



# Oakland County

COVID-19 CVT Updates

July 2020



# Agenda

**01** CVT Applications Best Practices

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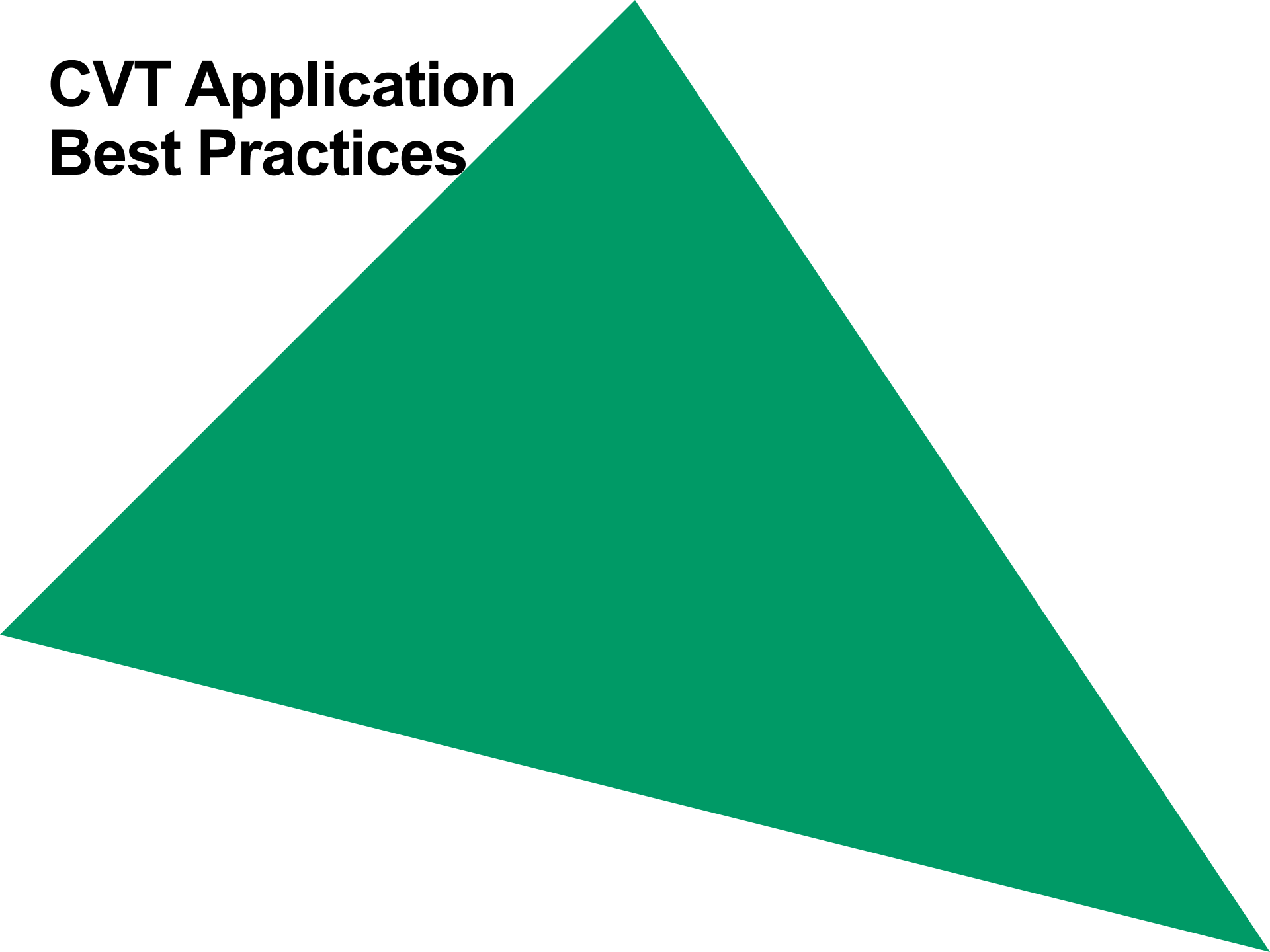
**02** Payroll Reimbursements

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**03** Questions

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# **CVT Application Best Practices**



# CVT Application Best Practices

A few things to keep in mind when submitting your CVT Applications



## Only Include Actual Expenses

Make sure to only submit things for actual expenses vs. projected or forecasted spend



## Include any Supporting Invoices

Include the actual invoice for the expense submitted and any supporting details required to identify the cost associated



## Exhaust Other Funding Sources

Exhaust other funding sources including FEMA and the State of Michigan for Hazard Pay before submitting requests



## Provide a Detailed Justification

Include a detailed write up that justifies the need for the expense and the direct tie to the current Covid-19 pandemic

# CVT Application Updates

## County updates and requests

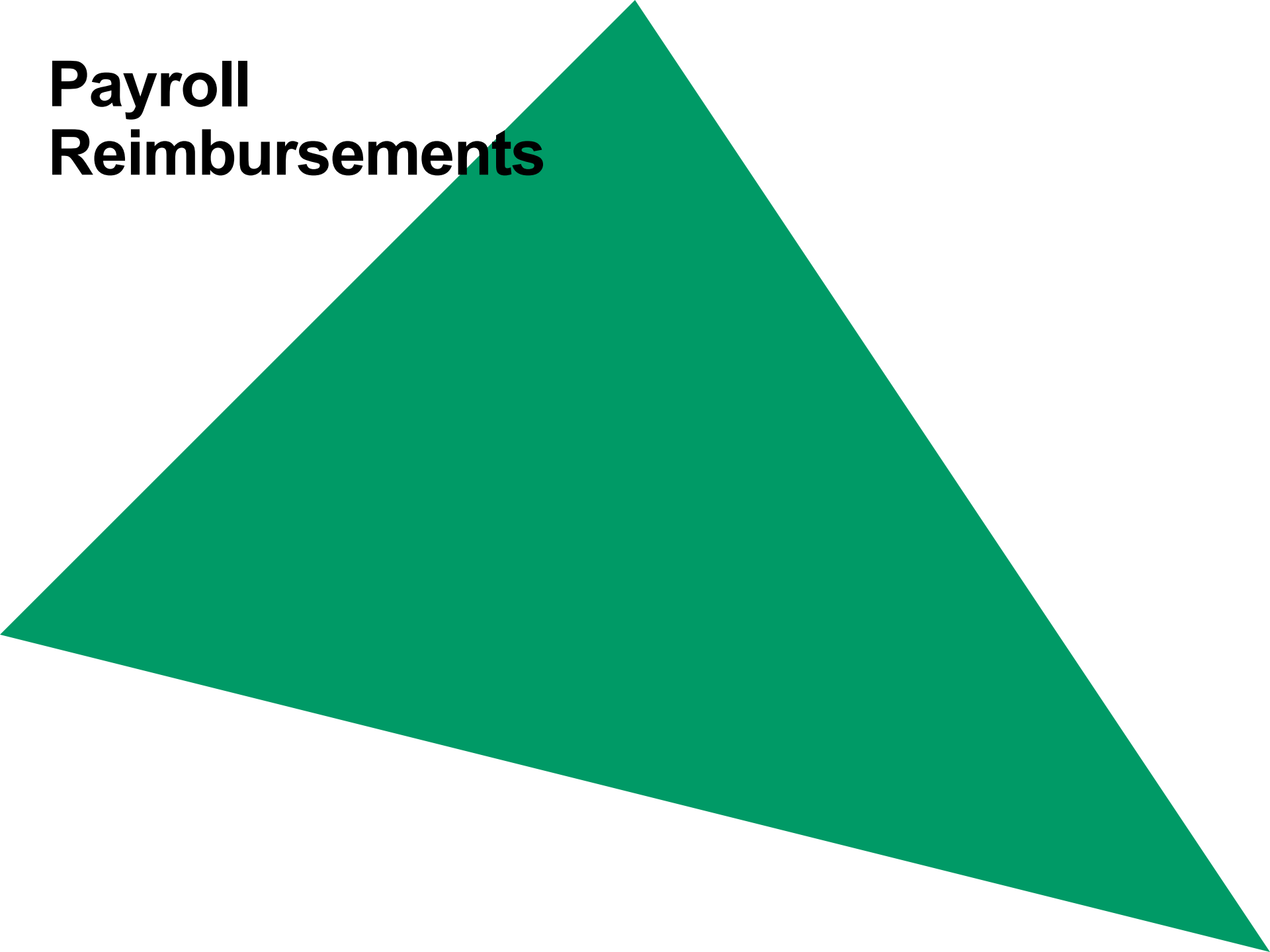
- Submit 25% FEMA local share request after you have received approval from FEMA
- Include invoices and other supporting documentation when submitting applications
- Apply to the State for hazard pay before requesting hazard pay from the County
- CRF **cannot** be used as the local match for Assistance to Firefighters Grant (AFG) program
- Community centers, recreation centers, and libraries can apply for funding
- Signed interlocal agreements are required for Board approval

## New CRF Guidance as of July 8, 2020

**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.*

**Payroll  
Reimbursements**



# CRF & Payroll

## Eligible 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 COVID19 public health emergency.
  - Straight time is eligible between March 23rd and June 1st
  - Documentation noting how roles were substantially dedicated to Covid-19 must be submitted in the application
- For budgeted staff that have been diverted to substantially different functions, documentation noting the substantially different work must be submitted in the application (see next slide)
  - Examples of substantially different functions in the CRF guidance: Costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty's ordinary responsibilities.

\*Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.
- Hazard pay means additional pay for **performing hazardous duty or work involving physical hardship**, in each case that is related to COVID-19.
  - Payments from the fund **cannot be used to cover hazard pay for employees across-the-board**
  - Similarly, workforce bonuses, other than hazard pay or overtime, are deemed ineligible expenses.

# Budgeted, substantially different roles

Data required to be captured for budgeted employees diverted to substantially different functions

1

## Employee Number

Can be used to tie out to payroll register, used to pull the employee name, department, and salary/hourly designation.

2

## Date

Labor tracking should be daily and not a cumulative view, used to: Determine the allocation of assignment type and time type by pay period. Determine reclassification of payroll expense to funds, as applicable.

3

## Number of Hours

The hours captured by the employee that represent specific activities related to COVID-19 and should not exceed the employees time either per day or pay period

4

## Assignment Type

Classification of time spent during the pay period to assist in evaluation of time spent on COVID-19 related activities (e.g., regular, reassignment, backfill, etc.)

5

## Time Type

Regular or Overtime, to further classify labor hours captured for COVID-19

6

## Notable Activities

An area for the employee to document the additional details regarding how the time applies to COVID-19 and the substantially different function.



# CVT Application Updates

Commonly submitted expenses through today

- ✓ PPE not covered by FEMA
- ✓ Health Protocol equipment (plexiglass, etc.) not covered by FEMA
- ✓ Unbudgeted legal fees connected to COVID
- ✓ Hazard pay
- ✓ 25% FEMA match
- ✓ AV equipment
- ✓ Public Safety payroll
- ✓ Other payroll

# Notable Activities Guidelines (cont.)

Write clear and detailed comments

## Not Clear Enough

- “Supported applicant.”
- “Worked on project files.”
- “Talked with team, reported to applicant, followed up.”
- “Built deck and facilitated discussion with applicants.”
- “Delivered food to senior citizens.”
- “Setup testing equipment.”

## Acceptable

- “I conducted X activities when establishing a testing site at X location.”
- “I attended investigator training hosted by the X COVID19 response team to be given access to and trained in the Michigan Disease Surveillance System (MDSS) and Outbreak Management System (OMS). Training's purpose was to orient investigators to both systems and the specific details of characteristics of the COVID-19 response.”
- “Site inspection at X for temporary shelter of homeless people with COVID-19.”
- “I facilitated a discussion with representatives from X Departments on documentation and eligibility requirements for Y grant.”

**Questions?**

