

Reviewed by Kathleen D. Baxter, Alabama Comptroller  
as of 08/19/2020

### Examples of Eligible Expenses

**NOTE: While the State is encouraging all entities to submit their public safety payroll from March 1 thru current as a reimbursable expense, please note this would also significantly decrease the money available for all of your other COVID-response related expenditures such as these listed below.**

The eligible expenses listed below are from The Department of the Treasury's Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Government dated April 22, 2020, available [here](#) and Frequently Asked Questions Updated as of June 24, 2020, available [here](#).

What are Eligible Expenses:

- The CARES Act spells out some pretty clear guidelines as to what the money can be used for. Explicitly, it provides that the money can only be used to cover costs that:
  - 1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - 2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
  - 3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- A few things are pretty clear:
  - The money must be spent before December 30, and it can't be used to make up losses for revenue. It's essentially for unexpected expenses that have arisen due to COVID-19.
- It may be helpful to provide some examples of these permissible uses:
  - Medical expenses such as:
    - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs
  - Public health expenses such as:
    - Contact tracing
    - Expenses for disinfection of public areas and other facilities, in response to the COVID-19 public health emergency.
    - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions. (STATE EPSL 80 hours and FMLA+ at 2/3rds pay.)
    - COVID-19-related expenses of maintaining county jails, including as it relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment.

Pretty clear examples of ineligible expenses (along with others)

- Expenses for the State share of Medicaid.
- Damages covered by insurance.
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
- Reimbursement to donors for donated items or services.
- Workforce bonuses other than hazard pay or overtime.
- Severance pay.
- Legal settlements
- Property tax or other general revenue shortfalls.

We sent a list to the Alabama Comptroller for review and confirmation that items would be reimbursable in Alabama. The office opined that it would be best to reach out to [localgov@finance.alabama.gov](mailto:localgov@finance.alabama.gov) to verify whether expenditures are reimbursable. We have divided the list below into those items that are generally reimbursable if they are used to respond to or mitigate the spread of COVID-19 and those that will require additional information.

The items that generally are reimbursable are:

- Additional phone lines for working remotely
- COVID-9-related EPSL and FMLA+ leave
- Bleach
- Bulk supplies of gloves
- Bulk supplies of sanitizing wipes
- Cell phones and service for office phone transfers
- Contract labor to sanitize parks and facility restrooms
- Dedicated COVID hotline for questions and resources operated by answering service
- Directional signage for the downtown farmers market to show enter and exit points for social distancing
- Disinfectant foggers
- Disinfectant screen wipes
- Disinfectant spray/chemicals (Lysol, Clorox, Pine-sol, etc)

- Extra coverage by police due to schools being out and to discourage large group gatherings
- Face masks
- Face shields
- Forehead thermometer
- Hand sanitizer
- Hand soap
- Hiring of extra police officers
- Installation costs for installing plexiglass barriers at city buildings
- Internet to be able to work from home
- Laptops so municipal court can meet through Zoom
- Laptops to be able to work remotely from home
- Overtime for police officers
- Overtime payments to firemen due to personnel being off because of quarantine
- PERS, Social Security, and Medicare contributions on FFCRA sick wages
- Plexiglass to separate employees and the public
- Printers for working remotely
- Respirators
- Scanners for working remotely
- Signs purchased for posting closed parks and city facilities
- Sneeze/cough guards for front counters
- Software/computer accessories to allow employees to work remotely from home
- Thermometer covers
- Thermometers

The following items will need to be analyzed on a case by case basis.

- Air compressors
- Air hoses
- Airpaks and Airpak bottles
- All-terrain vehicle for beach patrol

- ATV expenses
- Bolts and nuts for gates
- Boot covers/protective wear for police
- Bottled water and Gatorade
- Caution tape
- Chain links for fence
- Cleaning city hall due to lack of trustee service
- Colored paper to notify customers about billing
- Comfort station maintenance
- Computer adaptor for Zoom board meetings
- Computer equipment such as web cams, mics, and speakers
- Computer power switch
- Computer printer
- Computer scanners
- Concrete mix for gate
- Contract cleaning services for city buildings
- Costs of printing signs in-house (paper and printer ink)
- Coveralls
- Custom made face masks for the fire department
- Distributor cans/pumps
- Door intercoms
- Equipment related to live streaming and conducting public meetings online
- Emergency systems
- Extra envelopes so customers can use drop box instead of coming in to pay bills
- Extra vehicles expense because public works employees limited to two per vehicle
- Eye protection
- Facial tissues
- Fence material
- Financial software upgrades to expand customer remote payment ability

- First aid supplies
- Floor guards for municipal buildings
- Fuel costs for extra police patrols
- Gate material
- Gates
- Gatorade for public works crew
- Glass cleaner
- Gowns
- Hazmat suites
- Hazard pay
- Headgear for officers
- Holder for drop box supplies for public works
- Ice chests
- IT services
- Legal services for attorney (conference calls, emergency meetings, executive order/resolution preparation, etc.)
- Locks to lock public park restrooms
- Magnetic locking systems
- Meter locks for utility lockouts when grace period ends
- Monitoring systems
- Networking cables
- Off road diesel generator
- Paper towels
- Payment boxes
- Pipe for gates
- Pop-up tents
- Porta potties
- Post hole digger
- Postage and envelopes to notify defendants in court cases of continuances

- Pressure washer
- Prisoner transport
- Publication of proclamations
- Reflective tape and paint
- Repair costs to transfer non-working vehicles into service
- Rights- of-way modifications
- Safety equipment
- Saw blades
- Sawsall
- Sewer modification
- Upgrades to software systems to facilitate remote work or remote access due to COVID-19
- Sound equipment and repairs for council chambers to improve public video feed sound
- Sprayers/spray bottles/sprayguns
- Stakes for posting signs
- Tablets/iPads to facilitate remote work or remote access due to COVID-19
- Tape to mark off restricted areas
- Tec Gen fatigues for fire department
- Telecommunication systems
- Traffic barriers and cones
- Trash bags
- Travel expense to pick up laptop that was ordered to be able to work remotely
- Tyvek suits
- Vehicle costs for extra police patrols
- Vinegar
- Water system modification
- Wet mop pads
- Wi-Fi range extender for Zoom at municipal court

**From:** Baxter, Kathleen <Kathleen.Baxter@finance.alabama.gov>  
**Sent:** Wednesday, August 19, 2020 10:23 AM  
**To:** Felecia Lucky <flucky@blackbeltfound.org>  
**Subject:** Black Belt Example for CRF Expenditures

Hey Felecia,

This document has been vetted by both my office, including the Coronavirus Relief Fund Office, and our legal staff. I hope this will help you guys out.

Let me know what else we can do.

Kathleen

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**State of Alabama  
Coronavirus Relief Funds  
Requests for Reimbursement  
Payroll Expenditures**

The following guidance is being provided to help determine whether an employee's salary and fringes can be reimbursed by the Coronavirus Relief Funds (CRF). The State of Alabama used federal guidance as well as state guidance to determine the requirements for requesting reimbursement of payroll related expenditures for government employees.

**Test for reimbursement of payroll expenses**

**(1) Is the employee a public health or safety employee?**

(a) A public health employee includes

- (i) employees involved in providing medical and other health services to patients (including supervisors),
- (ii) medical staff assigned to schools, prisons, and other such institutions,
- (iii) other support staff, such as laboratory technicians, and
- (iv) employees of public health departments directly engaged in matters related to public health and related supervisory personnel.

(b) A public safety employee includes

- (i) police officers,
- (ii) sheriffs and deputy sheriffs,
- (iii) firefighters,
- (iv) emergency medical responders,
- (v) correctional and detention officers, and
- (vi) employees who support (i) through (v), including dispatchers and supervisors.

**(2) If the answer to (1) is yes, how much of the payroll can be reimbursed?**

(a) If the employee is substantially dedicated to COVID mitigation/response (75% or more of the time that employee spends at work is dedicated to COVID mitigation/response), then 100% of such employee's pay and benefits may be reimbursed with CRF funds. Records need only be kept detailing how the determination was made that the employee is substantially dedicated to COVID mitigation/response.

(b) If the employee is NOT substantially dedicated to COVID mitigation/response (74% or less of the time that employee spends at work is dedicated to COVID mitigation/response), then only the amount of such employee's pay and benefits allocable to the actual time spent dedicated to mitigation/response of COVID may be reimbursed with CRF funds. Records should be kept detailing the hourly COVID mitigation/response work.

Note: To determine how much of the payroll can be reimbursed, the State of Alabama has chosen to define substantially dedicated as spending 75% or more time responding to the program during a given pay period.

**(3) If the answer to (1) is no, how much of the payroll can be reimbursed?**

Payroll reimbursement for non-public health and non-public safety employees is not permitted by the State of Alabama.

See Examples of pay calculations on next page.

**Examples:**

For example, since April 1, 2020, Jane Doe, a nurse, has spent 80% of her work hours each pay period administering COVID tests. Joe Tucker, a nurse, spent 80% of his work hours each pay period administering COVID tests from April 1 – June 30, but starting July 1 has spent only 25% of his work hours per pay period (20 hours) on administering COVID tests. Mary Smith, a police officer, is assigned to work at the COVID testing center to monitor and enforce masking requirements, etc., on a rotating basis of one week on, one week off, since April 1. Assume each employee works 40 hours per week and that the pay period is two weeks long.

The local government could submit reimbursement requests/back-up information similar to the below:

<b>Period April 1-April 14</b>							
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>	<b>(e)</b>	<b>(f)</b>	<b>(f)</b>
<b>Employee ID</b>	<b>Public Safety/Public Health Category</b>	<b>Description of COVID nexus</b>	<b>% of work time dedicated to COVID</b>	<b>If (d) is greater than 75%, insert 100%; otherwise, insert amount from (d)</b>	<b>Cost of payroll and benefits</b>	<b>Allowable payroll expenses reimbursement (d) x (e)</b>	<b>Total reimbursement request</b>
<b>Employee 1</b>	Nurse	Administer COVID test	80%	100%	\$200 Payroll \$40 Benefit	\$200 Payroll \$40 Benefit	\$240
<b>Employee 2</b>	Nurse	Administer COVID test	80%	100%	\$200 Payroll \$40 Benefit	\$200 Payroll \$40 Benefit	\$240
<b>Employee 3</b>	Police	Enforce mask rules at COVID test center	50%	50%	\$200 Payroll \$40 Benefit	\$100 Payroll \$20 Benefit	\$120
<b>Grand Total of Payroll Reimbursement from CRF</b>							<b>\$600</b>

Total \$600