



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

To: Purchase of Services Contracted Private Providers

From: Scott McWilliams, Chief of Fiscal/Administrative Services

CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, David David, Operations Center Director, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The Arc CT

Date: September 23, 2020

RE: Fiscal Year 2020 Cost Report and Coronavirus Funding

This is to follow up the Department's August 4 Paycheck Protection Program (PPP) Loan and Coronavirus Relief Funds (CRF) memorandum, which notified residential purchase of service contracted providers of the requirement to sign an attestation to retain CRF. The attestation is included as the second page of this memorandum.

In addition, the Department of Developmental Services (DDS) is also requiring CRF recipients to complete a Fiscal Year 2020 and 2021 Coronavirus Relief Funds and Paycheck Program Loans revenue and expense schedule (CRF and PPP schedule). DDS does not intend on cost settling on CRF at this time, but all PPP allocated to residential programs and CRF must be expended before residential COVID-19 related one-times will be approved in fiscal year 2021. Please have your executive director electronically sign and email both documents and the Microsoft Excel version of the CRF and PPP schedule to DDS.OperationsCenter@ct.gov no later than November 1, 2020.

DDS also received questions about differences between expected and actual amounts on the fiscal year 2020 payment letters. In most cases the differences result from July and August COVID-19 supplemental payments made from the Community Residential Services or Behavioral Services Program SIDs. In the Fiscal Year 2020 and 2021 Coronavirus Funding memorandum DDS clarified that COVID-19 supplemental payments made from the Community Residential Services or Behavioral Services Program SIDs applied to the month the payment was received. DDS considers these amounts to be fiscal year 2021 revenue which may not be applied to fiscal year 2020 costs and did not include them on the payment letter. These payments are shown on FY 21 CORE COVID and FY COVID Detail lines on the Summary tab of the Revenue Report.

The amount reported on the Federal Coronavirus Relief Funds, FY 20 may be applied to eligible coronavirus expenses in either fiscal year 2020 or 2021. However, CRF funds must be expended by December 30, 2020. This amount should be reported on line 6 of the Fiscal Year 2020 and 2021 Coronavirus Relief Funds and Paycheck Program Loans schedule.

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Paycheck Protection Program Loans and Coronavirus Relief Funds Attestation

1. The Recipient shall apply CRF funding to support only the following expenses:
 - a. Employee wages specifically related to Coronavirus Disease 2019 (COVID-19), including hazard pay, overtime and comparable costs for employees affiliated with the Recipient who work under contract to the Recipient and whose services are billed by the Recipient to health care payers;
 - b. New costs related to COVID-19, including personal protective equipment, cleaning and housekeeping supplies, costs related to provision of telehealth services, costs related to enabling employees to telework, COVID-19 testing, and screening of patients, visitors, and employees for COVID-19; and
 - c. Other specific, documented COVID-19 related costs that are eligible for the use of CRF funding under Section 601(a) of the Social Security Act, as added pursuant to Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (P.L. 116-136) and associated federal CRF requirements and guidance (collectively, “Federal CRF requirements”), but not including any general costs such as business interruption related to COVID-19 closures, regardless of whether such general costs would be permissible under Federal CRF Requirements.
2. If the Recipient was awarded loans, or anticipates being awarded loans, under the Paycheck Protection Program (PPP), which has been established pursuant to sections 1102 and 1106 of the CARES Act, the Paycheck Protection Program and Health Care Enhancement Act, Pub. L. 116-139, and the Paycheck Protection Program Flexibility Act, Pub. L. 116-142, as amended from time to time, the Recipient agrees that CRF funds will not be used to support any expense that the recipient has reported, or anticipates reporting, as part of a PPP loan forgiveness request.
3. The Recipient agrees to comply with all federal reporting requirements that may be specified by the U.S. Department of the Treasury, as well as from the contracting agency and Office of Policy and Management (OPM) distributions, reporting and other standards and policies that have been established.
5. The Recipient acknowledges that this payment, including audits related to this payment, is not subject to rehearing or appeal in any forum.
6. The Recipient acknowledges that this payment is subject to audit, agrees to disclose this attestation during audit, agrees to cooperate fully with any audits, and that any funds not spent in accordance with applicable requirements are subject to recovery and recoupment.
7. The Recipient agrees to promptly repay any funds that were used for unauthorized purposes or inappropriate expenditures.

Signature	Printed Name