of COVID-19.

- 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)**

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)





Program Overview

55 Eligible Counties

Phase 1 – 25% Disbursement

Phase 2 – 20% Disbursement

Phase 3 – 55% Reimbursement Supported Payments





Phase 1 – 25% Disbursement

Phase 1:

- 1) All 55 counties executed a funding agreement with Florida Division of Emergency Management (FDEM)
- 2) Upon execution, FDEM disbursed 25% of each county's allocated amount

Reporting Requirements:

- Submission of quarterly report detailing expenses incurred
- Quarterly reports required for the period March 1, 2020-December 30, 2020 from the initial 25% disbursement
- Reports due beginning September 25, 2020





Phase 2 – 20% Disbursement

Phase 2 Requirements:

- 1) Counties must provide documentation on how funds were either expended or committed through both expenses and encumbrance from the initial 25% disbursement
- 2) Counties must provide a spending plan for the additional (20%) funds
- 3) Counties must execute an amended Funding Agreement





Phase 3 – 55% Reimbursement

- Expenses incurred beyond 45% received through Phase 1 & Phase 2
- Funding will be on a reimbursement basis (based on status of plan, encumbrances and expenditures), after meeting Phase 2 requirements
- Program guidelines will be distributed and within each RFR form for reference





Phase 3 – FLCARES System

- Portal Launch – Today (for counties that have met requirements for 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 following the webinar
- Phase 1 & Phase 2 criteria must be met before Phase 3 – System access will not be granted until Phase 3





FLCARES System – RAV & RFR

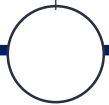
- FLCARES will be utilized to submit:
 - Request for reimbursement (RFR) for Phase 3 funding
 - Supporting documentation to substantiate Phase 1 & Phase 2 funding
- Processes will run parallel to each other
 - Request for Advance Validation (RAV) process will be released after RFR process
 - Begin compiling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





RFR Process Timeline

Completed RFR
Submitted



Liaison
Review and
Approved



Analyst
Verified and
Approved



Funding Manager
Review and
Approved



Submitted to DEM
for approved
recommendation to
fund





Important Dates

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





Next Steps

- Submit spending plan & quarterly reports/encumbrance support (as applicable) to 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





System Demo





FLCARES Demo

www.flcaresact.com

THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT



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Questions?

