



# Coronavirus Relief Fund (CRF): Subgrantee Application Process Office Hours

**Suburban Municipalities of Cook County, IL**

July 28, 2020

# Agenda

- Announcements
- Application Requirements & Guidance
- Application Support
- Questions

# Announcements

# Suburban Municipality Announcements

- CRF Application Process for Suburban Municipalities: **open**
- FEMA Public Assistance Application process: **open**
- Upcoming Deadline: Notice of Intent due **September 30**
  - Notice of Intent Forms sent to municipalities by Cook County
- Next week's Office Hours: **FEMA workshop**
  - Tuesday, August 4 at 10am CST

# Application Requirements & Guidance

# Required Documents

Please turn in all 4 of these document types below when you submit your application. Application forms that are not signed and not accompanied by the forms below will be returned to the sender for more information.

## Intergovernmental Agreement (IGA)

- Contract with the County outlining the requirements of the agreement
- Signed “Attachment B”

## Supporting Expense Documentation

- Past expenses: invoices
- Future expenses: vendor or contractor estimates
- Payroll: 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

# Guidance: Payroll Eligibility

Payroll eligibility questions are centered around covering unanticipated **administrative leave** of employees and the portion of **Public Health and Safety** employee wages covered by CRF.

## Administrative Leave

The Governor of Illinois put a stay at home order into effect. We had numerous employees that we continued to pay even though they were honoring this stay at home order. Would these individuals salaries and benefits be eligible for reimbursement under CRF?

Per the Federal Treasury Guidelines: If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

## Public Health and Safety

**Are budgeted police and fire related responses eligible?**

Per the Federal Treasury Guidelines: A local government may presume that payroll costs for public health and public safety employees are payments for services 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.

# A Closer Look: Payroll Documentation Requirements

**What documentation is required for payroll expenses for **Public Health & Safety workers**?**

- List of employees & job titles
- Timesheets
- Hourly rate

**What documentation is required for **non-public health & safety staff** whose time has become substantially dedicated to responding to **COVID-19**?**

- List of employees & job titles
- Timesheets of hours dedicated to responding to COVID-19
- Hourly rate
- Description of activities relating to COVID-19

# Guidance: Intergovernmental Agreement

IGA questions are centered around authority and timing requirements.

## Signing Authority

### Who has the authority to sign the IGA?

The IGA is to be signed by the Chief Elected Official or other authorized officer following approval by the authorizing municipal legislative body – usually a Mayor.

## Timing

### Does the IGA need to be signed on or before September 30th?

An IGA needs to be submitted with or by the time a municipality submits their first application, which could be after September 30.

### Is a new IGA required for each time we request funds?

As long as the suburban municipality has allocation left to request, the same IGA can apply to multiple applications. The IGA only specifies the total allocated amount; it does not include any fields that indicate it is application specific.

# Application Support

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## 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](mailto:SuburbanCOVIDFundingQuestions@cookcountyil.gov)
- Submit your **application** to [SuburbanCOVIDFundingRequest@cookcountyil.gov](mailto: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](#)

**Next Week's Office Hours will focus on FEMA Public Assistance applications to assist any municipalities applying to FEMA**

Questions?