



Coronavirus Relief Fund (CRF): Subgrantee Application Process Webinar

Suburban Municipalities of Cook County, IL

July 21, 2020

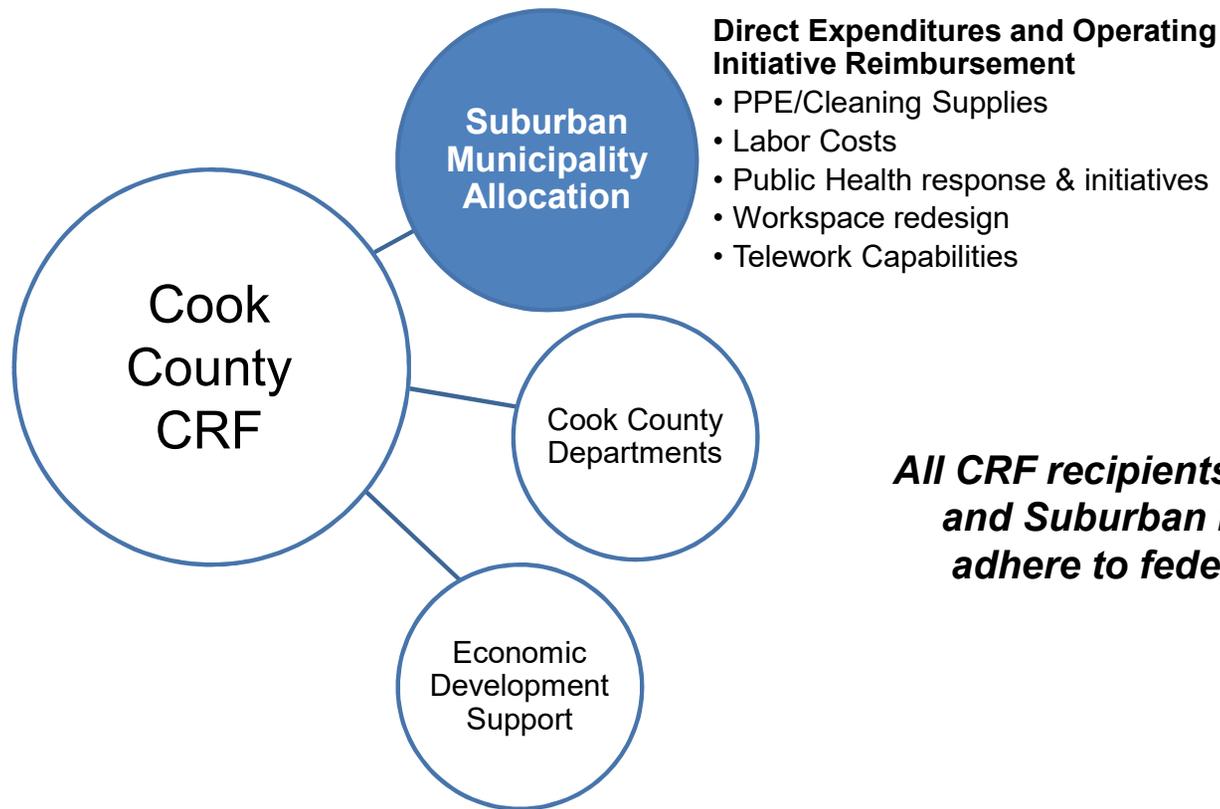
Agenda

- Allocation Approach
- Application Process
- Sample Application
- Federal Eligibility Guidelines: CRF
- Application Support
- Questions
- Frequently Asked Questions

Allocation Approach

Cook County CRF Allocation Approach

The County's goal is to optimize CRF resources across multiple needs and priorities



Funding allocations will continue to evolve as COVID-19 impacts develop, additional federal sources and guidelines are added, and specific local needs are better understood

All CRF recipients – County Departments and Suburban Municipalities – must adhere to federal CRF terms of use

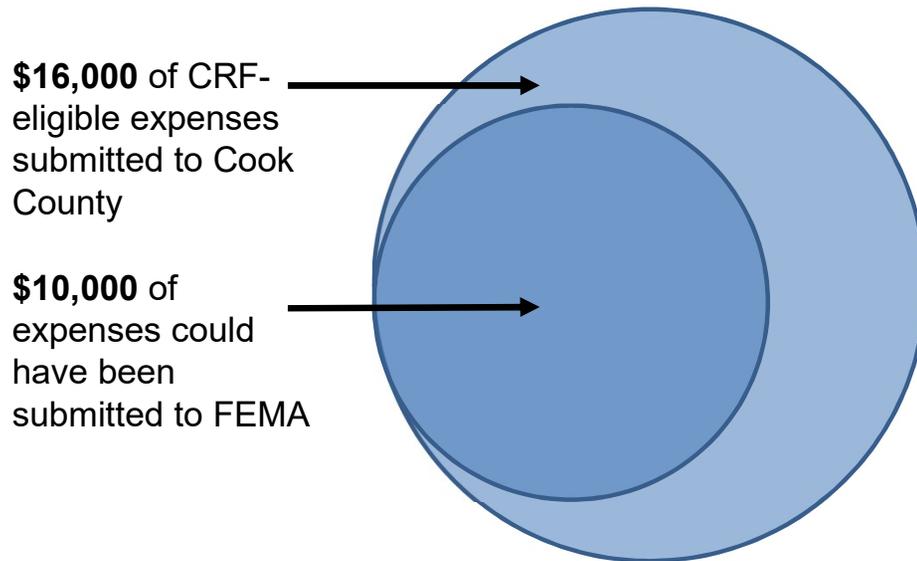
Suburban Municipality Allocation

- Cook County Suburban Municipalities will be able to apply for reimbursement of past direct expenditures and funds for expected direct expenditures related to COVID-19 up to the amount of their respective allocations
- Cook County has allocated Coronavirus Relief Fund (CRF) resources to Suburban Municipalities in a way that reflects the diverse impact of the pandemic on our communities
- Factors include:
 - Initial needs data collected through mid-May survey
 - Municipal population
 - Chicago Metropolitan Agency for Planning (CMAP) community demographic data
 - Public health data

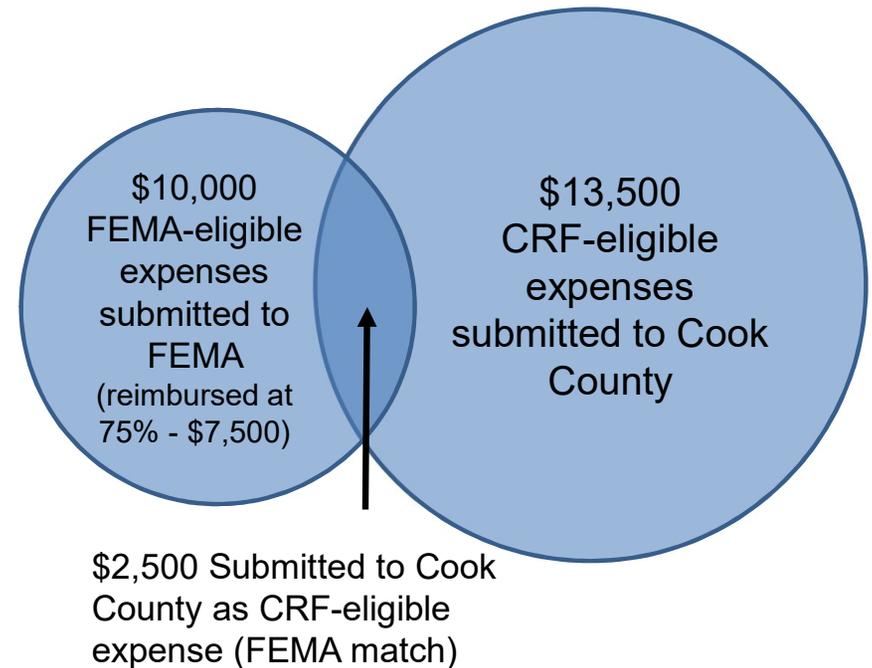
Maximizing Your Allocation

There is overlap in expense eligibility between FEMA and CRF. It is *highly* recommended to apply for both to maximize the use of federal funding.

Scenario 1: Total of \$16,000 reimbursed



Scenario 2: Total of \$23,500 reimbursed



Application Process

CRF Application

Cook County Suburban Municipalities must demonstrate the necessity and CRF-eligibility of their COVID-19 related expense through the Funding Request Application



**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@cookcountyl.gov. Completed applications must be submitted via email to: SuburbanCovidFundingRequest@cookcountyl.gov. Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date

Cook County Reimbursement Information: The County can only utilize Coronavirus Relief Funds for documented COVID-19 related expenses. The information below will assist the County 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.

Description	Indicate CRF Eligibility Category
<p>The Coronavirus Relief Fund is used to cover costs that:</p> <ul style="list-style-type: none"> • Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); • <u>Were</u> 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 • Were incurred during the period that begins on <u>March 1, 2020, and</u> ends on December 30, 2020. 	<ul style="list-style-type: none"> <input type="checkbox"/> Medical expenses <input type="checkbox"/> Public health expenses <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. <input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures. <input type="checkbox"/> Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency. <input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.

Department of the Treasury [Coronavirus Relief Fund Frequently Asked Questions](#) (updated 5/28/2020)

Application Process: Applying

Suburban Municipality Reviews Finances & Needs

Internally, a Suburban Municipality will assess their finances and needs.

Suburban Municipality Reviews County Guidance

County guidance online will include an FAQ, Funding Guidance Document, and Intergovernmental Agreement.

Suburban Municipality Develops Estimate And Precise Fiscal Need (\$) Consistent With Allocation

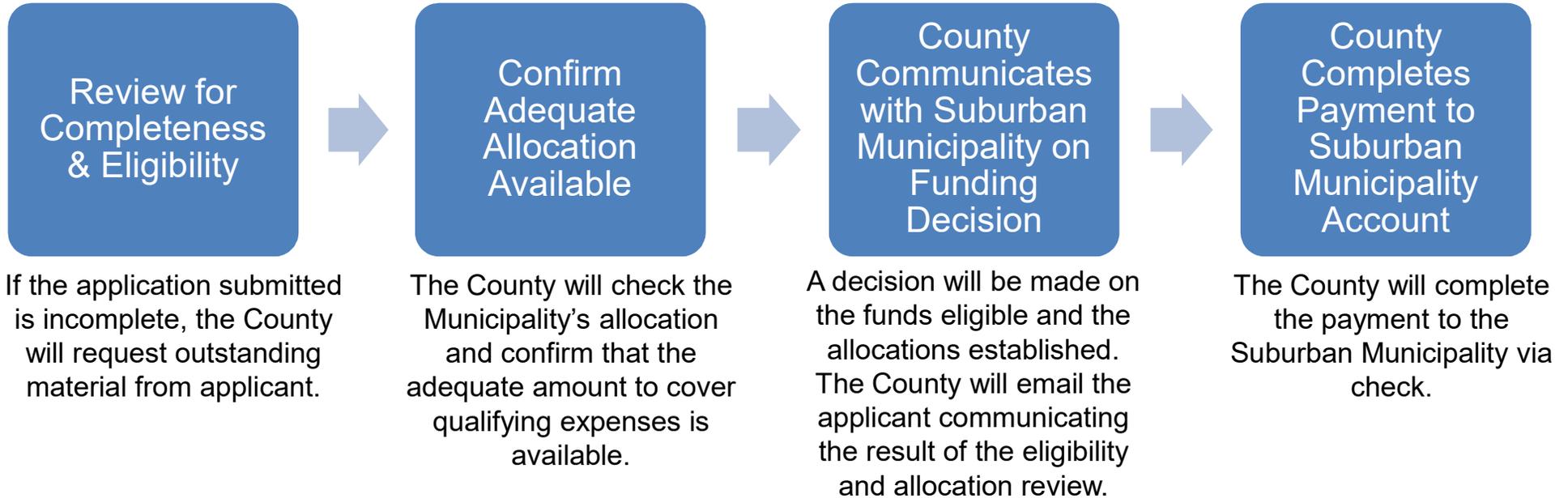
A Suburban Municipality will develop an estimate of total fiscal need it believes is eligible for funding.

Suburban Municipality Completes Application for Direct Funding Request & Submits via Email to

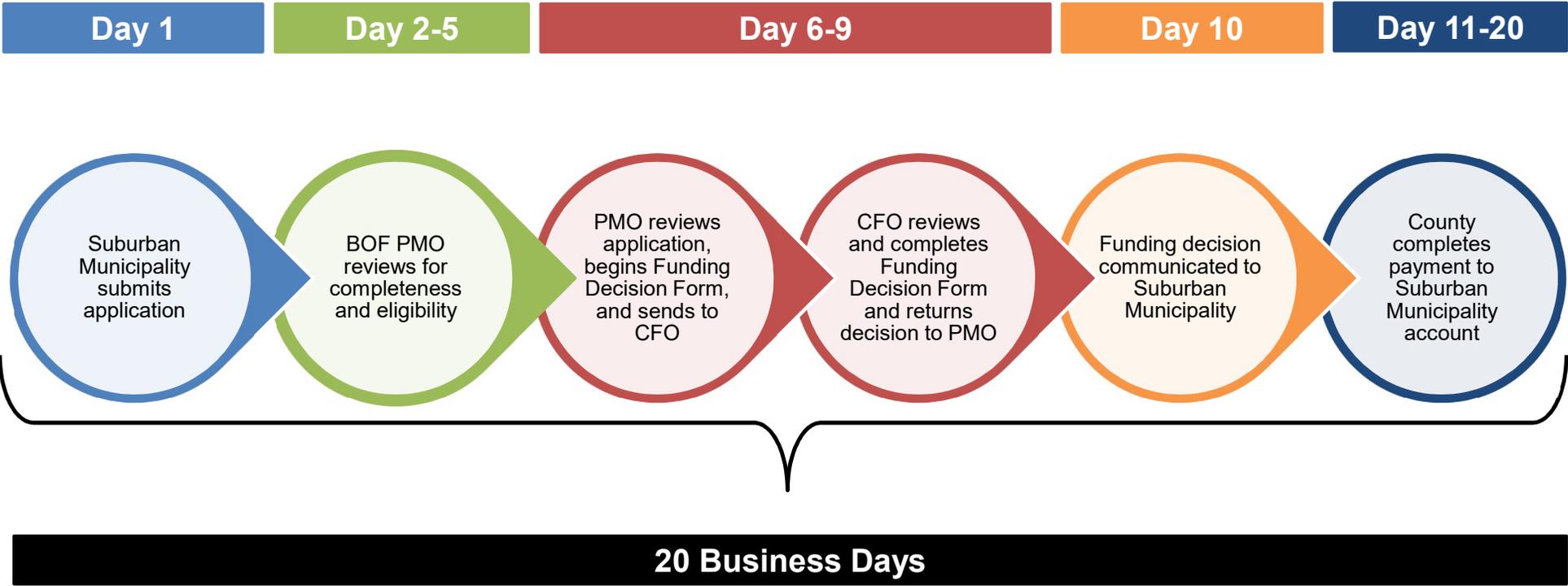
SuburbanCOVIDFundingRequest@cookcountyil.gov

Completed Funding Application, Vendor ID form, and Intergovernmental Agreement are required.

Application Process: Review



Application Timeline



Suburban Municipality Application Next Steps

Application Process is Open!

- Municipality allocations were sent to Mayors and Village Presidents on July 3rd and re-sent week of July 13, 2020
- Municipalities may apply today for expense reimbursement and/or expenses to be incurred by December 30, 2020
- Applications need not be for the entirety of the allocation amount
- Multiple applications may be submitted by a single municipality

September 30 Notification Deadline

- Each municipality will indicate to Cook County by **September 30, 2020** its intent (or not) to fully expend its allocated funds by December 30, 2020
 - County will send an email for municipality to indicate fund usage
 - In the case a municipality reports to Cook County it anticipates spending less than its entire allocation, Cook County will reduce the municipality's total allocation by the anticipated unused amount
 - If by September 30, a Suburban Municipality has not provided an application for or a plan of use for its remaining allocation, the County will rescind the municipality's remaining allocation

Sample Application

Application Best Practices



Include Actual and/or Future Expenses

Make sure to submit expended and/or future expenses



Include any Supporting Invoices

Include actual invoices for expenses submitted and describe in detail how the expense is related to your COVID-19 response



Exhaust Other Funding Sources

Exhaust other funding sources including FEMA before submitting requests



Provide a Detailed Justification

Include a detailed write-up that justifies the need for the expense and the direct tie to the current COVID-19 pandemic

Suburban Municipality CRF Application: Overview

Application

1. Municipalities can access the application via the County website
2. Applications are submitted via e-mail
3. Applications are reviewed for completeness and eligibility of incurred or planned expenses
4. Distributions are made against the individual allocation
5. Municipalities may submit for full or partial amount of this allocation



The screenshot displays the Cook County Government website. At the top, there is a navigation bar with links for SERVICES, AGENCIES, OFFICIALS, CALENDAR, NEWS, and CONTACT US. A language selection dropdown is also present. Below this is a secondary navigation bar with the Cook County Government logo and links for I WANT TO, RESIDENT SERVICES, DOING BUSINESS, and YOUR GOVERNMENT. The main heading is "CARES Act Information for Local Governments". A yellow banner below the heading reads "Cook County's Resources and Response to Coronavirus (COVID-19)". The main content area is titled "CARES Act Information & Application" and contains a paragraph of text. On the right side, there is a sidebar for the Bureau of Finance, listing various agencies: Budget and Management Services, Comptroller, Contract Compliance, and Cook County Liquor Commission.

SERVICES | AGENCIES | OFFICIALS | CALENDAR | NEWS | CONTACT US | Select Language

COOK COUNTY GOVERNMENT | I WANT TO | RESIDENT SERVICES | DOING BUSINESS | YOUR GOVERNMENT

CARES Act Information for Local Governments

Cook County's Resources and Response to Coronavirus (COVID-19)

CARES Act Information & Application

Cook County received approximately \$429 million from the U.S. Treasury from the CARES Act. Under the Act, units of local government with a population exceeding 500,000 are eligible to receive this funding and can distribute these funds to municipalities under this threshold for direct expenses related to coronavirus. Per the CARES Act, these funds are NOT eligible for loss of revenues many local jurisdictions are unfortunately facing and only authorized for direct COVID-19 expenses. Cook County has chosen to allocate \$51 million of this relief among the municipalities located within Cook County.

Bureau of Finance

Agencies

- Budget and Management Services
- Comptroller
- Contract Compliance
- Cook County Liquor Commission

Sample Application



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. Completed applications must be submitted via email to: SuburbanCovidFundingRequest@cookcountyil.gov. Please note that incomplete applications may cause a delay in processing.

General Information

Organization Name	Name of Requesting Official	Submission Date
Riverview Park	Jane Doe	July 1, 2020

Request Description and Background Information

Explain *what* the expenditure will be or has been utilized for (materials, projects, services, etc.):

These expenditures will be used to cover the costs of installing clear barriers in all Riverview Park facilities where our staff interact regularly with the public. This group of projects will include the costs of both materials and the cost of labor to build and install these guards. We will be purchasing large sheets of plexiglass to create transparent shields and office partitions that will allow our staff to interact safely with our citizens. We will also be utilizing one of our regular contract carpenters to complete the installation.

Provide detailed explanation of what was purchased or intended expenses

Sample Application

Provide detailed explanation on how the expenses directly relate to the public health emergency

Indicate the total amount requested (project specific and date specific to the extent possible): \$75,000	
<p>Explain <i>how</i> 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.</p> <ul style="list-style-type: none"> • <i>What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?</i> • <i>What segment and size of the population is the project expected to serve or has served?</i> • <i>How is the success of this project related to other projects?</i> • <i>What are the projected consequences, if the request is not approved or project is not reimbursed?</i> <p>These guards will allow us to protect our employees and reduce the spread of germs and bacteria with clear plastic barriers, sneeze guards, protective face shields. Coronavirus has rapidly forced us to change the way we do business and how we interact with citizens. Our employees will feel more comfortable returning to work, reopening, and serving the public when they feel they are safe.</p> <p>We have six facilities where the general public enters the city's indoor office spaces regularly. Each of these spaces includes walk-up windows and service desks. Riverview Park sees a through-put of about twenty-five customers at each location per day.</p> <p>We expect that by successfully completing this project, along with deploying additional disinfection procedures, we will help to mitigate the spread of COVID-19 while also maintaining our operations and serving the public.</p> <p>If we cannot complete this project, our public-facing staff and our citizens will lose confidence in the cleanliness and safety of our facilities.</p>	
Are any requested funds expected to be expended after December 30, 2020?	No
<p>If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (<i>please be as precise as possible</i>)?</p> <p>Because of delays in the availability of materials, the anticipated timeline for acquiring the materials, and then constructing all partitions and guards is September 29th to October 10th.</p>	

Identify total amount of expenses requested for reimbursement

Note: This is not the September 30 indication of using full allocation.

Indicate intent of future spend

Sample Application

Indicate if previously applied for FEMA funding for eligible COVID-19 related expenses

<p>If expenditures are FEMA-eligible, has applicant already requested FEMA reimbursement for such expenditures? If so, please provide Applicant #. If not, why not? Please explain: We have already applied to FEMA for other expenses that were directly related to the emergency.</p>	Yes
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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.

Description	Indicate CRF Eligibility Category
<p>The Coronavirus Relief Fund is used to cover costs that:</p> <ul style="list-style-type: none"> • Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); • 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 • Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. 	<ul style="list-style-type: none"> <input type="checkbox"/> Medical expenses <input type="checkbox"/> Public health expenses <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. <input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures. <input type="checkbox"/> Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency. <input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria.

[Department of the Treasury Coronavirus Relief Fund Frequently Asked Questions](#)

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.

Identify types of expenses

Sample Application

Ensure Finance Liaison and Organization Head sign application before submission

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.

	Finance Director	July 1, 2020
Finance Liaison (signature)	Title	Date
John Doe		
Finance Liaison (printed name)		
	City Manager	July 1, 2020
Organization Head (signature)	Title	Date
Jane Doe		
Organization Head (printed name)		

Effective: [_NA_]

Required Documents

All 4 document types are required with a signed application to pass an initial completeness check, otherwise the application will be returned for the missing information.

Intergovernmental Agreement (IGA)

- Contract with the County outlining the requirements of the agreement

Supporting Expense Documentation

- Invoices for expenses already incurred
- Vendor or Contractor estimates or contracts for future expenses
- Timesheets for eligible payroll expenses
- Budgets

Vendor Supplier Maintenance Request Form

- Formalizes the municipality as a vendor of the County to receive CRF

Audited Financial Statement

- Copy of most recent financial statement audited by a CPA

Federal Eligibility Guidelines: CRF

Eligible CRF Expenses: Overview

Medical Expenses

Public Health Expenses

FEMA Local Cost Share Matching

Cost Of Public Health Compliance Measures

Relevant Payroll Expenses

Were these costs incurred during the crisis to cover unanticipated medical, public health, or payroll for dedicated staff?

Were these costs not accounted for in the budget as of March 27, 2020?

Were these costs incurred within the time window beginning on March 1, 2020 and ending December 30, 2020?



Eligible CRF Expenses

Eligible Expenses may include:

1. Medical

Municipalities who receive payments can assist local healthcare providers in covering the unanticipated costs of COVID-19 medical expenses

2. Public Health

Costs of PPE, disinfection of public spaces, public safety measures and quarantining individuals are eligible

3. Payroll

Payroll costs for employees substantially dedicated to mitigating the spread or responding to the public health crisis qualify for funding

Notes on Payroll

If staff have been re-assigned from their standard role to one substantially dedicated to mitigating or responding to COVID-19, a case can be made that their function has changed from previously budgeted position, thereby being an eligible “unanticipated” cost.

Eligible CRF Expenses

Eligible Expenses may include:

4. Costs of Compliance Measures

Technology for distance learning, teleworking of government employees, food delivery to food-insecure residents, care of homeless populations are examples of eligible expenses

5. FEMA Local Cost Share Matching

Use of CRF funding can address local cost share requirements of FEMA and related grants

6. Economic Support related to COVID-19

Support programs such as small business loan funds, enacted by municipalities to respond to local economic challenges resulting from COVID-19 are eligible

Notes on FEMA Local Cost Share Matching

The U.S. Treasury confirmed the use of CRF funding to satisfy local cost share requirements of FEMA is permissible.

Ineligible CRF Expenditures

Federal guidelines identify certain expenses that are ineligible for reimbursement through the CRF

- Expenses for the State share of Medicaid
- Damages covered by insurance
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Expenses that have been or will be reimbursed under any federal program*

Notes on “Substantially Dedicated” Staff

A local government may presume that public health and public safety employees are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

*Such as the reimbursement by the Federal Government pursuant to the CARES Act of contributions by States to State unemployment funds

Expense Eligibility: Recap

Eligible Expenses

- ✓ PPE not covered by FEMA
- ✓ Health Protocol equipment (plexiglass, etc.) not covered by FEMA
- ✓ Unbudgeted legal fees connected to COVID
- ✓ Hazard pay
- ✓ 25% FEMA match
- ✓ AV equipment
- ✓ Public Safety payroll
- ✓ Other payroll

Ineligible Expenses

- ✗ Expenses already covered by another funding source
- ✗ Non COVID-19 related expenses
- ✗ Expenses accounted for in the Suburban Municipality's budget as of March 27, 2020
- ✗ Expenses exceeding the total allocation for the Suburban Municipality
- ✗ Expenses occurring outside the range March 1, 2020 through December 30, 2020

CRF vs FEMA

FEMA may reimburse many expenses also covered by CRF and the County strongly recommends applying to FEMA before applying to CRF.

Cost Category	CRF Related Activity	Potential Overlap (e.g., FEMA)
Payroll Expenses	COVID Dedicated Payroll Expenses	Yes
Compliance Expenses	Food delivery	Yes
	Distance learning	No
	Telework capability improvement	No
	Providing paid sick and medical leave	No
	Maintaining prisons and jails	Yes
	Care of homeless populations	Yes
Economic Expenses	Provision of grants to small businesses	No
	Government payroll support program	No
	Unemployment insurance costs	No
Other COVID-19 Related Expenses	Other COVID-19 Related Expenses	Yes

Cost Category	CRF Related Activity	Potential Overlap (e.g., FEMA)
Medical Expenses	Public medical facility expenses	Yes
	Establishing temporary facilities	Yes
	Testing	Yes
	Emergency medical response	Yes
	Public telemedicine capabilities	Yes
Public Health Expenses	Communication and enforcement	Yes
	Medical supply acquisition and distribution	Yes
	Disinfection of public areas	Yes
	Technical assistance	Yes
	Public safety measures	Yes
	Quarantining	Yes

Application Support

Application Support

PMO Application Support

- Connect with PMO on a weekly basis for any questions related to application submission
 - Tuesdays from 10:00-11:00 a.m. through August 2020
- Submit your questions to SuburbanCOVIDFundingQuestions@cookcountyil.gov
- Submit your application to SuburbanCOVIDFundingRequest@cookcountyil.gov

Helpful Links

- [Cook County Application Site](#)
- [Cook County Suburban Municipality Application Guidance Document](#)
- Federal guidance on CRF expense eligibility: [Federal Treasury Site with CRF Guidance](#)
- FEMA Assistance: [Illinois Emergency Management Agency](#)

Cook County CRF Funding Summary

Cook County reserves the right to conduct an audit of Suburban Municipality CRF reimbursements for consistency with Federal Treasury Guidelines.

- CRF disbursements will be made based on a determination of eligibility of the cost under federal funding sources provided to address COVID-19
- CRF funding should only be used for CRF-eligible purposes
- All invoices and expenditures related to the use of these funds will be uploaded and tracked in a database managed by Cook County
- All applicants must have a signed Intergovernmental and Subrecipient Agreement as a part of their application that acknowledges the commitment to apply CRF funding to eligible expenses

The County is committed to providing guidance and assistance on eligibility, application process, and compliance related questions from our Suburban Municipalities throughout this process!

Questions?

Frequently Asked Questions

Frequently Asked Questions

Q: Where can I find the County Application, Job Aid, FAQ, Funding Guidance Document, and Intra-Governmental Agreement?

A: These documents can be found on the Cook County COVID-19 website:
<https://www.cookcountyil.gov/service/cares-act-information-local-governments>

Q: Where do I submit the application?

A: Applications should be submitted via email to:
SuburbanCOVIDFundingRequest@cookcountyil.gov.

The address is also published on the Cook County COVID-19 Funding Response Plan website.

Questions about applications or expense eligibility should be submitted via email to:
SuburbanCOVIDFundingQuestions@cookcountyil.gov

Frequently Asked Questions

Q: Can an application request funds for an anticipated expense not yet incurred?

A: Yes, a Suburban Municipality can apply for expenses it believes are eligible and expects to incur prior to December 30, 2020.

Q: How long will it take to be notified of a decision? How long will it take to receive a payment?

A: The County will aim to return a decision to applicants within 5-10 business days after the application is submitted and aim to cut checks within 5-10 business days after the funding decision is communicated, resulting in a net 30 calendar days turnaround-cycle. Wait times in the first month of CRF application review may be longer due to troubleshooting and process refinement.

Frequently Asked Questions

Q: If an application is partially approved or not approved, can a Suburban Municipality submit another application with different costs incurred at a later date?

A: Yes, a Suburban Municipality can apply at a later date to cover costs it believes are eligible.

Q: What is the deadline for applications?

A: Applications are reviewed on a rolling basis, so applying as soon as possible is advised.

The County will send an email for each municipality to indicate fund usage.

Each municipality must respond to this email to indicate to Cook County by **September 30, 2020** its intent (or not) to fully expend its allocated funds by December 30, 2020.

Frequently Asked Questions

Q. Are Suburban Municipalities required to apply to FEMA to be eligible for CRF Funds?

A. No, applying to FEMA is not a requirement to be eligible for CRF funding, but it is strongly recommended that applicants also apply to FEMA.

Q. Are townships and fire departments eligible for CRF funds?

A. Yes, eligible expenditures made by Townships and Fire Protection Districts in Cook County qualify for funding. Currently, Cook County has not allocated CRF for other units of local government such as park districts or library districts.

Appendix

Appendix: Eligibility

CRF & Payroll

Federal Update on eligible Payroll expenses defined by the Coronavirus Relief Fund as of July 7, 2020

CRFs can be used to support the following **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 COVID19 public health emergency.
- Costs that were not accounted for in the budget most recently approved as of March 27, 2020, which meets the requirement if costs were incurred for a “substantially different use”. Examples include but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been **diverted to substantially different functions**.
 - Costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Hazard Pay

- Hazard pay means additional pay for **performing hazardous duty or work involving physical hardship**, in each case that is related to COVID-19.
- Payments from the fund **cannot be used to cover hazard pay for employees across-the-board**
- Similarly, workforce bonuses, other than hazard pay or overtime, are deemed ineligible expenses.

Allocation Equity Criteria: Definitions

Population: U.S. Census Bureau's Population Estimates Program (vintage: 2018 estimate from the 2010-2018 City and Town Population Totals table)

Median household income: U.S. Census Bureau's American Community Survey (vintage: 2013-2017 ACS 5-year estimates, table B19013)

Tax base per capita: tax base is the sum of total retail sales and total equalized assessed property value provided to CMAP by the Illinois Department of Revenue (vintage: 2017). Population used to calculate tax base per capita is same as above

Percentage of population living in EDAs: CMAP analysis of our (internal) Parcel-Based Housing Inventory (vintage: 2015) and the EDA boundaries as defined in ON TO 2050. The PBHI is a parcel-level estimate of population derived primarily from a combination of the Census Bureau's PEP and ACS data, and CMAP's Land Use Inventory

COVID-19 death rate: COVID-19 related deaths reported by Cook County Medical Examiner (accessed via Cook County Data Portal), as of 6/8/20. Population used to calculate rate per 100,000 people is same as above

Eligibility: Timing of Expenses

Budget: Expenses are *ineligible* if they are accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the Suburban Municipality.

- **Context:** In March 2020, Suburban Municipalities may have had some knowledge about some of the costs posed by the public health event and may have accounted for some of these anticipated costs in budgets developed
- As a result, these public health related expenses budgeted are considered anticipated and accounted-for
- CRF funding is intended for unanticipated costs

Timing: To be *eligible*, an expense must have been incurred during the period that begins March 1, 2020 and ends December 30, 2020.

- **Context:** This timeframe roughly corresponds to the Federal Government's estimation of the duration of the domestic pandemic as it relates to the CARES Act signed on March 27, 2020.

Appendix: Allocation Overview

County Understanding Suburban Municipality Needs

In May, Cook County surveyed Suburban Municipalities regarding the financial impact of COVID-19

- Majority of municipalities were forced to make unbudgeted expenditures due to COVID-19
- Most municipalities reduced spending in other areas to account for COVID-19
- Salary/Hiring and Capital Projects make up most of the reductions

\$51 Million

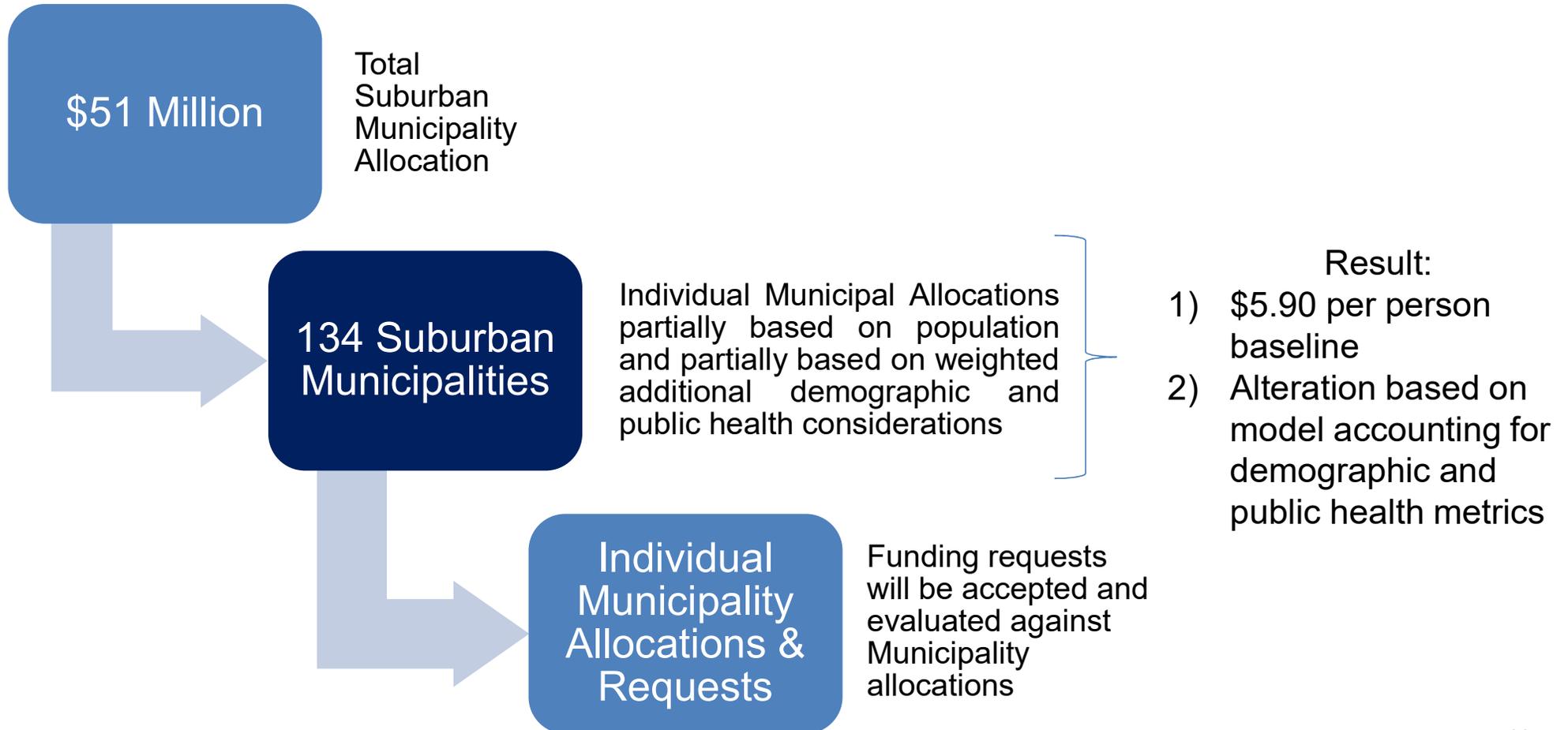
Suburban Municipalities

Operational Needs Expressed by Respondents:

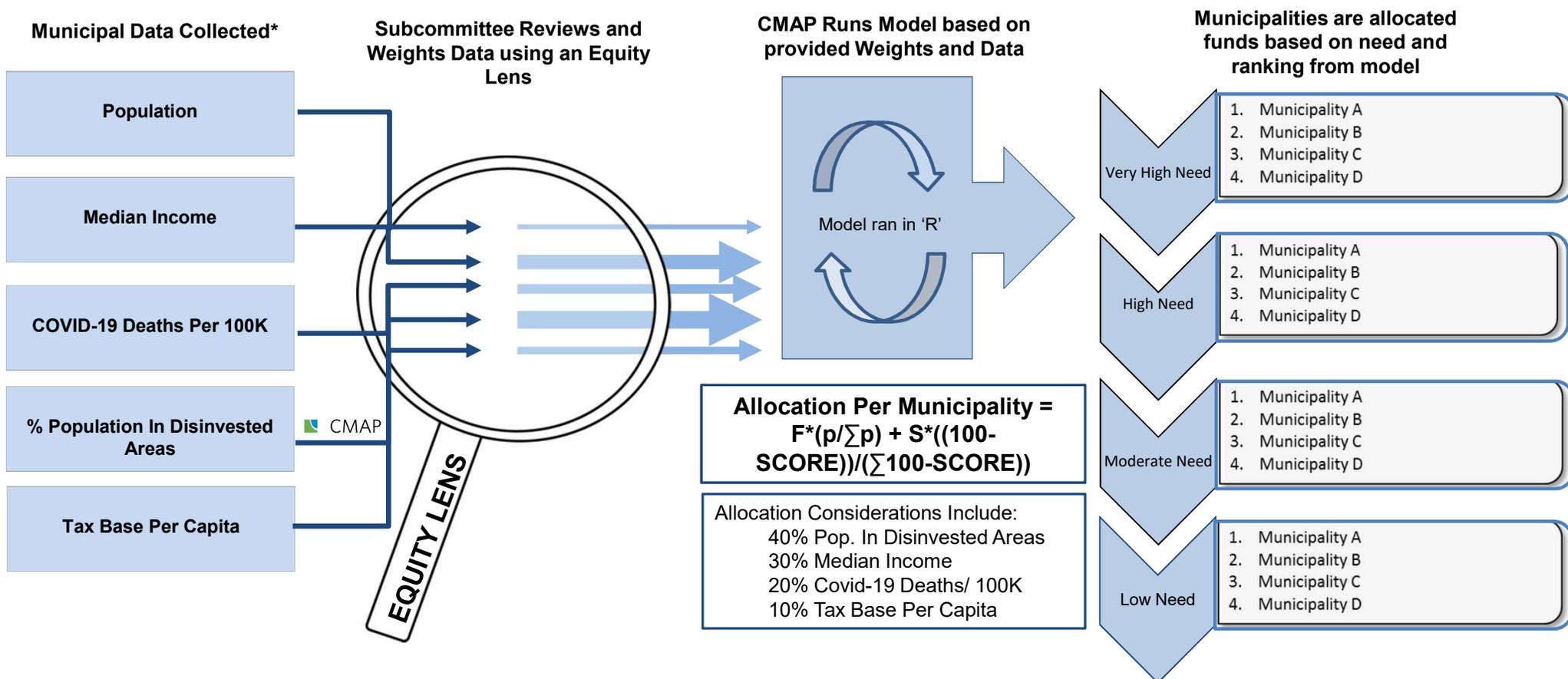
- Direct COVID-19 expense reimbursements
- PPE/Cleaning Supplies
- Labor costs (hazard pay, overtime, emergency paid leave)
- Redesign of workspaces
- Telework equipment

CRF Funding is Not Eligible for Revenue Loss and Indirect Cost Reimbursements

Initial Suburban Municipality Allocations



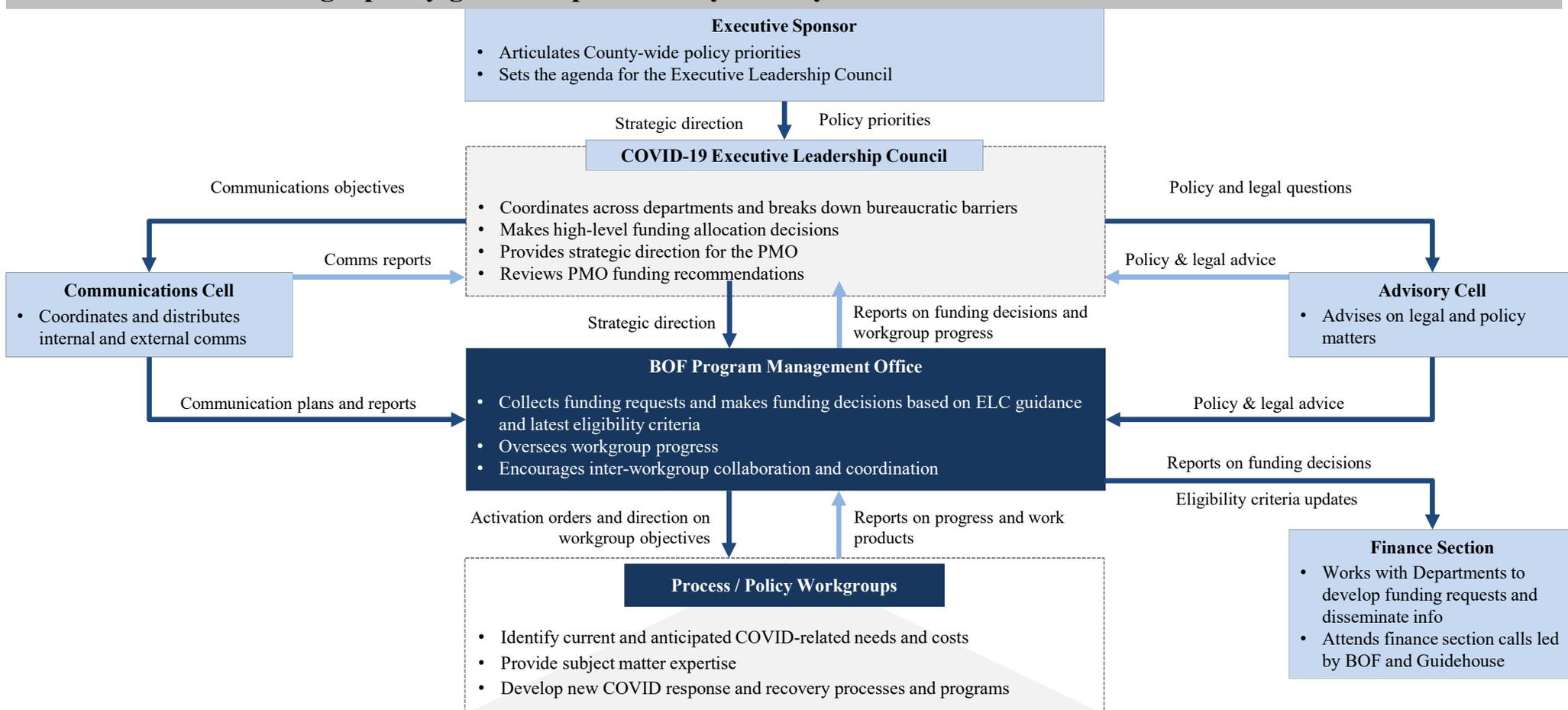
Determining Allocations: Equitable Distribution Model



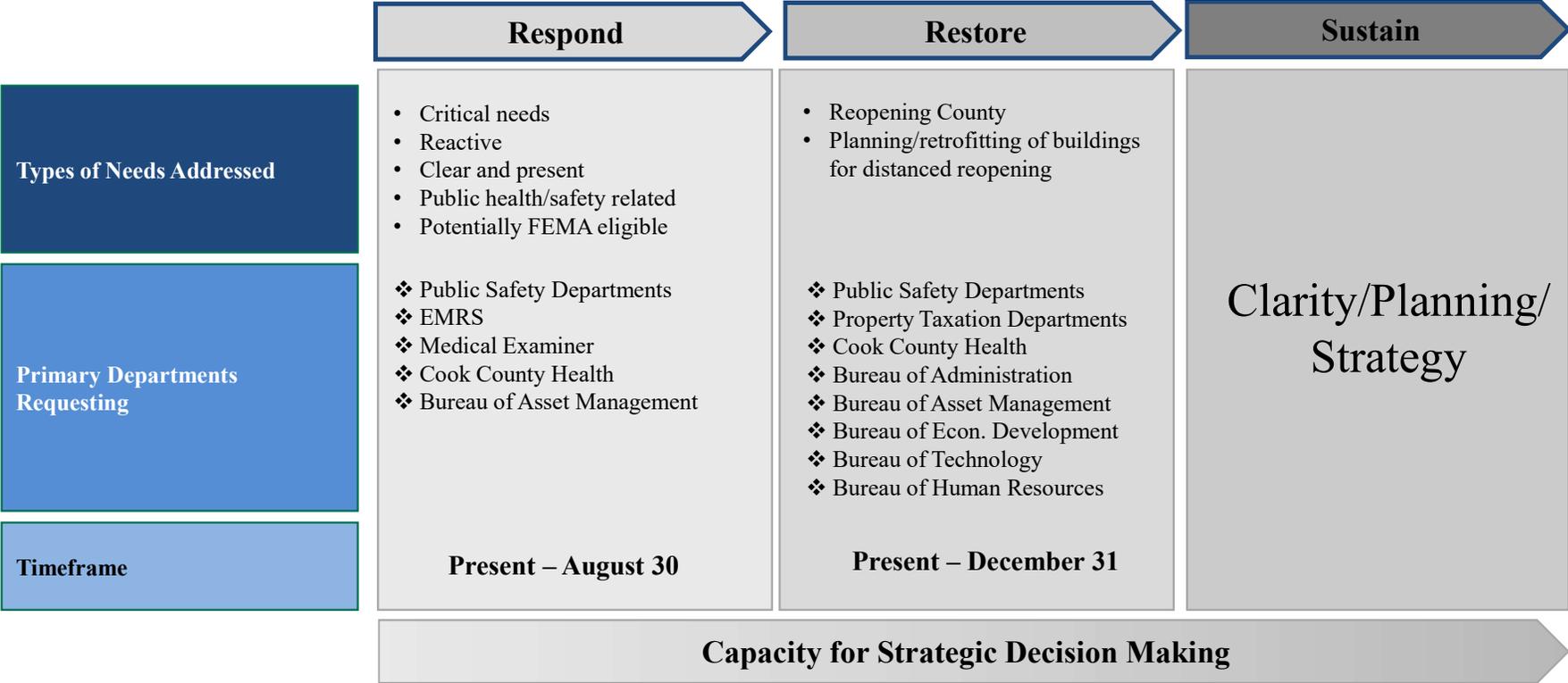
*Sources include US Census, Cook County Medical Examiner's Office, CMAP data and analysis

Governance Structure Operating Model

Overall strategic policy guidance provided by County Board President and Board of Commissioners



COVID-19 Financial Response Funding Allocation Phases



Once critical needs are met with rapid response/direct funding – the County will consider options for strategically allocating remaining funds for longer term needs.