



WHAT IS THE COVID-19 REIMBURSEMENT PROGRAM?

- The reimbursement program is designed to make our community whole again through the provision of fund payments to qualifying private nonprofits, local governmental entities, and education Institutions to reimburse already incurred costs that were necessary and reasonable to respond to and mitigate the spread of the COVID-19 pandemic.
- On August 15th, Neosho County submitted Its first County and Subrecipient Reimbursement report of incurred COVID-19 related expenditures for the County and qualifying entities who had submitted eligible expenses through the County's Reimbursement Portal. This Program serves as a continuation of this activity, to ensure that the County and qualifying entities have enough time to submit expenses for costs Incurred from March 1, 2020 to July 31, 2020.
- Under this Program, entities who have applied for FEMA reimbursements may use Coronavirus Relief Fund (CRF) payments to meet FEMA's 25 percent cost share requirements under the Stafford Act.
- The current total allocation for the Program is 561,017.77 dollars and Is subject to change with additional amendments to the County's Direct Aid Plan.

HOW TO REQUEST ASSISTANCE THROUGH THE PROGRAM?

- Eligible Applicants can submit a request for reimbursement through the County's Reimbursement Portal – [Neosho County Reimbursement Portal](#). For more Information on how to complete the form, please see the Reimbursement Portal Instruction Guide located on the homepage of the Reimbursement Portal.
- Applicants may submit more than one reimbursement request. Each request is limited to one expenditure category and all expense Items related to that category.
 - For example, the following expense items: masks, gloves, and gowns would all be submitted under the expenditure category of "PPE."
 - However, If the same entity also purchased a laptop, mouse, and keyboard to be used to facilitate remote services due to COVID-19, the entity would submit this expense through another reimbursement request under the expenditure category of "Technology."
- Reimbursements will be evaluated against the eligibility criteria outlined by the CARES Act and prioritized against the funding priorities set by the State of Kansas' Office of Recovery and the County.
- Applicants that have already submitted a Request for Public Assistance through FEMA should make note of this in their request for reimbursement.

WHO CAN APPLY TO THE PROGRAM?

Eligible Entities must meet all the following requirements:

- Must be physically located within Neosho County.
- Must sign a Memorandum of Understanding and provide bank account information to the County which is accessible through <http://www.neoshocountyks.org/index.php/commission/crf-information>.



Eligible Entities for the Program include:

- NGO (501(c)(3)) or Not for Profit Entities¹
- Municipal Governments
- Independent School Districts
- Private Education Institutions
- Public Institution of Higher Learning (University)

The County will score Applications against several factors that are deemed critical for responding to and mitigating the spread of COVID-19, as well as, making our institutions whole. Those factors may include but are not limited to the following criteria:

1. The expense is necessary and is a reasonable cost as outlined In the CARES Act.
2. The expense Is a priority for the County:
 - a. Medical & Public Health
 - b. Connectivity
 - c. Economic Relief
3. There are not any other available funding sources to cover the expense.

HOW WILL THE PROGRAM OPERATE?

1. Applicant submits signed Memorandum of Understanding and Bank Account Information to Neosho County.
2. Once the Program has determined eligibility, a Case Manager will assign the Applicant and Organization ID number and provide Information on how to submit a request for reimbursement through the portal.
3. Applicant submits their requests for reimbursement through the County's Portal.
4. Upon receipt, the Case Manager will perform an Initial review to ensure that no Information Is missing. If any Information Is missing, the Applicant will receive a request for Information and shall provide the missing Information required so that the request can be processed.
5. If the County determines that the reimbursement request Is eligible, aligned with the Program's priorities, and funding Is available, then the County will submit the request for approval to the State as part of the County's Reimbursement Report(s).
6. Upon approval by the State, the County will notify the Applicant of pending reimbursement through issuance of a **Notice of Award**. If the request for reimbursement Is deemed Ineligible or not recommended for payment by the State or County, the Applicant will receive an **Adverse Funding Notice** detailing the reasoning for the request not being approved.
7. Prior to being reimbursed, the County will verify that the Applicant has a signed MOU in place, bank account Information and authorization for transfers has been given, and that each expense Item has documented proof of payment attached.

¹ Means a non-governmental agency or entity that currently has an effective ruling letter from the IRS granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under the State law, or a faith-based organization



WHAT ARE ELIGIBLE EXPENSES UNDER THIS PROGRAM?

To qualify for this Program, the expenditures must satisfy three general conditions:

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 (applies to Local Governmental Entities); and
3. were Incurred during the period that begins on March 1, 2020, and August 15, 2020.

Eligible expenditures may Include, but not be limited to the following:

- Medical Expenses
 - COVID-19 related expenses of public hospitals, clinics, and similar facilities
 - Establishing temporary public medical facilities and other measures to Increase COVID-19 treatment capacity.
 - Providing COVID-19 testing, Including serological testing.
 - Emergency medical response, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.
- Public Health
 - Expenses for communication and enforcement of public health orders related to COVID-19.
 - Acquisition and distribution of medical and protective supplies, Including sanitizing products and PPE.
 - Disinfection of public areas and other facilities, e.g. nursing homes.
 - Technical assistance to local authorities or other entities on mitigation of COVID-19 related threats to public health and safety.
 - Public safety measures undertaken in response to COVID-19.
- Action to Facilitate Health Measures
 - Food delivery to residents, Including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Facilitation of distance learning, including technological Improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
- Economic Support
 - Any other COVID-19 related expense reasonably necessary to the function of an entity that satisfies the Fund's eligibility criteria.

HOW LONG WILL THIS PROGRAM RUN?

This Program is expected to run from August 2020 through November 2020. The current cut-off date for submitting a request for reimbursement through this Program is **November 5, 2020**