

Miami-Dade County: Coronavirus Relief Fund

Municipalities Award Program Overview

Miami-Dade County received an allocation from the Coronavirus Relief Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and has allocated \$100 million of that funding to reimburse local municipalities for pandemic related eligible expenditures. Of that total amount, \$75 million will initially be set aside for reimbursement of operational costs and FEMA Public Assistance (PA) Project Cost Share and \$25 million will be dedicated to the creation of new Municipal programs responding to and mitigating the effects of COVID-19. More information about determinations regarding program funding will be provided soon.

Who can apply?

Any local Municipality within Miami-Dade County.

What is eligible?

Like all Coronavirus Relief Fund allocations, funds from this program may only be used to cover costs that are:

1. necessary expenditures incurred due to the public health emergency with respect to COVID-19,
2. were not accounted for in the budget most recently approved as of March 27, 2020, and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Miami-Dade will consider reimbursement for COVID-19 related and incurred operating expenses, as well as certain new programs proposed by the Municipalities. Costs related to equipment or capital expenses are not eligible under this program. Municipalities should first seek reimbursement from FEMA Public Assistance (PA) whenever possible.

Municipalities may request funding for the local cost share for FEMA Public Assistance Projects.

Note that program eligibility rules are based on the latest Coronavirus Relief Fund guidance and may change based on future updates from the US Department of Treasury.

What are examples of eligible costs?

Eligible costs under this funding program include:

Costs Related to Setting Up New Programs, such as vendor assistance programs.

FEMA Cost Share, meaning the 12.5% local cost component of FEMA reimbursement.

Personnel Costs, such as payroll expenses for employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay for Public Safety employees is an eligible cost and will be reimbursed from funding allocated outside of the \$100 million. Unbudgeted Workman's Comp and other unbudgeted payroll costs to remain in compliance with COVID-19 legislation. Sick leave will be eligible but requests for reimbursement will need to show the individuals exhausted their budgeted sick leave.

Medical Expenses, such as COVID-19 contact tracing; COVID-19-related expenses of public hospitals, clinics, and similar facilities; and expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.

Public Health Expenses, such as acquisition and distribution of medical and protective supplies, such as sanitizing products and personal protection equipment (PPE) for the public and private businesses; expenses for disinfection of public areas and other facilities, e.g. nursing homes; and expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.

Expenses to Facilitate Compliance with Public Health Precautions, such as improvements to telework capabilities for public employees; and to provide paid sick (outside of already budgeted sick leave), unbudgeted family, and medical leave to public employees; expenses to facilitate distance learning, including technological improvements, in connection with school closings.

Miscellaneous Expenditures, including any other COVID-19 related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria that aren't PA eligible.

What is the application process?

The Municipality must first submit a proposal to Miami-Dade County through the Grants Management System (GMS). Information from your initial submissions has been uploaded into the GMS. Please review that data to ensure it was loaded correctly. Hagerty Consulting will then review the proposal to ensure that the costs are covered under the Coronavirus Relief Fund and are ineligible under FEMA PA. Next, Miami-Dade will make its determination to approve, partially approve, or deny the proposal. If the proposal is approved, the Municipality submits a Request for Reimbursement (RFR) through GMS, which includes documentation to support costs, such as vendor invoices and payroll records. Hagerty Consulting will then review the RFR and make a recommendation for payment to Miami-Dade. Miami-Dade then makes a payment to the Municipality. If the proposal is not approved, Hagerty Consulting will contact the Municipality to provide an explanation and if appropriate, indicate next steps.

The Mayor or City Manager should email the Hagerty Consulting contacts listed below with the names and email addresses of the appropriate Municipal employees who should have access to GMS.

GMS is located at <https://miamidaderecovery.quickbase.com/db/main?a=signin>. Each user must have a log-in assigned prior to gaining access.

Applications Submitted Prior to launch of Grants Management System

Hagerty has reviewed all the excel based submissions and pre-populated the proposals into GMS. When each Municipality signs in they will be able to see their proposals. If there were eligible PA costs combined with CRF costs, these costs may be broken up into two proposals. If additional information is needed prior to submission, the project will have the status "Pending Request for Information". Please go into the project, complete the missing information, and submit the missing project. If the proposal was accepted, the project will be "Pending Request for Reimbursement" and the Municipality can submit the documentation listed below to seek payment.



Miami-Dade County - Coronavirus Relief Fund Municipalities Award Program

Miami-Dade County has received an allocation from the Coronavirus Relief Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and is putting \$100 million of that funding into an award program for local municipalities.

The purpose of this program is for Miami-Dade County to reimburse local Municipalities, within Miami-Dade County, for eligible activities under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, as outlined in the U.S. Department of Treasury's "[Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments](#)" as well as the most current "[Coronavirus Relief Fund Frequently Asked Questions](#)" documents.

[Edit Municipality Profile](#)[New Project Proposal](#)[View / Edit Projects](#)[New Request for Reimbursement](#)[View / Edit Requests for Reimbursement](#)

Projects

Project ID#	Project Name	Project Status	Reimbursement
2020-Workman-248	Workman's Comp, Unbudgeted Sick Leave, and Administrative Leave	Pending Submission	-
2020-1234-307	Test Project	Pending Request for Reimbursement	Add Reimb

Refund Requests

Project Name	Reimbursement Amount	RFR Status
Test Project	\$100.00	
Test Project	\$100.00	
TOT	\$200.00	

Documentation Required for Request for Reimbursement

Salaries

- Activity logs/work descriptions including hours dedicated to mitigating and responding to COVID-19
- Payroll information (must include details below)
 - Name, Job title, and function
 - Days and # of hours worked
 - Payrate and fringe benefit rate
- Hazard pay policy for your municipality (if claiming Hazard Pay)
- If payroll information doesn't break out base salary from Hazard Pay, pay rate sheet
- Regular pay policy
- Workman's Comp documentation, PII removed
- Other documentation as need on a project by project basis

Contract Costs or Purchases

- Procurement documentation or justification for emergency procurement
- Invoices
 - If invoice doesn't provide sufficient detail to identify what was purchased, cost description
- Contract or Purchase Order if single purchase
- Proof of payment, if not a zeroed-out receipt
- Other documentation as need on a project by project basis

When is the deadline to apply?

The deadline to submit a New Municipal COVID-19 Programmatic proposal or revisions is September 15th, 2020, or until all available funds are committed.

The deadline to submit all requests for reimbursement is November 15th, 2020. Additional guidance will be provided to address how to account for future costs in December.

The Municipality may seek reimbursement only for allowable costs incurred through December 30th, 2020.

Who can I contact for more information?

Email - CRF-MD-Support@hagertyconsulting.com

Or

Call –

Rebecca Rogers
Recovery Specialist
407-756-8345