

# CSPM 1401

## Q-CARE--Coronavirus Relief Fund Policy

**EFFECTIVE DATE** August 1, 2020  
**REVISION DATE** October 22, 2020  
**ISSUE DATE** October 26, 2020

### **POLICY CHANGES**

Reporting requirement updates – page 2

Added eligibility clarification -page 3

Removed application language (it is not a requirement) page 3,4

Removed signature language – not required to obtain at later date – page 4

## **SECTION I: BACKGROUND**

### **PURPOSE**

The Q-CARES Kit Assistance Program provides Quarantine Boxes with food and/or household items to low-income people that are in quarantine/isolation because they have tested positive for COVID-19, are waiting for test results, have been exposed to COVID-19, vulnerable, or are immune compromised. By providing the supplies, the target population can safely remain in quarantine and isolation, the chance of exposure to themselves and others is mitigated, which significantly reduces the spread of COVID-19.

## **SECTION II: ALLOCATIONS AND PLAN INSTRUCTIONS**

The QCARE planning allocations are based on a formula using census data as well as confirmed COVID cases by region. \$2,500,000 will be available to eligible and participating Community Action Agencies (CAA) for distribution for the period August 1, 2020 through December 31, 2020. If a CAA has received a notice of de-designation, they are not eligible for supplemental funding programs. In this case, the funding for the service area of a CAA in process of de-designation will be administered in that service area by an alternate CAA or other entity to be determined by BCAEO.

### **POLICY**

Grantees shall prepare and submit QCARE documents in accordance with the guidelines below.

**Work/Service Plan** – Complete the plan for the period August 1, 2020 through December 31, 2020, in the EGrAMS system.

**Expenditure Plan** - Complete the expenditure plan for the period August 1, 2020 through December 31, 2020 in the EGrAMS system.

**The administrative expense limit for this program is 10% of the grantee's allocation.**

**Logic Models** – Logic Models are not required for this program.

## **SUBMITTAL PROCESS**

Grantees are to submit the Service Plan documents through EGrAMS. See detailed instructions in SharePoint. If you are not able to access the documents in SharePoint, please reach out to [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) for assistance. Technical questions for EGrAMS should be sent to [MDHHS-EGrAMS-Help@michigan.gov](mailto:MDHHS-EGrAMS-Help@michigan.gov).

## **SECTION III: REPORTING**

The Coronavirus Relief Funds (CRF) were allocated to states as a part of the CARES Act passed earlier this year. BCAEO is expecting additional inquiries regarding spending and how the funds are utilized by the network by upper MDHHS. As such, additional reporting for CRF programs is required. ~~and the CAA must be able to report, at any given time:~~

- ~~a. The number and type of QCARES Kits distributed.~~
- ~~b. Spending projections~~

### **FACSPro**

Intake is waived for the QCARES program, so demographic information is not required. Mass entry should be completed at least quarterly. A FACSPro System Program and statewide Action Plan template will be created and must be used for this program. The template will include SRV 5jj (Food Distribution [Food Bags/Boxes, Food Share program, Bags of Groceries]) and SRV 5nn (Kits/Boxes).

### **MONTHLY REPORTS**

On the final business day of each month, CAA should email a general ledger showing MTD and YTD expenditures

This general ledger will be used to track current spending. BCAEO recognizes that monthly expenditures may not be finalized at this point and additional expenses may be added to the grant. The complete general ledger should be attached in EGrAMS when the FSR is submitted for the month.

- CAA should project expenditures for the remaining months of the grant
- CAA should also notify BCAEO if the agency will need additional funds or if the agency has funds to returned

In addition to the General Ledger, agencies shall supply the following information in the body of the email:

#### **QCARE:**

- 1) Number of Qboxes distributed.
- 2) Number of Individuals/households to receive Qboxes

## SUBMISSIONS

Submit an email with the general ledger attached and the QCARE information to the [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) mailbox and to the QCARES Grant Manager, Alex Mehls, [mehlsa@michigan.gov](mailto:mehlsa@michigan.gov).

Agencies should use a subject line for the email “**QCARE End of Month Reporting**”.

## SECTION IV: ELIGIBILITY GUIDELINES

### PROGRAM ELIGIBILITY

Eligible Clients are those that have tested positive for COVID-19 or are waiting for test results, those that are self-quarantining due to exposure to COVID-19, vulnerable individuals, seniors, home-bound, or immune compromised individuals. This program will allow them to stay at home and in isolation to mitigate the exposure of COVID-19 to themselves and others. In addition, Community Action Agencies will work collaboratively with other low-income populations such as the migrant workers testing positive with COVID-19 with assistance in providing Q-CARES Kit Assistance. Referrals have also been incorporated into MiBridges and through 211.

### INCOME ELIGIBILITY DETERMINATION

Use the 200% of poverty income guidelines to determine eligibility for services provided with CRF funds. Income refers to total cash receipts (gross) before taxes from all sources (see Income Inclusions/Exclusions in CSPM 500 Series) for all household members.

#### Income computations

An applicant’s household’s gross income for the **preceding 30 days**, including the date of application must be annualized and evaluated.

#### Documentation of income

All income must be documented.

Note: A self-declaration of the applicant may be used. The intake worker should record the steps taken that will demonstrate a reasonable effort was made to obtain income documents. BCAEO Grant Manager approvals are waived for zero income self-declarations and notary signatures are waived during the COVID-19 pandemic relief efforts.

~~The Bureau of Community Action and Economic Opportunity (BCAEO) will provide the local Health Departments and CAAs with an application to be completed by the customer, local health department, the CAA, and/or medical professional to determine eligibility for a quarantine box (Q-Box) that will provide essential household items and/or food to a person at or below 200% of the Federal Poverty Level that has tested positive for COVID-19. Community Action Agencies will also assist people that are waiting for test results, vulnerable, seniors, home bound, or immune compromised to~~

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~~allow them to stay at home and in isolation to mitigate the exposure of COVID-19 to themselves and others. In addition, Community Action Agencies will work collaboratively with other low income populations such as the migrant workers testing positive with COVID-19 with assistance in providing Q-CARES Kit Assistance. Referrals have also been incorporated into MiBridges and through 211.~~

### Client signatures options during the COVID-19 pandemic relief efforts

- Video chatting (FaceTime, Skype, etc.)/electronic signature software
- Email/Voicemail
- Mail the form(s)
- CAA staff can document their phone conversation

Sufficient reasoning must be documented, and kept with the approval, as to why the specific method of obtaining ~~temporary~~ approval was used. This information must be retained and kept ~~along with the documentation signed in person (when it is obtained)~~ as this will be subject to the normal monitoring procedures and will be used to support the start date for services.

### Automatic eligibility for emergency services

CAAs may use the following:

- Self-declarations or affidavits of eligibility.
- Accepting eligibility certification paperwork from another Federal or State program as long as they do not exceed 200% of the Federal Poverty Level.

Grantees must maintain client eligibility documentation for the service the client was, or is, eligible for in the statewide system.

## SECTION V: FUNDING

Reallocations may take place at any time depending on the needs for a region and overall program demand.

Any Community Action Agencies that have received a notice of de-designation are not eligible for supplemental funding programs. In this case, the funding for the service area of a CAA in process of de-designation will be administered in that service area by an alternate CAA or other entity to be determined by BCAEO.

**CSPM 1402**  
**Water and Plumbing Repair - Coronavirus Relief Fund Policy**

**EFFECTIVE DATE**                      **AUGUST 1, 2020**  
**ISSUE DATE**                            **OCTOBER 19, 2020**

**REFERENCES**

- Water and Plumbing Repair CRF Grant Agreement

**SECTION I: BACKGROUND**

**PURPOSE**

Provide water repairs to mitigate the spread of COVID-19 by ensuring low-income households have access to water for washing and disinfecting surfaces. Frequent and thorough hand washing is among the most effective measures in restricting the spread of the virus because the primary routes of transmission are droplet and direct contact, according to the World Health Organization.

The program goal is that every eligible home will have access to hot and cold water and at least one functioning toilet, bathroom faucet, shower/bath, kitchen faucet, and laundry tub. It is also the program goal that the house has functioning wastewater drainage for water access to be sustainable in the home.

The Water Repair and Plumbing Assistance Program will assist customers based on a small assessment process to prioritize needs. Agencies are encouraged to prioritize the highest priority low-income, vulnerable, immune compromised individuals to be assisted first.

**Urban Water Repair Program:**

*This is for clients that receive a water bill.* The allowable average job cost for interior work is \$5,200. Exterior plumbing work on the home is allowable and the job cost average for exterior work is \$9,000. The exterior work is allowable for any aspect of the water system that is the client's responsibility. The agency may submit a waiver to MDHHS-BCAEO@michigan.gov to address items that are not the client's responsibility if other paths to resolve the issue have been explored and the client's safe water access remains unresolved. Administrative costs are not included in the job cost.

**Rural Water Repair Program:**

*This is for clients on a well/septic system.* The allowable average job cost for interior work is \$5,200. In addition to the typical water repair work, rural low-income households may have water plumbing repair needs that include well repair/replacements and septic tank/field repair/maintenance/replacement. The allowable average job cost for exterior rural repairs is \$9,000. Administrative costs are not included in the job cost.

**SECTION II: PROGRAM IMPLEMENTATION**

Residents seeking emergency plumbing repair assistance will be able to apply for services at their local CAA. Intake staff will reach out to applicants and gather additional information about their plumbing situation. CAAs will create a list of priority points, based on the suggestions below and/or determined by identified local needs. With limited time for repairs, CAAs will serve residents with any of the identified plumbing/water issues that receive a priority point. Clients with any of the determined points are vulnerable amid the pandemic and may receive services. Agencies are encouraged to consider the client's level of need as determined by the priority points; however, any client with any displayed level of need may receive services at any time. The sample point list is below:

1. Do you have access to running water [No = 1]
2. Are you manually turning your water on and off at the main valve? [Yes = 1]
3. Do you have access to hot water? [No = 1]
4. Are you using a toilet in your home? [No = 1]
5. Are you able to take a shower or bath in your home? [No = 1]
6. Are you able to wash your hands in your bathroom sink? [No = 1]
7. Can you use your laundry tub? [No = 1]
8. Are you able to use your kitchen sink to wash your dishes? [No = 1]
9. Does wastewater regularly drain from your house?  
[No = 1]
10. Is your well currently functioning? [No = 1]
11. Is there necessary well treatment or maintenance that you have not had completed? [Yes = 1]
12. Is there necessary septic tank or field treatment or maintenance that you have not had completed? [Yes = 1]
13. Does your septic tank need to be pumped? [Yes = 1]

Agencies may customize this point list to meet the local area's plumbing/water repair need. Agencies are also encouraged to prioritize homes with children, seniors, vulnerable/immune compromised people or people with a disability.

Agencies with a waitlist are encouraged to utilize a prioritization assessment, where clients with no access to running water and a higher number of points are provided services first. Due to the quick turnaround of this program, it is possible that agencies do not have a waitlist. In this case, the agency may assist anyone with a point as defined above.

Staff schedule intake appointments with clients and collect 30 days of income to determine if households are at or below 200% of the Federal Poverty Level (based on CARES eligibility guidelines). See Section V: Eligibility Guidelines for more information.

After intake, plumbing/septic/well/HVAC contractors will conduct an assessment on the home and provide CAA staff with a list of necessary plumbing costs. At this stage, program approval is based on household plumbing repair costs and availability of funding. It is allowable for a partial work order to be completed, if it meets the stated program goal that every eligible home will have access to hot and cold water and at least one functioning toilet, shower/bath, kitchen faucet, and laundry tub. If the household is approved, the CAA will pay the plumbing/septic/well/HVAC contractors directly to conduct the necessary repairs.

CAAs are encouraged to build a roster of contractors through a Request for Proposal (RFP).

CAAs will have cost controls in place through a price list that all prospective contractors fill out as part of the RFP. The pricing list includes the most common installations, incidental materials needed for installations (i.e. screws, chalk, etc.) and standard hourly rates for each company's Master Plumber and Journeyman. Pricing is based on the total cost of labor and materials.

Alternatively, CAAs may bid out each job on an individual basis following rules outlined in 2 CFR 200. If agencies elect to use this option, they must adhere to contractual obligations, including the background checks of subcontractors. Please refer to the contract language for these requirements.

Payments must be made directly to contractors, and invoices must be retained and uploaded to FACSPRO in the customer file. If the client has previously received a shut off notice from the water company based on a necessary repair and there is a fee associated with the restoration, then this program may cover the cost of that fee. Thorough documentation is necessary to discern that the payment covered such a fee from other components of a water bill.

### **Statewide Funding Flexibility:**

Since this program is time sensitive, BCAEO will monitor the progress made by the CAAs to ensure all funds provide the expected assistance in ensuring households have adequate and safe access to water. BCAEO will redistribute funds from one agency to another to meet program goals.

### **Deferral/Denial Policy:**

Clients who do not meet either the Home Eligibility or Client Eligibility criteria will be denied.

Potentially eligible clients will be sent to a plumber or appropriate contractor for an assessment.

The agency will make a final determination of eligibility based on the contractor's assessment of the client's home. If the client's home does not meet the program eligibility criteria upon assessment of the contractor, the client will be denied. Clients that meet the program eligibility criteria may still be deferred or denied.

Additionally, agencies may include additional reasons for client deferral/denial in their own program policy, including, but not limited to:

- Client failed to submit paperwork within 30 days
- Client did not return call(s)/ email(s) within 30 days of the first attempted point of contact.
- Client no longer has an emergency need (e.g. repairs were completed between application time and time of contact)
- Funding has been depleted
- Client has necessary work beyond the scope of the program
- A home may be deferred due to health & safety concerns (e.g. sewage, pests, lack of safe access to home/basement, etc.). If a plumbing/septic/well/HVAC contractor is not willing to complete the work needed due to a health/safety hazard, either: 1) another contractor will have to be sourced to complete the work or 2) the client will be determined ineligible until the health/safety hazard has been resolved.

### **SECTION III: ALLOCATIONS AND PLAN INSTRUCTIONS**

The Water and Plumbing repair planning allocations are based on a formula using census data as well as confirmed COVID cases by region. \$10,000,000 will be available to eligible and participating Community Action Agencies (CAA) for distribution for the period August 1, 2020 through December 30, 2020.

If a CAA has received a notice of de-designation, they are not eligible for supplemental funding programs. In this case, the funding for the service area of a CAA in process of de-designation will be administered in that service area by an alternate CAA or other entity to be determined by BCAEO.

#### **POLICY**

Grantees shall prepare and submit Water and Plumbing Repair documents in accordance with the guidelines below.

**Work/Service Plan** – Complete the plan for the period August 1, 2020 through September 30, 2020 and October 1, 2020 through December 30, 2020, in the EGrAMS system.

**Expenditure Plan** - Complete the expenditure plan for the period August 1, 2020 through September 30, 2020 and October 1, 2020 through December 30, 2020 in the EGrAMS system.



**The administrative expense limit for this program is 10% of the grantee's allocation.** Administrative funds do not count toward the job cost average. Administrative expenses must be identified on the budget under **Other Expense—Other-Administrative Costs**.

Indirect cost rates are not allowable with CRF programs per the [US Department of Treasury](#) and may not be charged to the grant.

Please reach out to [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) for assistance. Technical questions for EGrAMS should be sent to [MDHHS-EGrAMS-Help@michigan.gov](mailto:MDHHS-EGrAMS-Help@michigan.gov).

## **SECTION IV: REPORTING**

The Coronavirus Relief Funds (CRF) were allocated to states as a part of the CARES Act passed earlier this year. BCAEO is expecting additional inquiries regarding spending and how the funds are utilized by the network by upper MDHHS. As such, additional reporting for CRF programs is required.

### **Monthly Reports:**

- **Due Date:** On the final business day of each month
- **Financial Report:** CAA should email a general ledger showing month to date (MTD) and year to date (YTD) expenditures

CAA should project expenditures for the remaining months of the grant

CAA should also notify BCAEO if the agency will need additional funds or if the agency has funds to returned

- **Submission:** Email to [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) and the CRF Grant Manager Subject line for the email "CRFWA End of Month Reporting".

These end of month general ledger reports will be used to track current spending. BCAEO recognizes that monthly expenditures may not be finalized at this point and additional expenses may be added to the grant.

In addition to the General Ledger, agencies shall supply the following information in the body of the email:

1. Total number of households served, completed, or in-progress
2. Estimated projection of total spending for the entire program period (8/1/2020 – 12/30/2020)

At any time, BCAEO may request additional reporting and agencies should be able to report on these data points.

CAAs must utilize the FACSPRO system for this program. Due to the importance of these funds, timely reporting is crucial. Information must be entered into FACSPRO within one business day. Customer intake information must be entered in FACSPRO, and the complete customer file must be uploaded to FACSPRO. CAAs must record all payments to contractors in AwardPro within one business day of payment, and the complete invoice must be uploaded with the customer file. A statewide action plan template has been created, and customer action plans must be updated with completed Tasks, Services and Indicators within one business day of completion.

A FACSPRO Guide with detailed instructions is available in the CRF Water and Plumbing Repair [SharePoint library](#).

## **SECTION V: ELIGIBILITY GUIDELINES**

The CRF water and plumbing repair program eligibility is aligned with the eligibility for CSBG CARES. To be eligible for the CRF water and plumbing repair program, the household income must be at or below **200% of the federal poverty level**. Income refers to total cash receipts (gross) before taxes from all sources (see Income Inclusions/Exclusions in CSBG CARES – CSPM 800) for all household members.

### **Client signatures options during the COVID-19 pandemic relief efforts**

- Video chatting (FaceTime, Skype, etc.)/electronic signature software
- Email/Voicemail
- Mail the form(s)
- CAA staff can document their phone conversation

Sufficient reasoning must be documented, and kept with the approval, as to why the specific method of obtaining temporary approval was used. This information must be retained and kept along with the documentation signed in person (when it is obtained) as this will be subject to the normal monitoring procedures and will be used to support the start date for services.

### **Income Eligibility**

CAAs may determine income eligibility in one of two ways: Automatic eligibility or Income computations.

### **Automatic eligibility for emergency services**

CAAs may use the following:

- Self-declarations or affidavits of eligibility.

- Accepting eligibility certification paperwork from another Federal or State program as long as they do not exceed 200% of the Federal Poverty Level.
- Weatherization eligibility: if a customer is currently eligible for weatherization and on the agency's waitlist (or in another queue), the agency may use the eligibility determination for Weatherization as documentation of automatic eligibility for CRFWA services.

### **Income computations**

An applicant's household's gross income for the **preceding 30 days**, including the date of application must be annualized and evaluated.

### **Documentation of income**

All income must be documented in FACSPRO.

If automatic eligibility is utilized, the client self-declaration/affidavit or eligibility determination notice from another Federal or State program must be uploaded with the customer file.

If income computation is utilized, the income screens in FACSPRO must be completed, and documentation of income must be retained in the client file.

Self-declaration of income or eligibility for another qualified State or Federal program may be used. The agency should demonstrate a reasonable effort to obtain income documents.

### **CLIENT FILE**

At minimum, the required items in the client file include:

- Client signature: See "Client signatures options during the COVID-19 pandemic relief efforts" section of this CSPM.
- Income documentation: See "Documentation of income" section of this CSPM.
- Identification: All clients must provide identification to receive services.
- Proof of residence at property: Clients must also provide documentation that shows they live at the property. This may be contained within the identification or provided separately.
- Invoice(s): Invoices for payment to contractors must be retained and included in the client file.
- Landlord Agreement (if applicable): CAAs will provide renters with a landlord agreement that their landlord must sign and return.

Pre and post photographs are required of all measures addressed under this program. Agencies are encouraged to utilize this method, at minimum, to verify work orders and completion. An agency may choose to keep job photographs on an agency system. The agency is responsible for supplying the photographs to BCAEO staff upon request and

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### Water and Plumbing Repair - Coronavirus Relief Fund Policy

in a timely manner. Agencies that do not wish to store their photographs on an agency system must upload photographs to the FACSPRO client file.

#### VERIFICATIONS

CAAs create their own internal policy on required verifications within the parameters of federal, state, and local policies. Verification requirements will vary from agency to agency. Appropriate verifications to support serving the client should also be retained in the client file.

#### SECTION VI: FUNDING

Reallocations may take place at any time depending on the needs for a region and overall program demand. BCAEO reserves the right to re-allocate funds from participating agencies to ensure the maximum amount of assistances are completed statewide.

**Grant Payments FSR Processing:** Agencies will submit a FSR in EGrAMS for payment. The complete general ledger should be attached in EGrAMS when the FSR is submitted for the month.

**CSPM 1403**  
**Migrant/Seasonal Farmworker--Coronavirus Relief Fund Policy**

**EFFECTIVE DATE**                      **AUGUST 1, 2020**  
**ISSUE DATE**                              **October 19, 2020**

**REFERENCES**

- CRFMW Grant Agreement

**SECTION I: BACKGROUND**

**PURPOSE**

The Community Action Agency (CAA) will be notified of COVID-19 positive camp residents by Michigan Department of Health and Human Services (MDHHS) Migrant Program Workers. CAA staff will contact camp residents who test positive and give them the option to receive a stipend of \$1,000 for two weeks of not working, providing the individual is willing to quarantine/isolate in appropriate housing to reduce the spread of COVID-19. This contact shall be completed in a supportive, culturally sensitive manner. The CAA shall assist with providing the camp resident support to basic needs which may include housing, meals, toiletries, and laundry services at no charge.

In consideration of receiving a payment of \$1,000, a COVID-19 positive camp resident will:

- a. Receive \$500 after the resident enters the quarantine/isolation housing and
- b. Receive \$500 after the resident is cleared to return to work and leaves quarantine/isolation housing.
- c. Remain in the quarantine/isolation housing for two full weeks or until such time as a medical professional clears the resident to return to work.
- d. Agree that leaving the quarantine/isolation housing prematurely will result in return of funds dispersed and forfeiture of the 2<sup>nd</sup> payment.
- e. Agree to cooperate with contact tracing efforts.
- f. Agree to further testing COVID-19 provided at no cost by the local health department or the federally qualified health center (FQHC).
- g. Agree to answer check-in calls and comply with the instructions for health assessment checks over the telephone.

If it has been verified by a MDHHS Migrant Program Worker that a resident has been diagnosed and remained in quarantine for two weeks or until released by a medical professional prior to the initial application, a full lump sum of \$1,000 may be issued.

**SECTION II: ALLOCATIONS AND PLAN INSTRUCTIONS**

Through the CRFMW, a total of \$1,000,000 is allocated equally to five CAAs that have been identified as having service areas of high migrant and seasonal farmworker populations. It is the expectation that participating CAAs receive and process referrals from outside of their standard service area.

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## Migrant/Seasonal Farmworker--Coronavirus Relief Fund Policy

Funding will be available to eligible and participating CAAs for distribution for the period August 1, 2020 through December 30, 2020. Agreements for Fiscal Year 2021 will be issued separately.

### POLICY

Grantees shall prepare and submit CRFMW documents in accordance with the guidelines below.

**Work/Service Plan** – Complete the plan for the period August 1, 2020 through September 30, 2020 in the EGrAMS system. October 1, 2020 through December 30, 2020 will be in a separate agreement.

**Expenditure Plan** - Complete the expenditure plan for the period August 1, 2020 through September 30, 2020 in the EGrAMS system. October 1, 2020 through December 30, 2020 will be in a separate agreement.

**The administrative expense limit for this program is 10% of the grantee’s allocation.** Administrative expenses must be identified on the budget under **Other Expense—Other-Administrative Costs**.

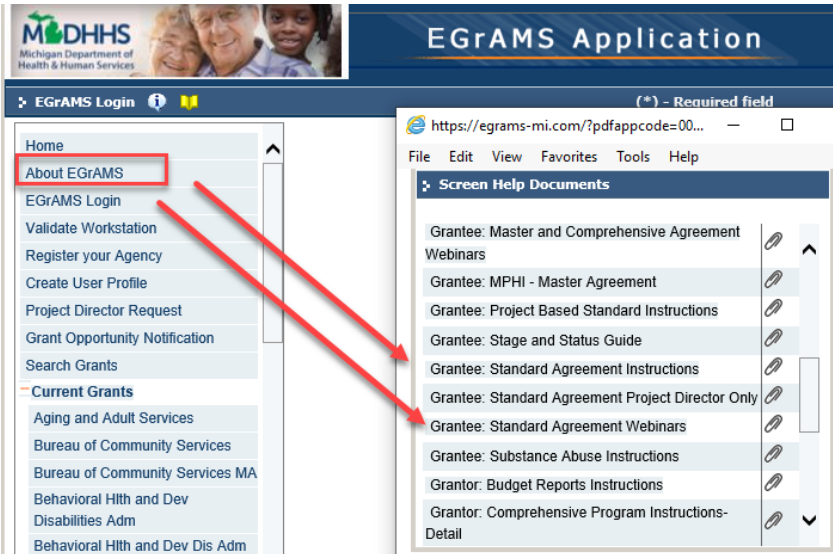
Indirect cost rates are not allowable with CRF programs per the [US Department of Treasury](#) and may not be charged to the grant.

**Logic Models** – Logic Models are not required for this program

### SUBMITTAL PROCESS

Grantees are to submit the Service Plan documents through EGrAMS. Technical questions for EGrAMS should be sent to [MDHHS-EGrAMS-Help@michigan.gov](mailto:MDHHS-EGrAMS-Help@michigan.gov).

Detailed instructions and recorded webinars for submissions and technical assistance may be found through the [EGrAMS Homepage](#) --> About EGrAMS --> Grantee: Standard Agreement (see below).



**SECTION III: REPORTING**

The Coronavirus Relief Funds (CRF) were allocated to states as a part of the CARES Act passed earlier this year. BCAEO is expecting additional inquiries regarding spending and how the funds are utilized by the network by upper MDHHS. As such, additional reporting for CRF programs is required.

**Monthly Reports:**

- **Due Date:** On the final business day of each month
- **Financial Report:** CAA should email a general ledger showing month to date (MTD) and year to date (YTD) expenditures

CAA should project expenditures for the remaining months of the grant

CAA should also notify BCAEO if the agency will need additional funds or if the agency has funds to returned

- **Submission:** Email to [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) and the CRF Grant Manager Subject line for the email "CRFMW End of Month Reporting".

These end of month general ledger reports will be used to track current spending. BCAEO recognizes that monthly expenditures may not be finalized at this point and additional expenses may be added to the grant.

In addition to the General Ledger, agencies shall supply the following information in the body of the email:

- a. The number of unduplicated applications for camp residents received
- b. The number of camp residents who have completed their quarantine/isolation (received full payment) and the number of camp residents in quarantine/isolation (first payment)
- c. Number of camp residents that have completed the requirements of the program and cannot be located. A list of individuals must be maintained at the agency.

In addition, the CAA must be able to report, at any given time:

- a. The number of camp residents who have gone into quarantine/isolation.
- b. The number of camp residents who have completed their quarantine/isolation.
- c. **Number of camp residents that have completed the requirements of the program and cannot be located**
- d. Spending projections

A FACSPRO System Program and statewide Action Plan template have been created and must be used for this program. The template will include SRV 7o (Mediation/Customer Advocacy Interventions) and FNPI 5z.7 – (Number of individuals who mitigated the spread of COVID-19).

## SECTION IV: ELIGIBILITY GUIDELINES

### PROGRAM ELIGIBILITY

The CAA will be notified of COVID-19 positive camp residents by Michigan Department of Health and Human Services Migrant Program Workers through an application dedicated to this program.

#### Client signature options during the COVID-19 pandemic relief efforts

- Video chatting (FaceTime, Skype, etc.)/electronic signature software
- Email/Voicemail
- Mail the form(s)
- CAA staff can document their phone conversation

Sufficient reasoning must be documented, and kept with the approval, as to why the specific method of obtaining temporary approval was used. This information must be retained and kept along with the documentation signed in person (when it is obtained) as this will be subject to the normal monitoring procedures and will be used to support the start date for services.

Benefits may be issued in whichever method best meets the need of the eligible resident. Multiple residents in the same household may simultaneously receive benefits.

## SECTION V: FUNDING

Reallocations may take place at any time depending on the needs for a region and overall program demand. Grantees will be required to periodically report on spend and the forecasted spend throughout the grant program.

All funds that have not been incurred by December 30, 2020 must be returned to that State of Michigan by January 30, 2021.

The Financial Status Report must be submitted with the Grant Closing Certification, Expenditure Location Report, and Outcome Metric Report by January 30, 2021.

**Grant Payments FSR Processing:** Agencies will submit a FSR in EGrAMS for payment. The complete general ledger should be attached in EGrAMS when the FSR is submitted for the month.

Any Community Action Agencies that have received a notice of de-designation are not eligible for supplemental funding programs. In this case, the funding for the service area of a CAA in process of de-designation will be administered in that service area by an alternate CAA or other entity to be determined by BCAEO.



# CSPM 1404

## Emergency Services - Coronavirus Relief Fund Policy

**EFFECTIVE DATE**                      **SEPTEMBER 1, 2020**  
**ISSUE DATE**                              **October 19, 2020**

### REFERENCES

- Emergency Services CRF Grant Agreement

## SECTION I: BACKGROUND

### PURPOSE

The COVID-19 pandemic and the conditions in low-income communities are increasing at the Community Action Agencies. It is expected that CAAs will immediately address the consequences of increasing unemployment, economic disruption, social distancing, lack of supplies, isolation/quarantine impact, and harmful effects of the virus on vulnerable groups during the COVID-19 pandemic. CAAs have expanded their emergency services intake, delivery, and distribution activities using multiple technologies to reduce and limit face to face contact with clients, customers, guests, staff, partners, and volunteers.

Funds were awarded to the State of Michigan as Federal Financial Assistance from the U.S. Department of Treasury. The funds were awarded under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> as the Coronavirus Relief Fund.

## SECTION II: PROGRAM IMPLEMENTATION

CAAs will meet community needs and assist low-income individuals and families by providing services including, but not limited to, the list below. CAAs will be expected to coordinate, not to supplant, funding with other partners, MDHHS local office, and other CRF funding.

### Food Distribution Programs

- Food Distribution
- Home delivered meals
- Kitchen and meal preparation
- Food box packaging

### Eviction Prevention Assistance & Homelessness Prevention Programs

- Mortgage Assistance
- Rental Assistance
- Property Tax Foreclosure
- Foreclosure Prevention

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- Eviction Prevention
- Home Preservation
- Shelter Assistance
- Rapid Rehousing
- Housing Counseling
- Property tax arrearages
- Security deposit (if required)
- Monthly rent
- Lot rent
- Rent or mortgages arrearages
- Temporary shelter and/or Rapid Rehousing
- Hotel vouchers
- Pay as you Stay Program
- Home Preservation (including measures taken to prevent condemnation)
- Housing and/or Eviction Prevention counseling
- Landlord Mediation (when possible)

#### Housing Programs:

- Housing Assistance
- Emergency Shelter
- Minor home repair

#### Utility Assistance:

- Electrical, natural gas and deliverable fuel assistance
- Assistance in an affordable payment plan

#### Water Assistance:

- Assistance with water payment
- Reconnection
- Assistance in a payment plan

#### Transportation Assistance:

- Bus tokens
- Rides to medical/dental appointments/grocery stores
- Car repairs, car payments, insurance, gas vouchers

### SECTION III: ALLOCATIONS AND PLAN INSTRUCTIONS

\$3,000,000 will be available to eligible and participating Community Action Agencies (CAA) for distribution for the period August 1, 2020 through December 30, 2020.

**Statewide Funding Flexibility:**

Since this program is time sensitive, BCAEO will monitor the progress made by the CAAs to ensure all funds provide the expected assistance in ensuring households have adequate and safe access to water. BCAEO will redistribute funds from one agency to another to meet program goals.

**POLICY**

Grantees shall prepare and submit Emergency Services documents in accordance with the guidelines below.

**Work/Service Plan** – Complete the plan for the period August 1, 2020 through September 30, 2020 and October 1, 2020 through December 30, 2020, in the EGrAMS system.

**Expenditure Plan** - Complete the expenditure plan for the period August 1, 2020 through September 30, 2020 and October 1, 2020 through December 30, 2020 in the EGrAMS system.

**The administrative expense limit for this program is 10% of the grantee’s allocation.** Administrative costs must be entered into the EGrAMS budget under “Other expense--Other-Administrative Costs”.

Indirect costs rates are not allowable for CRF programs.

Please reach out to [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) for assistance. Technical questions for EGrAMS should be sent to [MDHHS-EGrAMS-Help@michigan.gov](mailto:MDHHS-EGrAMS-Help@michigan.gov).

**SECTION IV: REPORTING**

CAAs must utilize the FACSPRO system for this program.

The Coronavirus Relief Funds (CRF) were allocated to states as a part of the CARES Act passed earlier this year. BCAEO is expecting additional inquiries regarding spending and how the funds are utilized by the network by upper MDHHS. As such, additional reporting for CRF programs is required.

**Monthly Reports:**

- **Due Date:** On the final business day of each month
  
- **Financial Report:** CAA should email a general ledger showing month to date (MTD) and year to date (YTD) expenditures

CAA should project expenditures for the remaining months of the grant

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CAA should also notify BCAEO if the agency will need additional funds or if the agency has funds to returned

- **Submission:** Email to MDHHS-BCAEO@michigan.gov and copy the CRF Grant Manager. Subject line for the email “CRFES End of Month Reporting”.

These end of month general ledger reports will be used to track current spending. BCAEO recognizes that monthly expenditures may not be finalized at this point and additional expenses may be added to the grant.

In addition to the General Ledger, agencies shall supply the following information in the body of the email:

- 1) Number of households assisted
- 2) Estimated projection of total spending for the entire program period (8/1/2020 – 12/30/2020)

At any time, BCAEO may request additional reporting and agencies should be able to report on these data points.

## SECTION V: ELIGIBILITY GUIDELINES

The CRF Emergency Services program eligibility is aligned with the eligibility for CSBG CARES. To be eligible for the CRF Emergency Services Program, the household income must be at or below **200% of the federal poverty level**. Income refers to total cash receipts (gross) before taxes from all sources (see Income Inclusions/Exclusions in CSBG CARES – CSPM 800) for all household members.

All clients must provide identification to receive services.

### Client signatures options during the COVID-19 pandemic relief efforts

- Video chatting (FaceTime, Skype, etc.)/electronic signature software
- Email/Voicemail
- Mail the form(s)
- CAA staff can document their phone conversation

Sufficient reasoning must be documented, and kept with the approval, as to why the specific method of obtaining temporary approval was used. This information must be retained and kept along with the documentation signed in person (when it is obtained) as this will be subject to the normal monitoring procedures and will be used to support the start date for services.

### **Income Eligibility**

CAAs may determine income eligibility in one of two ways: Automatic eligibility or Income computations.

#### **Automatic eligibility for emergency services**

CAAs may use the following:

- Self-declarations or affidavits of eligibility.
- Accepting eligibility certification paperwork from another Federal or State program as long as they do not exceed 200% of the Federal Poverty Level.

#### **Income computations**

An applicant's household's gross income for the **preceding 30 days**, including the date of application must be annualized and evaluated.

#### **Documentation of income**

All income must be documented in FACSPRO.

If automatic eligibility is utilized, the client self-declaration/affidavit or eligibility determination notice from another Federal or State program must be retained in the client file.

If income computation is utilized, the income screens in FACSPRO must be completed, and documentation of income must be retained in the client file.

Self-declaration of income or eligibility for another qualified State or Federal program may be used. The agency should demonstrate a reasonable effort to obtain income documents.

### **VERIFICATIONS**

CAAs create their own internal policy on required verifications within the parameters of federal, state, and local policies. Verification requirements will vary from agency to agency.

## **SECTION VI: FUNDING**

Reallocations may take place at any time depending on the needs for a region and overall program demand. Grantees will be required to periodically report on spend and the forecasted spend throughout the grant program.

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### Emergency Services - Coronavirus Relief Fund Policy

All funds that have not been incurred by December 30, 2020 must be returned to that State of Michigan by January 30, 2021.

The Financial Status Report must be submitted with the Grant Closing Certification, Expenditure Location Report, and Outcome Metric Report by January 30, 2021.

**Grant Payments FSR Processing:** Agencies will submit a FSR in EGrAMS for payment. The complete general ledger should be attached in EGrAMS when the FSR is submitted for the month.

Any Community Action Agencies that have received a notice of de-designation are not eligible for supplemental funding programs. In this case, the funding for the service area of a CAA in process of de-designation will be administered in that service area by an alternate CAA or other entity to be determined by BCAEO.

**CSPM 1405**  
**Digital Divide - Coronavirus Relief Fund Policy**

**EFFECTIVE DATE**                      **OCTOBER 1, 2020**  
**ISSUE DATE**                            **OCTOBER 19, 2020**

**REFERENCES**

- Digital Divide CRF Grant Agreement

**SECTION I: BACKGROUND**

**PURPOSE**

The COVID-19 pandemic has led to a new reliance on digital infrastructure and connectivity. During the beginning stages of the coronavirus, people with computers and fast, broadband internet connections could transition swiftly to a shelter-in-place lifestyle. Those without, couldn't. In Michigan, low-income communities had a higher number of COVID-19 positive cases.

According to the Census Bureau, three out of every four Americans who lack broadband access have the infrastructure in their neighborhood but haven't connected to it. While service is available in urban areas, rural areas experience spotty to no internet service due to a lack of broadband.

Until a broader solution to ensuring all people including low-income has access to high speed broadband internet connections and with the coronavirus showing no signs of slow down, the Digital Divide Assistance program is needed for low-income households to mitigate the spread of COVID-19 while participating in new innovations coming out of the pandemic including online education for head start to college students, telemedical services, Mi Bridges assistance for services, remote working opportunities, food assistance, eviction prevention court processing, and other basic needs.

The Digital Divide Assistance funding will help provide laptop/tablets and internet connections and other technologies to keep low-income households safe in their homes and to reduce the spread of COVID-19 while access basic needs, services, educational opportunities, State Executive Orders, and health care providers with a "Household Functioning Device".

Funds were awarded to the State of Michigan as Federal Financial Assistance from the U.S. Department of Treasury. The funds were awarded under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> as the Coronavirus Relief Fund.

## **SECTION II: PROGRAM IMPLEMENTATION**

Funds will be granted to eligible Community Action Agencies to provide technology devices and an annual subscription to local internet connections for low-income individuals and families that are at or below 200% of the federal poverty level. CAAs will recruit participants who are active in CAA programs and working toward self-sufficiency.

Some eligible low-income individuals and families may not be able to participate in the program due to the systemic problem of spotty to no broadband access. CAAs will be encouraged to try other solutions such as hotspots, satellite services, or other options.

CAAs will provide a capable broadband-enabled device, such as a laptop or tablet, and a twelve-month broadband internet plan. In areas where broadband connectivity is sparse, other technologies and services such as cellular may be provided based on the Community Action Agency Digital Divide Plan. Funding may also be utilized to provide ongoing technical support to clients to ensure households are able to successfully utilize the equipment they receive.

The immediate and main focus for the Digital Divide Assistance program is to mitigate the spread of COVID-19 in Michigan by reducing the need for low-income individuals and families to leave their homes for basic needs. Access to technology and broadband provide households to meet their needs at home.

If the household relocates and loses their subscription within the 12 months, the CAA may use the credit received from the provider for alternate households if received by December 30, 2020. If the credit is received December 31, 2020 or later, it must be returned to the state of Michigan.

CAAs are also encouraged to collect information on the household technology infrastructure, devices, costs, and digital literacy.

## **SECTION III: ALLOCATIONS AND PLAN INSTRUCTIONS**

\$5,000,000 will be available to eligible and participating Community Action Agencies (CAA) for distribution for the period October 1, 2020 through December 30, 2020.

### **Statewide Funding Flexibility:**

Since this program is time sensitive, BCAEO will monitor the progress made by the CAAs to ensure all funds provide the expected assistance of a device and/or access to high speed broadband. BCAEO will redistribute funds from one agency to another to meet program goals.



## **POLICY**

Grantees shall prepare and submit Digital Divide documents in accordance with the guidelines below.

**Work/Service Plan** – Complete the plan for the period October 1, 2020 through December 30, 2020, in the EGrAMS system.

**Expenditure Plan** - Complete the expenditure plan for the period October 1, 2020 through December 30, 2020 in the EGrAMS system.

**The administrative expense limit for this program is 10% of the grantee's allocation.** Administrative costs must be entered into the EGrAMS budget under "Other expense--Other-Administrative Costs". Indirect costs rates are not allowable for CRF programs.

Please reach out to [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) for program assistance. Technical questions for EGrAMS should be sent to [MDHHS-EGrAMS-Help@michigan.gov](mailto:MDHHS-EGrAMS-Help@michigan.gov).

## **SECTION IV: REPORTING**

CAAs must utilize the FACSPRO system for this program.

The Coronavirus Relief Funds (CRF) were allocated to states as a part of the CARES Act passed earlier this year. BCAEO is expecting additional inquiries regarding spending and how the funds are utilized by the network by upper MDHHS. As such, additional reporting for CRF programs is required.

### **Monthly Reports:**

- **Due Date:** On the final business day of each month
- **Financial Report:** CAA should email a general ledger showing month to date (MTD) and year to date (YTD) expenditures

CAA should project expenditures for the remaining months of the grant

CAA should also notify BCAEO if the agency will need additional funds or if the agency has funds to returned

- **Submission:** Email to [MDHHS-BCAEO@michigan.gov](mailto:MDHHS-BCAEO@michigan.gov) and the CRF Grant Manager Subject line for the email "CRFDD End of Month Reporting".

These end of month general ledger reports will be used to track current spending. BCAEO recognizes that monthly expenditures may not be finalized at this point and additional expenses may be added to the grant.

**In addition to the General Ledger, agencies shall supply the following information in the body of the email:**

- 1) Number of devices distributed for the month. If possible, a breakdown of the type of device (laptop/tablet/smartphone) should be included.
- 2) Number/type of annual subscriptions paid for during the month.
- 3) Other milestones based on the specific services provided.

At any time, the CAA may be asked to provide an update on program progress.

**Grant Payments FSR Processing:** Agencies will submit a FSR in EGrAMS for payment. The complete general ledger should be attached in EGrAMS when the FSR is submitted for the month.

**CAAs must provide a 1 to 2-year Digital Divide Plan** to ensure the technology gap for low-income households is reduced. It will vary from one Community Action Agency to another based on need, capacity, and time. The plan should include the following:

- processes to ensure eligible clients participate in self-sufficiency plans, monthly check-ins, and other wrap around services by utilizing the technology and devices provided with this funding.
- online training links, guides, and/or other opportunities on using the technology and devices to obtain services and meeting emergency needs while staying home and/or in isolation to mitigate the exposure of COVID-19 to themselves and others.
- a strategy to provide a device and 12-months of high-speed broadband.

## **SECTION V: ELIGIBILITY GUIDELINES**

Low-income individuals and families at or below 200% of the Federal Poverty Level are eligible for this program. CAAs are encouraged to target individuals/families from the following:

- that tested positive for COVID-19, immune compromised/vulnerable, or quarantined/isolated/exposed
- that have or will develop a 12-month self-sufficiency plan with monthly check-ins; or
- that are an active participant in CAA or partner's programs, examples including but not limited to: Early Head Start, Head Start, GED, Budget/Financial Literacy programs, job placement, Michigan Works, Michigan Virtual Online School, Health Departments, or other programs 200% of the federal poverty level.

### **Client signatures options during the COVID-19 pandemic relief efforts**

- Video chatting (FaceTime, Skype, etc.)/electronic signature software
- Email/Voicemail
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Sufficient reasoning must be documented, and kept with the approval, as to why the specific method of obtaining temporary approval was used. This information must be retained and kept along with the documentation signed in person (when it is obtained) as this will be subject to the normal monitoring procedures and will be used to support the start date for services.

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