

OFFICE OF THE TOWN ADMINISTRATOR



MEMO TO: Select Board

FROM: Mel Kleckner, Town Administrator

DATE: June 4, 2020

SUBJECT: First Application for Federal CARES Act Funding

Please be advised that the Town has completed its first application to the Commonwealth for federal CARES Act funding. As you may recall, the federal CARES Act will fund the direct and unbudgeted costs of a municipality's response to the COVID-19 Pandemic. At this time, CARES Act funding may not be used to replace "lost revenue" as a result of economic impacts from COVID-19.

The Town is eligible to receive up to \$5.2 million from the CARES Act over two fiscal years; FY 2020 and FY 2021. Our FY 2020 application (see attached) seeks \$886,113 in funding, representing COVID-19 direct costs of all town and school departments. This includes the 25% share of our anticipated FEMA reimbursement, which we project to be around \$1 million. It is my understanding that the School Department is also eligible for additional education specific funding from another pool of CARES Act funding.

I wish to thank Justin Casanova Davis of my staff, who is coordinating the CARES and FEMA applications for the Town.

cc: Michael Sandman, Chair Advisory Committee
Julie Schreiner Oldham, Chair, School Committee
Ben Lummis, Acting School Superintendent

Please note that when entering information to a field, do not hit the "Enter" key. Use your mouse or "Tab" key to navigate to the next field. If you hit the "Enter" key, it will try to submit the form and you will receive an error message.

If you would like to print a copy of your completed form, please choose the file>print option from your browser *before* submitting the form.

City or Town *

Brookline

Contact Name *

Justin

First Name

Casanova-Davis

Last Name

Contact Phone Number *

(617) 460-7390

(e.g., 800-555-5555)

Contact Email *

jcasanovadavis@brooklinema.gov

Municipal Chief Executive Name *

Mel

First Name

Kleckner

Last Name

Municipal Chief Executive Phone Number *

(617) 730-2200

(e.g., 800-555-5555)

Municipal Chief Executive Email *

mkleckner@brooklinema.gov

Total Eligible Amount Ceiling for FY20 Round and FY21 Round - Brookline *

\$5,229,227

Note that the state and municipalities should coordinate on appropriate funding source where more than one source is potentially available for the purpose. For purposes of the Estimated Request calculation, costs in noted categories are assumed to be ineligible for FEMA reimbursement, but FEMA has final approval for eligibility determination. Costs in all other categories are assumed to be reimbursed by FEMA at a reimbursement rate of 75 percent.

Core municipal services in a declared state of emergency

First responder costs, including:

A. Direct staffing costs - Overtime, additional hires, and/or backfilling staff who test positive *

\$ 630227

B. Quarantine/isolation costs for first responders who may be infected and should not put household members at risk - or who should be kept apart from potentially infected household members *

\$ 0

Temporary staff to backfill sick or quarantined municipal employees *

\$ 0

Staff for compliance and reporting associated with this funding *

\$ 6800

Accelerated telework capacity - infrastructure, subscriptions for meeting services, hardware (laptops) *

\$ 156229

Assumed to be ineligible for FEMA reimbursement

Hiring and training, including training for employees and contractors hired for COVID-19 response *

\$ 0

PPE, including first responders, grocery store employees, gas station attendants and others who interact with the public *

\$ 161035

Sanitation and Refuse Collection *

\$ 8000

Assumed to be ineligible for FEMA reimbursement

Food inspection *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Cleaning/disinfection of public buildings *

\$ 409600

School distance learning, to the extent not funded from other sources, including:

A. Planning and development, including IT costs *

\$ 104909

Assumed to be ineligible for FEMA reimbursement

B. Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location *

\$ 0

Assumed to be ineligible for FEMA reimbursement

C. Food for families that rely on food through the school system *

\$ 225651

Assumed to be ineligible for FEMA reimbursement

Costs of debt financing related to COVID-19 investments - short-term borrowing and construction carrying costs *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs *

\$ 0

Core municipal services sub-total *

\$ 1702451

*This field will auto sum the fields above*Expanded public health mission

Boards of health staffing needs - to the extent not addressed with public health funding *

\$ 0

Use of public spaces/buildings as field hospitals *

\$ 0

Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk or recovering from COVID-19 *

\$ 0

Food banks/food pantries - need to be tied to COVID-19 *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Travel expenses - for distribution of resources *

\$ 0

Transporting residents to COVID-19 medical and testing appointments *

\$ 0

Signage and communication including translation services *

\$ 65919

Educational materials related to COVID-19 *

\$ 0

Testing for COVID-19 *

\$ 0

Expanded public health mission sub-total *

\$ 65919

This field will auto sum the fields above

Services and supports to residents in their homes

Grocery and/or meals delivery - modeled on COA activities *

\$ 1309

Wellness check-ins with vulnerable elders *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Short-term rental or mortgage support *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Prescription drug delivery *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Services and supports to residents subtotal *

\$ 1309

This field will auto sum the fields above

Total Costs assumed to be eligible for FEMA reimbursement *

1274890

Costs net of assumed FEMA reimbursement at 75 percent *

318723

Total costs assumed not to be eligible for FEMA reimbursement *

494789

Estimated Request Totals *

813512

auto sum of costs net of assumed FEMA reimbursement at 75% and total costs assumed not to be eligible for FEMA reimbursement

Other request *

\$ 72601

Use the Other Request field to request funding for costs not included in the categories above. A&F will contact you to discuss your needs further.

Total Requested Funding *

\$ 886113

This field auto sums the Estimated Request and Other Request fields

Upload Certification B *

Choose File Remove File No File Chosen

File uploads may not work on some mobile devices.

This should be a calculation of costs incurred or expected in FY2020. Please note that there will be additional opportunities to request additional funds up to your ceiling. See Attachment A for category descriptions. For more information about FEMA-eligible expenses, see the [“Eligible Costs” section of the MEMA COVID-19 Federal Disaster Declaration website](#)

I have uploaded Attachment B: Certification *

☐ Yes

SUBMIT FORM

Attachment B - CERTIFICATION

I, [Mel Kleckner], am the chief executive of [Brookline], and I certify that: _____

1. I have the authority on behalf of [Brookline] to request payment from the Commonwealth of Massachusetts. At this time, I am requesting payment in the amount of [\$886,113 – reflecting current estimate of eligible FY20 costs] for fiscal year 2020 costs in connection with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (“section 601”).
2. I understand that the Commonwealth will rely on this certification as a material representation in making a payment to [Brookline].
3. As required by federal law, [Brookline]'s proposed uses of the funds provided as payment in response to this request will be used only to cover those costs that-
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for [Brookline]; and _____
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. I will report bimonthly on incurred expenses in a form prescribed by the Secretary of Administration and Finance, and will cooperate with the Executive Office for Administration and Finance in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 601.
5. I will coordinate with the Executive Office for Administration and Finance in optimizing federal funds from section 601 and other potentially available federal sources. In particular, I will prioritize and coordinate application for FEMA reimbursement where available.
6. To the extent actual expenditures are less than the amount requested per item 1 above, I agree to return the balance of unspent funds to the Commonwealth. If the United States Department of the Treasury recoups funds from the Commonwealth based on a determination they were used by [Brookline] in a manner not in compliance with section 601, I agree that the Commonwealth may recover funds from the city or town through an assessment or deduction from the city or town's periodic unrestricted local aid distribution.

By: Mel Kleckner

Signature: Mel Kleckner

Title: Town Administrator

Date: 6/4/2020