Coronavirus Relief Fund (CRF): Subgrantee Application Office Hours

Suburban Municipalities of Cook County, IL

August 4, 2020

Agenda

- Announcements
- FEMA Applications
- Questions
- CRF Application Support

Announcements

Announcements

- **New Document Required:** Resolution by board authorizing the IGA between the municipality and Cook County
  - Submit with signed IGA

- **New Treasury Reporting Requirements:** All municipalities must register with SAM.gov by **September 1, 2020**
  - Reporting requirement issued July 31, 2020
  - May already be registered

Required Documents

Please turn in all 5 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)	Board Resolution Authorizing IGA	Supporting Expense Documentation	Vendor Supplier Maintenance Request Form	Audited Financial Statement
• Contract with the County outlining the requirements of the agreement • Signed "Attachment B"	• A resolution or ordinance evidencing the governing body of the municipality has approved the IGA	• Past expenses: invoices • Future expenses: vendor or contractor estimates • Payroll: Timesheets for eligible payroll expenses • Budgets	• Formalizes the municipality as a vendor of the County to receive CRF	• Copy of most recent financial statement audited by a CPA

Register with SAM.gov

As of July 31st, US Treasury requires all subrecipients of CRF funds (including municipalities) to register on SAM.gov.

- Required information for free registration
  - DUNS Number, Legal Business Name, and Physical Address
  - Taxpayer Identification Number (TIN)
  - Bank routing number, account number, bank account type
- **Must register by September 1, 2020**

FEMA Applications

FEMA Public Assistance

What is it?

1 A grant program from the Federal Emergency Management Agency (FEMA) for government agencies and non-profit entities to respond to significant disasters.

2 Activated by a presidentially disaster declaration, which occurred on March 26, 2020 for the State of Illinois.

3 A cost-share grant, where the federal government reimburses for a portion of the eligible costs and applicants are responsible for the remainder. 75%/25% for COVID-19.

4 Overseen by FEMA, managed and administered by the State (generally) as grantee, and passed down to subrecipients.

Assistance provided through FEMA PA is subject to a cost share:
- The Federal share is not less than ***75% of the eligible costs***.
- Although the Federal share is usually 75%, if actual Federal obligations, excluding administrative costs, meet or exceed a qualifying threshold, FEMA may recommend an increase of the federal cost share
- Emergency Work may be increased in limited circumstances if warranted

FEMA Public Assistance

Simplified Process

Attend virtual applicant briefing → Log on or create account at PA grants portal → Submit RPA → Submit COVID-19 PW (and docs) → FEMA and state (recipient) review documents → Sign final grant → Receive funding
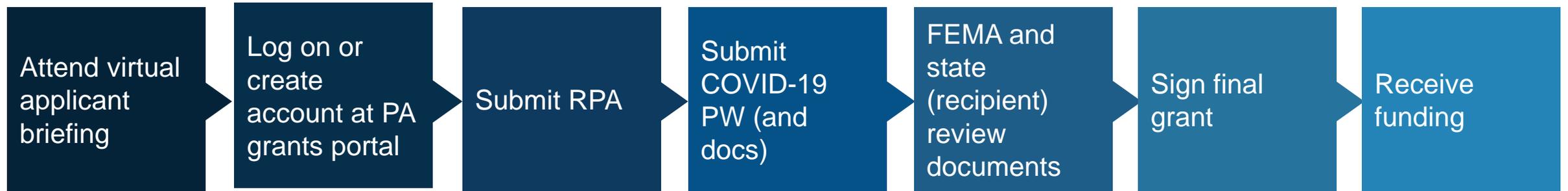
Online Applicants Can:

- Explain Work Activities
- Answer Basic Questions
- Provide Limited Supporting Documentation
- Provide a Cost Estimate

Coronavirus (COVID-19) Pandemic: Public Assistance Simplified Application

The Simplified Process:

- Eliminates Exploratory Calls
- Eliminates Recovery Scoping Meetings
- Eliminates Most Site Inspections
- Reducing Documentation Requirements

Request for Public Assistance

Steps:

1) Request an invitation to register on the PA Grants Portal

   Applicants must contact the IEMA Public Assistance staff at (217) 782-8719 or PA.grants@illinois.gov.

2) Utilize the FEMA Form 009-0-49 or Grants Portal online form
   - ✓ Agency Name
   - ✓ Address
   - ✓ Point of Contact

3) Proceed to the FEMA Grants Portal:

   https://grantee.fema.gov/

Submit an RPA through the Grantee, generally within 30 days of the respective area being designated in the declaration.

Note
- FEMA suspended RPA deadlines until the emergency period ends, but applicants should check with their state on any other deadlines.

FEMA Grants Portal

https://grantee.fema.gov/

Sign in to Your Account

USERNAME   Forgot your username?

PASSWORD   Forgot your password?

SIGN IN

⊕ Register Your Organization and Request Public Assistance

FEMA Public Assistance

County and State Level Assistance

- **Hernando Gee**, consultant with IEM, supports suburban units with all PA application issues
  - Hernanado.Gee@iem.com
  - Based in the Cook County Emergency Operation Center
- EMRS
  - cookcountyemrs@cookcountyil.gov
- State of Illinois has a team available to assist PA applicants seeking help
  - PA.grants@illinois.gov
- IEMA
  - EMA.PA.Grants@Illinois.gov

Suburban Municipality Responsibility

- Collect COVID-19 costs
- Document how these costs are COVID response related
- Prepare documents for submission to IEMA/FEMA for reimbursement

FEMA Public Assistance

Eligible Costs Overview

- COVID-19 costs are **reimbursable through FEMA-Public Assistance (Category B)** funding:
  - Through each state, FEMA is reimbursing 75% of cost plus a 5% management cost fee
  - Organizations can request 50% of amount submitted in the initial project worksheet (PW) as expedited funding
- Entities must identify **incremental costs** incurred due to COVID in areas including, but not limited to:
  - Force Account Labor (Permanent, Part-time, Seasonal, Re-assigned, Disaster Hires, Backfill Employees)
  - Force Account Equipment and Leased Equipment
  - Material (Purchased supplies and/or taken from stock)
  - Contract Services
- The FEMA program focuses on cost reimbursement, but revenue loss (for PNPs) should also be tracked as additional federal and state programs become available
  - Contract Services
  - Mutual Aid: mutual aid agreement must reference compensation

FEMA Public Assistance

Eligible Costs Details

Under the COVID-19 Emergency Declaration, emergency protective measures (response costs) including, but not limited to, the following, may be eligible for reimbursement through FEMA or other federal agencies.

- Management, control and reduction of immediate threats to public health and safety:
  - Emergency Operation Center costs
  - Training specific to the declared event (PPE training, medical shelter operations, etc.)
  - Disinfection of eligible public facilities
  - Technical assistance to local governments or eligible PNPs on emergency management and control of immediate threats to public health and safety

- Emergency medical care:
  - Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
  - Related medical facility services and supplies
  - Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
  - Use of specialized medical equipment
  - Medical waste disposal
  - Emergency medical transport

FEMA Public Assistance

Eligible Costs Details

- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits

- Movement of supplies and persons

- Security and law enforcement

- Communications of general health and safety information to the public

- Search and rescue to locate and recover members of the population requiring assistance

- Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
  - All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing

FEMA Public Assistance

Eligible Costs Example

- **Labor**:
  - Incremental (added staff or OT) staffing costs associated with COVID-19 (command centers, increased ED and urgent care staffing, EVS, plant maintenance, etc.)
    - Public health and safety **overtime** likely reimbursed by FEMA
    - **Non-overtime public health and safety employees reimbursed through CRF** Suburban Municipality Allocation
  - Incremental / un-budgeted traveler nurses or other Contract Labor
  - Staff training and preparation, if it results in incremental costs (i.e., OT)
  - Labor costs must be documented to the FTE level and for the specific assignment
  - Note: Currently FEMA will not reimburse for Exempt employee time

- **Supplies and Equipment**:
  - All equipment, pharmaceutical, and supply purchases associated with COVID-19 for public health employees (PPE, gloves, gowns, tents, beds, lab equipment, ventilators, etc.)
  - Computer purchases and network efforts due to work at home efforts
  - Purchase of generators

- **Other**:
  - Expense associated with adding capacity (getting new units ready)
  - Direct cost of testing and treating potential and actual COVID-19 patients
  - Retrofitting a clinic to serve as a hospital

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

Questions?

CRF 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