



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

**Suburban Municipalities of Cook County, IL**

August 25, 2020

# Agenda

- Key Dates
- Application Guidance
- Q & A
- Application Support - Reminders

## Suburban Municipality – Key Dates

- CRF Application Process for Suburban Municipalities: **open**
- FEMA Public Assistance Application process: **open**
- Upcoming Deadline: Notices of Intent are due September 30
  - Blank Notice of Intent forms are located on the County website
- Office Hours are extended through September 8!

# Application Guidance

# Guidance: CRF Reimbursable Expense Examples

Examples of expense types with the clearest guidance from the US Treasury as eligible expenses include:

<p><b>Public Health &amp; Safety Payroll</b></p> <ul style="list-style-type: none"><li>• <b>Example:</b> straight time, benefits for Police Officers and Fire Protection Staff on duty</li></ul>	<p><b>Personal Protective Equipment</b></p> <ul style="list-style-type: none"><li>• <b>Example:</b> masks &amp; gloves</li></ul>	<p><b>Plexiglass Screens</b></p> <ul style="list-style-type: none"><li>• <b>Example:</b> plexiglass screen for reception desk in municipal facility</li></ul>
<p><b>Documentation</b></p> <ul style="list-style-type: none"><li>• List of employees and their job titles</li><li>• Timesheets for the period when costs were incurred</li><li>• Hourly rate or pay of these employees</li></ul>	<p><b>Documentation</b></p> <ul style="list-style-type: none"><li>• Itemized list of expenses with totals</li><li>• Corresponding receipts/invoices</li></ul>	<p><b>Documentation</b></p> <ul style="list-style-type: none"><li>• Itemized list of expenses with totals</li><li>• Corresponding receipts/invoices</li></ul>

*Remember to include detailed descriptions of all expenses and how they relate to your municipality's COVID-19 Response!*

## Guidance: Notice of Intent

**The bottom of the Notice of Intent Form reads: “If by September 30, 2020, a 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.”**

*The Notice of Intent itself is a Plan of Use: to use all the funding allocated, a portion of it, or none.*

*Please submit your NOI by September 30!*

# Guidance: Sick Leave

Sick Leave is eligible for reimbursement through the CRF...up to a point

## How do I know if I can be reimbursed for **paid sick leave** for a Federal, State, or local quarantine or isolation order related to COVID-19?

*For purposes of the Families First Coronavirus Response Act (FFCRA), a Federal, State, or local quarantine or isolation order includes quarantine or isolation orders, as well as shelter-in-place or stay-at-home orders, issued by any Federal, State, or local government authority that cause you to be unable to work (or to telework) even though your employer has work that you could perform but for the order.*

- Applies regardless of whether the quarantine was in response to workplace or personal exposure
- Up to **80 hours sick leave** (made available through FFCRA) is eligible for reimbursement through CRF; documentation can include your FMLA Policy, COVID-19 Sick Leave Policy
- Families First tax credit isn't applicable to public entities

Questions?



# 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 mid-September 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](#)

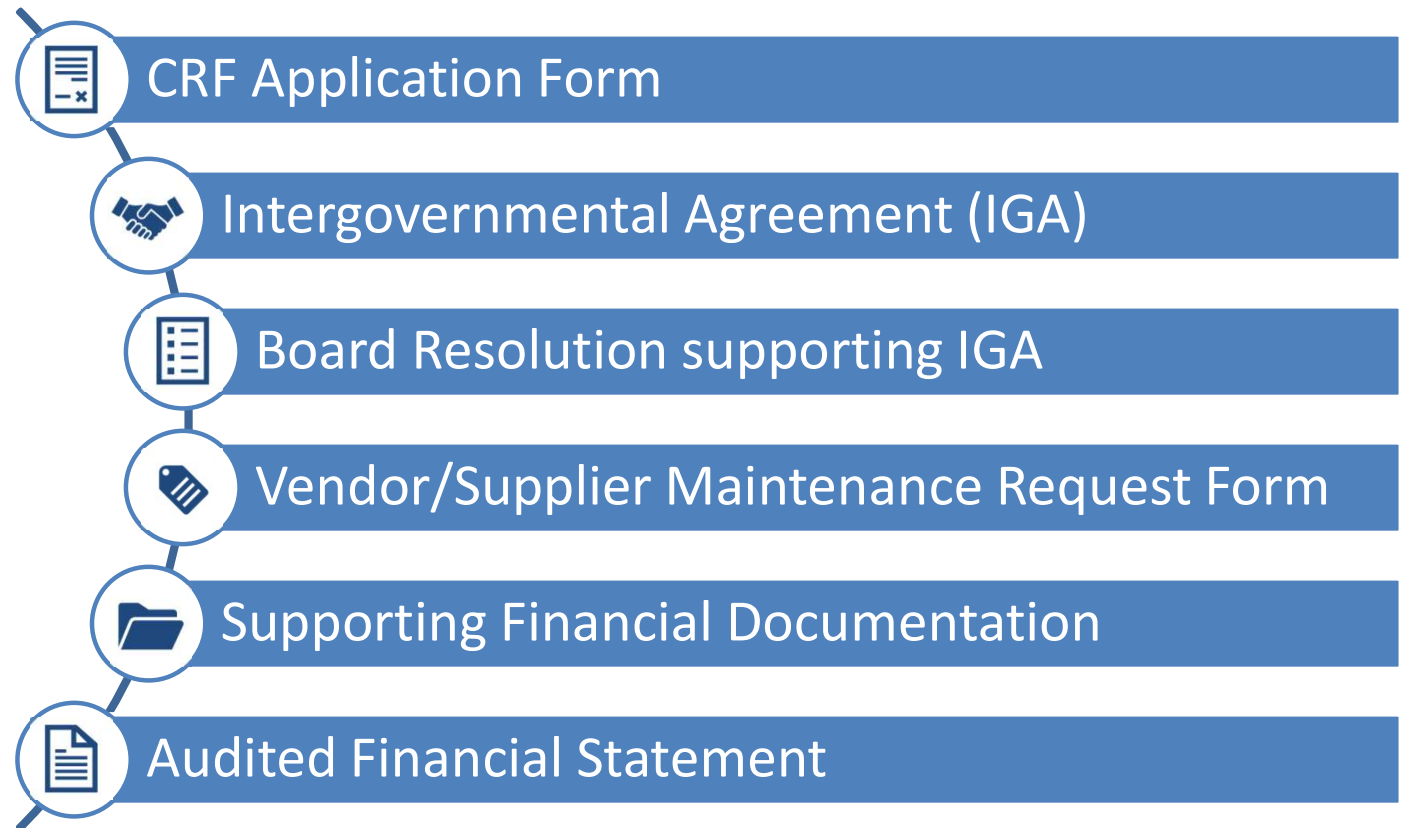
# Appendix – Table of Contents

- Key Dates
- Required Documents
- Application Logistics
- Payroll Documentation Requirements
- IGA & Resolution
- Example Resolution

# Required Documents

Please turn in all 6 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.



# 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

# A Closer Look: Payroll Documentation Requirements

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.

## 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

# 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
  - The documentation can be the Village Board’s approval of the IGA

# 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.

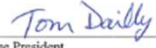
**SECTION TWO:** That this Resolution shall be in full force and effect after passage and approval as required by law.

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