

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING

April 15, 2020

Unit: Office of the Vice President

Prepared by: Jeff Kim, Barbara Rex, and Stephanie Bracamontes

INFORMATION: Operational update to campus leadership regarding the tracking of COVID-19 related goods and services, revenue losses, and personnel time. The accurate tracking of this information will support our eligibility for reimbursements and fulfill various reporting requirements to system, state, and federal agencies.

BACKGROUND AND POLICY ISSUE(S):

The California Department of Finance issued a request to the Chancellor's Office for systemwide COVID-19 cost reporting on March 9, 2020. As a result, CI is required to report our cumulative expenses incurred above and beyond the appropriated budgets by the 30th of each month. In addition, the campus was asked to provide comprehensive revenue loss and expense projections through the end of the academic year. The Division of Business & Financial Affairs completed timely submissions for both requests and will continue to coordinate the ongoing need for monthly updates.

BFA is working closely with the Chancellor's Office and CalOES on the FEMA Request for Public Assistance. An application was filed for the campus on March 22, and we are in the process of filing separate submissions for the affected 501(c)(3) entities. As such, we have communicated the importance of sufficiently tracking our costs, revenue losses, and personnel time directly related to the emergency response to our division budget representatives. The Chancellor's Office has also retained a FEMA consultant to assist our campus with the recovery efforts. We expect this to be a fluid situation in the coming weeks and look forward to collaborating with and supporting our campus partners through these challenging times. Additional background and information can be found in the administrative directive referenced below.

SUPPORTING DOCUMENTATION:

Administrative Directive - COVID-19 Cost and Loss Tracking.pdf

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

ADMINISTRATIVE DIRECTIVE

COVID-19 Loss Tracking

Prepared by: Jeff Kim, Barbara Rex, and Stephanie Bracamontes

Purpose

The purpose of this document is to provide operational guidance to division budget managers regarding the tracking of COVID-19 related goods and services, revenue losses, and personnel time. The accurate tracking of this information will support our eligibility for reimbursements and fulfill various reporting requirements to system, state, and federal agencies.

Overview of Reporting Requirements

Reporting Agency	Frequency	Due Date	Scope	Funds	Labor Cost	Other than Labor Cost - O&M	Other
CSU System	One-time	April 8, 2020	<u>Projected</u> COVID-19 revenue losses and unfunded costs through the spring semester	All funds - Auxiliary Enterprises and Organizations (501(c)3) reported separately	<u>Projected</u> personnel cost beyond existing budget - overtime and cost of temporary personnel hired exclusively for COVID-19 mitigation	<u>Projected</u> O&M cost beyond existing budget	Includes refunds for housing,unrealized dining and parking revenue and additional costs attributed to COVID-19
Dept of Finance (DOF)	Monthly	30th of each Month Division reports due to BFA on the 22nd	Cumulative <u>actual costs</u> attributed to COVID-19 - extraordinary costs beyond current budget	All funds - Auxiliaries (501(c)3) reported separately	<u>Actual</u> personnel cost beyond existing budget - overtime and cost of temporary personnel hired exclusively for COVID-19 mitigation	<u>Actual</u> costs - Unbudgeted O&M Cost - requires use of program code 10318	Includes overtime costs attributed to emergency pay, contracts for new services in response to COVID-19 as well as goods and services
FEMA	For Future Claim	TBD	COVID-19 <u>actual costs</u> - personnel time must be tracked on daily basis	All funds - Auxiliaries (501(c)3)register separately Auxiliaries reported separately	<u>Actual</u> personnel cost involved in COVID-19 mitigation activities - including budgeted personnel	<u>Actual</u> costs - Unbudgeted O&M Cost - requires use of program code 10318	Precise reporting guidelines to be determined but timely and auditable record-keeping required

CSUCI Internal Reporting Guidelines

An informational meeting on COVID-19 reporting requirements was conducted with divisional budget managers on March 26, 2020. With great expediency, divisional budget managers provided projections for lost revenue and unfunded cost through the spring semester to meet the Chancellor's Office April 8th reporting deadline. Likewise, data was provided for the first DOF monthly report of COVID-19 extraordinary costs on March 30th.

As we continue with monthly DOF reporting and prepare for a future FEMA submission, the following guidelines are provided to further clarify differences in reporting tools and parameters. Compliance with these reporting requirements is essential to ensure the campus qualifies for potential recovery funding. Please note that reporting costs is not a guarantee of funding.

Divisions should continue to record non-labor expenses attributable to COVID-19 mitigation using **program code 10318** per guidance provided to Budget Working Group members on March 10, 2020. This program code is intended to be used for all costs other than labor including, but not limited to, *cleaning supplies and services, travel cancellation fees, and supplies and technology equipment to support remote work or instruction.*

Department of Finance - Monthly Reporting

BFA will extract monthly emergency pay actuals directly from Payroll for DOF reporting. We will also generate and provide reports of the cumulative goods and services charged against program code 10318. Division budget managers should:

- Review the goods and services reports and note any expenditures that were not coded to 10318. Any costs other than labor (O&M) attributed to COVID-19 that have not been coded accordingly should be adjusted via journal entry transfer.
- Provide supporting documentation if needed and **remit to BFA by the 22nd of each month**

FEMA Cost Reporting

A Request for Public Assistance (RPA) was filed for the campus on March 22, and we are in the process of filing separate applications for University Auxiliary Services (UAS), Associated Students (ASI), and the Foundation. Although final cost reporting requirements have not been provided by CalOES for FEMA assistance claims, division budget managers have been instructed to track all labor hours directly related to the COVID emergency, including overtime, emergency pay, and straight-time for both exempt and non-exempt employees. It is important to note that while only overtime is currently eligible for FEMA recovery under the existing “Emergency Work” provision, we have been advised by the Chancellor’s Office and CalOES to track straight-time and emergency pay for this unprecedented event.

Similar to the DOF report, all non-employee expenses must be recorded against program code 10318 to support reimbursement requests with FEMA. Every effort should be made to code invoices correctly and submit journal entry transfers as needed.

We expect FEMA reporting requirements to be somewhat fluid for the coming weeks and anticipate additional guidance from the FEMA consultants recently retained by the Chancellor’s Office to assist with the recovery efforts. Updates will be provided as they become available.

Additional FEMA reporting details are provided below:

- Costs and losses related to the COVID-19 emergency can be recorded as of **January 20, 2020**, the official start date of the incident.
- Extraordinary personnel costs must be collected using the FEMA emergency time sheets.
- Divisions should continue to complete their FEMA timesheets on a weekly basis for overtime, emergency pay, and straight-time for work directly related to the COVID-19 emergency.
- **Any area that has not reported personnel time dedicated to COVID-19 activities must do so by May 1, 2020.** BFA will partner with division budget managers to provide assistance where feasible. This includes collecting faculty time associated with transitioning to virtual instruction as well as IT staff supporting that effort. This collaborative process will ensure data collection is sufficiently recorded.

COVID-19 Cabinet Reporting and Division Point of Contact

Given that the largest cost attributed to COVID-19 mitigation is labor, weekly updates will be provided to the Cabinet based on division submissions of weekly personnel time. BFA is requesting that each division identify a single point of contact for COVID-19 reporting and coordination efforts. The following points of contact are recommended based on Budget Working Group membership:

Academic Affairs

- Kirk England (all units/funds except EU)
- Michael Aldrich (Extended University)

Student Affairs

- Dottie Ayers (all units/funds except HRE and ASI)
- Cindy Derrico (HRE and ASI)

Office of the President

- Fope Adesina

University Advancement including Foundation

- MyVan McLay

Business and Financial Affairs

- Jeff Kim (all units except UAS)
- John Lazarus (UAS)

Within BFA, a team has been established to oversee COVID-19 reporting efforts. This includes Jeff Kim, project lead and technical support, as well as Barbara Rex and Stephanie Bracamontes who serve in advisory roles. Any questions concerning COVID-19 reporting requirements should be directed to Jeff Kim at jeff.kim@csuci.edu.