



# Local CURE Program Eligible Expenses



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

JB Pritzker, Governor





# Reimbursement Overview

**All reimbursement requests for COVID-19 expenses must include:**

- **Justification of why expense is connected and necessary to COVID-19**
- **Description of expense**
- **Backup documentation to confirm the eligibility of each expense**



# Justification of Expenses

**All reimbursement requests must include a 2-3 sentence justification that includes:**

- **How the expense is connected to COVID-19;**
- **Why the expense is necessary;**
- **Confirms the expense is not filling a short fall in revenue;**
- **“Proof of service” between March 1 and December 30, 2020;**
- **Expense is not funded in the budget as of March 27, 2020, and;**
- **Expense is not being reimbursed through another program.**



# Eligible Expenses

- **Medical Expenses**
- **Public Health Expenses**
- **Payroll Expenses**
- **Expenses to comply with public health measures**
- **Other Eligible Expenses**



# Medical Expense Examples

- **Establishment of temporary medical facility (tent, tables, chairs, etc.)**
- **Costs of providing COVID-19 testing**
- **Emergency medical response capacity**
- **Purchase of PPE**



# Public Health Expense Examples

- **Communication expenses**
- **Expenses to enforce public health orders related to COVID-19**
- **Purchase of media for public health messages related to mask wearing/social distancing**
- **Establishing public health programs – such as business reimbursement programs for businesses to purchase PPP, plexiglass barriers, touchless hand sanitizer stations**



# Payroll Expense Examples

- **Overtime expenses for staff substantially dedicated to mitigating or responding to COVID-19;**
- **Public Safety, health care, human services and similar employees salaries in response to COVID-19 (also for staff reassigned to this)**
- **Administrative Leave**
- **Hazard Pay**
- **Budget personnel and services diverted to a substantially different use**

**NOTE: in a recent analysis of public health, public safety, hazard pay and administrative leave payroll expenses, DCEO believes most medium sized municipalities can find over \$250K in costs from this category alone.**



# Payroll Expense Examples (cont.)

- **Staff attending emergency training meetings in preparation for COVID-19**
- **Police officer time in response to COVID-19**
- **Non-budgeted unemployment insurance**





# Other Eligible Expense Examples

- **Assist educational support staff to develop online learning capabilities**
- **Cleaning costs (supplies and services)**
- **Technology purchases for employees to work remote**
- **Expenses associated with the issuance of tax anticipation notes**
- **Food programs**
- **Nursing home assistance**



# Backup Documentation Examples

- **Payroll Records** – include position with title, employee ID number, rate of pay and time period
- **Purchase orders, invoice & check stubs or other proof of payment.**
- **General Ledger report that details expenditures.**
- **Applicable Organization Policies** – necessary for hazard pay and administrative leave.
  - **Please send excerpts of local policies or make the applicable sections easily identifiable.**

**NOTE: All personally identifiable information must be removed from submitted documents (e.g. Social Security Numbers.**



# Submission Examples

## **Reimbursement for Police Salary**

Justification – Due to COVID-19, our municipality has had to devote police officers to COVID-19 response. These expenditures were not budgeted and due to a high infection rate, was necessary to keep residents safe.

Description – Payroll Expense

Backup Documentation – Copy of payroll records with employee ID, rate of pay and time spent on COVID-19 response. *NOTE: all Social Security Numbers or other Personally Identifiable Information must be redacted.*

## **Deep Cleaning at Office**

Justification – Due to COVID-19, we did a deep clean of Village Hall to prepare the building for employees to reenter. This expense was not budgeted and was necessary to stop the spread of COVID-19.

Description – Cleaning Cost of Building

Backup Documentation – Invoice for cleaning service/supplied and proof of payment (canceled check and fund transfer or credit card bill).

## **Purchase of PPE for Local Businesses**

Justification – Due to COVID-19, many businesses in our town needed PPE. We purchased plexiglass, facemasks and rubber gloves for downtown businesses to hand out to customers. Without this purchase, businesses would have less customers and possibly go out of business.

Description – Public Health Program

Backup Documentation – Invoice for PPE and proof of payment (canceled check and fund transfer or credit card bill)



*Please visit the program website at*  
<https://www2.illinois.gov/dceo/Pages/CURE.aspx>

*Questions should be directed to the Help Desk via the  
Local CURE Portal or via email at*  
[LOCALCure@crowe.com](mailto:LOCALCure@crowe.com)