



**Office of Budget
and Management**

Coronavirus Relief Fund Local Assistance Guidance
July 22, 2020



**Office of Budget
and Management**

Opening Remarks

Director Kimberly Murnieks

Agenda

- HB 481 Local Assistance Program Updates and Reminders
- Updates from the US Treasury and US Treasury Office of Inspector General
- Coronavirus Relief Fund Eligibility
- Eligible Use Examples – Brian Nelsen, Summit County
- Eligible Use Examples – Tracy Busch, Henry County
- Eligible Use Examples – Jeanie Ploeger Marion Township, Hancock County
- New Questions – Time Permitting

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HB 481 Local Assistance Program

Updates and Reminders

Register with OBM



- Registration with OBM is required for all on the OBM Grants Partnership website
 - <https://grants.ohio.gov/fundingopportunities.aspx>
 - Click the Register button at the bottom of funding opportunity
 - Guidance, sample resolutions, and county distribution template are all available here
- Why do I need to register?
 - Establishes account in the OBM grants portal for log-in to do reporting
 - Provides OBM contact information
 - Provides OBM required information to comply with CARES Act reporting
- What do I need to register?
 - Contact information
 - DUNS number

Additional Reminders



- Submit your resolution/ordinance to your County Auditor and OBM at grants@obm.ohio.gov
- OBM has published a spreadsheet template for use by County Auditors to report distributions back to OBM
 - Spreadsheet may be submitted to grants@obm.ohio.gov OR
 - Uploaded in the portal at <https://grantsportal.ohio.gov/>
- Questions on allowability and use should be directed to the Ohio Grants Partnership at grants@obm.ohio.gov



Select Award Cathy Test 9 - Testing 6/3 1:37 PM

► Funding Opportunity Details

...

► Eligibility Form

...

► Application

...

▼ Documents

Upload File(s)

Uploaded Files (2)

FFATARreport (xlsx)	06/23/2020	
Grantor ApplicationForms (002) (docx)	06/24/2020	

Add Files

Click the first file or folder, and then press and hold the Ctrl key. While holding down the Ctrl key, click each of the other files or folders you want to select.

Save

► Activity Reports

Financial Status Reporting



- Financial Status Reporting will be completed on the OBM grants portal
 - Portal is located at <https://grantsportal.ohio.gov/>
- Original reporting dates were modified to meet the new Treasury requirements
 - Activities from March 1 to June 30 should include in interim report to reduce administrative burden; funds were not distributed to the County until June 23
 - Interim report due **October 6** for activities from March 1 to September 30
 - Final report due **December 30** to include activities for the entire performance period. Remaining balances reported must be returned
- Reporting elements
 - Obligations (encumbered amounts), expenditures, activities, and job metrics (jobs created or retained)
 - Detailed list of all projects or activities to include name of project and description
 - Detailed information on loans issued, contracts or grants awarded, transfers made to other governments, and direct payments greater than \$50,000

Ohio Grants Partnership Resources



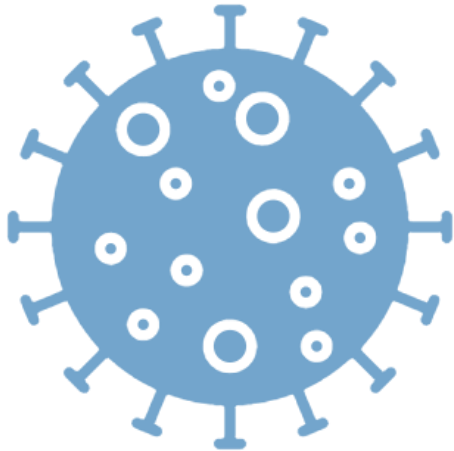
- The Ohio Grants Partnership website is <https://grants.ohio.gov/> and contains resources to help in managing grant funds
 - Helpful links
 - DUNS and SAM Registration instructions
 - Grants Training
 - Funding Opportunities and links to agency sites
- Resources to manage these CRF funds such as an OBM guidance document and US Treasury guidance and frequently asked questions links

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Coronavirus Relief Fund

Updates



US Treasury Updates – “Costs Incurred”

- Defined a “covered period” to be March 1, 2020 to December 30, 2020
- Clarified for a cost to be considered incurred, performance or delivery must occur during the covered period, but payment of funds need not be made during that time
- Performance means activities supporting payment must be within the covered period
- HB 481 directs return of unspent funds by December 28, thus this new definition does not change much

US Treasury Updates – Reporting



- US Treasury OIG released reporting requirements on July 2
- New requirements require the State to report activity at all levels
- Reporting elements
 - Obligations (encumbered amounts), expenditures, activities, and job metrics (jobs created or retained)
 - Detailed list of all projects or activities to include name of project and description
 - Detailed information on loans issued, contracts or grants awarded, transfers made to other governments, and direct payments greater than \$50,000

US Treasury Update – Record Retention



- Records to support compliance shall be maintained for a period of five (5) years after final payment is made of Coronavirus Relief Fund monies
- Records include but are not limited to:
 - General ledger and subsidiary ledgers
 - Budget records for 2019 and 2020
 - Payroll, time records, human resource records to support cost incurred for payroll expenses
 - Receipts of purchases
 - Contracts and subcontracts
 - Grant agreements and grant subaward agreements
 - Documentation of reports, audits, and other monitoring
 - Documentation supporting performance outcomes
 - Internal and external email/electronic communications related to use of funds
 - Investigative files and inquiry reports

US Treasury Update – FEMA Match



- Treasury guidance was updated to allow for funds to be used for the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19 related costs that otherwise satisfy the CRF eligibility criteria and the Stafford Act
- Public Assistance Program is Stafford Act assistance
- Emergency Management Performance Grant Supplemental is not a Stafford Act grant
- Currently, the State is covering the 25% cost share match using CRF

US Treasury Update – Administrative Leave



May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave **to a greater extent than was expected**, the cost of such administrative leave may be covered using payments from the Fund.

Note that the situation provided by Treasury was an inability to telework during a stay at home order or a case of COVID-19 in the workplace.

US Treasury Update – Personnel Costs



- Treasury updated guidance to cover the entire payroll costs of an employee whose time is substantially dedicated to mitigating or responding to COVID-19 public health emergency as a matter of administrative convenience
- Added statement that an employer may also track time spent by employees related to COVID-19 and apply funds on that basis but would need to do so consistently within the relevant agency or department
- This applies to substantially dedicated under the Treasury presumptive clause in the areas of public safety, public health, health care, human services, and similar employees

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Coronavirus Relief Fund

Eligibility



Coronavirus Relief Fund Information

- Funds were awarded as **Federal Financial Assistance** from the US Department of Treasury
- The OBM Guidance document serves as the award document with required funding information.
 - An addendum of actual funding amounts will be posted on the grants website once all amounts are official and confirmed via reporting by the County Auditors.
- CFDA Number or Assistance Listing Number is 21.019
- Subject to Single Audit Act
- Performance period is March 1, 2020 to December 30, 2020 (note funds are required by legislation to be returned by December 28)

Authoritative Requirements



- CARES Act
- US Department of Treasury Guidance and Coronavirus Relief Fund Frequently Asked Questions
 - <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>
- Specific Uniform Guidance Sections
 - 2 CFR 200.303 Internal Controls
 - 2 CFR 200.330 through 200.332 regarding subrecipient monitoring and management
 - Subpart F regarding audit requirements
- OBM Coronavirus Relief Fund Local Government Assistance Program Guidance and Frequently Asked Questions
 - <https://grants.ohio.gov/fundingopportunities.aspx#funding-opportunities-coronavirus-relief>

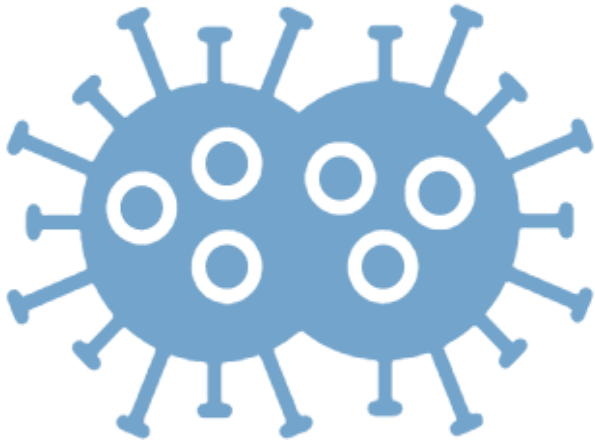


Overarching Cost Eligibility Criteria

The CARES Act requires that the payments from the CRF only be used to cover expenses that -

- (1) are **necessary** expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the government; **AND**
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020

Criteria #1 - “Necessary”



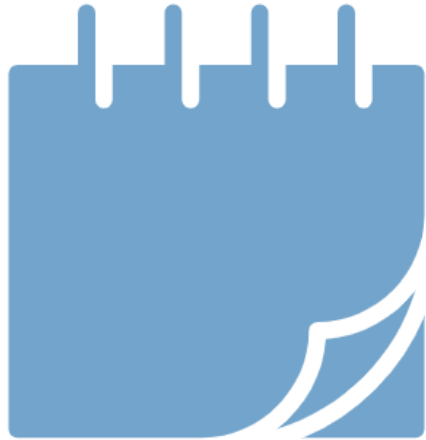
- Incurred **due to** the COVID-19 public health emergency meaning actions taken to respond to the public health emergency
- Expenditures incurred to allow government to respond directly to the emergency and includes second-order effects of the emergency such as economic support of individuals suffering or business interruptions due to COVID-19 related business closures
- Necessary is a key component and is very broad
- Expenditure is reasonably **necessary** for its intended use in the reasonable judgement of the government officials responsible for spending fund payments
- Documentation of decisions can assist to later justify expenditures

Criteria #2 - Costs Not Accounted for in Budget



- Budget as of March 27, 2020 to include any previously approved budget amendments or supplemental appropriations. A temporary budget as allowed by Ohio law passed prior to March 27, 2020 is considered the approved budget.
- “A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account”
- A cost meets this requirement if either:
 - the cost cannot lawfully be funded using a line item, allotment, or allocation within the budget **OR**
 - the cost is for a **substantially different use** from any expected use of funds in such a line item, allotment, or allocation.

Criteria #3 – Costs Incurred During the Period



- Incurred during the period that begins on March 1, 2020 and ends on December 30, 2020
- A cost is **incurred** when the responsible unit of government has expended funds to cover the cost
- Treasury updated incurred to include obligations however HB 481 has defined cash out the door before December 28
- HB 481 does not accommodate open encumbrances remaining at the period end as it requires unused funds to be returned by December 28

Permissible Use of Funds – Personnel Costs

- Criteria #1 & 3 – Necessary & Between March 1 and December 30
- Criteria #2 - Costs Not Accounted for in Budget

A cost meets this requirement if either:

(a) the cost cannot lawfully be funded using a line item, allotment, or allocation within the budget **OR**

(b) the cost is for a **substantially different use** from any expected use of funds in such a line item, allotment, or allocation

Substantially Dedicated

(public safety, public health, health care, human services, or similar)

Substantially Different

(repurposed or diverted to different use)

Substantially Dedicated



- Presumption that public safety, public health, health care, human services, and similar employees are **substantially dedicated**
- It is up to each jurisdiction to define its own thresholds of substantial dedication and document the justification for that decision
- “Presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, **unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise**”
- “As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020”
- Documentation is important to show determination of substantial dedication, who is dedicated, and activities being performed

Substantially Different Use



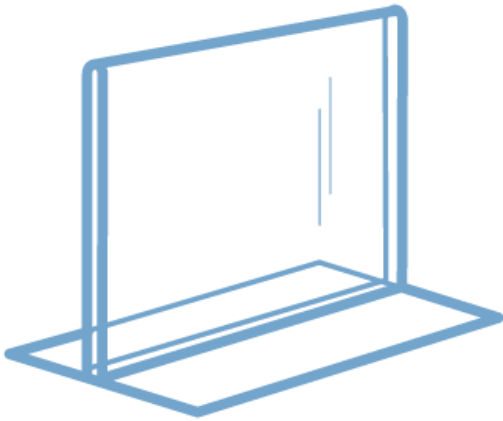
- Employees that were repurposed to perform other unbudgeted duties as a result of COVID-19
 - Examples-manning COVID related call centers, cleaning playgrounds or other public areas, performing screening for public entering a facility, etc.
- Performing a function in another location such as from home does not make it a substantially different use
- Unless personnel in this area are a presumed substantially dedicated employee, then time worked to support other function should be all that is charged
- Fringe is a part of personnel costs and should be charged in the same allocation as the time

Avoid Red Flags



- Personal Protective Equipment and supplies to address more than the current pandemic
 - Be able to justify stockpiles with surge predictions and/or estimated needs if necessary
- Replacement of current equipment and/or major facility updates or replacement (update or upgrade should have direct tie to need due to COVID-19)
- Avoid schemes that have loose ties to COVID to fund items that were already planned but could not be done because of lack of funding
- Be able to defend necessity with every expenditure of funds

Considerations on Uses



- Preparing to handle needed PPE
 - Rearrange current space or expand
 - May require some equipment to manage shipments of PPE
- Public Social Distancing Measures
 - Plexiglass or touchless transitions
 - Remote or online services that were not previously planned to be offered
- Economic Relief Programs
 - Need to establish criteria and ensure funding is going to those that have economic hardship related to COVID-19
 - Must be for essential services, but cannot direct to a specific purpose that would be viewed as revenue replacement (i.e. funds only to pay City water bill)
 - May need to issue 1099-MISC or 1099-G
- Increased costs in cleaning and sanitizing areas
 - Areas that are not traditionally cleaned like parks and playgrounds

Considerations on Uses



- Transfer to another government or non-profit in community for COVID-19
 - Fire districts, schools, etc. are allowable
 - Remember subrecipient responsibilities will apply
 - Revenue replacement is still not allowed if you are transferring to another government
- Touchless features in public facilities
 - Automatic doors, faucets, etc.
- Telework Costs
- Audit Costs
 - Allowable for single audit costs but will not be timely to use

Considerations on Uses



- Local Court Remote Technology Grants
 - CRF reimbursed the Supreme Court for the initial wave of these grants to local courts
 - More need than what was funded
- Examples include:
 - Remote technology enablement projects;
 - Technology to enable public access to online hearings/trials;
 - Online dispute resolution technology;
 - Online notarization technology;
 - Digital scan fingerprinting technology;
 - Form templates for domestic violence;
 - Guardianship and estate technology solutions;
 - Minor building modifications to ensure the safety of the public and staff (plexiglass or glass barriers, disinfecting services, etc.);

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Summit County - Eligible Use Examples

Brian Nelsen, Chief of Staff



Summit County CARES Act Programming

July 22, 2020

Summit County CARES Act Programming

Summit County Direct Allocation Dollars

Programs

Committed

Small Business Grants - Greater Akron Chamber	\$ 6,700,000.00
Minority Business Support - MCCAP Program	1,000,000.00
Community Covid Testing - SC Public Health	1,400,000.00
Rental and Foreclosure Assistance - United Way	5,000,000.00
Utility Assistance - Community Action Akron Summit	1,000,000.00
PPE Stockpile	5,600,000.00
Local Government Payroll Support Program	17,804,748.00
Summit County Public Safety Payroll	8,761,212.58
Summit County Re-Dedicated Payroll	1,500,000.00
Summit County Capital Projects	4,000,000.00
Summit County Covid Expenses	1,000,000.00
Future Programming	\$ 40,636,635.93
Total	\$ 94,402,596.50

Summit County Division of COVID-19 Response

- County Council passed an Ordinance amending Chapter 115.01(a) of the Codified Ordinances of the County of Summit, entitled "Administrative Organization" to temporarily establish the Division of COVID-19 Response ("DCR") as an administrative service under the Executive for the period 3/1/2020 through 12/30/2020.
- Employees who could not work remotely or on location are temporarily assigned to the DCR with their same job classification and rate of pay. (Essentially "Loaned Executives").
- Employees who were served lay off notices as a result of job abolishment went through the normal bumping and layoff process. At the end of that process, displaced employees were offered temporary/full time positions in the DCR in a new job class and rate of pay.
- MOUs struck with Bargaining Units.
- Employees sent out to do COVID-19 Response activity which is logged and documented.

Summit County CARES Act Programming

Summit County Division of COVID-19 Response (Continued)

<u>AGENCY</u>		# OF EMPLOYEES
SUMMIT COUNTY HOME WEATHERIZATION ASSISTANCE PROGRAM		1
SUMMIT COUNTY CSEA (TeleWork/WorkLoadAssistance/Remote Prep)		16
SUMMIT COUNTY OIT (User Support/Remote Set-up)		2
UNITED WAY 211 CALL CENTER		15
AMHA		3
SUMMIT COUNTY - VARIOUS BUILDINGS (Temperature Screening/Sanitizing)		29
Ohio Building	5	
Common Pleas, Probation, Safety Building	10	
Domestic Relations	4	
Probate	1	
Pry Building	3	
Ohio Means Job Center, Building Standards, Title Bureau	1	
DSSS Sewer Maintenance & Fleet Maintenance	5	
AKRON ZOO		13
CITY OF CUYAHOGA FALLS LIBRARY		1
VETERANS SERVICES COMMISSION		1
SUMMIT COUNTY RECORDS CENTER		3
SUMMIT COUNTY PUBLIC SAFETY / CENTRAL STOREROOM		1
CARE DEVELOPMENT AND PLACEMENT STRATEGIES		2
SUMMIT COUNTY CARES RENTAL ASSISTANCE (DJFS)		14
DCR CORE TEAM		8
DCR SUPPORT STAFF		5
PUBLIC HEALTH ENFORCEMENT - SHERIFF		10
	TOTAL	126

Summit County Technology Projects & Equipment

Remote Work

- Initially deployed 135 laptops and micro pc's for work at home use and instituted a temporary remote work policy.
- Have since allocated an additional \$650,000 for pc's, laptops, scanners and other work remote equipment and are in the process of finalizing a permanent remote work policy.

Remote Courtroom Video Arraignment/Meeting Project

- Will facilitate remote court operations and ensure COVID safety at the jail and courthouse facilities.
- Creation of an internal video conferencing environment linking all of the courtrooms of the Common Pleas General Division and Municipal Courts with the Summit County Jail, Community Alternative Sentencing Center, Community Based Correction Facility and various local jails and correction/treatment facilities.
- Will be use for arraignments, hearings and allow for attorney client meetings.
- Additional benefit of reducing prisoner transport costs, improving safety and moving people through the criminal justice system more expediently.

Summit County Technology Projects & Equipment

Remote Probation Application

- Entered into agreement with Offender Smartphone Monitoring LLC dba Outreach Smartphone Monitoring, for software and support services for remote supervision of felony offenders on probation.
- Allows the Adult Probation Department to monitor up to 1,000 offenders at \$0.40 per day per offender, including real time video check-in, alerts and calendar notices and an incentive and sanction point program.
- Application has ability to provide gps monitoring and drug and alcohol testing. These features will not initially be used.

Building Department Plan Submittal and Review Process

- Fully automate the plan submittal, review and approval process as an online electronic process and integrate with existing software.

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Henry County - Eligible Use Examples

Tracy Busch, Director Emergency Management Agency

Henry County – Funding Process and Projects

- Collaboration with all partners has been critical to identifying needs
 - Hospitals, Fire, EMS, Local Law Enforcement, State EMA, State Patrol, Schools, Long-term Care Facilities, City and County Government, etc.
- Identification of different grant funding streams and development of a funding strategy
 - Example -maximize FEMA Public Assistance program and leverage CRF and other funding sources for items not covered
- Projects in process include:
 - Increase the Thermo-scan capability of the County
 - Increase the Health Department's ability to do remote testing (and vaccine clinics when it becomes available).
 - Increasing the County/Health Departments Information Systems ability to meet remote working conditions and storage requirements (Including HIPPA requirements).
 - Improvements to the Emergency Operations Center to handle the ongoing needs of the pandemic (logistics distribution / storage of medical supplies)

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Marion Township - Eligible Use Examples

Jeanie Ploeger, Fiscal Officer

Marion Township – Launching a COVID-19 Test Site

- Marion Township in coordination with the Hancock County Health Department developed a program to conduct COVID-19 drive up testing for residents for free
- Steps that were done to launch the COVID-19 Testing event:
 - Select the type of test
 - Determine the cost of the test
 - Find testing site(s)
 - Determine the registration process
 - Media support of the event
 - Handling of test results
 - Payment process

Contact Us with Questions

Ohio Grants Partnership

E-Mail grants@obm.ohio.gov

Ohio Grants Partnership Team

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- Gene Berry, Financial Manager
- Jessica Martin, Financial Manager
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