



# AZCares Fund: Overview

Updated: May 29, 2020

Governor's Office of Strategic Planning and Budgeting (OSPB)

Economic Recovery Management Team (ERMT)

# **Coronavirus Aid, Relief, and Economic Security (CARES) Act**

- The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress with overwhelming, bipartisan support and signed into law by President Trump on March 27, 2020
- Over \$2 trillion was initially allocated with the potential to be over \$7 trillion when fully implemented

# Coronavirus Aid, Relief, and Economic Security (CARES) Act

- The CARES Act established the Coronavirus Relief Fund (CRF):
  - U.S. Department of the Treasury was appropriated \$150B for CRF to distribute to States and units of local government over 500,000.
  - Arizona was allocated a total of \$2.8B
    - The Cities of Mesa, Phoenix, Tucson along with the Counties of Maricopa and Pima received a combined direct allocation total of \$965.4M
  - \$1.8B was directly received by the Governor's Office
  - \$441M is being allocated by the Governor's Office to local jurisdictions, AZCares Fund
    - Used the same formula as the Treasury
    - 50% of Arizona's total allocation is directed to local governments either through direct payments from Treasury or pass-through from the Governor's Office.

# AZCares Fund

Who is eligible?

- Any County and incorporated City or Town that did not receive a direct allocation from the U.S. Department of the Treasury

What are allowable costs?

- Public health and safety regular salary and employee-related-expense (ERE) costs incurred between March 1, 2020 and December 30, 2020

# AZCares Fund

What is considered public safety and health?

- Public safety includes Sheriff Deputies, Police Officers, 9-1-1, Fire, and Emergency Medical Services (EMS). This definition includes contracted resources if not provided directly by your local jurisdiction. Costs such as overtime, hazardous duty pay, COVID specific training, and PPE should be submitted to FEMA through its Public Assistance (PA) Grant Program.
- Public health includes public health department, health care, human services, and/or similar type of employees.

# AZCares Fund

## Pre-application

- Confirm that you have a Dun & Bradstreet (DUNS) number
  - If not, you will need to register for one: <https://www.dnb.com/>
- Confirm that you are registered with the federal System for Award Management (<https://www.sam.gov/SAM/>)
  - Public view enabled or a screenshot of your account information
- If not already set-up for ACH payment with the State of Arizona GAO then start the process:  
<https://gao.az.gov/sites/default/files/GAO-618%20ACH%20Authorization%20Form%20101019.pdf>

# AZCares Fund - What are the Requirements?

## Application Submission

- Complete application
  - Scope and budget
- Actual public health and safety payroll expenses and EREs from March 1, 2020 to latest date upto application submission
- Forecasted public health and safety payroll expenses and EREs for the remainder of the award allocation balance or December 30, 2020
- Execute Certification Form
- SAM.gov registration screenshot if account is not public view enabled

# AZCares Fund - What are the Requirements?

## Award

- Accept your award
- Execute Grant Agreement Terms and Conditions
- Confirm ACH approval
- Set-up a **unique accounting fund** to receive your payment(s)



# AZCares Fund - What are the Requirements?

## Post-Award

- If needed, submit additional reimbursement request(s) or forecasted payroll expenses
- Confirm FEMA Public Assistance (PA) Grant Program registration
- Confirm FEMA PA Grant Program submission
- Federal CARES Act Reporting through ERMT

# AZCares Fund

When can I apply?

- Now through July 30, 2020 (5 applications already received)

Where do I apply?

- On the Arizona Statewide Grants Management Tool, eCivis' Sub-Recipient Module (SRM)

How do I apply?

**Visit** <https://arizonatogether.org/grants>



The Governor's Office established the AZCares Fund to provide immediate relief for COVID-19 response efforts in local communities across the state - maximizing flexibility and minimizing red tape, so municipalities can determine how best to use the funds to meet their needs.

➔ View Full List of Allocations

➔ Submit Allocation Request

# AZCares Fund: Solicitation



Arizona

AZCares Fund

✓ Apply

Overview

Eligibility

Financial

Contact

Files

ID: N/A

Title: AZCares Fund

Application Start Date: 05/26/2020

Application End Date: 07/30/2020

CFDA: N/A

Reference URL:

## Summary:

Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, \$150 billion was appropriated to the Coronavirus Relief Fund (CRF) to be used for direct payments for specific uses to State and local governments. The U.S. Department of the Treasury managed the initial distribution of these funds to states and jurisdictions with populations above 500,000. Those initial distributions were based on the U.S. Census Bureau data and a methodology developed by the Treasury. The total CRF funding allocated to the state of Arizona was approximately \$2,822 billion. The 5 eligible local units of government that received their allocations directly from the Treasury are:

- City of Mesa;
- City of Phoenix;
- City of Tucson.
- Maricopa County; and
- Pima County.

The Arizona Governor's Office has created the AZCares Fund to provide immediate relief to local governments, who did not receive direct Federal funding from the CARES CRF. Using 2019 census data, and the same methodology as the Treasury, the State will allocate Federal funding from the remaining State CRF funding, to those incorporated local units of government that did not receive a direct allocation from the Treasury. The direct allocations must be used on payroll expenses related to an entity's public health and public safety expenses from 3/1/2020 through 12/30/2020.

# AZCares Fund: Solicitation - Files Tab

✓ Apply

Overview

Eligibility

Financial

Contact


Files

## Files:


### Guide:

 AZ CARES Fund Application Submission Guide (2.4 Mb)


### FAQ:

 AZCaresFund\_FAQ 5-27-20 (134.2 Kb)

### AZCares Fund Allocations:

 AZCares Fund Allocations - For Website - Final All... (151.9 Kb)

### ACH Direct Deposit Form:

 GAO-618 ACH Authorization Form 101019 (227.8 Kb)

### AZCares Fund Certification:

 AZCares Fund Certification Form (15.8 Kb)

## File Notes:

- Application Instructions/user guide: Applicants should utilize this user guide to walk through the application process.
- FAQ: Applicants should refer to this document for a list of frequently answered questions. This document will be updated regularly.
- GAO ACH documents: If an entity is not registered for direct deposit payments from the State of Arizona, please complete the ACH form and upload to your application.
- AZCares Fund Allocations: Listing of all eligible local governments direct allocation from the AZCares Fund.
- AZCares Fund Certification (Attachment B): Applicants must download, sign and submit the certification with their application.

# AZCares Fund: Application Portal

## Welcome to the Portal



This service provided by **eCivis** makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Please enter your username.

Please enter your password.

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

or

eCivis® Login

[Forgot Password?](#)

[Don't have an account?](#)

Create an account

eCivis Grants Network user?

Use your existing login above and the eCivis Login button.

# AZCares Fund: Profile, Application, and Budget

## Application Submission

You cannot move forward until you have completed your Profile.

Profile

✔ Complete

👁 View

✎ Edit

To begin, click the "Application Process" button below.

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.



## Application Budget

Show 10 ▼ entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/25/2020	Draft	\$0.00	<div>Edit Budget &gt;</div>

Showing 1 to 1 of 1 entries

# AZCares Fund: Application

## Application Submission

1. Application/Project Title \*

Enter name of your local unit of government

2. Org Name \*

3. Program/Project Congressional District (select all that apply)

1

2

3

4

5

6

4. Program/Project Legislative District (select all that apply)

1

2

3

4

## Scope of Work

Enter a brief description of payroll expenses, detailing which department they are for.

## Project Timeline

Enter brief description of when expenses are requested. (March 1,2020- December 30, 2020)

## Arizona CRF Certification

Please download the certification from the eCivis solicitation, complete, and upload here.

+ Select a file





# AZCares Fund: Application Cont.

## Application Submission

### Primary File Submission

Please download the certification from the eCivis solicitation, complete, and upload here.

+ Select a file



### Additional Upload (if needed)

+ Select a file



### Additional Upload (if needed)

+ Select a file



### Additional Upload (if needed)

+ Select a file



By clicking below, I am affirming that I have the authority to submit this application on behalf of the organization that I represent.

☐ Yes, I have authority to submit this application

Please enter name and title to validate authority to submit this application

Budget Status \*

Did you include indirect costs in your budget? \*

Save Draft

Save

# AZCares Fund: Application Budget

[Return to Application](#)

## Budget Settings

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Itemized 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions:   

## Budget Summary

\$0.00	Total Direct Costs
\$0.00	Total Indirect Costs
\$0.00	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

## Budget Items

### 1. Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Personnel	Personnel	0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost

 Add Row


### 2. Fringe Benefits

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Fringe Benefits Totals:	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Fringe Benefits	Fringe Benefits	0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost

 Add Row

# AZCares Fund: Application Submission



Arizona  
GVA - Economic Recovery Management Team  
AZCares Fund

Application Submission

[Homepage](#) > "Local Unit of Government Name"- AZCARES Fund (TEST)

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

Application Process

Applications

Complete

[View](#) [Edit](#)

If you have not started, please click the "Edit" button to the right.

If you have already started, please click the "Edit" button to the right to continue.

If you have completed and would like to view or print, please click the "View" button to the right.

Application Submission

There are 328 days remaining to submit this.

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you

# AZCares Fund: FAQs

**Do these expenses need to have been incurred specifically due to the COVID-19 public health emergency?**

No, per the U.S. Department of the Treasury FAQs. As a matter of administrative convenience, it is assumed that all public health and public safety personnel are either performing COVID-19 related duties or their jobs have been materially changed due to COVID-19.

**What if I don't have payroll costs that justify my total allocation at time of application?**

Applicants should include their forecasted payroll for the remainder of the project/budget period (up to 12/30/2020) along with a copy of the previous year's actuals. If an applicant is more comfortable with submitting actuals vs. forecasts, it may submit additional requests for reimbursements, up to twice a month, until such a time as its grant award has been exhausted.

**What if I want to use these funds to support small businesses, non-profits, arts or other types of activities?**

The purpose of the AZCares Fund is to provide local jurisdictions as much financial flexibility as possible while not duplicating other federal funding streams. Once the local jurisdiction has reimbursed the previously incurred public health and public safety cost, it is free to deploy the local resources to any purpose decided upon by that jurisdiction.

# AZCares Fund: FAQs

## **Why do I have to register with the FEMA Portal and submit a Public Assistance application in order to receive these funds?**

The AZCares Fund was specifically designed so as to not duplicate the FEMA Public Assistance (PA) Grant Program. The state however knows that local jurisdictions have incurred many expenses that are eligible for PA and wants jurisdictions to maximize these resources. FEMA and its PA Grant Program have been allocated over \$50 billion in supplemental resources and it is critical to Arizona's response and recovery to secure an appropriate share of these resources.

## **What if I don't have any eligible expenses to justify a FEMA Public Assistance application?**

It is unlikely that a local jurisdiction does not have any expenses that would apply but if it does, it should reach out to the Economic Recovery Management Team to discuss its specific situation.

## **What is the Arizona Express Pay Program?**

The Express Pay Program is a Governor's Office initiative, in partnership with DEMA. As part of the program, the Governor's Office will provide \$150 million to expedite FEMA reimbursement requests. Applicants should continue to work with the DEMA project specialist to identify and submit an application for FEMA PA. As part of the application, DEMA will identify an amount of the application eligible for an express pay advance.

# **AZCares Fund: Questions?**

Contact Information:

Arizona Governor's Office of Strategic Planning and Budget

Economic Recovery Management Team (ERMT)

[ospber@az.gov](mailto:ospber@az.gov)