

CORONAVIRUS STATE FISCAL RECOVERY FUND



Assistance to Hospital & CDT Workers

Program Guidelines

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GOVERNMENT OF PUERTO RICO



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Program Overview

Background

Since March of 2020, Puerto Rico, like most jurisdictions in the United States and countries around the world, has experienced an unprecedented emergency caused by the Coronavirus Disease 2019 (“COVID-19”) pandemic. To slow the spread of the disease and ensure stability of its healthcare system, the Government of Puerto Rico has implemented measures to address the emergency. On March 12, 2020, the Government of Puerto Rico issued Administrative Bulletin OE-2020-020 through which formally declared a state of emergency due to the imminent impact of the coronavirus in Puerto Rico.

During the state of emergency, Puerto Rico suffered great loss of life and severe economic hardships which have impacted a Commonwealth still reeling from natural disaster. Puerto Rico lost over 2,500 citizens, tourism dwindled with hotel registrations falling 95% from February to April 2020, and ~460,000 residents of Puerto Rico experienced unemployment, twice the previous number of unemployed individuals. Despite these hardships, Puerto Rico persevered, and with over 2,600,000 doses of COVID-19 vaccines administered, Puerto Rico is positioned to emerge from the COVID-19 pandemic.

To help Puerto Rico emerge from the COVID-19 pandemic, Congress passed the American Rescue Plan Act of 2021 (“ARP Act”), and the President signed it into law on March 11, 2021. To assist state governments with addressing the lingering public health emergency while targeting areas and industries in needs of economic development, the ARP Act established the Coronavirus State and Local Fiscal Recovery Fund, which provides \$350 billion in direct assistance to states, territories, counties, metropolitan cities, tribal governments, and non-entitlement units of local governments. As part of the Coronavirus State and Local Fiscal Recovery Fund, Puerto Rico received \$2.47 billion under the Coronavirus State Fiscal Recovery Fund (“CSFRF”).

To ensure the expeditious processing of apportioned funds from the CARES Act, the Government of Puerto Rico established the Disbursement Oversight Committee, consisting of the Secretary of the Department of the Treasury, the Director of the Office of Management and Budget (OGP), and the Executive Director of the Puerto Rico Fiscal Agency and Financial Advisory Authority (AAFAF). The Committee was created on May 15, 2020, by means of Executive Order No. 2020-040, and on May 7, 2021, by means of Executive Order No. 2021-034, the Governor of Puerto Rico extended the Committee’s oversight to include CSFRF.

On June 7, 2021, Governor Pedro Pierluisi announced the **Premium Pay** to Hospital & CDT Workers Program (Program), which makes up to \$75 million in immediate CSFRF funds available to recognize and reward essential hospital and CDT workers who respond to the effects of COVID-19.

Disbursement of Program funds will be subject to the strictest standards to ensure compliance with federal regulations and best practices. Therefore, each request for disbursement will be duly documented and subject to control and audit.

All Applicants/Grantees shall commit to abiding by the Program’s terms and conditions and will agree to return the Program funds, if it is determined that they did not comply with any of the Program eligibility requirements, or if the Program funds were not spent on eligible expenses by December 31, 2024.

Premium Pay Description

Essential hospital and CDT workers have been, and continue to be, pivotal to responding to the effects of COVID-19. To recognize these employees for their continued work despite COVID-19, the government will provide them with premium pay. This aid prioritizes retrospective premium pay where possible, recognizing that many essential workers have not yet received additional compensation for work conducted over the course of many months. This aid will also prioritize compensation of those lower income eligible workers that perform essential work. Any past hazard pay does not affect eligibility but does affect prioritization.

The Premium Pay to be implemented by the Government of Puerto Rico responds to the priorities set in the ARP Act, allowing for premium payment and grants to private employers for the provision of premium payment to essential workers. This is specifically addressed in [the Federal Department of Treasury Interim Final Rule, 86 FR 26786](#) and its [Frequently Asked Questions](#).

The Premium Pay established through these guidelines is part of the broader CSFRF Premium Payment Program which also covers premium pay for essential workers in other industries and economic sectors. Healthcare employees have been prioritized to ensure quicker delivery of the incentive to these essential workers.

It is the intent of the Program to provide a Premium Pay to all Eligible Essential Workers in the amount of \$2,000.00. Hence, the Program requires all eligible Applicants/Grantees to apply and provide supplementary documentation (as stated below) to calculate, approve and disburse the Award under the Program.

The Program reserves the right to limit the assistance amount available under the Premium Pay Award, based upon availability of funds, necessity standards and any other factor that the Government of Puerto Rico might deem necessary to effectively implement CSFRF assistance priorities.

Recruitment Incentive Description

Acknowledging the rising trend in infections during the month of August as well as the necessity statement from our healthcare entities, the Government recognized the possibility that lack of essential personnel in hospitals may have led to diminished access to available beds and services therefore resulting in a diminished capacity to respond to the pandemic. In addition, the decreased census of hospitals and CDTs as well as the diminished reported patient days to CMS for year 2020 (when compared to year 2019) may have had a negative economic impact upon the healthcare entities and reduced significantly the ability of to recruit new personnel.

Hence, on August 19, 2021, Governor Pedro Pierluisi announced an incentive directed to aid the healthcare industry in **recruiting** personnel necessary to continue to support our island's mission to eradicate the COVID-19 virus. These personnel (as duly documented by the entity soliciting the funds) shall be those critical in the response of the public health emergency.

It is the intent of the Program to provide a Recruitment Incentive to all Eligible Essential Workers in the amount of \$2,000.00 (based upon the criteria stated below which includes a Recruitment Plan to be submitted by the Applicant/ Grantee) until the Government of Puerto Rico understands that the Pandemic is in full control and/or the Applicants/Grantees are properly staffed to respond to the emergency at a set

date and/or the Government of Puerto Rico understands that there is no additional need to incentivize recruitment. The Program requires all eligible Applicants/Grantees to apply and provide supplementary documentation (as stated below) in order to calculate, approve and disburse the Award under the Program.

The Program reserves the right to limit the assistance amount available under the Recruitment Incentive Award, based upon availability of funds, necessity standards and any other factor that the Government of Puerto Rico might deem necessary to effectively implement CSFRF assistance priorities.

Points of Contact

The Program will be administered by the Coronavirus Relief Fund Disbursement Oversight Committee (Committee) in conjunction with AAFAF and the Puerto Rico Health Department.

Key Concepts and Eligibility Criteria

- Eligible **Applicant/Grantee** for both the Premium Pay and Recruitment Incentive are the following:
 - A. a nongovernment for-profit or non-profit **hospital** that has an active license in good standing to operate under DOH Regulations and is not an institution of higher learning. Eligible Hospitals are included in APPENDIX A
 - B. an entity which has a current, active and valid CDT license from the Government of Puerto Rico and operates under the definition of a “Center for Diagnostics and Treatment” (CDT) under Regulation 6044 of the Department of Health. Eligible CDTs are included in APPENDIX B, and
 - C. a public hospital of the Government of Puerto Rico and/or its municipalities that has an active license in good standing to operate under DOH Regulations. Eligible public hospitals are included in APPENDIX C.

- Eligible Personnel for Premium Pay:
 - A. Is an “**Essential Worker**” (whether an employee or a contractor) of the Applicant/Grantee that, because of the nature of his/her services,
 - a. put their physical well-being at risk to meet the daily needs of their communities and to provide care or services to others.
 - i. “**Essential Worker(s)**” are also those who perform work that involves regular in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or regular physical handling of items that were handled by, or are to be handled by patients, the public, or coworkers of the individual that is performing the work.
 - ii. “**Essential Worker(s)**” also include workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the Governor may designate as critical to protect the health and well-being of the residents of their Puerto Rico.

- iii. As a non-exhaustive sample of “**Essential Worker**” in a healthcare setting, the CSFRF Guidelines establish the following: “Staff at nursing homes, hospitals and home care settings”; and
- B. is an “**Essential Worker**” that performed 500 or more hours of onsite work after March 1, 2020. (**Any hours performed as remote work or telework do not qualify**); and
- C. must not have received any other prior CSFRF Premium Payment during the current year 2021. As this premium payment is the same premium payment program implemented by the Government of Puerto Rico using CSFRF funds during 2021, no duplicate payments are allowed, and
- D. earns \$40,000 or less in annual wages (Premium pay cannot increase total wages above 150% of Puerto Rico’s median annual wage of \$30,750).¹
 - Employee wages should be calculated using the employee’s annualized standard base rate of pay, excluding additional pay sources such as overtime, shift differentials, and nonproduction bonuses. Examples of non-production bonuses are signing bonuses and lump-sum payments provided in lieu of wage increases.
- E. As stated above, personnel that provides services to the eligible Applicant/Grantee by means of a professional services contract, will be eligible under the Program, for such, the eligible entity must submit supplementary documentation as specified below in the “Applications” section.

➤ **Eligible Personnel for the Recruitment Incentive:**

- A. Is an “**Essential Worker**” recently recruited and in his or hers 90 days probation period or that not otherwise qualify for Premium Payment because of the “500-hour-of-work” requirement, or an essential worker to be recruited for a full-time or part-time position (whether as employee or contractor) of the Applicant/Grantee that will put his/her physical well-being at risk to meet the daily needs of their communities and to provide care or services to others.
 - “**Essential Worker(s)**” are also those who perform work that involves regular in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or regular physical handling of items that were handled by, or are to be handled by patients, the public, or coworkers of the individual that is performing the work.
 - “**Essential Worker(s)**” also include workers needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the Governor may designate as critical to protect the health and well-being of the residents of their Puerto Rico.

¹ See Bureau of Labor Statistics’ Wage Estimates in Puerto Rico: https://www.bls.gov/oes/current/oes_pr.htm#00-0000

- As a non-exhaustive sample of “**Essential Worker**” in a healthcare setting, the CSFRF Guidelines establish the following: “Staff at nursing homes, hospitals and home care settings”; and
- B. must not have received any other prior CSFRF Premium Payment during the current year 2021. As this premium payment is the same premium payment program implemented by the Government of Puerto Rico using CSFRF funds during 2021, no duplicate payments are allowed, and
 - C. Applicant/Grantee that requests funds to implement the Recruitment Incentive shall justify the need for recruitment of personnel and the Essential Worker to be recruited must not be currently employed/ contracted by Applicant/ Grantee nor any another hospital or CDT facility in Puerto Rico.
 - D. Applicant/Grantee must submit a Recruitment Plan justifying the need for additional “Essential Workers” and the Plan must include the following:
 - Introductory paragraph describing need of additional personnel (not more than 1 paragraph)
 - An estimated number of planned Essential workers to employ/contract,
 - Estimated date of commencement of work and
 - Date of expected recruitment completion (which under no circumstance can exceed 90-days from receipt of Recruitment Plan Submittal).
 - E. New hire is not permitted to participate in more than one eligible entity Recruitment Incentive program nor receive more than one initial payment or 90-days payment.
 - F. If new hire does not work for the required 90-days continuous period pursuant employment agreement or contract with hospital, new hire will not be eligible and will forfeit the 90-days payment under this program.
 - G. Incentive under this portion of the Program shall be disbursed as follows:
 - \$500 when recruitment contract is signed
 - \$1,500 after 90 days of continued service pursuant to eligible entity employment agreement and/or contract’s terms and conditions.

Allowable Expenditures

Allowable expenses under this award must be:

- Premium pay compensation to essential employees meeting the Program’s eligibility criteria.
- Recruitment incentive to personnel recruited to continue efforts in mitigation of COVID-19 virus
- Expenses incurred during the period that begins in March 2020 and ends on December 31, 2024.

For further guidance please refer to the [Guidance](#) published by the U.S. Treasury and the [Frequently Asked Questions](#).

Ineligible Expenditures

Ineligible expenses will be determined by the Committee, the U.S. Department of the Treasury, the Office of Inspector General (OIG), and other regulatory bodies, and under this award include, but are not limited to:

- Premium pay for any employees, third-party employees, or contractors that do not meet the Eligibility Criteria stated above for the Premium Pay and Recruitment Incentive.
- Premium pay for any employees, third-party employees, or contractors that already received Premium Pay under a CSFRF Program, specifically those within Public Hospitals that have already implemented Premium Pay programs with CSFRF Funds.
- Necessary expenses that have been covered or reimbursed, or that will be covered in the future, by other state or federal programs, including funds received through the CARES Act or from FEMA.
- Deposits into any pension funds.
- Offsetting a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation during the covered period that reduces any tax, and
- Executive bonuses, debt refinancing, or other expenses that are determined to be unnecessary for continued operations in the COVID-19 environment.

For further guidance please refer to the [Guidance](#) published by the U.S. Treasury and the [Frequently Asked Questions](#).

Process Overview

The following is intended to outline the process by which funds from the CSFRF will be distributed under the Program.

August 19, 2021	Award Announced
August 23, 2021 – August 30, 2021	Period for Premium Pay Requests
August 23, 2021 – October 30 th , 2021	Period for Recruitment Incentive Requests
September 2021- until future date to announced by Program	Award Funds are transferred to eligible participants for disbursement to employees and reporting period commences as provided in the Guidelines
October 2021 or after disbursement of funds is completed; whichever is later.	Program Audits Use of Funds Compliance and Recovery
Future date to be announced by Program	Program Close

Applications

Applications will be submitted electronically through the **DocuSign** platform. Instructions will be provided to all Applicants/Grantees through Program communications.

In addition to the application, Applicants/Grantees shall provide the following:

- For **Premium Pay**, Applicants/Grantees must submit a file with three subfolders -tabs- (1. employees, 2. Contractors employed by third party entities, 3. independent contractors) with the following employee data points:

- Unique identifiers- Name and Social Security Number
- Number of hours worked onsite since March 1, 2020
- Annual salary (calculation as defined in the “Key Concepts and Eligibility Criteria” section, above).
- Job title
- Whether the Applicant/Grantee is aware or not that the employee/contractor is working on another healthcare entity that could also be Grantee Applicant under this Program.
- In the folders on Third Party Contractors and Independent Contractors, where applicable, the Name of the Contractor and its EIN Number must be included.

→ **SECURE SUBMISSION:** The Program will provide a template for this report which shall be filed by Applicant/Grantee within a secured site as indicated by the Program through future communications under the Program.

- For **Recruitment Incentive**, Applicant/Grantee must submit a Recruitment Plan with the following:
 - Introductory paragraph describing need of additional personnel (not more than 1 paragraph)
 - an estimated number of planned Essential Workers to employ/contract,
 - estimated date of commencement of work and
 - date of expected recruitment completion (which under no circumstance can exceed 90-days from receipt of Recruitment Plan Submittal).

→ **ATTACHMENT TO APPLICATION:** The Program will provide a template for this report which shall be filed by Applicant/ Grantee as an attachment of the **DocuSign Application**.

More information on forms, documents, and eligibility can be found on the web at:

<https://www.aafaf.pr.gov/coronavirus-state-and-local-fiscal-recovery-funds/>

Evaluation

For all requests, decisions will be evaluated for completeness and eligibility, and final determinations will be made by the Disbursement Oversight Committee and a panel consisting of Puerto Rico Department of Health representatives. Each Application will be evaluated, and Program funds allocated using a standard of necessity.

Award and Funding

Applicants will be notified via electronic mail of funding decisions. Subsequent funding opportunities (including expansion of eligible institutions and use of funds) will be determined based upon availability of funds remaining after completion of initial awards.

Compliance

Any government entity receiving funds must adhere to the Uniform Guidance, 2 C.F.R § 200 (“Uniform Guidance”). This Uniform Guidance outlines the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”. Recipients and their personnel are responsible for reviewing, understanding, and applying the complete underlying legislation and guiding documents. For complete details on 2 CFR 200, visit the Electronic Code of Federal Regulations at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Topics included in the Uniform Guidance include, but are not limited to:

- Procurement standards and requirements
- Contract cost and price principles
- Bonding requirements
- Document retention and auditing provisions

Any government and non-government entity receiving Program funds will be required to retain use of funds records and supporting documentation for a period of five (5) years. Furthermore, by accepting CSFRF funds, government and non-government entities are required to certify proper and legal use of the funds and agrees to cooperate in any audit proceedings requested by the Government of Puerto Rico or other governing entity responsible for the compliant use of Program funds.

Reporting Requirements

On an annual basis, the Government of Puerto Rico is required to submit a performance report detailing the progress and impact of the use of CSFRF funds. This Recovery Plan Performance Report will include descriptions of the projects funded and information on the performance indicators and objectives of each award, helping local residents understand how their governments are using the substantial resources provided by Coronavirus State and Local Fiscal Recovery Funds program.

The key output performance indicators for this Program include:

- Amount disbursed
- Number of employees receiving awards
- Number of private sector employers participating in Program
- Number of new hires

The key outcome performance indicators for this Program include:

- Employee retention
- Recruitment of personnel

To ensure timely reporting, the Government of Puerto Rico requires the entity to adhere to the following reporting frequency:

- All Grantees receiving **Premium Pay** for their personnel, must submit a report within 30 days of the date the Applicant/Grantee received its Premium Pay Award detailing use of funds and evidencing that all premium payments were made.
- All Grantees receiving **Recruitment Incentive** for their personnel, must submit a report within 30 days of the date the Applicant/Grantee received its **Recruitment incentive** Award detailing use of

funds. Thereafter, Applicant / Grantee will be required to submit a monthly report on the 15th day of each month, detailing new incentives awarded until all Recruitment Incentives are completed.

- If the Essential Worker was recruited from a Third-Party Contractor or if the Essential Worker is an Independent Contractor, Grantee will include in the report the Name of the Contractor and its EIN Number, where applicable.
- On a quarterly basis, the Puerto Rico Department of Treasury may provide a summary of all program disbursements to date.

As reporting needs may change over time, the Program reserves the right to request additional data from the Lead Agency or Recipients at any time and may also modify the reporting requirements.

Other CSFRF Programs

In addition to the Program detailed above, the Governor allocated funds for additional programs to address the public health emergency, ensure continuity of government services, address negative economic impact, provide premium pay, invest in water, sewer, and broadband infrastructure, and provide for provision of government services (up to lost revenue). Please visit <https://www.aafaf.pr.gov/coronavirus-state-and-local-fiscal-recovery-funds/> for additional information about these programs.

Appendix A

Hospital Name
Ashford Presbyterian Community Hospital, Inc
Asociacion Hospital del Maestro Inc.
Bayamon Medical Center Corp.
Bella Vista Hospital, Inc.
Caribe Physicians Plaza (Caribbean Medical Center Hospital)
Centro de Salud Conductual Menonita - CIMA
Centro Médico del Turabo, Inc. (DBA Hospitales HIMA-San Pablo)
Doctors Center Hospital Bayamon Inc.
Doctors Center Hospital Carolina
Doctors Center Hospital Manati
Doctors Center Hospital San Juan
Doctors Center Hospital, Inc
Dorado Health, Inc.
First Hospital Panamericano
Hospital Auxilio Mutuo de Puerto Rico
Hospital Comunitario Buen Samaritano
Hospital Damas, Inc.
Hospital de la Concepcion, Inc.
Hospital Dr. Susoni, Inc.
Hospital General de Castañer, Inc.
Hospital General Menonita DBA Hospital Menonita de Aibonito
Hospital Menonita Caguas Inc.
Hospital Menonita de Cayey
Hospital Menonita Guayama, Inc.
Hospital Menonita Humacao, Inc. (antes Hospital Oriente)
Hospital Metropolitano de La Montaña
Hospital Metropolitano Dr. Pila
Hospital Pavia Arecibo
Hospital San Antonio Inc.
Hospital San Carlos, Inc.
Instituto Medico del Norte Inc. DBA Centro Medico Wilma N. Vazquez
LPCC d/b/a Hospital Oncologico Dr. Isaac Gonzalez Martinez
Mayaguez Medical Center Dr Ramon Emeterio Betances Inc.
Metro Hato Rey, Inc.
Metro Health, Inc. DBA Hospital Metropolitano
Metro Mayagüez, Inc. dba Hospital Perea
Metro Pavia Health

Metro Santurce, Inc.
Multy Medical Facilities, Corp.
Professional Hospital Guaynabo
Puerto Rico Women and Childrens Hospital LLC
Quality Health Services of Puerto Rico, Inc D/B A Hospital San Cristóbal
Ryder Memorial Hospital, Inc.
Saint Luke's Memorial Hospital, Inc.
San Francisco Health System Inc.
San Jorge Children's Hospital, Inc.
San Juan Capestrano Hospital, Inc.
South West Health Corp.
Yauco Healthcare Corp.

Appendix B

Public Hospital
Administración de Servicios Medicos (ASEM)
Centro Cardiovascular de Puerto Rico y del Caribe
Centro Comprensivo de Cancer UPR
Centro Medico Correccional
Hospital Pediatrico Universitario
Hospital Universitario de Adultos - University District Hospital
HOSPITAL UNIVERSITARIO DR. RAMÓN RUÍZ ARNAU
Industrial Hospital and State Insurance Fund Medical facilities
Ponce Forensic Psychiatric Hospital, Rio Piedras Forensic Psychiatric Hospital, Dr. Fernandez Marina Psychiatric Hospital
San Jorge Children's Hospital, Inc.
San Juan Municipal Hospital
Servicios Medicos Universitarios, Inc dba Hospital Dr Federico Trilla

Appendix C

FACILITY NAME
Aguada Medical Center
Aguadilla Medical Services
Bayamón Health Center Dr. José Ramón Selva
Canas Medical Center, Ponce
CDT - Centro de Diagnóstico y Tratamiento de Corozal
CDT Centro de Emergencia y Medicina Integrada San Lucas, Ponce
CDT Centro De Servicios Médicos de Levittown
CDT Centro San Cristóbal – Santa Isabel
CDT de Luquillo
CDT Doctors´ Center Arecibo
CDT Dr. César Augusto Collazo, Juncos
CDT Dr. Gualberto Rabell Hoare, Santurce
CDT Dr. Manuel Quevedo Báez, San Juan
CDT G.M.S.P, Inc. Bayamón
CDT Guayanilla “Isaías Rodríguez López” Guayanilla
CDT Guaynabo Medical Mall
CDT Healthcare Ambulatory Services-Caguas
CDT José S. Belaval Santurce
CDT Las Marías
CDT Maricao Medical Center, LLC
CDT Metro Pavía Clinic Bella Vista
CDT New Vision Medical Diagnostic, Inc.
CDT Plaza del Carmen Medical Services, Inc.
CDT Policlínica de Atlántico
CDT Policlínica Dr. Meléndez, Manatí
CDT Policlínica Familiar Factor, Arecibo
CDT Policlínica Navarro
CDT Policlínica Shalom
CDT Primary Medical Center
CDT Sur-Med Coquí
Centro Ambulatorio HIMA San Pablo Caguas
Centro de Diagnóstico y Tratamiento Añasco
Centro de Diagnóstico y Tratamiento de Aguas Buenas
Centro de Diagnóstico y Tratamiento de Canóvanas
Centro de Diagnóstico y Tratamiento de Coamo
Centro de Diagnóstico y Tratamiento de Dr. Koppisch, Río Piedras
Centro de Diagnóstico y Tratamiento de Dr. López Antongiorgi, Río Piedras

Centro de Diagnóstico y Tratamiento de Las Piedras
Centro de Diagnóstico y Tratamiento de Naguabo
Centro de Diagnóstico y Tratamiento de Pepino Health Group, Inc. San Sebastián
Centro de Diagnóstico y Tratamiento de San Sebastián
Centro de Diagnóstico y Tratamiento Dr. Arnaldo J. García, Santurce
Centro de Diagnóstico y Tratamiento Dr. César R. Rosa Febles, Manatí
Centro de Diagnóstico y Tratamiento Dr. Jorge Franceschi-Humacao
Centro de Diagnóstico y Tratamiento Eulalia Kuilan
Centro de Diagnóstico y Tratamiento Municipal Dr. Javier Javier Antón, RP
Centro de Diagnóstico y Tratamiento Río Grande
Centro de Diagnóstico, Tratamiento y Emergencias Médicas de Arecibo
Centro de Medicina Primaria de Vega Alta
Centro de Salud de la Comunidad de Sabana Llana Dr. Oliveras Guerra, RP
Centro de Salud Familiar de Lajas
Centro de Salud Familiar de Maunabo
Centro de Salud Familiar Dr. Luis Aramburu, Cidra
Centro de Salud Familiar Menonita de Culebra
Centro de Salud Familiar Menonita de Yabucoa
Centro de Salud Familiar Susana Centeno
Centro de Salud Familiar Menonita de Comerío
Centro de Salud Mariano Rivera - CDT Cayey
Centro de Salud Mario Canales Torresola- Jayuya
Centro de Servicios de Salud Juan M. Santiago de Guánica
Centro de Servicios Médicos Integrados CDT
Centro Isabelino Medicina Avanzada-Isabela
Centro San Cristóbal Coto Laurel SE/SU
Centro San Cristóbal Juana Díaz
Centro San Cristóbal, Villalba
Clínica Externas Administración de Servicios Médicos, Río Piedras
Clínica Yagüez, Mayagüez
Clínicas de Cuidado Médico, Inc.- Ciales
Dorado Community Health
Family Health Group SE/SU
Healthcare Ambulatory Services
Lares Medical Center
Metro Pavía Clinic
Metro Pavía Clinic - Sabana Grande
Metro Pavía Clinic Aguadilla
Metro Pavía Clinic Carolina
Metro Pavía Clinic Hato Rey
Metro Pavía Clinic San Juan

Metro Pavía Clinic, Arecibo
Metro Pavía Clinic, Bayamón
Metro Pavía Clinic, Ponce
Metro Pavía Clinic-Guayama
Metropolitano de Cabo rojo
Policlínica Bella Vista
Policlínica Dr. Salvador Ribot Ruiz, Carolina
Policlínica Familiar Florida-CDT
Quebradillas Medical Center
Ramey Medical Group, C.S.P. Aguadilla
Sala de Emergencia/Urgencia CDT Concilio de Salud Integral de Loiza
Sala de Emergencias- Urgencias Bo. Barrazas
San Juan Health Centre Clinic
Santa Isabel Medical Center
SE/SU Centro de Salud Familiar de Adjuntas
Sur-Med Medical Center Corp. Salinas
Vega Alta Community Health

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Program Overview

Background

Since March of 2020, Puerto Rico, like most jurisdictions in the United States and countries around the world, has experienced an unprecedented emergency caused by the Coronavirus Disease 2019 (“COVID-19”) pandemic. To slow the spread of the disease and ensure stability of its healthcare system, the Government of Puerto Rico has implemented measures to address the emergency. On March 12, 2020, the Government of Puerto Rico issued Administrative Bulletin OE-2020-020 through which formally declared a state of emergency due to the imminent impact of the coronavirus in Puerto Rico.

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To ensure the expeditious processing of apportioned funds from the CARES Act, the Government of Puerto Rico established the Disbursement Oversight Committee, consisting of the Secretary of the Department of the Treasury, the Director of the Office of Management and Budget (OGP), and the Executive Director of the Puerto Rico Fiscal Agency and Financial Advisory Authority (AAFAF). The Committee was created on May 15, 2020, by means of Executive Order No. 2020-040, and on May 7, 2021, by means of Executive Order No. 2021-034, the Governor of Puerto Rico extended the Committee’s oversight to include CSFRF.

Program Description

On January 13, 2022, Governor Pedro Pierluisi announced the Hospital Worker Relief Program (Program). This program makes up to \$15 million in immediate CSFRF funds available to provide hospitals with funding to provide eligible workers funds as assistance due to the increased risk of COVID-19 exposure and fatigue that workers in hospitals continue to face.

This Program recognizes the disproportionate impact that COVID-19 has had on hospital workers. As the first line of response to COVID-19, hospital workers continue to work tirelessly to respond to the surges in hospitals, and because of these response efforts, hospital workers disproportionately experienced the negative effects of the pandemic. Additionally, these workers routinely faced increased risk of exposure, physical and mental exhaustion, and negative economic impacts. The U.S. Department of Health and Human Services’ Office of Inspector General (“HHS OIG”) reported in February 2021 that “increased hours and responsibilities, along with other stressors caused by the COVID-19 pandemic, resulted in staff being exhausted, mentally fatigued, and sometimes experiencing possible post-traumatic stress disorder

(PTSD)". Additionally, HHS OIG reported that "[hospital] staff have worked longer hours, extra shifts, and mandatory overtime"¹.

It is the intent of the Program to provide assistance to eligible workers in the amount of \$600.00. Hence, the Program requires all eligible Applicants/Grantees to apply and provide supplementary documentation (as stated below) to calculate, approve and disburse the Award under the Program.

Disbursement of Program funds will be subject to the strictest standards to ensure compliance with federal regulations and best practices. Therefore, each request for disbursement will be duly documented and subject to control and audit. Funds will be paid on a first-in, first-out basis.

Points of Contact

The Program will be administered by the Coronavirus Relief Fund Disbursement Oversight Committee (Committee) in conjunction with the Puerto Rico Department of Health (Salud), and AAFAF.

Eligibility Criteria

Eligible Applicants must meet all the following criteria:

- Be a current employee, contractor, or subcontractor ("workers") of a hospital licensed as such by the Puerto Rico Department of Health ("eligible hospital") and requesting program relief on their behalf
- Eligible workers include workers needed to perform or maintain continuity of healthcare services, as the Governor may designate, and as critical to protect the health and well-being of the residents of Puerto Rico and shall be presumed to have been responding to or mitigating the COVID-19 public health emergency
- Performed work that involved regular in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or regular physical handling of items that were handled by, or are to be handled by patients, the public, or coworkers of the individual that is performing the work
- Regularly perform 20 or more hours of onsite work per week
- Earn \$55,000 or less in annual wages
 - Employee wages should be calculated using the employee's annualized standard base rate of pay, excluding additional pay sources such as overtime, shift differentials, and nonproduction bonuses. Examples of non-production bonuses are signing bonuses, incentives received from COVID assistance programs, and lump-sum payments provided in lieu of wage increases
- Eligible workers must remain employed until at least May 1, 2022, or must return the funds
- Workers that are terminated by their employer prior to May 1, 2022, are not required to return the funds
- Be fully vaccinated or meet the appropriate conditions as required by Executive Order 2021-058
- Commit to abide by the Program's terms and conditions

¹ U.S. Department of Health and Human Services Office of Inspector General, "Hospitals Reported that the COVID-19 Pandemic Has Significantly Strained Health Care Delivery"

- Agree to return the Program funds, if it is determined that they did not comply with any of the Program eligibility requirements, or if the Program funds were not spent on eligible expenses by December 31, 2024.

Allowable Expenditures

Allowable expenses under this award must be:

- Assistance to workers meeting the Program’s eligibility criteria who have and continue to experience increased risk of COVID-19 exposure and fatigue
- Expenses incurred during the period that begins in March 2021 and ends on December 31, 2024.

For further guidance please refer to the Guidance published by the U.S. Treasury at <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf> and the Frequently Asked Questions published by the U.S. Treasury at <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>.

Ineligible Expenditures

Ineligible expenses will be determined by the Committee, the U.S. Department of the Treasury, the Office of Inspector General (OIG), and other regulatory bodies, and under this award include, but are not limited to:

- Necessary expenses that have been covered or reimbursed, or that will be covered in the future, by other state or federal programs, including funds received through the CARES Act or from FEMA;
- Deposits into any pension funds;
- Offsetting a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation during the covered period that reduces any tax;
- and
- Executive bonuses, debt refinancing, or other expenses that are determined to be unnecessary for continued operations in the COVID-19 environment.

For further guidance please refer to the Guidance published by the U.S. Treasury at <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf> and the Frequently Asked Questions published by the U.S. Treasury at <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>.

Process Overview

The following is intended to outline the process by which funds from the CSFRF will be distributed under the Program.

January 13, 2022	Award Announced
February 8 – March 1	Application Period
February 9 – April 12	Program Receives and Processes Requests
March – June 2022	Program Audits Use of Funds Compliance and Recovery
June 2022	Program Close

Applications

Applications will be submitted electronically through the **DocuSign** platform. Instructions will be provided to all Applicants/Grantees through Program communications.

In addition to the application, Applicants/Grantees shall provide a data file using the template provided.

SECURE SUBMISSION: The Program will provide a template for this report which shall be filed by Applicant/Grantee within a secured site as indicated by the Program through future communications under the Program.

Prior to payment, Applicants are required to collect and retain, for five years, a signed attestation from each worker confirming eligibility. The Program will provide a template for this attestation.

More information on forms, documents, and eligibility can be found on the web at: <https://www.aafaf.pr.gov/coronavirus-state-and-local-fiscal-recovery-funds/>

Evaluation

For all requests, decisions will be evaluated for completeness and eligibility, and final determinations will be made by the Disbursement Oversight Committee and a panel consisting of Puerto Rico Department of Health representatives. Each Application will be evaluated, and Program funds allocated using a standard of necessity.

Award and Funding

Applicants will be notified via electronic mail of funding decisions. Subsequent funding opportunities (including expansion of eligible institutions and use of funds) will be determined based upon availability of funds remaining after completion of initial awards.

Compliance

Any government entity receiving funds must adhere to the Uniform Guidance, 2 C.F.R § 200 (“Uniform Guidance”). This Uniform Guidance outlines the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”. Recipients and their personnel are responsible for reviewing, understanding, and applying the complete underlying legislation and guiding documents. For complete details on 2 CFR 200, visit the Electronic Code of Federal Regulations at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Topics included in the Uniform Guidance include, but are not limited to:

- Procurement standards and requirements

- Contract cost and price principles
- Bonding requirements
- Document retention and auditing provisions

Any government and non-government entity receiving Program funds will be required to retain use of funds records and supporting documentation for a period of five (5) years. Furthermore, by accepting CSFRF funds, government and non-government entities are required to certify proper and legal use of the funds and agrees to cooperate in any audit proceedings requested by the Government of Puerto Rico or other governing entity responsible for the compliant use of Program funds.

Reporting Requirements

On an annual basis, the Government of Puerto Rico is required to submit a performance report detailing the progress and impact of the use of CSFRF funds. This Recovery Plan Performance Report will include descriptions of the projects funded and information on the performance indicators and objectives of each award, helping local residents understand how their governments are using the substantial resources provided by Coronavirus State and Local Fiscal Recovery Funds program.

The key output performance indicators for this Program include:

- Amount disbursed
- Number of employees receiving awards
- Number of private sector employers participating in Program

The key outcome performance indicators for this Program include:

- Employee retention

To ensure timely reporting, the Government of Puerto Rico requires the Recipients to adhere to the following reporting frequency:

- All Grantees receiving payment for their personnel, must submit a report within 30 days of the date the Applicant/Grantee received its Award detailing use of funds and evidencing that all premium payments were made.
- If the worker was from a Third-Party Contractor or is an Independent Contractor, Grantee will include in the report the Name of the Contractor and its EIN Number, where applicable.
- On a weekly basis, the Puerto Rico Department of Treasury may provide a summary of all program disbursements to date.

As reporting needs may change over time, the Program reserves the right to request additional data from the Lead Agency or Recipients at any time.

Other CSFRF Programs

In addition to the Program detailed above, the Governor allocated funds for additional programs to address the public health emergency, ensure continuity of government services, address negative economic impact, provide premium pay, invest in water, sewer, and broadband infrastructure, and provide for provision of government services (up to lost revenue). Please visit <https://www.aafaf.pr.gov/coronavirus-state-and-local-fiscal-recovery-funds/> for additional information about these programs.