



DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF ACCOUNTING

Citations for the COVID-19 Testing Program Forms

1. **Contract and Grant Disclosure Form** – This form is necessary to comply with Governor's Executive Order 98-04.
2. **Form for Submission of Reimbursement Claims** – This form will gather information necessary to implement the reimbursement claim component of the COVID-19 Testing Program ("Program") which DFA created to comply with Act 1115 of the 2021 Regular Session. The American Rescue Plan Act ("ARPA") (Public Law No. 117-2, March 11, 2021), the US Treasury's Final Rule ("Final Rule") (31 C.F.R. Part 35) which implements ARPA, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") (2 C.F.R. Part 200) require DFA to monitor and oversee a Subrecipient which receives a subaward of ARPA funds. An employer that receives ARPA funds would be a Subrecipient. The employer, employee, and test information requested by this form will be used to meet the monitoring, oversight, and reporting requirements imposed by ARPA, the Final Rule, Uniform Guidance, and Act 1115 § 2(h). For instance, under the US Treasury's guidance on compliance and reporting responsibilities, DFA must compile and report whether a project is primarily serving disadvantaged communities. The location data that will be provided by the employer and employee addresses will be used for that purpose.
3. **Form for Requesting Distribution of Funds to Employer for COVID-19 Testing and For Monthly Reporting** - This form will be used to implement, per Act 1115 § 2(g)(2), the option for distribution of ARPA funds, if made available, to employers for disbursement to employees to cover the cost of COVID-19 testing which is not covered by the employee's health benefit plan. ARPA, the Final Rule, and the Uniform Guidance require DFA to monitor and oversee a Subrecipient which receives a subaward of ARPA funds. An employer that receives ARPA funds would be a Subrecipient. The employer and test information requested by this form will be used to meet the monitoring, oversight, and reporting requirements imposed by ARPA, the Final Rule, Uniform Guidance, and Act 1115 § 2(h). For instance, under the US Treasury's guidance on



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compliance and reporting responsibilities, DFA must compile and report whether a project is primarily serving disadvantaged communities. The location data that will be provided by an employer's address will be used for that purpose.

To implement the option for an employer to obtain distribution of funds, pursuant to Act 1115 § 2(g)(2), the funding request section of the form will gather information that DFA will use to determine the appropriate amount of funding to an employer. The FDA Emergency Use Authorization information for each type of COVID-19 test is being sought to comply with Act 1115 § 2(c)(2) to ensure that any cost of testing funded by the Program for testing done outside of the employer or a licensed healthcare provider will meet the guidelines contained within the FDA's Policy for Coronavirus Disease-2019 Tests During the Public Health Emergency (Revised).

To comply with the reporting requirements required by Act 1115 § 2(h) and ARPA (including the Final Rule and Uniform Guidance), the monthly disbursement report section will gather information that DFA will use to provide reporting to ALC and the US Treasury. The information gathered will also be used to meet DFA's monitoring and oversight responsibilities under ARPA, the Final Rule, and Uniform Guidance.

4. Proposed Testing Roster, Completed Testing Roster, and Employee Separation Roster Forms – Pursuant to Act 1115 § 2(g)(2), the roster forms, along with the Request for Distribution of Funds form, will be used to implement, the option for distribution of ARPA funds, if made available, to employers for disbursement to employees to cover the cost of COVID-19 testing which is not covered by the employee's health benefit plan.

To comply with the reporting requirements required by Act 1115 § 2(h) and ARPA (including the Final Rule and Uniform Guidance), these forms will gather information that DFA will use to provide reporting to ALC and the US Treasury. The information gathered will also be used to meet DFA's monitoring and oversight responsibilities under ARPA, the Final Rule, and Uniform Guidance.