

Middlesex County New Jersey Cares Act Grant Fund
Instructions for Application Period #1
(for expenses paid between March 1 and May 31, 2020)

Open Application Period: June 22 through July 22, 2020

Below are instructions to apply for Care's Act expense reimbursements through Middlesex County. You will be able to apply for reimbursement for expenses reimbursable under the Act for your township as well as for any public entity within your jurisdiction such as libraries, fire districts, EMS, authorities, and senior centers. For example, if a public entity in your township is not directly part of your township, you have the ability in your application to apply on their behalf and request expense reimbursement for those entities. (further details will follow in the reimbursement section of the instructions.)

INSTRUCTIONS:

We found that the platform works better and faster using Google Chrome. 

It would be helpful if you cumulate and use a naming strategy for all reimbursement requests and back up prior to beginning to input and uploading to the OpenGov platform in order to streamline the process.

(Please note that any time during the application process, you can save and exit. Upon re-signing in, you will be returned to the "Entry Registration" screen. Scroll through the screens, the information that you previously entered is saved and you will not need to re-enter the information again. After scrolling through the registration screens, you will be taken to the "Expense Reimbursement" screen where you left off.)

REGISTRATION:

Please proceed to the Middlesex County, NJ Cares Act Grant Fund page, <https://middlesexnj.viewpointcloud.com/>. Once at the website, select the "Sign Up" tab in the upper right and it will take you to a screen where you can select "Sign Up Using Secure Portal". The next screen will provide an opportunity for a new user to sign up. Once in the sign-up screen, make sure you choose "Sign Up". Utilize your email address as the id and create a password.

Once you have created credentials, select the "Explore" tab and then select "Entity Registration" under "Apply Online". On the next screen select the "Apply Online" tab. You will then be taken to a set of pages requesting information regarding your township. Once the registration is completed, you will be prompted to "Confirm & Submit". Having completed the

“submit” you will receive an email informing you that you have a document to view. Select the “View” tab within that email and it will take you to the sign in page. Sign in and then proceed to the “Your Records” tab on the bottom of the page under “Your Profile.” Upon selecting “Your Records” you will see the record that contains your “Unique Identifier.” Please keep the “Unique Identifier” handy as it will be needed in the next phase of sign up.

APPLICATION:

You are now ready to begin your application, recording your reimbursement requests and uploading corresponding back up.

1. In the upper left of the screen select “Middlesex County Cares Act.” It will take you to a screen where you will see the “Explore” tab. Select that tab and then select Middlesex Count Cares Act” under “Apply Online.” This will take you to a screen that has a tab, “Apply Online.” Select that tab. You will be taken to a set of screens that will request information about your town. Also included in this set of screens you will have an opportunity to view these instructions and the program guidelines where you will be required to acknowledge that you have read the documents and where you will need to sign off via electronic signature. You will need your contact information, your “Unique Identifier” and your Town’s Federal ID for this part of the application.
2. After entering the required information, you will be taken to a screen titled “Details of Expenditure”. You will need to provide requested information for one reimbursement request per screen. (A reimbursement request relates to one payment that was made by your township or other entity.) For best reporting, we recommend that all township and other entities reimbursement requests are recorded in sequence.

(See a screenshot below of the "Details of Expenditure")

Details of Expenditure

Date Paid *

Vendor Name *

Amount Paid *

If you choose "Other" for the Reimbursement Category or Entity Type, please make sure to enter into the "Other" field.

Reimbursement Category *

Reimbursement Category Other



Entity Type *

Entity Type Other



Description *

Justification

Reimbursement Documentation *

Additional Reimbursement Documentation



Additional Reimbursement Documentation

Additional Reimbursement Documentation



- a. When the “Entity” tab is selected, you will have an option of entity names to select from. If you would like to label an entity more specifically, such as “Fire District #1”, select “Other” and you will be directed to an input tab where you can create a new entity name. You will be utilizing the existing “Township” entity for your town’s expenses.
- b. When you are in the “Reimbursement Category” tab, you will have various options to select from regarding type of expenditure. Should you need to create another category (only do so if you have significant expenses that are not covered by the categories provided in the form), you can select “Other” and then move over to “Reimbursement Category – Other” and input a new category. You also may select “Multiple” for situations where one reimbursement request may be for more than one category. Hopefully this will be rare and when utilized, please detail the categories and their respective amounts within the “Description” tab.

(Please note that the “Other” categories that you create are not saved in the drop-down tab and therefore will need to be re-entered each time you use that “Other” entity or category. Please be sure to remember the exact name that you entered so when you use that entity in a subsequent reimbursement request it will be added to the category that you originally created.)

- c. You will also have tabs in the “Details of Expenditure” box that require an explanation of the expense and a tab for justification. The justification tab is not required, however if the expenditure cannot be easily connected to Covid-19 by the description, use this tab to help explain that the expense is Covid-19 related. Please familiarize yourself with the guidelines regarding the Cares Act that was attached to the Interlocal Agreement and included on this platform to ensure your requests are in compliance with the Act. (If you have questions, please contact John DeLorenzo (john.delorenzo@mciath.com) and he will assist you with guidance.)
- d. The “Details of Expenditure” box will also include a tab that will allow you to upload multiple attachments to back up each individual reimbursement request. The software will accept most forms of backup including PDF’s, Excel workbooks, Word Docs, JPG, etc. When possible, combine back up documents in one pdf upload.

(Please note, all requests require back-up documentation in order to be considered for reimbursement.)

- e. For reimbursement of expenditures, back-up documentation should consist of the following:
- Purchase Order (if utilized)
 - Invoice
 - Check register or other proof of payment (you can provide one payable report for all expenditures contained in the application. Please attach to the first record, and we will utilize that report to validate all payments requested in the application)
- f. For reimbursement of payroll expenses, including fringe benefits, provide the following:
- Time sheet detail, payroll reports and payroll registers detailing time spent and payroll paid for time spent on Covid-19 related tasks.
 - Spreadsheets detailing percentage of salary for time spent on Covid-19 tasks (for non-hourly personnel.)
 - Explanation of Covid-19 tasks performed for payroll requested reimbursement.
 - Spreadsheet detailing fringe benefits paid on Covid-19 reimbursement payroll (this includes fringe which is benefits paid directly by the township such as pension, FICA, unemployment, healthcare benefits, etc.) The request must be based on fringe benefits that are specific to each employee where reimbursement is requested. For example, actual payments for employer portion of pension and health benefits must be specific to each employee. Using a generic percentage applied to payroll salaries will not be acceptable.
 - If overtime reimbursement is requested, include a spreadsheet that explains the basis for the overtime, for example, police officers who are working at a testing site. Also compare any overtime to the same time in the prior years to justify that the overtime is not a regular occurrence but due to Covid-19 related tasks.)

3. Once a record is completed, select "Save". Upon saving, you will be taken to a screen which will display all records that have been created and you will see a tab labeled "Add Details of Expenditure" to input another expenditure.
4. When all expense reimbursements have been completed, you will then select "Next" on the last "Details of Expenditure" screen. You will be taken to a screen showing your total reimbursement request. Select "Next" and you will be asked to sign off on a certification acknowledgement via electronic signature. Select "Next" and you will be taken to a "Universal Attachment" page. Here is where you will be asked to upload your CFO certification for the reimbursement amount requested for your township. (Formatted CFO certifications will be attached to this instruction letter.) Please note that a certification letter is required for every entity that you are applying on behalf of. Moreover, the amounts of all certifications should equal the total amount requested. We understand that every entity may not have a CFO or Financial Officer. If the Entity does not have a CFO, a Board Member or an officer of the organization will suffice.
5. Select "Next" and you will see a screen to confirm your submission. Once confirmed, you will receive an email stating that the application has been received and the email will include a report detailing your request.
6. We will review and process applications as they are received, and we encourage you to submit your application as soon as possible. If we have any questions regarding your submission, we will contact you directly.
7. Once approved, you will receive an email confirming the approval which will have an attached report showing items that were approved and those that have been rejected. You will also receive a Middlesex County CFO certification of the approved amounts. You are to use this certification letter to perform a Chapter 159 budget amendment in order to bring the reimbursement into your annual budget.
8. Payment will be forwarded to you by check within a few days of approval of your application. In order to expedite the payment, we will not require a budget amendment be finalized, however we trust that you will do so expediently. Please forward a copy of the budget amendment to the Middlesex County CFO.

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). The CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that-

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury's interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be "necessary." The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also 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. 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

¹See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The "most recently approved" budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is "incurred" when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. 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.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions .
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures ²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime .
7. Severance pay.
8. Legal settlements.