

Orange County CARES Act Transmittal Form Guidelines

May 2020

This document offers assistance and guidelines in preparing a transmittal to submit for County reimbursement of eligible CARES Act costs from Municipalities and Constitutional Officers. Generally, the County is seeking to reimburse costs that are demonstrably eligible for CARES Act funding in Categories to address COVID impacts such as Medical, Public Health, Personnel, Facilities Compliance, Social Distancing, and Public Interaction (and not for lost revenue, or costs eligible from another CRF-CARES Act source). These costs must all be paid between March 1, 2020 and December 30, 2020, and eligible costs must not have been in the municipal or Constitutional Officer budget most recently approved as of March 27, 2020.

While changes may still follow as the process evolves and if the CARES Act funding eligibility is amended at some point, for now the following guidelines may be helpful in completing each of the fields on the form:

Transmittal Date

Enter the date of your submission to the County. In MM-DD format

From

Type or use the drop down menu to select the name of your organization

Brief Cost Description

Use this area and additional attached sheets to describe the cost being submitted for reimbursement from County CARES Act funding. At a minimum, the description should address, where appropriate, the COVID need addressed by the cost, how the cost is outside the existing budget, the outcome achieved, procurement process according to agency policy or Federal guidelines, and the useful life of capital acquisitions and equipment. There is an opportunity later to describe individual supporting documents. The following are some suggested description examples:

Public Health costs of \$XXX for public out-reach website updates and signage to alert staff and the public to different service hours, handwashing and sanitizer station protocols, building entry processes, social distancing positions in customer service areas, all procured via three quotes for tech consultants and printing services during the Federal exigency period. All such website updating and signage is directly related to addressing COVID impacts and is ten times the cost for such public out-reach included in the original budget. These signs have a one year useful life and will need to be replaced periodically.

Public Health Compliance costs of \$XXX for quarantining XX staff who were medically directed to quarantine for two weeks due to possible or actual coronavirus exposure. Also, costs for employees paid sick and family or medical leave authorized in response to COVID-19. There were no funds in the budget to pay for such employee actions or to backfill positions.

Public Health costs of \$XXX for a capital project to expand customer service counters and add Plexiglas shields and dividers, all procured by an RFP for construction services pursuant to agency and federal procurement requirements. This project is directly related to addressing COVID impacts and there was no such construction included in the original budget. These safeguards have a ten year useful life.

Public Health Compliance costs of \$XXX for telework facilitation specifically to acquire 15 laptops, 2 servers, and a router. All of this equipment was purchased from State of Florida bids available to all state agencies. This will allow 15 additional staff to telework, and upgrade response times for another 20 staff already teleworking. The original budget had the typical 10 laptop annual replacement which has already occurred, while these additional 15 laptops were not contemplated in the budget. There was no budget to acquire servers or routers. These technology assets usually have a three-year useful life.

Date Cost Paid

In the event all items were paid at once, enter date here in MM-DD format. If payments were at different times, enter the latest date here and imbed the actual payment dates in the description(s) above. This is needed to confirm payments fall within the CARES Act date range of March 1 to December 30, 2020.

Necessary COVID Cost

Yes or No confirmation. Type or select from the drop down menu.

Not included in budget as of March 27, 2020

Yes or No confirmation. Type or select from the drop down menu.

Are you approved for other CRF Act funding:

Yes or No confirmation. Type or select from the drop down menu. Is the cost eligible for payment from funding provided to the organization from another CRF source either through the State or some other allocation?

Municipal Accounting Line for Cost Funding Source

This is for the line in the requestor's budget from which the COVID response cost was funded. Needed to assist in any future audit to confirm budget source. If only one budget line enter here, if more than one line enter in the description above.

Signature Block

Official representative of the requestor signs. An official memo from the Mayor, Chief Administrator, or Clerk can designate the staff members authorized to sign.

Documentation Description (separate sheets in tabs to Excel file)

This is the area to describe the supporting documents submitted to substantiate the cost reimbursement. Use this area and additional attached sheets to describe the supporting information being submitted for reimbursement from County CARES Act funding. Each block can have a description of a single supporting document. At a minimum, - where appropriate – the descriptions should address useful documentation like proof of payment, vendor contracts or state bid info, invoices, 214 forms for employee duties, payroll and attendance data (take precautions related to shielding or redacting non-public information and HIPPA requirements), pictures of projects (before and after), sign-in sheets or daily counts of COVID responses like meals and tests administered, etc. Then the actual documents described for support can be attached.