



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

**Suburban Municipalities of Cook County, IL**

August 11, 2020

# Agenda

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

# Announcements

# Suburban Municipality Announcements

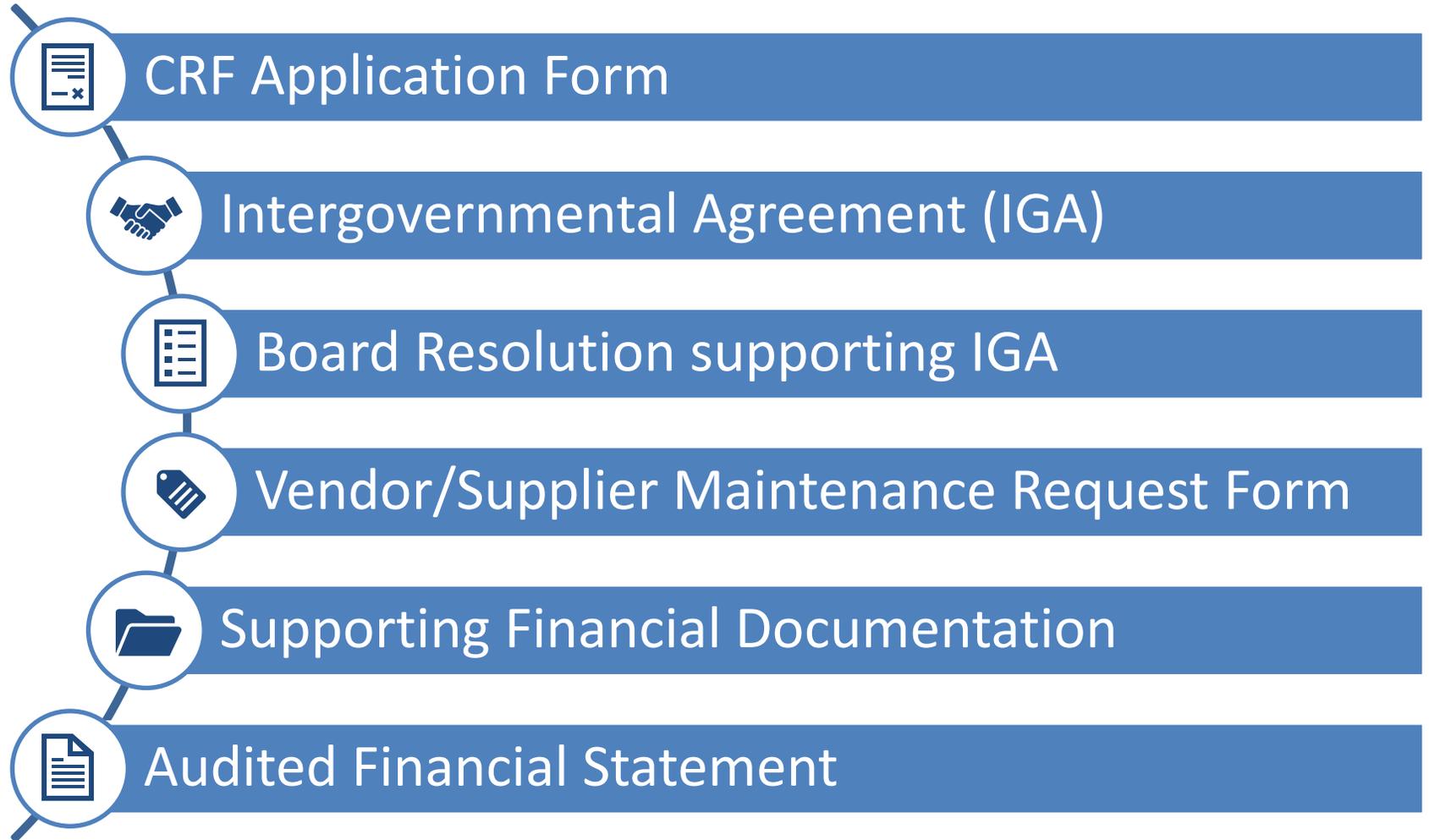
- CRF Application Process for Suburban Municipalities: currently **open**
- FEMA Public Assistance Application process is also **open**
- Upcoming Deadline: Notices of Intent are due September 30
  - Notice of Intent Forms sent to municipalities by Cook County in order to complete this step
  - Blank Notice of Intent forms are also located on the County website

# Application Requirements & Guidance

# Required Documents

Please turn in all 6 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.



# A Closer Look: IGA & Resolution

IGA questions primarily focus on the associated Resolution required.

## What is an **IGA**?

- The Inter-Governmental Agreement (IGA) specifies the terms and conditions associated with the County providing CRF funding to the Subrecipient (a Suburban Municipality, for example)

### Notes:

- Elected official must sign (usually a Mayor)
- Fill in all date fields except for those specified for County approval
- Fill in last page (“Attachment B”)

## What is the required **Resolution** associated with the **IGA**?

- In the requested Resolution, the Village’s legislative body (usually a Board) authorizes the Village’s elected official to enter into the IGA with Cook County
- A municipality should follow typical protocols associated with its legislative resolutions and provide the County with a document for its records

# A Closer Look: Example Resolution

Multiple questions have been submitted requesting an example Resolution.

## Where can I find an example Resolution?

- The Village of Schaumburg passed a Resolution allowing the Village to enter into an IGA with Cook County for CRF funds, and this example is in the public domain here: <https://lfweb.schaumburg.com/weblink/DocView.aspx?id=1078134&searchid=e0d737d1-4242-4d7c-bbe6-3ae52b7a4c9a&dbid=0>
- Again, your resolution should follow the required protocols associated with your suburban municipality legislative resolutions

RESOLUTION NO R-20-057

**RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS WITH COOK COUNTY**

WHEREAS, the Village and Cook County, Illinois desire to enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds ("Agreement"), a copy of which is attached hereto as Exhibit A; and

WHEREAS, it would be in the best interests of the Village and its citizens to enter into the attached Agreement (Exhibit A).

**NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SCHAUMBURG:**

SECTION ONE: That the Village President, or his or her designee, be and is hereby authorized and directed to execute the attached Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds (Exhibit A) by and between the Village and Cook County, Illinois, and to take such further steps to comply with the terms and conditions set forth therein.

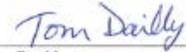
SECTION TWO: That this Resolution shall be in full force and effect after passage and approval as required by law.

AYES: (6) Bieschke, Madej, Dunham, Sullivan, Connelly, Kozak

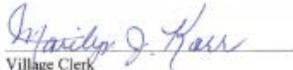
NAYS: (0) None

ABSENT: (0) None

PASSED AND APPROVED this 14<sup>th</sup> day of July, 2020.

  
Village President

ATTEST:

  
Village Clerk

# 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.

**Are the payroll costs of those who were unable to work remotely and placed on **administrative leave** eligible for 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.

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

- Per the 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 types of documentation is required to substantiate Payroll reimbursement requests?

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

- List of Employees & Job Titles
- Timesheets
- Hourly rates or pay

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

- List of Employees & Job Titles
- Timesheets of hours dedicated to responding to COVID-19
- Description of activities relating to COVID-19
- Hourly rate

# Guidance: Application Logistics

Logistics questions are centered around authority and timing for submitting the application.

## **Who** should submit the application & supporting requirements?

- Any employee associated with the Suburban Municipality who is tasked with compiling the application may submit an application.
- Please copy a second contact on the application should the sender become unavailable (go on vacation, etc.)

## **When** should I apply for funding?

- If you have FEMA-eligible expenses, apply there first!
- Cook County CRF Applications are being processed on a rolling basis.
- The earlier your municipality submits its application for eligible expenses, the sooner it may be reimbursed

# 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](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](#)

Questions?