

FY21 Community Agency Workshop

Question & Answers

July 2, 2020

1. If an agency was unable to expended all their FY20 funding due to COVID-19 impacts on an agency's operations, can unspent FY20 funds be carried over into FY21 within the same contract?
 - Yes, funding source permitting. This is approved on a case-by-case basis. This is not always an available option, based on funding source, so please contact your contract monitor as soon as possible to determine if this is available to your program. Your contract monitor will guide you through the appropriate steps for carrying over FY20 funding due to the impacts of COVID-19 within CDS. Note this process impacts your agency's timeline for closing out FY20 and setting up your FY21 Contract Information (CI) document in City Data Services (CDS).

2. My agency's insurance policy renews on August 1, 2020. Should I submit my insurance policy that is about to expire on July 31, 2020 to meet my agency's contract deliverables, or wait to submit my renewed insurance policy that starts August 1, 2020?
 - Yes, submit your current insurance policy with your contract deliverables for 1st Quarter Advance Payment. If your contract is not changing in FY21 (from FY20) and therefore does not require an amendment, your agency can then upload your August 1, 2020 – July 31, 2021 insurance policy within CDS once you receive it.
 - If your agency's contract requires an amendment, you will want to obtain updated insurance policy as soon as possible to include it in the recorded amendment, however your contract monitor can work with you to start the amendment process while you are awaiting to obtain the updated insurance policy.

3. How do we submit an electronic invoice with an electronic signature?
 - Community agencies submit both their Advance Payment (AP) requests and Statement of Expense (SOE) reports online in City Data Services (CDS). CDS has a built-in electronic signature for both the AP and SOE. Please be sure that the contacts and approved signatories and authorized persons are all up-to-date in CDS.
 - On occasion, there are invoices submitted outside of CDS, and in those cases your submittal of the invoice on agency letter head from your agency email address is sufficient.

4. Are stipends allowed for graduate interns?
 - Stipends are allowed, but they cannot be used as a substitute for paid employment. Stipends can be used to offset the costs of a program participant, such as providing gas money to drive to work for the program. Note that if an

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employer is using a stipend program to pay an employee, the hourly average cannot be less than the minimum wage requirement.

5. If the sick leave cap is met, do subsequent hours convert to vacation time?
 - No.

6. Is it correct that the living wage rules, as opposed to the minimum wage rules, only apply to employees who spend 50% or more of their time servicing the City contract?
 - That is correct. In order for an employee to be entitled to the living wage rate and the medical benefit, that employee must be working 50% or more of their time on the City contract.

7. Between local, state, and federal requirements for sick leave, which requirement should I follow?
 - Any employee working within the City of Berkeley are entitled to the City's paid sick leave ordinance. Whatever best benefits the employee (the highest amount available to the employee) is the benefit that you should provide to the employee.