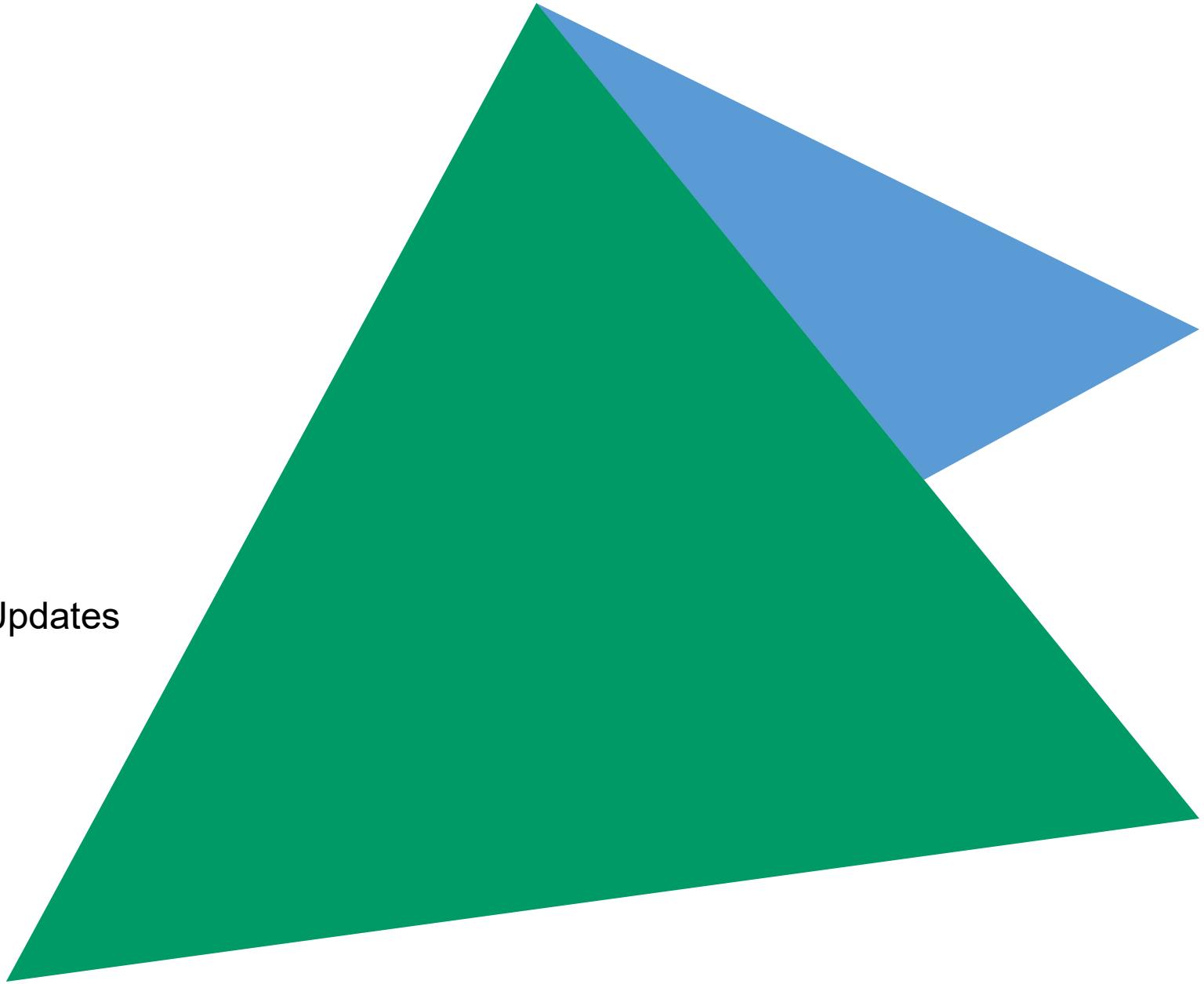




# Oakland County

Library, Senior Center  
And Community Center  
COVID-19 CARES Act Updates



September 2020

# Updates

- September 30 Submission Deadline Lifted – New Deadline is November 30
- Submissions will be approved and processed for payment as they come in.
- There will be an initial \$50,000 approval until more applications are received.
- Eligible Payroll (3/23/20-6/1/20) for public employees may now be submitted.
- Purchase Orders will be accepted – if the item can be purchased and put into use by November 30. Invoices must be provided by that date.
- Entities which are 501(c) 3 may be eligible for funds related to “business interruption”. Contact your county liaison.

# Library, Community Center Program

## Examples of Eligible Reimbursements

1. Payroll Expenses\*
  - Sick Leave\*
  - Administrative Pay\*
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
3. Equipment / Software to facilitate online public service.
4. Internet access expansion for public use
5. Unbudgeted legal fees associated with COVID-19
6. 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)

# Checklist - Payroll

## Substantially Different / Substantially and Not Substantially Dedicated Payroll Submission

### **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.

### **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.

# 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

# **Screen Share**

## **Examples of Cover Memos**

## **Examples of Excel Cover sheet for invoices**

## **Review Submission Form**

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

# Cover Memos: COVID connection and explanation

## Unbudgeted Administrative Leave Example

The City made the decision to pay all employees their regular hours during the pandemic, until some staff were furloughed on May 4<sup>th</sup>, 2020. All employees that were required to work due to the public health and safety emergency (public safety, public works and a few administrative employees) reported to work during their regularly scheduled shifts. Employees that could work remotely were eventually set up to do so on laptops and were given remote computer access. For employees that were not required to report to work and for those that could not work remotely the City created a special job code in the BSA payroll module to track their time. The reimbursement requested under the CARES Act is for the cost (wages and related payroll costs) of those employees who were paid but could not report to work, and totals \$249,171.93 of unbudgeted administrative leave.

COVID REIMBURSEMENT EXPENSES -

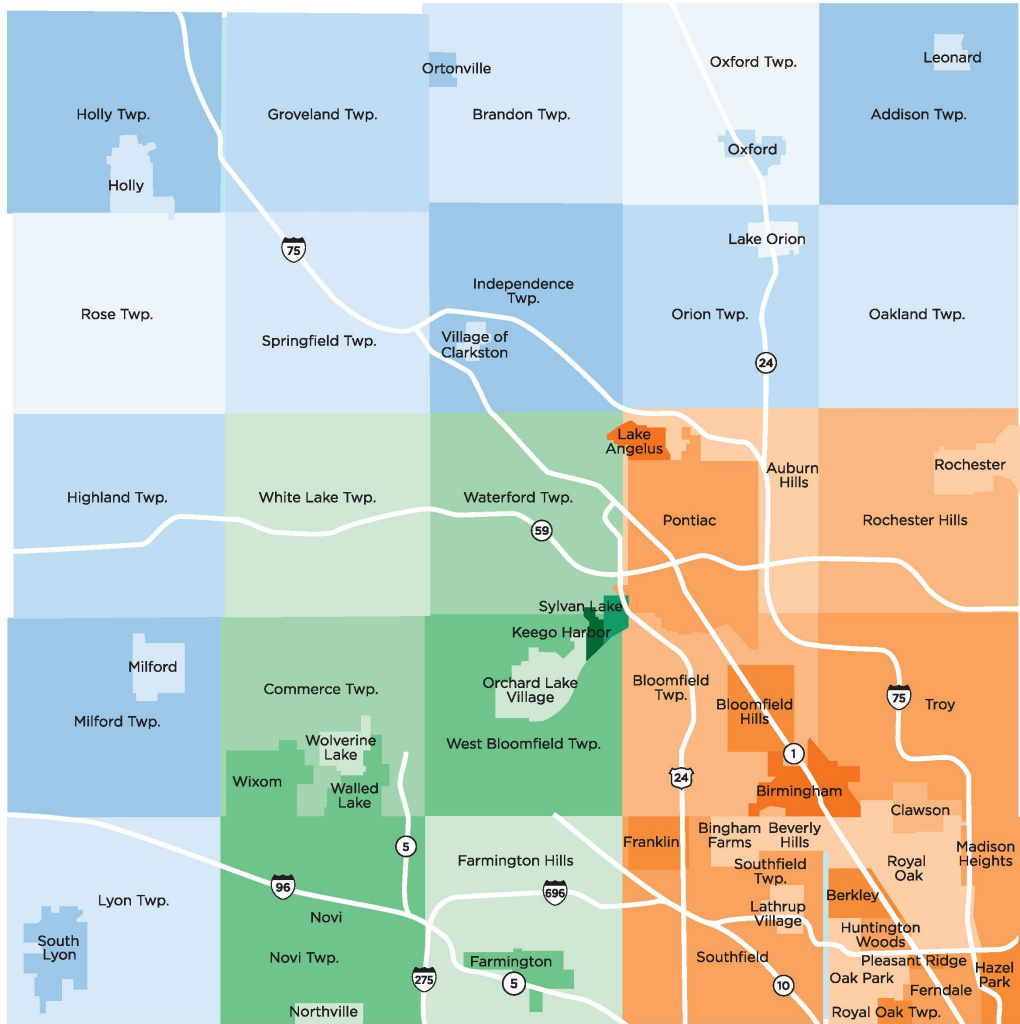
Date	Company	Service or Item	Amount
March 12th	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$50.00
March 19 - March 31	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$200.00
April	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$450.00
May	Mel's Truly Clean, LLC	Disinfectant Cleaning	\$350.00
June	Mel's 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



# Questions and Discussion

# Appendix

# COMMUNITY AFFAIRS OUTREACH MAP



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# 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 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.