

## **Coronavirus Relief Fund (CRF)**

Since the start of the COVID-19 pandemic and Governor Hogan's declared State of Emergency for Maryland on March 5, 2020, Carroll County has seen unprecedented impacts on health, education, businesses, the economy and the provision of services resulting in unforeseen financial needs in response to this State of emergency.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was established to mitigate and provide aid to all States to respond and recover from the impact of the COVID-19 pandemic. Part of the CARES Act is the creation of the Coronavirus Relief Fund (CRF) and is an invaluable funding resource for Carroll County.

Under the CARES Act, the CRF Fund allows for reimbursement for approved specified expenditures, for the covered period, through the Carroll County Health Department to local agencies, non-profits, long term care facilities, and businesses.

The Carroll County Health Department is soliciting interested applicants who meet the criteria for reimbursement under the CARES Act, CRF Fund.

### ***Eligibility Criteria***

The CARES Act provides that payments from the Fund may only be used to reimburse costs that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- exceed \$1,000
- were not accounted for and/or reimbursed under another budget or funding source; and
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

### ***Necessary expenditures incurred due to the public health emergency***

The requirement that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the applicant to respond directly to the emergency, such as by addressing medical or public health needs.

### ***Costs not accounted for in another budget or funding source***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in another budget or funding source. 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 *or* (c) is or could be covered by another funding source.

### ***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

A cost is "incurred" when the applicant has expended funds to cover the cost.

### ***Examples of eligible expenditures***

Examples of eligible expenditures include, but are not limited to:

1. Medical expenses such as:

- COVID-19-related expenses of Nursing Homes, Long Term Care Facilities, clinics, non-profits 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.
- Expenses for hiring additional staffing not already accounted for in the staffing of the facility, to meet the needs of the facilities to maintain the separation requirement to meet the CDC guidance related to isolation and quarantine due to COVID-19.

2. Public health expenses such as:

- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, social workers, 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 public safety measures undertaken in response to COVID-19.

***Examples of ineligible expenditures***

Examples of costs that would ***not*** be eligible for reimbursement include, but are not limited to:

- Expenses or 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.
- To fill shortfalls in revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.
- Expenses that have been or will be reimbursed under any State or 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.

***Reimbursement Priority Phases***

This funding will be reimbursed following the priorities listed below, priority will be given to the applicant whose requests are related to the following:

Highest Priority (From Governor's Plan)

- Personal Protective Equipment
- Expanded Testing Capacity for COVID-19
- Contact Tracing Associated Costs

Secondary Priority (Prevention and Control of the Spread of COVID-19)

- Decontamination Equipment
- Disinfection Supplies
- Additional Staffing for Cleaning
- Social Distancing Costs
- Non-PPE masking
- Covid-19 prevention outreach activities
- Monitoring equipment (pulse oximeters, thermometers, etc.)
- Other cost associated with preventing the spread of COVID-19

- Health Department expenses for COVID-19 related continuity of operations

#### Tertiary Priority (Direct Patient Care Costs)

- Additional oxygen / oxygen generating equipment in response to outbreak
- Direct care staffing (beyond customary staffing) in response to outbreak
- Other non-reimbursable increases in costs related to COVID-19

#### **TO APPLY**

Applicants must apply to the Carroll County Health Department to request reimbursement for the COVID-19 response related expenses. Minimum application amount \$1,000.00. All applications will be reviewed and approved by committee. Precedence will be given to the applicant who meets the priorities established.

The CCHD may only process reimbursement when actual expenses are incurred. However, when the application is approved by the committee the CCHD will place a hold on those funds to allow for reimbursement when the expenditures are incurred.

The application process requires the submission of the following:

- Applicants may send in a budget plan (template included) for the expenditures already incurred and expected future expenditures
- The CARES Act CRF Fund Reimbursement Request form
- A reimbursement agreement will be executed for all requests over \$50,000

The reimbursement process requires the submission of the following:

- For submission from \$1,000- \$49,999 submit weekly
- For submission for \$50,000 and above submit monthly
- A valid invoice with a Tax ID #, remittance address, and the line item expenditure detail
- Sufficient back up documents for all expenditures (Such as receipts, reports, cancelled checks, etc.) to clearly identify the expenditure was related to COVID 19 during the covered period
- Signed attestation stating no other funding was received for this expenditure

Note: Requests over \$100,000 will require additional documentation such as audited financial statements per the Federal Risk Assessment requirement.

The CCHD may request additional documentation or justification if the first application submission does not provide detailed information to support the request.

Submit application, documentation and invoices to:

Carroll County Health Department

Attn: Accounts Payable/CARES

290 S. Center Street

Westminster, MD 21157

CCHD shall pay applicant "Net thirty (30) days" after receipt of a properly prepared invoice, submission of the appropriate documentation and committee approval for payment.

Applicant may apply as needed to request funding to cover the approved expenditures, however, the submission process shall be completed for each request until approved funding is depleted.

The CCHD reserves the right to disapprove any request for reimbursement of not approved, inappropriate or expenditures that do not meet the criteria.

In the event an applicant will not be reimbursed, the CCHD will send a letter of denial to the applicant to the address provided.

The applicant agrees payment made by the CCHD be accepted as payment in full for expenditures and no additional charges shall be made to any person, program, or sub vendor.

If it is determined after the reimbursement has been made that an alternate source of funding was available for the requested expenditure, the CCHD will invoice the applicant for the return of the funds.

Questions in regards to this opportunity shall be directed to [Donna.buchanan@maryland.gov](mailto:Donna.buchanan@maryland.gov) 410-876-4831.