

NEBRASKA



Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

State of Nebraska

Community CARES Grant Programs Update

Agenda

INTRODUCTIONS

PAYMENT UPDATES

COMMUNITY CARES OVERVIEW

EMERGENCY FINANCIAL ASSISTANCE

REPORTING & DOCUMENTATION

SAM.GOV REGISTRATION

BUDGETS, DETAILS AND REMINDERS

Overview

Utilizing federal COVID-19 Relief Funding, the State of Nebraska has established three distinct programs to provide financial assistance to eligible entities that will help children, families and communities respond to and recover from impacts of the pandemic.

STABILIZATION GRANT

Provides financial assistance to eligible entities that sustained a loss of income/revenue and/or an increase of expenses due to COVID-19 impacts on their operations and communities.

The intent of Nebraska Stabilization Grants is to help return entities that serve children, families or communities in support of the DHHS mission – “to help people live better lives” – to their pre-pandemic level.

RESPONSE & RECOVERY (R&R) GRANT

Provides charitable organizations with working capital to pay for operational expenses above its usual costs in order to meet the health and human service needs due to the pandemic (i.e., providing housing security, food access and behavioral health resources, and other COVID-19-related response and recovery activities) in its usual service area.

This program encourages entities to exceed its pre-pandemic operations and programming in response to increased needs of its service area.

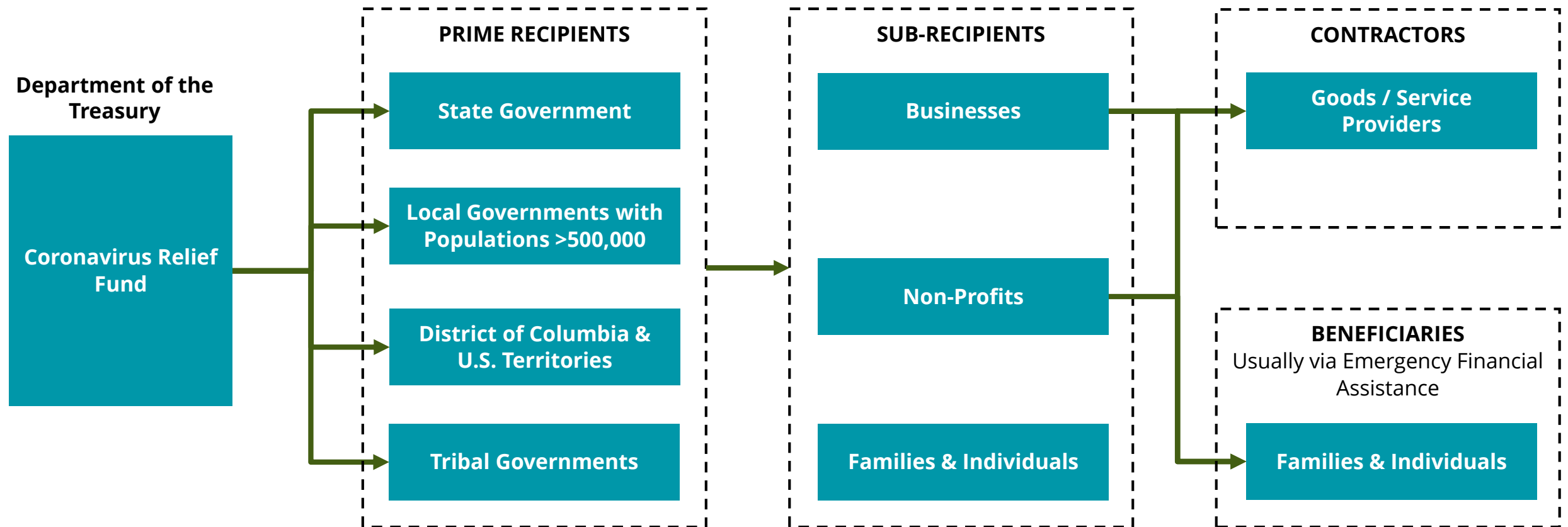
PPE GRANT

Provides child care providers and centers of worship with funding to purchase personal protective equipment (PPE) and disinfecting supplies to limit the spread of COVID-19.

Licensed child care homes and centers, certain license-exempt subsidy child care providers and centers of worship will receive one-time payments to purchase key supplies to help them provide clean, safe facilities for the children and families they serve.

Funds Flow

The US Department of Treasury has issued supplemental guidelines that relate to the use of federal CARES Act monies



- **Federal Awarding Agency:** The Federal agency that provides a Federal award directly to a non-Federal entity (i.e., Department of the Treasury).
- **Prime Recipient:** A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include sub-recipients. (i.e., State of Nebraska DHHS).
- **Sub-recipient:** A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other Federal awards directly from a Federal awarding agency (i.e. your organization).

Prioritization of Assistance

The Community CARES program was established to help meet the needs of children, families and communities impacted by the COVID-19 pandemic. Because funds are limited, the intention is that monies are prioritized for those disproportionately impacted by the pandemic.

Where practicable, prioritize assistance to individuals in households with gross income at or below 100% of the area median income before COVID-19 (see chart below):

| Persons in Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---------------------------------------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Moderate (100%) Income Limits (\$) | \$60,900 | \$69,600 | \$78,300 | \$87,000 | \$93,950 | \$100,900 | \$107,900 | \$114,850 |

Income Computation

- Household income can be computed by calculating the total income of all adults adult members of the household (19 years and over).

Documentation

Documentation of income may be demonstrated using:

- Pay stubs
- Social Security/SSI, Pension
- Unemployment benefits, Retirement, Disability, etc.
- Self-Employed applicants must provide documentation to show the difference between income before and after being financially impacted by COVID-19 (e.g., Documentation of required business closing and before/after COVID-19, banking account statements fulfill this requirement)

What is EFA?

In addition to providing working capital to support ongoing operations, Nebraska CARES funds have been made available for support emergency financial assistance to eligible families and individuals



Emergency Financial Assistance (EFA)

Direct support to individuals/families in need of assistance, as warranted by the pandemic public health emergency, due to loss of employment or inadequate unemployment compensation, or inadequate coverage for medical care due to contracting COVID-19.

For example:

- payment of overdue rent or mortgage to avoid eviction or foreclosure in order to prevent homelessness
- payment of utility costs to prevent shut-offs of essential services/amenities (e.g., heating/cooling, electricity/gas, water/sewer and phone/internet)
- meal delivery for individuals with barriers to food access; vouchers or gift cards for food
- and other unforeseen financial costs or emergency individual needs to maintain health, safety and wellbeing such as assistance with transportation costs to medical appointments.

Organization may pay costs directly to suppliers, or reimburse individuals evidencing payment of those expenses.

DIRECT EFA

Non-Profit Organization



Household or Individual

Non-profit organization makes direct payment transfers to an individual or holder who will in turn use funds to pay a service provider for the essential service

INDIRECT EFA

Non-Profit Organization



Service Provider



Household or Individual

Non-profit organization makes direct payment transfers to a service provider to satisfy the cost of the essential service

EFA Key Questions

| What do you need to know about potential recipients | Do you need to obtain documentation? | |
|---|--------------------------------------|---------------------------------------|
| | Subscription / account assistance | Non-subscription / account assistance |
| Is individual a US citizen or legal resident? | Required | Recommended |
| Does individual live in Nebraska? | Required | Recommended |
| Was individual financially impacted by COVID-19 | Required | Recommended |
| Is individual of below-average income? | Recommended | Recommended |
| What does the individual owe? | Required | N/A |

Documentation requirements apply to Large & Medium award sub-recipients (over \$50,000) and monetary assistance of \$50 or more

EFA Eligibility

Who may receive EFA?

ELIGIBILITY REQUIREMENT

Federal law and program guidelines require that recipients of EFA must be:

1. Residents of Nebraska
2. US citizen or qualified resident alien
3. Individuals financially impacted by COVID-19

As sub-recipients of federal funding, you are obligated to ensure recipients are eligible. Large & Medium awardees offering subscription/account-based EFA are required to obtain and retain documentation evidencing eligibility of the populations served using EFA. This includes but is not limited to:

1. Nebraska Residency

Proof of residency documents **must** show the full name, address and a date stamp showing when the document was issued.

Acceptable documents:

- State issued driver's license or identification card (satisfies category #2 as well)
- Current utility bill
- Credit card or bank statement
- Phone bill
- Insurance statement
- Letter from the local municipality

2. US Citizenship / Legal Residence

- Birth certificate showing birth in the United States
- Form N-550, Certificate of Naturalization
- Form N-560, Certificate of Citizenship
- Form FS-240, Report of Birth Abroad of United States Citizen
- Valid unexpired U.S. passport

3. COVID-19 Impact

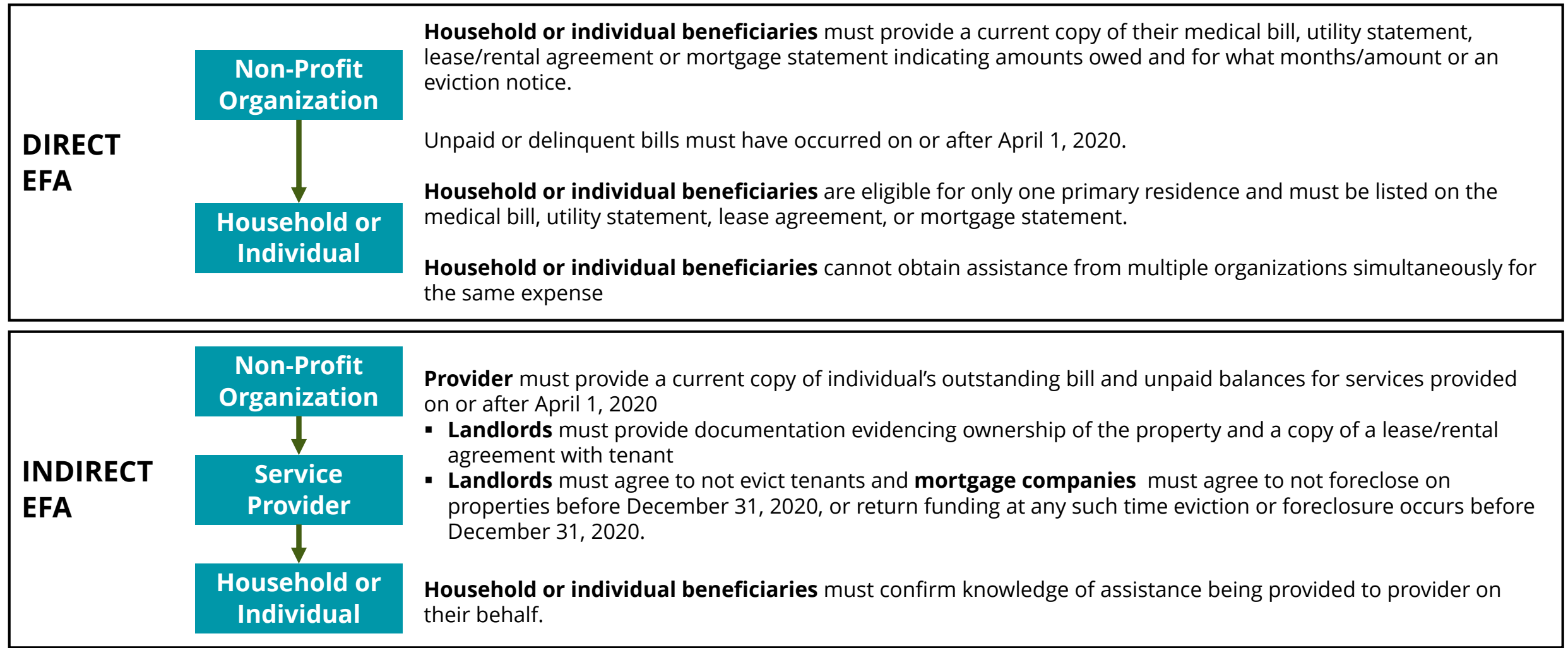
- Pay stubs
- Social Security/SSI, Pension
- Unemployment benefits, Retirement, Disability, etc.
- Self-Employed applicants must provide documentation to show the difference between income before and after being financially impacted by COVID-19 (e.g., Documentation of required business closing and before/after COVID-19; banking account statements fulfill this requirement)
- Signed Letter of Explanation

Documentation requirements apply to:

- Large & Medium award sub-recipients
- Monetary assistance of \$50 or more

EFA Subscription Assistance

In instances where subscription-based service assistance (e.g., rental, mortgage or utility, medical bill assistance) is being provided, the following protocols should be applied:



Reporting Expectations

Standards for reporting vary by size of award

| Sub-recipient Tier | Funding Mechanism | Reporting | Supporting Documentation | EFA* |
|--|---|--|--|--|
| Large – monthly > \$500,000 Large > \$500,000 Medium \$50,001-\$500,000 Small </= \$50,000 | Reimbursement | Monthly <ul style="list-style-type: none"> Budget report Detailed project report | Submit with each reimbursement request | Submit monthly documentation: see documentation requirements |
| | Advance + Reimbursement | Mid & post: Oct & Feb <ul style="list-style-type: none"> Budget report Detailed project report | Submit with each reimbursement request | Submit documentation Oct & Feb: see documentation requirements |
| | Advance + Reimbursement | Mid & post: Oct & Feb <ul style="list-style-type: none"> Budget report Project survey | Maintain for future review | Submit documentation Oct & Feb: see documentation requirements |
| | Lump sum (unspent \$ as of 12/30/20 must be returned) | Post <ul style="list-style-type: none"> Project survey | Maintain for future review | Submit assistance log with post-reporting |

*Specific reporting format and instructions to follow

Documentation Requirements

Supporting Documentation

For subscription/application-based EFA (Large & Medium):

- Proof of Nebraska residence for subscription-based beneficiaries
- Proof of Citizenship of beneficiaries
- Evidence of need of beneficiaries (impact + unpaid bill)
- Evidence of income

For non-subscription/application-based EFA (Large & Medium):

- Assistance Log showing:
- Date of assistance
 - Name of recipient
 - Amount or financial equivalent of assistance
 - Purpose
 - # of individuals in household
 - Address of recipient

For EFA (Small):

- Assistance Log showing:
- Date of assistance
 - Name of recipient
 - Amount or financial equivalent of assistance
 - Purpose
 - # of individuals in household
 - Address of recipient

Goods or Services

- Organizational procurement policy
- Proof of competitive bidding (where applicable)
- Purchase Order
- Receipt or Invoice

For Employee compensation

- Organizational payroll or compensation policy
- Payroll reports showing
 - Name of employee
 - Title
 - Pay period
 - Standard salary / hourly rates
 - # of hours or periods worked
 - Salary / wage amount
 - Overtime amount
 - Fringe benefits amount

REQUIRED documentation

RECOMMENDED documentation

SAM.gov Registration

US Department of Treasury OIG requires all sub-recipients to register with SAM.gov by September 1, 2020

Overview

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM.

Getting Started

You must have an active registration in SAM to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

1. Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
 - If you don't already have one, you can [request a DUNS Number for FREE](#) from D&B.
2. Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
3. Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

The screenshot shows the SAM.gov homepage. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right is a yellow callout box that says 'A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.' with a 'Log In' button and a link to 'Login.gov FAQs'. Below this is a dark blue navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A red alert banner below the navigation bar states: 'ALERT: SAM.gov will be down for scheduled maintenance Saturday, 08/15/2020 from 8:00 AM to 10:00 PM'. The main content area begins with a paragraph: 'The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:' followed by a bulleted list: 'Register to do business with the U.S. government', 'Update or renew your entity registration', 'Check status of an entity registration', and 'Search for entity registration and exclusion records'. Below this is a 'Getting Started' section with three columns. The first column, 'Create A User Account', features a person icon with a plus sign, a red dashed circle around it, and the text 'Start by creating a SAM user account'. The second column, 'Register Entity', features a folder icon with a plus sign and the text 'After creating your SAM user account, log in to register to do business with the U.S. government.' The third column, 'Search Records', features a magnifying glass icon over a list and the text 'Do a public search for existing entity registration records or exclusion records. Federal users can log in to see additional information.'

Budget Details and Reminders

Missing certifications

Questions returned on condition responses

Budgets vs award amounts

Changes to budgets: may move up to 10%, cumulative, of total award within approved line items

- E.g., if you move 6% for one purpose, and need to move 7% for another purpose, prior approval needed for the 7%
- If you want to add or delete a line item, must get prior approval

AmpliFund – if you need to go back into the system, we will tell you

Most awardees will have first release of funds by end of August

Include R&R and your org name in all emails, please

Publication of your award - credit funding in written materials

“This project or activity was supported by funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) from the U.S. Department of Treasury and the Nebraska Department of Health and Human Services, CFDA Number 21.019.”

Questions

