



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

**Suburban Municipalities and Separate Taxing Agencies  
of Cook County, IL**

**September 29, 2020**

# Agenda

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

# Suburban Cook County Municipal CRF Applications– Key Dates

- Upcoming Deadline: **Notices of Intent for Suburban Municipalities are due September 30**
- Upcoming Deadline: **CRF Applications are due by October 30**
- FEMA Public Assistance Application process: **open**
- Office Hours are extended through September

# Application Guidance

# CRF Application Overview

- Cook County Suburban Municipalities, Fire Protection Districts, and Library Districts can apply now for reimbursement of previous and expected direct expenditures related to COVID-19, up to the amount of your respective allocations
- Applications must demonstrate the necessity and CRF eligibility of their COVID-19 related expense

## Unanticipated Costs

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

## Unbudgeted Costs

Were these costs not accounted for in our budget as of March 27<sup>th</sup>, 2020?

## Timing restrictions

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

# CRF Application Overview

## Application

- Municipalities can access the application via the County website
- Applications are submitted via e-mail
- Applications are reviewed for completeness and eligibility of incurred or planned expenses
- Distributions are made against the individual allocation
- Municipalities may submit for full or partial amount of this first 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 search bar and a language selection dropdown are also present. Below the navigation bar, the Cook County Government logo is visible on the left, and a menu with options like I WANT TO, RESIDENT SERVICES, DOING BUSINESS, and YOUR GOVERNMENT is on the right. The main heading reads "CARES Act Information for Local Governments". A yellow banner below the heading contains a bell icon and the text "Cook County's Resources and Response to Coronavirus (COVID-19)". The main content area features a section titled "CARES Act Information & Application" with a paragraph of text. On the right side, there is a sidebar for the "Bureau of Finance" with a list of 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**

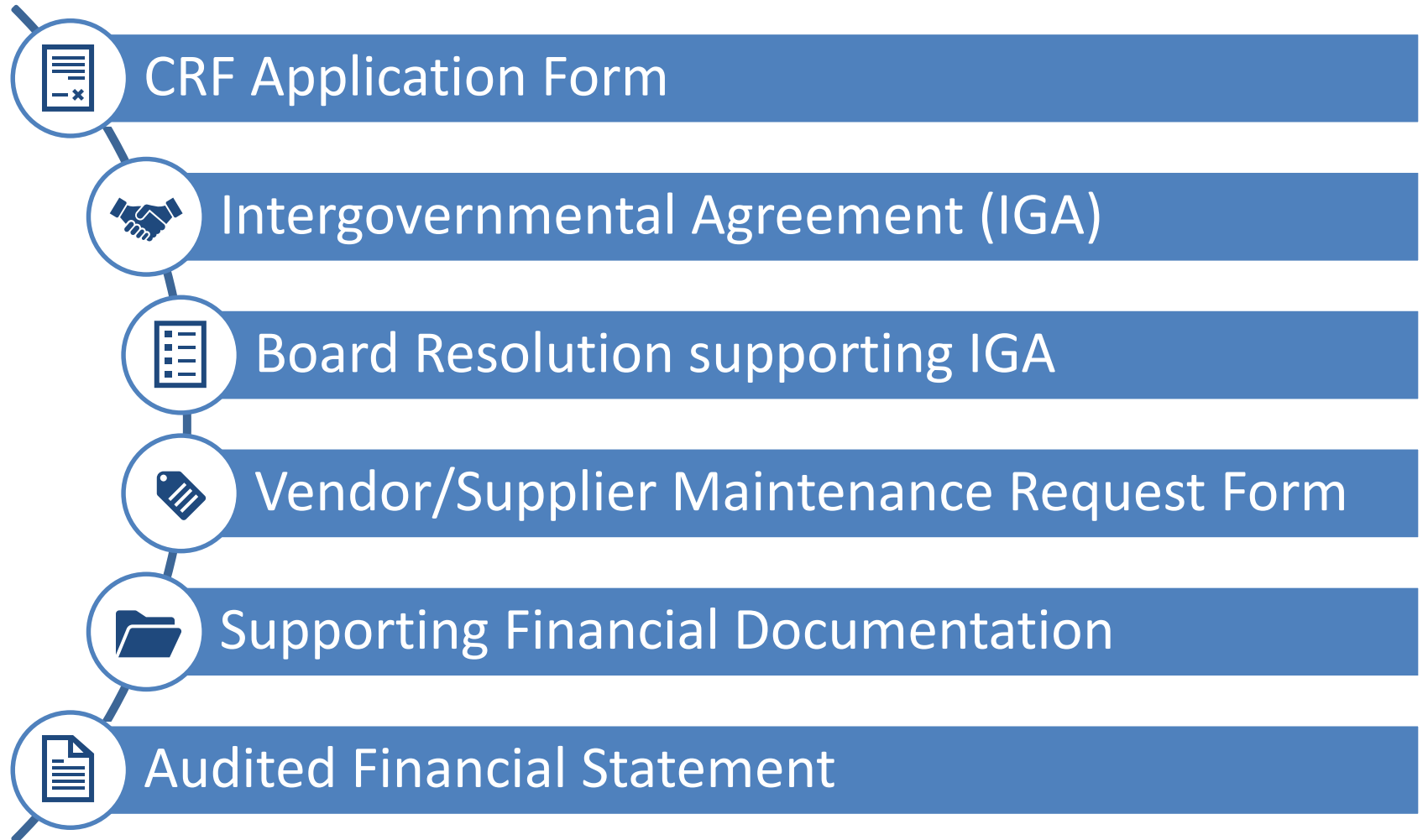
**Agencies**

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

# 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: CRF Reimbursable Expense Examples

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

Public Health & Safety Payroll	Personal Protective Equipment	Plexiglass Screens
<ul style="list-style-type: none"><li>• <b>Example:</b> straight time, benefits for Police Officers and Fire Protection Staff on duty</li></ul>	<ul style="list-style-type: none"><li>• <b>Example:</b> masks &amp; gloves</li></ul>	<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 organization's COVID-19 Response!*



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 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

- Application Logistics
- Payroll Documentation Requirements
- Sick Leave Guidance
- IGA & Resolution
- Example Resolution

# 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 your organization 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 organization 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

# 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

# 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.

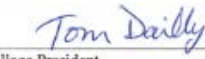
SECTION TWO: That this Resolution shall be in full force and effect after passage and approval as required by law.

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

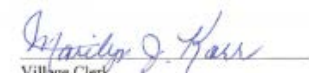
NAYS: (0) None

ABSENT: (0) None

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

  
Village President

ATTEST:

  
Village Clerk

# 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](mailto:SuburbanCovidFundingQuestions@cookcountyil.gov). Completed applications must be submitted via email to: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto: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

Explain *how* 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.

- *What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

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.

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.

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.

If we cannot complete this project, our public-facing staff and our citizens will lose confidence in the cleanliness and safety of our facilities.

Are any requested funds expected to be expended after December 30, 2020?

No

If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (*please be as precise as possible*)?

Because of delays in the availability of materials, the anticipated timeline for acquiring the materials, and then constructing all partitions and guards is September 29<sup>th</sup> to October 10<sup>th</sup>.

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 <a href="#">Coronavirus Relief Fund</a> is used to cover costs that:</p> <ul style="list-style-type: none"> <li>Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);</li> <li>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</li> <li>Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ul>	<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:

- 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; and
- 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.

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

Effective: [   NA   ]