

8/12 Webinar Questions	
Question	Answer
Eligibility	
I am confused if I am allowed to apply for any of this funding. I have been told that I can, but I've also been told I can't. I am head of a Library District, so an unit of local government. Do I qualify at all? Thanks so much!	Yes. Local governments as defined by the Illinois Constitution which are located outside of the 5-collar counties of Chicago are eligible. If you are considered a governmental body and a "special taxing district" you will need to apply for assistance. The most recent application period closed on July 24th. DCEO will re-open the application before the end of August.
Per state statute, municipalities under 5,000 allocate funds by appropriation--not budget. How will that be addressed?	The appropriation of funds is viewed as the authority to spend. Providing supporting documentation in the same manner, such as appropriations-related workpapers, if available, would be acceptable.
My library district covers 2 counties; Lake and McHenry. I have received certification information from Lake county with our allocation, will McHenry county be sending a similar allocation? Or is this program just for those entities in Lake County?	Lake County is also a direct recipient of CARES Act funding. If your library district covers two counties, we recommend establishing reasonable allocations based on patrons (e.g. 60% of your patrons are from Lake and 40% are from McHenry) to manage and submit reimbursement requests.
Eligible Expenditures	
We are purchasing online permitting software so our residents can get more services online during this Covid-19 shutdowns, is this an eligible expense?	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
We have had to add cameras and audio capabilities in our theater so that we can use it for City Council meetings, are these expenses reimbursable?	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
We are going to add UV technology into our HVAC system at a fire station to combat the airborne spread of Covid-19, is this an eligible expense?	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
If we have 2 police officers dedicated to DCEO guidelines enforcement, is their payroll expenses an eligible expense?	Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020.
Would this item be eligible for reimbursement? Purchase of additional microphones for County Board meetings so no member would have to share a microphone.	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
Would this item be eligible for reimbursement? Purchase of a mobile sound system so that County Board meetings could be taken to a different venue.	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
Would this item be eligible for reimbursement? Rent payments to have the County Board meetings at a different venue.	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
Could we use the CURE funding to purchase a mobile health response unit?	Yes. Reimbursements associated with directly responding to the COVID-19 public health emergency would be eligible.
Could we use the CURE funding for ventilation improvements to include HEPA filtration?	Yes. Reimbursements associated with directly responding to the COVID-19 public health emergency would be eligible.
Can we use for costs incurred for tents for testing and vaccinations?	Yes. Reimbursements associated with directly responding to the COVID-19 public health emergency would be eligible.

<p>Will it pay for overtime expenses incurred by response level staff and what documentation would be needed to support this?</p>	<p>Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020. Payroll records are required documentation to support this reimbursement.</p>
<p>Our understanding is that City paramedics supplying ambulance service are considered frontline Covid workers and all of their direct payroll qualifies for reimbursement. Every ambulance call must be treated as a Covid call. Please confirm that the ambulance worker salaries qualify for reimbursement.</p>	<p>Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020. Payroll records are required documentation to support this reimbursement.</p>
<p>Would an intercept body scanner for our Sheriff's Department be considered an expense that could be reimbursed by the CARES act? The reasoning behind the intercept body scanner would be that because of COVID 19 the detention facility would not have to have physical contact with an individual, the scanner would be a social distancing piece of equipment used because of the virus.</p>	<p>Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.</p>
<p>Regarding Admin Leave, can we still claim it if we do not have a specific policy regarding that term in this unprecedented event? Is there a way to claim it. when employees were directed to be off because of COVID without the term in a policy?</p>	<p>Possibly. The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. 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.</p>
<p>Are fringes (FICA, Health Ins. etc.) related to payroll allowable to the extent that payroll is allowed? Example: A person was on admin leave for 20 of 40 hours. Are 50% of their fringes allowable for CURES as well?</p>	<p>Yes. Reimbursement to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.</p>
<p>When we CLOSED down the village of all non-essential services, several of our employees were off and the village continued to pay those employees. Can we get reimbursement for those employees' wages during that time?</p>	<p>Possibly. The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. 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.</p>
<p>Can wages paid to our essential employees during our closure be reimbursed, since those employees were required to work during the COVID pandemic?</p>	<p>Possibly. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020. An essential employee is not necessarily a public health & safety employee.</p>
<p>Can the expenses that we incurred due to purchase of masks, disinfectants, gloves, cleaning supplies, etc. that were not part of our normal supplies be reimbursed?</p>	<p>Yes. Reimbursements associated with directly responding to the COVID-19 public health emergency, including PPE and other supplies, would be eligible.</p>
<p>An employee used their personal cell phone during our shutdown to answer both village phone lines that were forwarded to them, can a portion of their monthly bill be reimbursed?</p>	<p>No. Indirect or administrative costs are ineligible for reimbursement.</p>
<p>Would an accountant's time for watching related webinars like this one and completing reimbursement claims be allowable?</p>	<p>No. Indirect or administrative costs are ineligible for reimbursement.</p>
<p>If a municipality reassigns a first responder manager (police chief, fire chief, deputy chief) to a majority role in COVID as a community representative and coordinator is that regular salary time considered a eligible?</p>	<p>Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020.</p>

<p>We have several salaried employees who dropped much of their workload and switched to Covid assistance. Efforts were to help disseminate information, Covid relief programs and help local businesses and residents apply for relief, including PPP, SBA EIDL and Small Business Stabilization. These employees worked 2 to 8 hours a day on Covid. Do these qualify for reimbursement?</p>	<p>Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020.</p>
<p>The way that I am understanding the slides, is that time off that was given to the employees during the shutdown are not reimbursable. Is this correct? We paid our staff in full but only had them come in as needed to complete payroll, etc.</p>	<p>Possibly. The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. 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.</p>
<p>We had people stay home, but paid them full pay, and they were not working from home. Guessing those wages are not covered. They did not have to use personal time or vacation time. We do not have language in a policy to cover this. They were just told (1/2 a department a week) to stay home.</p>	<p>Possibly. Reimbursement to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. 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 eligible for reimbursement.</p>
<p>If we submitted some invoices to FEMA and do not receive reimbursement, are we allowed to submit them through the CURES program?</p>	<p>Yes. If expenses pass the DCEO Allowability Test presented in the Webinar, they may be eligible for reimbursement.</p>
<p>Can these funds be used to hire someone to oversee this grant (register in portal, submit reimbursements etc.)</p>	<p>No. Indirect or administrative costs are ineligible for reimbursement.</p>
<p>Our county jail was required to hold detainees in our jail because IL Dept Of Corrections refused to accept detainees for a period of time. That required our sheriff's jail staff to work overtime to cover the additional detainees. Is that reimbursable?</p>	<p>Yes. Reimbursements to meet payroll expenses for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020.</p>
<p>Our department heads have spent a considerable amount of time creating a plan to mitigate the local spread of this virus and the public safety departments have patrolled to ensure enforcement of local and state COVID related policies. With both instances, I can't say that we can actually track, per work hour, those expenses but they are COVID related. Are they considered eligible reimbursable expenses?</p>	<p>Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020. Payroll records are required documentation to support this reimbursement.</p>
<p>so why are notadincots eligible for reimbursement for us municipalities but DCEO is allowed to hire and reimburse a private party to administrate the program???</p>	<p>DCEO was appropriated this program from the general assembly and in order to deliver the <i>necessary</i> mandates of the program, DCEO had to hire a 3rd party administrator.</p>
<p>Can municipalities be reimbursed for grant administration costs, specifically for small municipalities?</p>	<p>No. Administrative costs are ineligible for reimbursement.</p>
<p>I have had 2 employees that had to be off work for 1: testing and quarantine and 2: 2 weeks off self-quarantine by health care provider. The US Dept of labor posting stated that we had to pay them for these reasons. Is this reimbursable?</p>	<p>Yes. 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 eligible for reimbursement.</p>
<p>I noticed that "facilitating distance learning" is an eligible expense. There is a growing concern that schools may have to go to remote learning. This could impact workforce. Could funding through this program be used to pay for staffing from local organizations to assist students that have to remote learn at a facility so the parents don't have to choose between a job and their children?</p>	<p>Yes. Costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures is eligible for reimbursement.</p>
<p>Could this funding be used to develop WIFI hotspots to facilitate distance learning?</p>	<p>Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible for reimbursement.</p>

<p>Is payroll for public health employees eligible for reimbursement regardless of whether or not an employee has a role in the COVID-19? If yes, what justification statement should be used when submitting such costs for reimbursement?</p>	<p>No. Reimbursements are eligible to meet payroll expenses for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020. Payroll records are required documentation to support this reimbursement.</p>
<p>Can we submit for reimbursement for payroll related costs as an employee was under mandated quarantine?</p>	<p>Yes. 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 eligible for reimbursement.</p>
<p>We budgeted some seasonal payroll related funds for COVID mitigation as of 4/1/20 with the start of our new fiscal year. Is that not eligible for reimbursement?</p>	<p>No. Expenses funded through another previously budgeted line item are ineligible.</p>
<p>Is each reimbursement of funds equal to 100% of the upfront cost or is it discounted?</p>	<p>Allowable reimbursements are eligible for 100% of the costs.</p>
<p>Our fire department runs an ambulance service. Are ALL of their payroll costs eligible or only those hours spent on ambulance duty? Are only COVID related calls eligible? What about our police officers that assist them in ambulance calls related to COVID as the same questions apply to them?</p>	<p>No. Reimbursements are eligible to meet payroll expenses for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020. Payroll records are required documentation to support this reimbursement.</p>
<p>The vast majority of our COVID-19 related expenditures have been for PPE and cleaning/sanitizing supplies that were not originally budgeted or wouldn't have been needed under "normal" circumstances. Would these all be eligible?</p>	<p>Yes. Reimbursements associated with directly responding to the COVID-19 public health emergency, including PPE and other supplies, would be eligible.</p>
<p>We have had some expenditures related to trying to mitigate physical contact with residents/customers in our municipal building, due to COVID-19. One example is purchase and installation of plexiglass barriers. Is this eligible?</p>	<p>Yes. Reimbursements associated with directly responding to the COVID-19 public health emergency, including PPE and other supplies, would be eligible.</p>
<p>We have heard that a portion of unemployment expense due to furloughs caused by COVID-19 are eligible for reimbursement under the CARES Act. Do we submit those under this Local CURE program, or through a different program?</p>	<p>Possibly. If the extra unemployment insurance was not budgeted and directly related to Covid-19, it would be a reimbursable expense during the program period.</p>
<p>Is Hazard Pay only allowed only for employees in the public safety, public health, health care, human services fields? One of the responses to the Q&A from 7/29/2020 indicates that hazard pay for Election Judges would be eligible. This appears to be contradictory to some of the other responses.</p> <p>Our employees were placed on intermittent administrative leave based on the Governors stay at home order. We planned to pay essential employees who were required to work a hazard pay and kept track of each hour worked during that time period, however we were not able to approve such pay until we could ensure that funds would be available to do so. You indicate that retro pay is seen as a bonus, but the language indicates that workforce bonuses OTHER THAN HAZARD PAY or overtime are ineligible. There seems to be an exception. Can you please clarify these items?</p>	<p>Reimbursements are eligible to meet 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. Hazard pay is a form of payroll expense and is subject to this limitation, so reimbursements may only be used to cover hazard pay for such individuals.</p>
<p>Would the following situations be considered Administrative Leave; 1. A shift of PW employees that were home, but on call to decrease the number of staff working in the field at one time due to COVID. 2. Employees being paid under the new EPSL act that fall under the 6 new categories related to COVID.</p>	<p>Only overtime related to COVID-19 would qualify. The regular salaries for staff would have been previously budgeted by the local government and would be ineligible.</p>
<p>When you say is not funded through another budget line item.... All Salaries are budgeted for, but now some of our Police Officers work type calls changed due to COVID. Would there time spent on responding to COVID19 call types be reimbursable? Even if it didn't trigger OT pay or additional pay for this officer?</p>	<p>Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.</p>
<p>We have tracked the calls we received related to COVID19 for our police officers but we don't know how ;much time the officer spent on that specific call. Can we use the number of COVID19 calls the PD received in one day divided by the number of COVID calls to get a percentage for that day. Then take that % and multiply by the total of PD salaries for that day to come up with a reimbursement amount?</p>	<p>Police officers would meet the criteria of 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. Evidence that the time allocated and submitted is attributable to COVID-related response activities and the costs can be supported through documentation.</p>

Members of our Risk Management Team conducted internal audits of COVID readiness and response needs for our internal service departments. Two weeks of time was dedicated 100% to this response. Can 2 weeks of payroll expenses for this team be covered by the CURES program?	No. Administrative costs are ineligible for reimbursement.
Several members of our public safety staff attended Emergency Operations Center meetings. These meetings were planning protection and overall public health for our community. Would the time spent in these meetings by these employees be reimbursable?	Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
Does CURES reimburse for Employee Self Isolation or stay at home due to care of others? We had to pay several employee who did not work 100% due to quarantine/isolation and pay 66% for those who stayed home due to care for children/others. Are these expenses reimbursable?	Yes. 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 eligible for reimbursement.
Because our COVID numbers are rising, we'd like to purchase 100,000 face masks for distribution to residents throughout our city. The total costs of these adjustable face masks is \$300,000, including masks, shipping, storage, and distribution. Would this be a covered expense under CURES?	Yes. Reimbursements associated with directly responding to the COVID-19 public health emergency, including PPE and other supplies, would be eligible.
With the stay-at-home orders in March, we found our city government was not equipped to efficiently and effectively respond to our public duties AND follow the stay-at-home order. We needed additional equipment and technology to be able to respond in a stay-at-home situation. We were able to shut our doors to the public, but all staff were required to report to work because we did not have an alternative. Now, our COVID numbers are spiking again and we know another stay-at-home order could result. If that happens, we now know what technology and equipment we need to function at the level we need to function AND keep our staff and residents safe. The technology and equipment needs total nearly \$400,000, none of which is in our approved FY21 budget. Would these expenses for laptops, software, and cellular hotspots be reimbursable?	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
Are motion detection light sensors reimbursable as these prevent multiple people from having to touch switches?	Possibly. Expenses directly related to the prevention of the spread of COVID-19, such as touchless sinks and hand dryers, would be eligible for reimbursement. These types of expense must pass the DCEO Allowability Test and include a narrative justification supporting why the expense was necessary.
If we do not have a formal policy for administrative leave but it was approved and caused by COVID does that count?	In absence of an established policy, local governments should provide proof of internal discussions and approval related to administrative leave and mandatory quarantines. The creation of these policies is strongly encouraged, since funding is available for reimbursement through December 2020. However, created retroactive policies may not deem certain expenses as eligible for reimbursement (i.e. hazard pay).
We have incurred some legal fees through our City Attorney for consult on COVID-19 Phase requirements. Are these fees reimbursable?	No. Administrative costs are ineligible for reimbursement.
As we attempt to deal with COVID-19 and its impact on our community, we're finding that we have no means of communicating information with our residents in a timely manner. We're looking at incorporating an alert system within our website. Would an alert system integrated within the municipality website be something that would be reimbursable under the CURE Program?	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
We are in the process of purchasing iPad for our Village Board Members in order to be able to attend virtual meetings during the pandemic. The likelihood that future meetings will be virtual is high and we need to provide the board members the ability to attend. Not everyone is technologically plugged in. This expense would be covered, correct?	Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.
As we sit in Phase 4, with the expectation that at some point we will likely revisit Phase 3, our municipality is looking at providing a space for downtown restaurants to be able to serve outside on Village property. Expenses associated with that will be covered, correct?	No. Under the rules of the Local CURE program, economic assistance is not currently a reimbursable expense.

<p>I had a question regarding one of the slides during the webinar showing that Administrative Leave due to the emergency was an eligible expense. I'd like to get some clarification on the Village's situation since it will have an impact on how our certification form is filled out.</p> <p>When the governor issued the stay at home order, to maintain social distancing and safety staff at the Village worked half days and those departments that had multiple people in them would alternate days. (For example, my department has myself and one other person. I worked Mondays, Wednesdays, and Fridays from 8am to 12pm. The other member of the department would work on Tuesdays and Thursdays from 8am to 12pm.) Everyone continued to be paid for 40 hour work weeks even though they may have only worked as little as 8 hours that week. Depending on the individual filling out his or her timesheet for the pay period, it could look as if the employee worked 40 hours since they could have filled it out as if they worked 8 hours each day for 5 days. Some individuals put down "other" leave for hours they were not at work.</p> <p>If I understood correctly, the pay for hours not at work would be classified as administrative leave and eligible for reimbursement through Local CURE. Could you verify that I am interpreting this correctly and what would need to be submitted to receive reimbursement for that administrative leave? Thanks for the help with this.</p>	<p>Possibly. The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. 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.</p>
<p>Can attorney fees for COVID issues be reimbursed?</p>	<p>No. Administrative costs are ineligible for reimbursement.</p>
<p>In the initial webinar rolling out this program to us, a statement was made by the presenter that if a project being submitted for reimbursement was more than 50% due to Covid-19, then it was highly likely that the whole project would be fully reimbursed. Is this still a true statement?</p>	<p>Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.</p>
<p>We are a local municipality and have tracked our police calls for service as they relate to COVID19. For example calls regarding large gatherings or calls where businesses were not complying with the stay at home order etc. Can we take the percentage of calls each payroll period and multiply that percentage by the total dollar amount of what we paid our public safety employees? We did not track specific employees that went out on these calls or how long they specifically spent on each call.</p>	<p>Police officers would meet the criteria of 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. Evidence that the time allocated and submitted is attributable to COVID-related response activities and the costs can be supported through documentation.</p>
<p>We are a municipality that also have water/sewer/garbage utility bills that we waived late fees for 2 months to help out the community. Can we get reimbursed for those fees?</p>	<p>No. The Local CURE program may not cover revenue replacement. Reimbursing fees is considered a form of revenue replacement.</p>
<p>IEMA is encouraging counties to apply for FEMA PA before CURE. I believe CURE funds can be used as the 25% match for PA, but if the state of Illinois reaches past a certain dollar threshold, the match ratio may change to 90%/10%. How do I submit for PA & CURE simultaneously while ensuring that our county does not double-dip on grant funds?</p>	<p>Yes. Reimbursements may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy CURE eligibility criteria and the Stafford Act. Regardless of the use of CURE reimbursement for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act. □</p>
<p>If an employee tested positive and you were forced to send additional employee home to quarantine and the unit of government continued to pay them, Is the labor cost of the employees who were paid to be off eligible for re-imburement ?</p>	<p>Possibly. The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. 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.</p>

<p>If we submit COVID-related expenditures to FEMA and they pay 75%, would the 25% be reimbursable under the Local CURE program? If so, what documentation would you require for us to send in order to submit for the 25%? Would we submit the entire packet of documentation and then only request reimbursement for 25%?</p>	<p>Yes. Reimbursements may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy CURE eligibility criteria and the Stafford Act. The same documentation provided to FEMA can also be provided for CURE reimbursement, but the narrative justification should clarify reimbursement for only the 25% non-federal matching requirement.</p>
<p>Can we include all public safety (police) hours in our reimbursement requests?</p>	<p>No. Reimbursements are eligible to meet payroll expenses for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020.</p>
<p>We gave \$5,000 Covid-19 grants to local businesses due to closure or restrictions. Can we claim those grants as reimbursable?</p>	<p>No. This expense would be eligible under the Economic Development support program. When available details for the economic support program will be released on the CURE webpage.</p>
<p>We provided a utility bill credit of up to \$100 per household due to unemployment or reduction in pay for our residents. Can we claim those credits as reimbursable?</p>	<p>No, this would not be reimburseable because it would be revenue replacement.</p>
<p>We have multiple salaried employees who have committed a large amount of time to the Covid situation. Would we be able to be reimbursed for part of their salaries?</p>	<p>Possibly. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.</p>
<p>Would part of our HR's salaries be covered for the time they spend educating employees on Covid?</p>	<p>No. Administrative costs are ineligible for reimbursement.</p>
<p>Due to the loss of revenue our City has decided to offer an Early retirement incentive offer to eligible employees. Had this loss not occurred they would have offered this incentive. Would any of these costs be reimbursable?</p>	<p>No. Revenue shortfalls and early retirement incentives are ineligible for reimbursement.</p>
<p>Would any expenses for any extra cleaning due to covid be reimbursable? We were thinking costs associated with outside professional companies coming to clean.</p>	<p>Yes. Enhanced cleaning costs to combat the spread of COVID-19 would be eligible provided they occur within the program period (3/1/20 - 12/30/20).</p>
<p>Recently we have bought some laptops for working from home as well as added cameras and new microphones to our council chambers. These are to help council members remote in to meetings and to help social distance. Would any of the laptops or upgrades to our IT for virtual meetings be reimbursable?</p>	<p>Possibly. If such expenses are in response to the public health emergency, represent an increase over previously budgeted amounts and are limited to what is necessary. A narrative justification will need to be provided as supporting documentation for reimbursement.</p>
<p>Our city is considering remodeling our lobby to add a kiosk for customers. This would help to social distance and limit contact with our employees. Would any of the remodeling costs be acceptable?</p>	<p>Possibly. Portions of this expense may be reimbursable if they were not already scheduled improvements to take place prior to COVID. Each line item must go through the reimbursement test on the Program's website and expenses must occur within the Local CURE program timeframe (March 1 -December 30, 2020).</p>
<p>The city is preparing to support additional staff during another stay at home order. Our current Virtual infrastructure cannot support the additional users, nor can it support our current telecommute workloads due to biweekly office rotations and employees being isolated. Would the physical virtual infrastructure cost be covered? Would the software maintenance for the year be reimbursable?</p>	<p>Possibly. Portions of this expense may be reimbursable if they were not already scheduled improvements to take place prior to COVID. Each line item must go through the reimbursement test on the Program's website and expenses must occur within the Local CURE program timeframe (March 1 -December 30, 2020).</p>
<p>Most city employees do not have a suitable office space and are working from a dining room table or other makeshift surfaces. While it is very clear that we can supply each user with the technical hardware needed to fulfill their duties, would any expenses related to eliminating ergonomic hazards be covered? For example, a monitor mount, desk, or office chair?</p>	<p>No. Administrative costs are ineligible for reimbursement.</p>
<p>Our city's conferencing room capabilities are severely limited. IT wants to install interactive displays, with web cameras and microphones since each department is isolated and not allowed to congregate. The equipment's singular purpose would be to enhance communication between city staff and outside vendors who are not allowed to enter the building due to COVID-19 policies.</p>	<p>Possibly. Portions of this expense may be reimbursable if they were not already scheduled improvements to take place prior to COVID. Each line item must go through the reimbursement test on the Program's website and expenses must occur within the Local CURE program timeframe (March 1 -December 30, 2020).</p>

<p>Out municipal Library was not prepared for the last shutdown. Most employees have never had to work remotely and now need to store a great deal of digital records. Many workers would be able to work remotely if they were able to digitalize existing data. New server storage infrastructure and security appliances are needed to support the staffs telecommute. Would this infrastructure be covered? Would the Library be able to employ someone to oversee the digitalization of documents?</p>	<p>Possibly. Portions of this expense may be reimbursable if they were not already scheduled improvements to take place prior to COVID. Each line item must go through the reimbursement test on the Program's website and expenses must occur within the Local CURE program timeframe (March 1 -December 30, 2020).</p>
<p>City staff lack the necessary training to be completely productive from home. Training is necessary to make sure our users and staff can be more productive. Would user training on digital office functions and Office 365 be covered?</p>	<p>No. Administrative and indirect costs are ineligible for reimbursement.</p>
<p>Development staff are working to digitalize all their paper records to reduce exposure to the public and staff. The city currently lacks the necessary storage to host all the digital documents. Would the storage cost of this COVID project be covered?</p>	<p>Possibly. Portions of this expense may be reimbursable if they were not already scheduled improvements to take place prior to COVID. Each line item must go through the reimbursement test on the Program's website and expenses must occur within the Local CURE program timeframe (March 1 -December 30, 2020).</p>
<p>If employees do not have internet at home and are being asked to work from home to social distance with duties which require internet usage would an internet hotspot provided by the local government be reimbursable?</p>	<p>No. Administrative and indirect costs are ineligible for reimbursement.</p>
<p>Will hardware and software purchases necessary for employees to work from home and social distance be reimbursable under this program?</p>	<p>Possibly. Portions of this expense may be reimbursable if they were not already scheduled improvements to take place prior to COVID. Each line item must go through the reimbursement test on the Program's website and expenses must occur within the Local CURE program timeframe (March 1 -December 30, 2020).</p>
<p>Would the wages of additional staff hired to accommodate the increased workload of regular staff as a result of COVID be eligible for reimbursement?</p>	<p>Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020.</p>
<p>Can this grant be used to digitize our land and vital records so that our citizens can get the information online instead of having to come into the County Clerk's Office?</p>	<p>No. Administrative and indirect costs are ineligible for reimbursement.</p>
<p>The City would like to pick up the cost that retailers charge to accept water bill payments at their businesses, so that fewer residents come into city hall and we minimize staff exposure, is this an eligible expense?</p>	<p>No. Revenue shortfall replacement is ineligible for reimbursement under the Local CURE program. □</p>
<p>We have had to hire additional people to work in the lobby to ensure face masks are being worn when they enter the city hall building, is this an eligible expenses?</p>	<p>Yes. Reimbursements to meet payroll expenses are eligible for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency, provided that such payroll costs are incurred by December 30, 2020.</p>
<p>Is software a dedicated website, online permitting, Covid-19 surveys, dedicated to supporting our Covid-19 response automatically eligible?</p>	<p>Possibly. Portions of this expense may be reimbursable if they were not already scheduled improvements to take place prior to COVID. Each line item must go through the reimbursement test on the Program's website and expenses must occur within the Local CURE program timeframe (March 1 -December 30, 2020).</p>
<p>We need to replace our water fountains to the type that fill bottles in order to comply with the current guidelines, is this an eligible expense?</p>	<p>Possibly. Expenses directly related to the prevention of the spread of COVID-19, such as touchless sinks and hand dryers, would be eligible for reimbursement. These types of expense must pass the DCEO Allowability Test and include a narrative justification supporting why the expense was necessary.</p>
<p>We have been renting space at a local theater in order to have in person meetings and still comply will social distancing, is this an eligible expense?</p>	<p>No. Administrative and indirect costs are ineligible for reimbursement.</p>
<p>We would like to purchase a dedicated transport vehicle for the police department to minimize Covid-19 contamination in our vehicles, is this an eligible or partially eligible expense?</p>	<p>No. Administrative and indirect costs are ineligible for reimbursement.</p>
<p>Portal Access</p>	

How do I get an access to the portal to claim reimbursements?	Once a local government unit receives a certification number from DCEO, the contact on file will receive an email invitation to register on the portal.
I completed the survey yesterday when should I get my number?	A DCEO representative will contact the local government unit shortly with a certification number once all information has been processed.
Can a community have someone other than an employee get the mail and register in the portal for them?	Yes, but supporting documentation must be submitted to certify that the non-LGU employee has an active agreement with the LGU granting them authority to process on their behalf. The authorized signer for certification must be the same when a request is submitted.
I have checked my spam and regular email and have not received by registration # yet how should I proceed.	DCEO will issue certification identification numbers. The Local CURE Reimbursement Portal registration and registration emails will be sent on August 19th. Certified local government entities will receive an email invite with a registration link on this date.
Process and Procedures	
So, weeks ago we entered an application into the Cure system, received an acknowledgment of receipt. What was that for, since you are now talking about applications starting on the 19th. Very confusing...	Once local government units have been certified with DCEO, they will receive an invitation to register on the Local CURE Reporting Portal. The Portal is the main mechanism to submit reimbursement requests.
Is there anyway a community can get approval BEFORE they spend the money? What happens if a community feels the expense is COVID-19 related and the reviewer doesn't and the community has spent the money already?	No. Local governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to DCEO.
Will we be able to see other participants' questions and your answers?	Yes.
What formula can we use to calculate hazard pay?	There is no standard hazard pay formula. Please reference any internal policy or procedures regarding hazard pay to review and calculate appropriately.
When filling out the initial paperwork for the CURE program, should we mark the yes box "to use the full allotment of funds set forth in the first paragraph above" even if we have no idea how much we will actually be able to submit by the end of the program?	Complete the initial paperwork and forms to the best of your ability. If necessary, the value may be marked 'unknown'.
Can we create a retroactive policy for administrative leave, quarantines, etc.?	In absence of an established policy, local governments should provide proof of internal discussions and approval related to administrative leave and mandatory quarantines. The creation of these policies is strongly encouraged, since funding is available for reimbursement through December 2020. However, created retroactive policies may not deem certain expenses as eligible for reimbursement (i.e. hazard pay).
Hazard pay policy- the county has never faced the need for hazard pay and does not have a written policy for hazard pay. Should we pass a resolution now for retroactive hazard pay?	In absence of an established policy, local governments should provide proof of internal discussions and approval related to hazard pay. The creation of these policies is strongly encouraged, since funding is available for reimbursement through December 2020. However, created retroactive policies may not deem certain expenses as eligible for reimbursement (i.e. hazard pay).
As follow up to my previous question, is there a source in the Crowe partners that can guide us if we have a specific situation in a project that we are unsure that it will qualify for reimbursement before we spend our local money and later find out that it doesn't qualify? In other words, is there a way to get pre-approval for a project?	No. Local governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to DCEO.
I would like to be on the list to receive the answers to these questions. Thanks.	No response required, Q&A will be posted online.
We have received the agreement for this program. Since this is federal money, what is the CFDA number associated with this program? And is there an associated CSFA number that will be used when we submit our annual CYEFR in GATA?	The CFDA number associated with the Local CURE Program allotments is #21.019. The CSFA number is 420-00-2433.
Supporting Documentation	
For the justification statement - if we are submitting personnel expenses for reimbursement, do we have to submit a statement for each individual employee or can we submit 1 statement that covers all employees?	In general, one justification statement covering multiple employees would be acceptable, but would recommend subrecipients doing so consistently from relevant departments or agencies.
What is considered "proof of payment", an invoice or cancelled check or both?	Both. Purchase orders, invoices, canceled checks, check stubs or other proof of payment are examples of supporting documentation.

What type of documentation will be required for payroll/overtime reimbursement? will a spreadsheet suffice, or do you need some kind of PDF report?	Payroll records for each included position with title, employee ID number, rate of pay and time period is required. Both MS Excel or PDF are acceptable formats.
Proof of payment would be a copy of the bank or credit card statement showing payment was made to vendor?	Yes. Statements, purchase orders, invoices, canceled checks, check stubs or other proof of payment are examples of supporting documentation.
Can we see an example of a justification statement for common items such as PPE, plexiglass for sneeze guards, etc.	Local governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency based on the DECO Allowability Test and drafting justifications unique to their entity. Justifications do not need to be a lengthy narrative. 2-4 sentences will suffice.
We do not use purchase orders. We order, receive an invoice, the Treasurer writes a check with a short description...he does NOT include the invoice numbers on the check memo...your requirements indicated that we need to include purchase order numbers.	If purchase orders are not used, a copy of a cancelled check, evidence of receipt, or invoice would be acceptable supporting documentation.
When you ask for a General Ledger report....our Treasurer could print expenditures connected to COVID expenses, but it only shows the vendor name, description, amount and date. Is that sufficient?	Yes. Request must also include a narrative justification clearly demonstrating how the expenditure meets the DCEO Allowability Test.
What invoice number should be used when submitting payroll and fringe benefits costs for reimbursement? Invoice numbers are usually not associated with payroll-related costs.	Examples of required supporting documentation are payroll records for each included position with title, employee ID number, rate of pay and time period.
If you do not use purchase orders will invoices for payments be enough documentation to submit requests.	Yes. Invoices, canceled checks or other proof of payment are examples of required supporting documentation.
The Village wants to divide the COVID Cure funds between two schools. Does the Village have to prove they spent the money or can the Village use the receipts and proof of payment the school has?	The Village will need to provide proof of payment on behalf of the two schools. Schools districts are not direct recipients and all reimbursements must be submitted by the Village.
Can we submit one lump request on our PPE and submit all the individual purchase detail behind on one line item in the portal or do we need to submit a separate line for each purchase which would be cumbersome.	No. All supporting documentation must be based on purchase and general ledger details. Similar to how IEMA must have individual invoice details.
Can there be a csv file that is formatted so that we can fill it out with the data you need and then submit it vs create a line item repeatedly? Then submit all of the invoices and check stubs at the same time broken down by however you desire?	A planning worksheet is available via the Portal under the FAQ section. This may be submitted along with other supporting documentation. At this time, file uploads to populate the reimbursement request is not available.