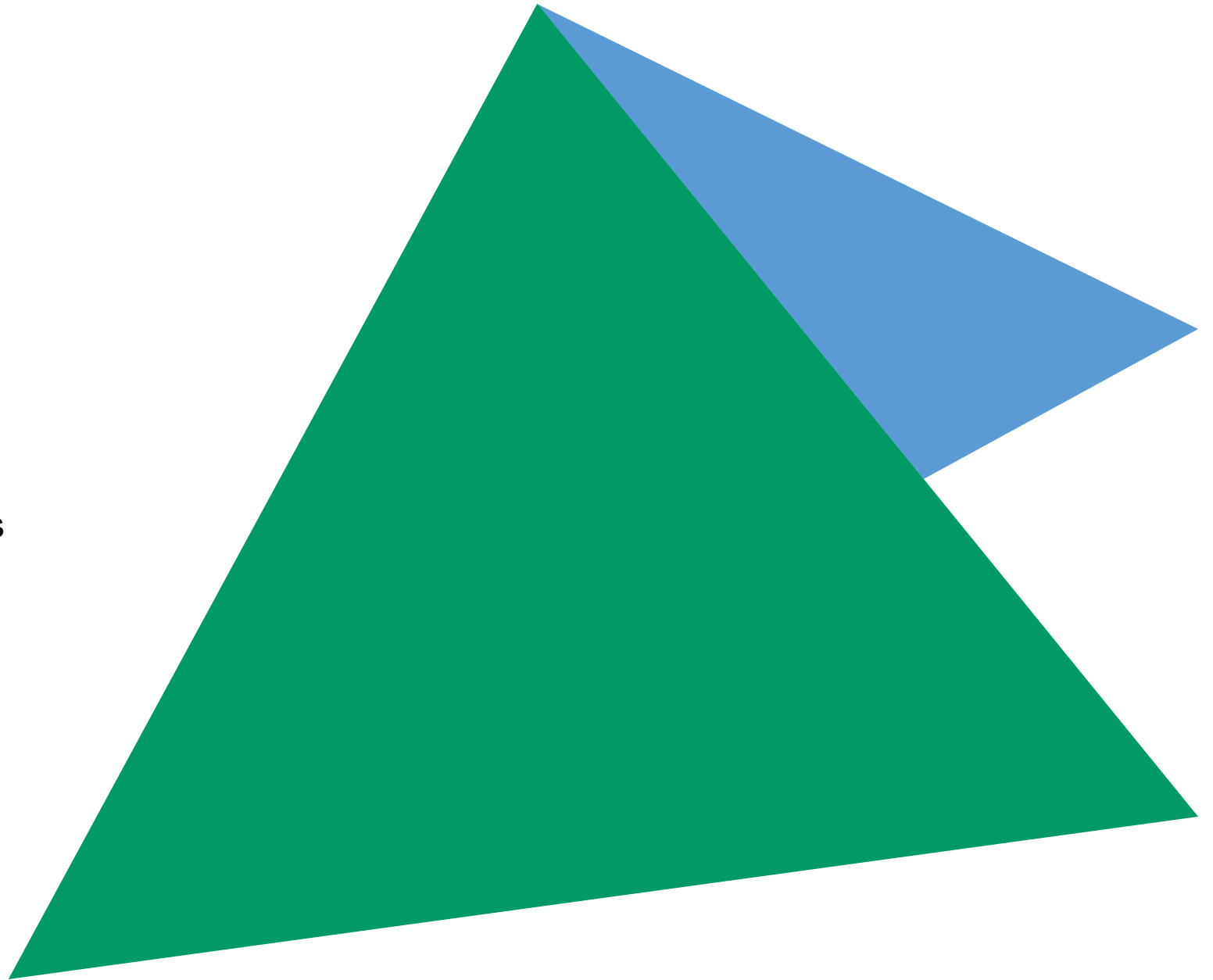




Oakland County

COVID-19 CVT Updates



September 2020

CVT Program

Examples of Eligible Reimbursements

1. Payroll Expenses*
 - Public Safety / Public Health and Other Budgeted Employees
 - Hazard Pay*
 - Sick Leave*
 - Administrative Pay*
 - PTO Buyback due to COVID-19*
2. Supplies
 - Safety and health protocol supplies/equipment to enforce public health orders or social distancing (plexiglass, cleaning supplies, thermometer, touchless sinks, doors, water fountains etc.)
 - PPE not covered by FEMA
 - Equipment Supplies to keep first responders safe from exposure
3. Unbudgeted legal fees associated with COVID-19
4. Election equipment and supplies (hazard pay does not count toward cap)
5. IT equipment to comply with public health orders or social distancing (remote access for employees and public meetings, public information and message, IT upgrades for remote work and operations)
6. 25% FEMA Match

*Please see the checklists on the following slides for submission checklists

Checklist - Payroll

Substantially Different / Substantially and Not Substantially Dedicated Payroll Submission

For public safety and public health AND Budgeted Personnel (please submit separately)

1. Were employees responding to or mitigating Covid-19?

Substantially dedicated (*public health, public safety, similar employees*)

1. Submit methodology for determining substantially dedicated. As an example, CVTs may note that employees spent greater than 75% of their time responding to COVID-19 or were fully dedicated to responding to COVID-19 and are requesting up to 100% reimbursement of the employees' payroll.
2. Submit summary and payroll for employees substantially dedicated
3. Submit a write up of the duties, by department, sub department (if duties were different across sub departments), or employee (if employee doesn't fit into the department or sub department descriptions) for the payroll periods submitted. If duties changed throughout the time period, please submit separate write up of duties.

1. Not substantially dedicated

1. Submit payroll for employees not substantially dedicated but responding to COVID-19 for a portion of their time. Submission cannot include full payroll and must be only the portion dedicated to responding to Covid-19. Please include the methodology to determine the submission amount (for example, only hours responding to COVID-19 on a timesheet).
2. Submit a write up of the duties, by department, sub department (if duties were different across sub departments), or employee (if employee doesn't fit into the department or sub department descriptions) if necessary for the payroll periods submitted. If duties changed throughout the time period, please submit separate write up of duties.

Potential updates from CVTs who have already submitted

- For public safety and public health, did they submit anyone not responding to Covid-19? If so, will need to be removed.
- Did everyone submit the full documentation request noted above?
- Is there payroll for employees that they have not submitted that were responding to Covid-19?

Checklist - Hazard Pay

Hazard Pay Submission

By department / sub department if necessary

1. Were employees responding to or mitigating Covid-19?
2. Were employees required to come into work (and not work from home) to complete their duties when receiving hazard pay?
3. Submit summary and hazard pay costs for employees
4. Submit a write up of the duties, department, sub department, employee (if employee doesn't fit into the department or sub department descriptions) for receiving hazard pay
5. Submit your hazard pay policy or any communications around hazard pay.

Potential updates from CVTs who have already submitted

- Confirm all submission requests have included responses to the above four questions

Checklist - Sick Leave and Administrative Leave

Sick Leave Submission

1. Summary sheet and breakdown of hours / cost per person (using an identification number, no PHI) broken down by different categories of leave if applicable (Sick leave – self, Sick leave – others, FMLA)
2. COVID Sick Leave Policy (or confirmation policy is in line with Families First Coronavirus Response Act)

Administrative Leave Submission

1. Summary sheet and breakdown of employees for unbudgeted administrative leave due to COVID-19
2. COVID-19 Administrative Leave Policy

Potential updates from CVTs who have already submitted

- Confirm all submission requests have included responses to the above four questions

Checklist for PTO Buyback due to COVID

Paid Time Off Payout Submission

Note: Some CVTs have “use it or lose it” PTO policies. During the COVID-19 response, many employees have not been able to take PTO given shut down orders and/or the essential nature of their work. In order to submit for reimbursement:

1. CVTs should have an existing buyout program. As an example, a municipality allows employees to cash out 40 hours of PTO each October. The CVT is allowing a second period where employees can cash out an additional 40 hours of PTO.
2. Submit the Paid Time Off policy.
3. Document the amount budgeted each year for the existing program
4. Document any actions taken to allow employees to take their PTO. As an example, one municipality extended the time from December to the next April to use this year’s PTO before losing hours over the cap.
5. Document the impact of a large percentage of employees taking leave at once. As an example, some CVTs have seen a backlog of work with re-opening or are required to have a minimum number of employees report to work.

Screen Share

Examples of Cover Memos

Examples of Excel Cover sheet for invoices

Review Submission Form

<https://publicdocs.oakgov.com/Forms/CARESCVTExpSubmit>

Reassignment of Staff to Substantially Different Roles due to COVID

August 26, 2020

A number of our staff had to step into substantially different roles, taking them away from their normal day-to-day duties to assist the City in its response to the Covid-19 pandemic.

Dave DeCoster, Facilities Director and Deputy Director of Public Works: Mr. DeCoster spent a total of 30 hours ordering and dispersing PPE throughout the City complex in an effort to ensure the safety of all city employees who were working within City facilities, and in preparation of City Hall opening up to the public. This time spent solely on the disbursement and ordering of PPE is outside of Mr. DeCoster's normal duties, and resulted in his inability to fulfill his normal duties during that time.

COVID REIMBURSEMENT EXPENSES -

Date	Company	Service or Item	Amount
March 12th	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$50.00
March 19 - March 31	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$200.00
April	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$450.00
May	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$350.00
June	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$450.00
June 10th	Dornbos Sign, Inc.	COVID-19 Safety Warning Signs	\$115.75
May 29th	Government Business Solutions	6ft Distance Floor Decals	\$42.78
May 20th	Wurth Baer Supply Company	Sneeze/Barrier Guards for Desks	\$560.54
June 18th	Global Office Solutions	Disinfectant Supplies	\$39.00
June 18th	Global Office Solutions	Disinfectant Supplies	\$59.97
TOTAL			\$2,318.04

Examples from Other Communities

1. AV Counting Boards
2. Lucas CPR Compression Devices
3. Medical grade turnout gear / coveralls
4. Touchless faucets, toilets, doors

Questions and Discussion

Appendix

Determination of Substantially Different / Substantially Dedicated

CARES Act Definition of Substantially Different and Substantially Dedicated

Overview – Substantially Different

1. Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions.

Within Substantially Different, Substantially Dedicated

1. Within this category of substantially different uses, as stated in the Guidance above, Treasury has included payroll and benefits expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
2. The full amount of payroll and benefits expenses of substantially dedicated employees [not departments] may be covered using payments from the Fund.
3. All costs of such employees may be covered using payments from the Fund for services provided during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. The relevant unit of government should maintain documentation of the “substantially dedicated” conclusion with respect to its employees.

Within Substantially Different, Public Safety and Public Health

1. 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.
2. 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.

Within Substantially Different, Not Substantially Dedicated

1. This means, for example, that a government could cover payroll expenses allocated on an hourly basis to employees’ time dedicated to mitigating or responding to the COVID-19 public health emergency.

Determination of Hazard Pay Eligibility

CARES Act Definition of Hazard Pay

1. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.
2. Performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.
3. Payments from the fund cannot be used to cover hazard pay for employees across-the-board
4. Payroll includes certain hazard pay and overtime, but not workforce bonuses.
5. hazard pay specifically may only be covered to the extent it is related to COVID-19
6. Both hazard pay and overtime pay for employees that are not substantially dedicated may only be covered using the Fund if the hazard pay and overtime pay is for COVID-19-related duties.

Determination of Sick Leave / Administrative Leave

CARES Act Definition of Other Leaves

Under Eligible Expenses

Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.

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.