



## **Instructions for Submitting Phase One Reimbursement Requests for Audrain County CARES Funding**

- Complete attached form to itemize your entity's reimbursable costs.
- Complete Certification –Note that you are certifying that you will only submit requests for eligible expenses and that should it be determined that any expense is ineligible, you will repay the funds to the county.
- Only items directly related to Covid- 19 are eligible.
- You MUST provide receipts to claim reimbursement.
- You MUST provide a picture of the item for which you are requesting reimbursement.
- Submit completed reimbursement requests by July 30, 2020 to:

Audrain County Commission  
c/o County Clerk  
101 N. Jefferson St.  
Mexico, MO 65265

- Points of contact to email or call:

Audrain County Commission  
CARES@audraincounty.org  
Steve Hobbs, Presiding Commissioner  
Alan Winders, Associate Commissioner  
Tracy Graham, Associate Commissioner  
573-473-5822

## **Identification Key for Eligible Reimbursable Expenditures of the CARES Act**

1. Medical expenses such as:
  - a. COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - b. Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - c. Costs of providing COVID-19 testing, including serological testing.
  - d. Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - e. Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
  - a. Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.

- b. Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - c. Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
  - d. Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - e. Expenses for public safety measures undertaken in response to COVID-19.
  - f. Expenses for quarantining individuals.
3. 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.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - a. Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - b. Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - c. Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - d. Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - e. COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - f. Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
  - a. Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
  - b. Expenditures related to a State, territorial, local, or Tribal government payroll support program.
  - c. Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria

## CARES FUNDING CERTIFICATION

(Only 1 required per entity)

I certify that:

1. I have the authority to request reimbursement payment from Audrain County from its allocation of funds from the State of Missouri from the Coronavirus Relief Fund as created in the CARES Act.

2. I understand that Audrain County will rely on this certification as a material representation in making a direct payment.

3. Uses of the funds will be used only to cover those costs that-

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. 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
3. Were incurred during the period that begins on March 1, 2020, and ends on June 30, 2020.

4. I further understand that:

The following is a list of examples of costs that would not be eligible expenditures of payments from the Fund.

- a. Expenses for the State share of Medicaid.
- b. Damages covered by insurance.
- c. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- d. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
- e. Reimbursement to donors for donated items or services.
- f. Workforce bonuses other than hazard pay or overtime.
- g. Severance pay.
- h. Legal settlements.

5. Funds provided as a payment pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by a political subdivision or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to Audrain County. In the event that an audit finds expenditures were not allowable under the CARES Act, entity agrees to return grant funds to Audrain County.

6. Any entity receiving funds pursuant to this certification shall provide documentation of all uses of the funds, including but not limited to invoices and/or sales receipts. Such documentation shall be produced to Audrain County as required to receive funds.

7. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

8. Funds received pursuant to this certification cannot be used for expenditures for which an entity has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

**By signing the application to which this certification is attached, I certify that I have read the certification and my statements contained herein are true and correct to the best of my knowledge.**