

# Governor's Office for Emergency Relief & Recovery

## Municipal and County COVID-19 Cost Reimbursement

### *Best Practices & Allowable Expense Overview*



The Municipal & County cost reimbursements are ongoing, and requests received outside of the dates, below, will not be processed and only one (1) reimbursement request will be processed for each of the remaining reimbursement submission dates:

- September 15, 2020 and
- October 30, 2020.

However, in order to expedite the review process and issuance of payments, please review the following allowable expense categories and descriptions, real examples of permitted expenditures, and a checklist which includes the recommended format for submissions.

Please also note the examples listed of ineligible expenditures that would not qualify for payments from the Fund.

For more information about this funding opportunity, please visit:

<https://www.goferr.nh.gov/covid-expenditures/municipal-county-payments>

### **Allowable Expense Categories & Descriptions:**

- ✓ **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.**
  - In light of the emergency nature of this program, and as a matter of administrative convenience, a government may presume that the entire payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
  
- ✓ **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.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.

✓ **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.

✓ **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.

✓ **Expenses associated with the provision of economic support to private business and individuals in connection with the COVID-19 public health emergency, such as:**

- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
- 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.

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

### **Specific examples of eligible expenses that have been approved:**

- ✓ Fire/EMS/Police/Public Health/Public Welfare payroll
- ✓ Fire/EMS/Police overtime (75% FEMA, 25% GOFERR)
- ✓ Medical Supplies due to COVID-19 (75% FEMA, 25% GOFERR)
- ✓ Disinfecting services due to COVID-19 (75% FEMA, 25% GOFERR)
- ✓ Increased Cleaning supplies due to COVID-19 (75% FEMA, 25% GOFERR)
- ✓ Personal Protective Equipment (75% FEMA, 25% GOFERR)
- ✓ Employee Overtime due to COVID-19
- ✓ Hazard pay for employees that are substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- ✓ Paid sick and paid family and medical leave (Families First Coronavirus Response Act)
- ✓ Municipal building modifications due to COVID-19
- ✓ Increased welfare costs (food, shelter, utilities) due to COVID-19
- ✓ Interest on Tax Anticipation Notes (TANS)
- ✓ New telework costs for remote municipal operations (computers, software, networking, webcams)
- ✓ Increased election costs due to COVID-19
- ✓ Legal fees due to COVID-19
- ✓ Increased postage costs due to COVID-19
- ✓ Increased trash costs due to COVID-19
- ✓ Social distancing signs

### **Examples of Ineligible expenditures that do not qualify for payments:**

- ⊗ Expenses for the State or local share of Medicaid
- ⊗ Damages covered by insurance
- ⊗ Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- ⊗ 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
- ⊗ Reimbursement to donors for donated items or services
- ⊗ Workforce bonuses other than hazard pay or overtime

- ⊗ Severance pay
- ⊗ Legal settlements
- ⊗ Revenue replacement for government entities
- ⊗ Capital projects for which there was a pre-existing need or that were budgeted

**Checklist & Recommended Format for Municipal and County Grant Submissions:**

**NOTE:** For faster processing of your reimbursement request, please double check that the following information has been provided:

- Signature on the reimbursement request;
- Number the pages of supporting backup documentation;
- Summary sheet of expenses and page number of the supporting backup documentation, such as:

Grantee Name:

Payment Request #: 2

<b>Expense Category</b>	<b>Amount</b>	<b>Page Location</b>
Sanitize Facility	\$36.50	1-2
OT - COVID Response	\$47.61	3-4
OT - COVID Response	\$39.21	3-4
Sanitize Facility	\$122.00	5-6
Housing homeless	\$27.25	7-8
Housing homeless	\$81.75	7-8
Housing homeless	\$45.00	9-10
Housing homeless	\$60.00	9-10
Meeting expense	\$213.68	11-12
Meeting expense	\$149.90	13-14
Sanitizing wipes	\$30.64	15-16
Meeting expense	\$189.99	17-18
Meeting expense	\$956.00	17-19
PPE	\$6.50	20-21
Meeting expense	\$1,825.00	22-24
	<b>\$3,831.03</b>	