



Instructions for Submitting Reimbursement Requests
DEADLINE FOR SUBMISSION AUGUST 31, 2020

- Complete Application and Certification
- Complete invoices or receipts to summarize all of your entity's reimbursable costs
- Please reference eligible expenditures from section 10
- Submit Application and Documentation to:

Email: COVID@buchmo.org

Mail: Buchanan County Commission
411 Jules Room 101
St. Joseph MO 64501

- Points of contact to email or call:

Buchanan County Commission
Presiding Commissioner Lee Sawyer
Eastern District Commissioner Scott Burnham
Western District Commissioner Ron Hook
816-271-1503

lsawyer@buchmo.org, rhook@buchmo.org, sburnham@buchmo.org

Buchanan County Auditor
Tara Horn
816-271-1409
thorn@buchmo.org

1. **Buchanan County might need to seek additional information.**
2. **There is no guarantee of funding just because of application and you may not receive amount requested.**
3. **There are Limited Funds available.**

- Please attach your most recent W-9

Internal Use Only:

Approved by: _____

Paid _____ ck#: _____

Buchanan County Application for CARES Act Reimbursement

<i>Entity Name:</i>	
<i>Remit Address:</i>	
<i>Contact and Title:</i>	
<i>Contact Phone Number:</i>	
<i>Contact Email:</i>	
<i>Federal Tax ID:</i>	

Certification

I, _____ (enter name), am the _____ (title) of _____ (hereafter referred to as “applying entity”), and I certify that:

1. I have the authority on behalf of applying entity to request direct payment from the County of Buchanan, Missouri pursuant to Section 14.435 of SS SCS HCS HB 2014, from the allocation of funds to the County of Buchanan, Missouri from the Coronavirus Relief Fund as created in the CARES Act.

2. I understand that the County of Buchanan, Missouri will rely on this certification as a material representation in making a direct payment to applying entity.

3. The proposed uses of the funds provided as direct payment under Section 14.435 of SS SCS HCS HB 2014 will be used only to cover those costs that-

- a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020, for applying entity; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on August 31, 2020.

4. Funds provided as direct payment from Buchanan County, Missouri pursuant to this certification for necessary expenditures that were or will be incurred during the period that begins on March 1, 2020, and ending on August 31, 2020. If the funds are not expended on those necessary expenditures on or before December, 30, 2020, they must be returned to the Buchanan County on or before March 31, 2021.

5. I agree that funds provided as a direct payment from the Buchanan County, Missouri 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 Buchanan County, Missouri.

6. I understand that any entity receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts. Such documentation shall be produced to the County of Buchanan, Missouri upon request.

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

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

9. I understand that this reimbursement shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on August 31, 2020.

10. I understand that the following are non-exclusive examples of eligible expenditures:

a. Medical expenses such as:

- COVID-19-related expenses of public hospitals, clinics, and similar facilities.
- Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
- Costs of providing COVID-19 testing, including serological testing.
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19 (not to include costs for medical treatment or transportation on behalf of specific individual).
- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.

b. Public health expenses such as:

- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- 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.
- Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
- Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19.
- Expenses for quarantining individuals.

c. 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 COVID19 public health emergency.

d. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:

- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
- Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
- 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.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

e. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

11. I understand that the following are non-exclusive examples of ineligible expenditures:

- 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.

I certify under the penalties of perjury set forth in Section 575.040, RSMo, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: _____

Signature: _____

Title: _____

Date: _____