



## Cook County Suburban Municipality Application for Coronavirus Relief Funds

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Suburban Municipality Application for Coronavirus Relief Funds (the “application”) must be submitted in the form and manner as described herein and include all required documentation. Please see the attached Funding Guidance and Frequently Asked Questions document for detailed information and instructions on the application process and how a suburban municipality, township or fire protection district may apply for an allocation of funding. Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to [SuburbanCovidFundingQuestions@cookcountyil.gov](mailto:SuburbanCovidFundingQuestions@cookcountyil.gov). Completed applications must be submitted via email to: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov). Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date
Request Description and Background Information		
Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.):		

Indicate the total amount requested (project specific and date specific to the extent possible):

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- *What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

Are any requested funds expected to be expended after December 30, 2020?

Y / N

If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (*please be as precise as possible*)?

<p>If expenditures are FEMA-eligible, has applicant already requested FEMA reimbursement for such expenditures? If so, please provide Applicant #. If not, why not? <i>Please explain:</i></p>	<p>Y / N</p>
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*Cook County Reimbursement Information:* Cook County (“County”) can only utilize Coronavirus Relief Funds (“CRF”) for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

<b>Description</b>	<b>Indicate CRF Eligibility Category</b>
<p>The <a href="#">Coronavirus Relief Fund</a> is used to cover costs that:</p> <ul style="list-style-type: none"> <li>• Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);</li> <li>• Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and</li> <li>• Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Medical expenses</li> <li><input type="checkbox"/> Public health expenses</li> <li><input type="checkbox"/> Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.</li> <li><input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures.</li> <li><input type="checkbox"/> Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency.</li> <li><input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.</li> </ul>
<p>Department of the Treasury <a href="#">Coronavirus Relief Fund Frequently Asked Questions</a></p>	

**Required Attachments**

- Project and/or Program Budget
- Relevant invoices and/or receipts (if seeking reimbursement)
- Copy of your most recent annual financial statement as audited by a registered CPA

**Signatures and Certification**

1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying municipality to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.

2. I understand that should this application be approved; an Intergovernmental and Sub-recipient Agreement will need to be executed between the parties.
  
3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.
  
4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:
  - a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
  - c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
  
5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Municipality or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.
  
6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.
  
7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Municipality has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

<b>Finance Liaison (signature)</b>	<b>Title</b>	<b>Date</b>
<b>Finance Liaison (printed name)</b>		
<b>Organization Head (signature)</b>	<b>Title</b>	<b>Date</b>
<b>Organization Head (printed name)</b>		

Effective: [7-2-2020 ]