



# Iowa COVID-19 Local Government Relief Fund

Training for Requesting Reimbursement of Qualified Expenses

August 19, 2020

# Today, we'll cover:



- Instructions on how to complete an application request for reimbursement
- Key dates
- Other inquiries
- A live demonstration of the Request for Reimbursement Cost Summary Workbook (Microsoft Excel)
- A live demonstration of the Intake Application
- Time permitting – we'll take questions about the process



# LGRF Reimbursement Instructions

- Step 1: Download the Request for Reimbursement Cost Summary Workbook (Workbook).
- Step 2: Read all instructions within the Workbook.
- Step 3: Fill the Workbook out in its entirety.
- Step 4: Gather all electronic supporting documentation per the instructions in the Workbook.
- Step 5: Navigate to the Intake Application at the link below.
- Step 6: Fill out the Intake Application and upload the workbook with all supporting documents.
- Step 7: Submit your Intake Application, Workbook, and all supporting documentation.

# Key dates



- Initial Requests for Reimbursements (RFRs) shall be for costs incurred between March 1, 2020 and July 31, 2020. Those RFRs shall be submitted by **September 15, 2020**.
- Expenses incurred August 1, 2020 – September 30, 2020 need to be submitted by **October 9, 2020**.
- Future RFR periods will be evaluated as applicable



# Information is available at:

- Information, the Workbook, intake Application and FAQs are at <https://coronavirus.iowa.gov/pages/local-reimbursement>
- Please send all inquiries and questions to [localgovtrelieffund@iowa.gov](mailto:localgovtrelieffund@iowa.gov)



# Additional Information

# About the LGRF



- Governor Kim Reynolds has allocated \$125 million for reimbursements to local governments for direct expenses incurred in response to the COVID-19 emergency.
- \$100 million for reimbursement will be divided between eligible cities and counties by 2019 estimated population. \$25 million will be used to cover the local government portion of the FEMA match through the Iowa Department of Homeland Security and Emergency Management.
- Consistent with the U.S. Treasury Department Guidance, funds may only be used to cover costs that:
  - A. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - B. Were not accounted for in the budget most recently approved as of March 27, 2020, for the government entity;
  - C. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and
  - D. Have not been reimbursed or where reimbursement has not been requested from another source of funds including, but not limited to, other federal programs.



# Necessary expenditures include:

- Acquisition and Distribution of
- Personal Protective Equipment
- Sanitizing Products
- Testing Equipment and Supplies (test kits)
- Ventilators
- Other Necessary COVID-19 Medical Supplies and Equipment

## **Other Related Necessary Expenditures**

- Temporary Isolation or Quarantine Sites
- Medical Transportation
- Expenses for Sanitizing Public Areas and other Public Facilities
- Temporary Emergency Staffing and overtime costs for staff that is substantially dedicated to the mitigation or response to the COVID-19 public health emergency
- Payroll costs for public health and public safety employees for services dedicated to mitigating or responding to the COVID-19 public health emergency
  - As a matter of administrative convenience in light of the emergency nature of this program, you may presume that 25% payroll costs for public health employees and 25% of payroll costs for public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Equipment used for the conduct of meetings by telephonic or electronic means
- Software or technology infrastructure to allow for local services to be provided while social distancing
- Additional costs associated with enhanced 211 capabilities



# Common Payroll Expense Questions

- What information/documentation should be submitted to show the payroll expense?
  - Payroll registers, pay rate support, and in some cases time sheets
- What staff is deemed “public safety”? Support staff, dispatch, EMS?
  - The staff included in your FY20 budget Public Safety line
- Which employees are defined as public health employees?
  - The staff included in your FY20 budget Public Health line
- How should payroll associated costs such as payroll taxes and other benefits that are considered part of compensation be treated?
  - There is a “Fringe Benefits” calculation worksheet tab to assist with including these costs included in the Request for Reimbursement Cost Summary Workbook
- Clarification that a city can submit 25% of their expenses related to a 28E for public safety.
  - This will be a labor expense and you must include a copy of your 28E agreement as well as your payment / encumbrance support for an eligibility determination



# Common Other Expense Questions

- Will there be a broad list of the expenses that can be submitted?
  - The list of eligible expense categories are included in the Request for Reimbursement Cost Summary Workbook in the "Type" drop down list, please select the best category for your expense and it will be evaluated for eligibility
- What type of facilities upgrades are considered expenses? New doors, ventilation, hands free soap dispensers?
  - Facilities upgrades related to COVID-19 are considered expenses eligible for reimbursement as long as they fit the remaining criteria listed under the LGRF guidelines
- CARES act leave expenses recoverable under this program? For example, the wages of an employee who used CARES act leave for exposure to COVID.
  - This answer will be published to the FAQs site by the State of Iowa
- Can wages for employees in departments that were closed because of proclamations, such as rec centers be recovered through this program?
  - This is termed "Revenue Replacement" and ineligible for reimbursement under the CARES Act.



# Common FEMA Questions

- We have had many questions about the FEMA submissions, such as how long it will take (there are concerns that the FEMA process moves slowly) as well as what specific items can be reimbursed by FEMA. If FEMA has a specific list of expenses that would be helpful for us to send out.
  - This answer will be published to the FAQs site by the State of Iowa
- Apparently there is a minimum threshold for FEMA, which many cities are telling us they will not meet (some have told me it is \$1,500). Can they submit what would otherwise be a FEMA reimbursable expense to the state system if they are under that threshold?
  - This answer will be published to the FAQs site by the State of Iowa